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## **POLICY FOR ELECTIONS OF EXECUTIVE BOARD AND ELECTED COMMITTEE MEMBERS**

Policy for Elections of Executive Board and Elected Committee Members		
First draft:	Winter 2020	Sponsor: MRSA Governance Committee
Current Version:	2.0	
Last Amended:	April 21, 2021	Approved by: MRSA Executive Board
Next Review:		

### **Summary**

This policy covers the processes of the nomination and election procedures for all voting MRSA Executive positions, the Board of Governors Representative, members of the Negotiations Committee and members of the Education and Development Training Committee.

The purpose of this policy is to provide a framework for fair, accessible, transparent and timely nominations and elections for continuity in governance.

### **1.0 Elections & Voting Chair**

The MRSA Executive Assistant shall act as the Elections & Voting Chair. He/She will be charged with announcing position vacancies and election timelines, overseeing the call for nominations from the membership, notifying the nominees, receiving their campaign statement, organizing a candidates' forum, forwarding electronic ballots to the membership and reporting the results of the vote to the MRSA membership and Human Resources.

### **2.0 Eligibility for Office**

- a) Candidates for President must be full time, 12-month employees and are required to have served a minimum of one (1) year on the MRSA Executive Board;
- b) Candidates for Vice-President(s) are recommended to have served a minimum of one (1) year as a representative on the Executive or have relevant experience.
- c) Candidates for Vice-President must be full-time employees or full-time continuing term employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation.



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- d) Candidates for Treasurer are recommended to have served a minimum of one (1) year as a representative on the Executive or have relevant experience.
- e) Candidates for Treasurer must be full-time employees or full-time continuing term employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation.
  - i) It is strongly recommended that the Treasurer has a working knowledge of all accounting principles in order to fulfill the responsibilities of this role;
- f) Candidates the Board of Governors Representative are preferred to have served a minimum of one (1) year on the MRSA Executive Board;
- g) Candidates for Director-at-Large positions must be full-time employees or full-time continuing term employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation
- h) No member may hold more than one elected position on the Executive Board excluding committee positions;
- i) For the purpose of eligibility, one (1) year shall be defined as twelve (12) months cumulative, and will generally be understood to align with the fiscal year (July 1 to June 30).

### **3.0 Nominations and Acceptance**

- a) Following the declaration of a position(s) vacancy, the Elections & Voting Chair shall announce to the membership what positions are eligible for nomination and the date/timeline of the election.
- b) Upon the announcement of a position(s) vacancy, nominations will immediately be accepted from the membership for the duration of two calendar weeks.

To submit nominations, members must complete the Nomination Form from the MRSA website. The completed Nomination Form (**Appendix 1**) must be emailed or hand delivered to the EC, care of the MRSA office by the specified deadline;

- c) Nominees will be notified of their nomination by the EC and, if they agree, they must formally accept the nomination as directed (**Appendix 2**).



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- d) Upon accepting the nomination and meeting the eligibility requirement, verification of all mandatory documentation from the nominee must be received by the EC by the indicated deadline before nominees will be declared candidates. The membership will be notified of the eligible candidates, one working day after the closing of nominations.
- e) Upon the announcement of candidate(s) for election, the canvassing period shall commence for a duration of one week (5 working days) prior to the opening of elections.
- f) No member may hold more than one elected position on the Board excluding committees.

#### **4.0 Election Process**

- a) Voting instructions will be sent to all eligible voting members along with the names, position nominations and links to campaign statements, position descriptions and length of term for each position. Voting will open for two (2) working days after the canvassing timeline has closed.
- b) All elections will be determined by plurality vote. In the event of a tie, a second vote will be held on a date to be determined by the Executive.
- c) The EC will email the results of the vote the next working day after the ballot closes. The certified results information will include: total number of eligible voters, total number of ballots received and total number of votes for each candidate.

#### **5.0 Canvassing**

- a) Each candidate must provide a campaign statement as required by the nomination procedure. These statements shall be available for all voting members to see during the election period and shall serve as the basis for the candidate's campaign.
- b) Candidates may canvas support from the membership one (1) working day and up to one week (5 working days) after the closing of nominations.
- c) The MRSA office will not supply any candidate with any MRSA membership information or lists for the purpose of campaigning.
- d) Paper campaigning (posters, flyers etc.) is the responsibility of each candidate and MRSA accepts no responsibility for information posted prohibitively. Candidates are responsible for the removal of such materials at the conclusion of the canvassing period.



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- e) Personal electronic campaigning is permitted but is not the responsibility of the MRSA.

## **6.0 Candidates' Forum**

In the event of more than one nomination for a position, the EC shall be responsible for organizing a candidate forum. The EC will organize a time and location for the forum and ensure:

- a) This forum will happen no later than one week before a vote.
- b) All candidates will be given sufficient notice of the forum in order to prepare and attend.
- c) MRSA members will be notified and invited to attend the forum.
- d) The forum will include a platform presentation by candidates followed by a question and answer period for the membership.
- e) The EC will communicate the rules for running the forum to each candidate in advance of the forum. These rules will be developed by the MRSA Executive.

## **7.0 Mid-Term Executive Vacancies**

- a) If a Board member or a committee member vacates their role prior to completion of their term and it is greater than ninety (90) calendar days preceding a general election, then a vacancy must be declared and a by-election is to be held; or
- b) Any vacancies occurring within the ninety (90) calendar days preceding an election may be filled by an interim volunteer appointed by the Executive to fulfill the duties of office until the next general election.

