



*A culture of recognition and mutual respect where the MRSA is an equal and valued partner in the MRU community.*

<b>Voting Policy</b>	
First draft: August 26, 2020	Sponsor: Governance Committee
Current Version: 2.01	
Last Amended:	Approved by: MRSA Executive Board
Next Review:	

**Overview**

This policy covers voting for elections, amendments to the Constitution, proposed dues changes, special levy recommendations, ratification votes for the Collective Agreement, resolutions and any other such items deemed necessary by the Executive.

**Purpose**

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

Definitions:

**Constitutional Vote** - a vote that is called by the MRSA Executive to bring changes or amendments to the MRSA Constitution.

**Election & Voting Chair** - MRSA Executive Assistant fills this role.

**MRSA Members** - as defined in the MRSA Constitution.

**MRSA Executive Board** - shall consist of its Officers, the Board of Governors Representative, and a minimum of eight (8) Directors at Large elected or appointed from the membership.

**MRSA Executive Officer**- shall include the following positions; the President, the two (2) Vice-Presidents and the Treasurer

**Ordinary Resolution** - general, operational and common resolution

**Plurality** - The process in which a proposition pulls more votes than any other proposition but does not need to receive a majority.

**Ratification Vote** – a vote that is called by the MRSA Negotiations Committee for the membership to accept or reject the terms of a new Collective Agreement.

**Special Resolution** - a special or uncommon resolution



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## **1.0 ELIGIBILITY TO VOTE**

All dues-paying MRSA members are eligible to vote.  
The list of dues-paying members is provided by MRU Human Resources.

## **2.0 CONSTITUTIONAL AMENDMENTS**

### **Notification**

Members shall be given the opportunity to review the information on the subject of the vote. Notice and a presentation of the proposed amendments must be given to the membership at least ten (10) working days prior to the vote.

A minimum release shall include the following:

- a. posting on the MRSA website
- b. a direct email to all members

## **3.0 RATIFICATION VOTES**

A ratification vote is called by the MRSA Negotiations Committee for the membership to accept or reject the terms of a new Collective Agreement.

### **Notification**

The purpose, information, and the subject of the vote must be announced formally and be made available to all members. Members shall be given the opportunity to review the information on the subject of the vote. Notice and presentation of the proposed Collective Agreement must be given to the membership at least ten (10) working days prior to the vote.

A minimum release shall include the following:

- a. posting on the MRSA website
- b. a direct email to all members

## **4.0 OTHER TYPES OF VOTES**

Other types of votes, such as, but not limited to, a dues proposal, or a specified levy may be called by the MRSA Executive Board.

Voting for strike purposes will be processed as per the Alberta Labour Relations Code and requirements.

## **5.0 Requirements of the Electronic Voting System**

To conduct a vote, the following shall occur:

- a. votes will occur for all ratifications of the Collective Agreement, amendments to the Constitution and any other votes indicated to the membership.
- b. the Election & Voting Chair will incorporate the official Mount Royal University Staff list into the electronic voting software prior to the elections.
- c. the electronic voting software that is selected shall:
  - i. ensure that only eligible members are able to vote
  - ii. ensure that eligible members are only able to vote once
  - iii. ensure there is no connection between the voter's name and their choice
  - iv. produce a list of eligible members who have and have not voted
  - v. have a function to clearly define the voting date(s) and time(s).
- d. voting will commence at 9:00 a.m. and conclude at 4:00 p.m. on the last day of the designated voting period.

## **6.0 Balloting Process**

- a. An email with a link to a ballot shall be sent to the membership on the day of the vote. If a member does not receive the ballot electronically, it is the obligation of that member to contact the MRSA office to request a ballot be sent.
- b. A reminder email, generated from the electronic voting program, will be sent to each member that has not yet voted to encourage participation in the vote.
- c. Electronic ballots will not be nullified upon elector request. Once a vote has been cast, it is final.

## **7.0 Counting the Electronic Ballots**

The voting program will generate the results of the vote. The following process shall be observed:

- a. all results will be determined by plurality vote; and
- b. in the event of a tie, a second vote will be held the following week. If there is still a tie after the second ballot, the Election & Voting Chair will confer with the Executive Board for a resolution and the President or their designate will cast the deciding vote.



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## **8.0 Communication to Membership of Vote Results**

### **Reporting the Results**

- a. the Election & Voting Chair shall be responsible for the release of the results of the vote regardless of the purpose of the ballot;
- b. the notification shall include the particulars of what was voted on and the results of that vote;
- c. the Election & Voting Chair shall have the results distributed such that every member has a reasonable opportunity to review the results;
- d. a minimum release shall include the following:
  - i. posting on the MRSA website;
  - ii. a direct email to all members;
  - iii. Any changes to the MRSA Executive Board or the Collective Agreement must be reported to the MRU President's Office, Human Resources and the Alberta Labour Relations Board. The Alberta Minister in charge of post-secondary education must be informed by the MRSA office of a change in the Board of Governors position.
- e. results must be released within two (2) working days of the vote.

## **9.0 Challenges to the Vote**

Any member may file a Challenge to the Vote.

To challenge a vote, the following must occur:

- a. An electronic [Challenge to the Vote](#), containing the signatures of ten (10) members outlining their concerns, must be submitted to the EVC;
- b. A challenge to the vote must be received by the EVC no later than 4:00 p.m. on the fifth business day after the reporting of the official results;
- c. A challenge to the vote will be presented by the EVC to the MRSA Executive Board for their review; if a Executive Board member is affected by a potential challenge, they shall rescind themselves from the challenge process;
- d. A challenge deemed valid by the MRSA Executive Board shall nullify the result and a new voting process will be conducted.

Depending on the results of the investigation of a challenge to an electoral vote, the candidate involved in the challenge may be permitted to run again. Any intentional infractions of the



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*Nomination and Elections Policy* will result in the candidate's name being removed from the ballot by the EVC.

Related Policies:

Nominations and Elections Policy and Procedures

Version Number	Date Approved	Approved By	Description
1.01	August 26, 2020	MRSA Executive Board	Creation of MRSA Voting Policy
2.01			Revisions applied; Challenges to the Vote section added