



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

<b>Nomination and Elections Policy and Procedures</b>		
First draft:	Winter 2020	Sponsor: MRSA Governance Committee
Current Version:	5.0	
Last Amended:	April 2023	Approved by: MRSA Executive Board
Next Review:	April 2024	

## Overview

This document outlines the nomination and election policy and procedures for voting on elected MRSA Executive positions and members of the Education and Development Training Committee.

## Purpose

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

## Definitions

**Acclamation:** An uncontested election to a position if only one person is nominated.

**By-Election:** An election held between general elections to fill a vacant seat or to replace an elected member of the MRSA Executive or an MRSA Committee who has vacated their position.

**Candidate:** A nominee whose eligibility has been confirmed by the EVC to run for election.

**Campaigning:** Any organized course of actions by, or on behalf of, a Candidate meant to solicit support during the election period. This can include advertising, demonstrations, video conferencing, and other interactive techniques.

**Elections & Voting Chair (EVC):** The MRSA Operations Administrator shall act as the EVC.

**General Election:** An election in which members of the MRSA vote to elect a member to the MRSA Executive Board or an MRSA Committee.

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

**Nominee:** Any MRSA member who has submitted a nomination form but has not yet been declared a candidate.

**Plurality:** The number of votes cast for a candidate who receives more than any other but may not receive an absolute majority.

**Week Day:** Monday to Friday, exclusive of paid holidays.



## **1.0 Elections & Voting Chair**

The MRSA Operations Administrator shall act as the Elections & Voting Chair (EVC). Under the direction of the Executive Board, the EVC 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 MRU Department of Human Resources.

## **2.0 Eligibility**

- a) Candidates for President must be full-time, twelve (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) 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 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 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. Candidates for Treasurer are recommended to have served a minimum of one (1) year as a representative on the Executive or have relevant experience.

It is strongly recommended that the Treasurer has a working knowledge of basic accounting principles and budgeting in order to fulfill the responsibilities of this role.

- d) 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.
- e) No member may hold more than one (1) elected position on the Executive Board, excluding committee positions.
- f) For the purpose of eligibility as an Officer, one (1) year shall be defined as twelve (12) months cumulative, and will generally be understood to align with the MRSA fiscal year (July 1 to June 30).
- g) Candidates for elected Committee positions must be MRSA members and can be of any Employee category with the exception of Casual.



### **3.0 Nominations Process**

a) Following the declaration of a position(s) vacancy, the EVC shall announce to the membership what positions are eligible for nomination and the date/timeline of the election as determined by the Executive.

b) Upon the announcement of a position(s) vacancy, nominations will immediately be accepted from the membership for the duration of ten (10) week days.

To submit nominations, members must complete the online Nomination Form provided by the EVC. The completed online Nomination Form must be submitted electronically by the nomination deadline.

c) If eligible as outlined in 2.0 Eligibility, nominees will be notified of their nomination by the EVC, and if they accept the nomination, they must submit their Nomination Campaign Statement Form.

d) Upon accepting the nomination, the Nomination Campaign Statement Form from the nominee must be received by the EVC by the indicated deadline before nominees will be declared candidates. The membership will be notified of the eligible candidates one (1) working day after the closing of nominations.

e) Upon the announcement of candidate(s) for election, the campaign period shall commence for a duration of ten (10) week days, excluding holidays unless otherwise expressly indicated, prior to the opening of elections.

### **4.0 Voting Process**

a) Voting instructions will be emailed to all eligible members along with the candidates' names, position nominations and links to campaign statements, position descriptions and length of term for each position. The online voting system will be open and available for members to cast ballots for two (2) week days after the campaign period has closed.

b) Electronic ballots will not be nullified upon elector request. Once a vote has been cast, it is final.

c) 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 MRSA Executive.

d) In the event that there is only one candidate nominated for an elected position, that candidate will be declared acclaimed to that position.

e) The EVC will email the election results to the membership on the next working day following the ballot count. The certified results will include: total number of eligible voters, total number of ballots received, and total number of votes for each candidate.



## 5.0 Executive Board and Committee Vacancies (Appointments and By-Elections)

- a) Should an Executive Board member or an elected Committee member vacate their role prior to completion of their term and it is more than ninety (90) calendar days before the General Election, then a vacancy must be declared, and a By-Election may be held as determined by the Executive.
- b) Should an Executive Board member or an elected Committee member vacate their role prior to completion of their term within ninety (90) calendar days of the General Election, the Executive Board may appoint a member to fulfill the duties of office until the next General Election or the completion of the designated term.
- c) Should a vacant position on the Executive Board or a Committee remain vacant after a General Election, the Executive Board may appoint a member to fulfill the duties of office until the next General Election or the completion of the designated term.

Version Number	Date Approved	Approved By	Description
1.02	April 2, 2020	MRSA Executive	Creation of <i>MRSA Policy for Elections of Executive Board and Elected Committee Members</i>
2.0	April 21, 2021	MRSA Executive	Changes applied to reflect the recent Constitutional amendments. A change was made to the eligibility requirements for the role of Director-at-Large. Appendices 1 and 2 combined into one generic nomination form to list all elected Board and Committee positions.
3.02	March 2, 2022	MRSA Executive	Policy revisions and title change to Nominations and Elections Policy and Procedures. Appendices removed due to electronic process.
4.0	April 6, 2022	MRSA Executive	Edits applied to align with the Campaign Policy (formerly, Election Canvassing Policy).
5.0	April 12, 2023	MRSA Executive	Edits applied to EVC. Campaign period extended from 5 to 10-week days, excluding holidays.



**Related Policies:**

Campaign Policy

Voting Policy