## **8.0 Mid-Term Committee Vacancies**

Where a standing committee vacancy occurs mid-term, the Executive Board may issue a call to the membership for interested applicants. The Executive Board will also be empowered to appoint members to fill the vacancy.

## **9.0 Challenges to the Vote**

Any member who voted in an Election or By-Election may file a Challenge to the Vote.

To challenge a vote, the following must occur:

- a) A print or electronic challenge to the vote, containing signatures of ten (10) members outlining their concerns, must be submitted to the Elections & Voting Chair (**Appendix 3**);
- b) A challenge to the vote must be received by the Elections & Voting Chair no later than 4:00 p.m. on the 3rd business day after the reporting of the official election results;
- c) A challenge to the vote will be presented by the EC to the MRSA Executive Board for their review;



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- d) Any challenge deemed valid by the MRSA Executive Board shall result in voiding of the contested result and a call for a by-election;
- e) Depending on the results of the investigation of the challenge, the candidate involved in the challenge may be permitted to run again; and
- f) Any intentional infractions of the Elections Policy will result in the candidate's name being removed from the ballot by the EC Chair.

<b>Version Number</b>	<b>Date Approved</b>	<b>Approved By</b>	<b>Description</b>
1.02	April 2, 2020	MRSA Executive by plurality vote	Creation of MRSA Policy for Elections of Executive Board and Elected Committee Members
2.0	April 21, 2021	MRSA Executive by plurality vote	Revisions to apply Constitutional amendments, and new eligibility requirements added to the role of Director-at-Large.



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**MRSA NOMINATION FORM**

**Appendix 1**

**Candidates must be MRSA members. Completed Nomination Forms must be submitted electronically to the Elections & Voting Chair in the MRSA office by 4:00 pm on \_\_\_\_\_ . All positions commence July 1.**

I hereby nominate: \_\_\_\_\_ for the position of:

(Please Print)

(Check one box only)

**President**

The President's position is a two-year term. Candidates for the position of President must be full-time, 12-month employees and are required to have served a minimum of one (1) year on the MRSA Executive Board. The President receives full-time release from his/her normal working hours to conduct Association business as per Article 7.2 (a) of the current Collective Agreement.

**Vice-President (up to two (2) persons)**

The Vice-President's position is a two-year term. Candidates must be full-time employees or full-time continuing term employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation. Candidates are recommended to have served a minimum of one (1) year as a representative on the Executive or have relevant experience. The Vice-President receives time off with pay equal to one-quarter (1/4) of the employee's normal hours of work per month to conduct Association business as per Article 7.2 (b) of the current Collective Agreement. See the Constitution for the list of duties.

**Treasurer**

The position of Treasurer is a two-year term. Candidates must be full-time employees or full-time continuing term employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation. Candidates are recommended to have served a minimum of one (1) year as a representative on the Executive or have relevant experience. This person shall be allowed 3 ½ hours' time off with pay every week to conduct Association finances as per Article 7.2 (c) of the current Collective Agreement. See the Constitution for the list of duties.

**Board of Governors Representative**

The Board of Governors Representative position is a two-year term. Candidates are preferred to have served a minimum of one (1) year on the MRSA Executive Board. See the Constitution for the list of duties.

**Director at Large**

The Director at Large positions are two-year terms. See the [position description](#) for more information.

**Director at Large: Equity, Diversity & Inclusion**

The Director at Large positions are two-year terms. See the [position description](#) for more information.

**EDT Committee Members**

The EDT Committee member positions are two-year terms. See our website at <https://mrustaff.ca/committees/edt-committee/> for a list of duties.



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**Negotiations Committee**

The Negotiations Committee positions are two-year terms. See our website at <https://mrustaff.ca/committees/negotiations/> for a list of duties.

**In submitting this form, I acknowledge that I have informed my supervisor/manager of my intent to run for this role(s).**

\_\_\_\_\_  
Nominator's Name

\_\_\_\_\_  
Nominator's Signature

\_\_\_\_\_  
Nominee's Name

\_\_\_\_\_  
Nominee's Signature



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**NOMINATION CAMPAIGN STATEMENT**

**Appendix 2**

Name:	
Department:	
Number of years at MRU:	
Professional Development/Training:	
Previous MRSA service:	
Previous MRU service:	
Other previous experience:	
How do you envision your role in the MRSA?	
What do you want to accomplish?	
How will you commit to these goals?	





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**CHALLENGE TO THE VOTE**

**Appendix 3**

Date of Vote: \_\_\_\_\_

Name of Vote: \_\_\_\_\_

Date Challenge Submitted: \_\_\_\_\_

Name of Challenger: \_\_\_\_\_

Reason for the Challenge:

**Full Name (Print) and Signature of 10 Members in Support of the Challenge:**

- 1. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 2. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 3. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 4. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 5. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 6. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 7. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 8. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 9. \_\_\_\_\_ (Signature) \_\_\_\_\_
- 10. \_\_\_\_\_ (Signature) \_\_\_\_\_

Signature of Challenger: \_\_\_\_\_

Signature of Elections & Voting Chair: \_\_\_\_\_

Date: \_\_\_\_\_