



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

Nomination and Elections Policy and Procedures		
First draft:	Winter 2020	Sponsor: MRSA Governance Committee
Current Version:	7.0	
Last Amended:	Fall 2025	Approved by: MRSA Executive Board
Next Review:	Fall 2026	

Overview

This document outlines the nomination and election policy and procedures for voting on elected MRSA Executive Board 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 Board 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) - This role will support the operational procedures of elections and voting. The MRSA Operations Administrator fills this role.

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.

Returning Officer - Provides oversight to the electoral process to ensure it is fair, unbiased and according to requirements of the MRSA Constitution, policies and procedures. This role shall be a member appointed from the MRSA Executive Board whose term is not open for the current election period.

Week Day - Monday to Friday, exclusive of paid holidays.

1.0 Calling an Election

Under the direction of the MRSA Executive Board , an election (or by-election) for vacant positions may be called.

The MRSA Executive Board will appoint a Returning Officer to oversee the election process. The Returning Officer will abide by the requirements of the Voting Policy.

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 ballots to the membership and reporting the results of the vote to the MRSA membership and MRU Department of Human Resources.

2.0 Eligibility

No member may hold more than one (1) elected position on the MRSA Executive Board, excluding committee positions. Candidates for elected Committee positions must be MRSA members and can be of any Employee category with the exception of Casual Employees.

Specific provisions for candidates of MRSA Executive Board roles:

- a. 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. Vice-President(s) must be full-time employees or Full-time Regular Recurring 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 MRSA Executive Board or have relevant experience.
- c. Treasurer must be full-time employees or Full-time Regular Recurring 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 MRSA Executive Board 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. Director-at-Large positions must be full-time employees or Full-time Regular Recurring Employees and commit to a twelve (12) month serving capacity, regardless of their employment hours designation.



3.0 Nominations Process

Following the declaration of a position(s) vacancy, the EVC shall provide notice to the members of positions that are eligible for nomination and the date/timeline of the election, as determined by the MRSA Executive Board. Directly following notification of a position(s) vacancy, nominations will be accepted from the membership for the duration of ten (10) week days.

- a. Members must complete the Nomination Form provided by the EVC to submit their nomination. The completed form must be submitted by the nomination deadline.

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 a Nomination Campaign Statement Form provided by the EVC.

- a. The completed form must be submitted by the deadline as confirmation of acceptance of the nomination before nominees can be declared candidates.
- b. The membership will be notified of the eligible candidates two (2) working days 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

Voting instructions and ballots will be emailed to all eligible members 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.

- a. All elections will be determined by plurality vote. In the event of a tie, the Returning Officer's vote shall determine the deciding vote, as per the Voting Policy. The Returning Officer's paper ballot will be kept on file for 12-week days after the results have been announced.
- b. In the event that there is only one candidate nominated for an elected position, that candidate will be declared acclaimed to that position.

The EVC will email the election results to the membership on the next working day following the ballot count. The certified results will include:

- a. total number of eligible voters;
- b. total number of ballots received; and
- c. total number of votes for each candidate.

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

Outside of 120 days of an Election

Should an MRSA Executive Board member or an elected Committee member vacate their role prior to completion of their term and it is more than one hundred and twenty (120) calendar days before the General Election, then a vacancy must be declared, and a By-Election may be held as determined by the MRSA Executive Board.



Within 120 days of an Election

Should an MRSA Executive Board member or an elected Committee member vacate their role prior to completion of their term within one hundred and twenty (120) calendar days of the General Election, the MRSA Executive Board may appoint a member to fulfill the duties of office until the next General Election or the completion of the designated term.

Ongoing Vacancies

Should a vacant position on the MRSA Executive Board or a Committee remain vacant after a General Election, the MRSA Executive Board may appoint a member to fulfill the duties of office until the next General Election or the completion of the designated term.

Related Policies:

Campaign Policy

Voting Policy

Version Number	Date Approved	Approved By	Description
1.02	April 2, 2020	MRSA Executive Board	Creation of <i>MRSA Policy for Elections of Executive Board and Elected Committee Members</i>
2.0	April 21, 2021	MRSA Executive Board	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 Board	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 Board	Edits applied to align with the Campaign Policy (formerly, Election Canvassing Policy).
5.0	April 12, 2023	MRSA Executive Board	Edits applied to EVC. Campaign period extended from 5 to 10-week days, excluding holidays.
6.0	Jan 31, 2024	MRSA Executive Board	Inclusion of Returning Officer and Revisions

6.1	May 24, 2024		Procedural addition: the Returning Officer's paper ballot will be kept on file for 12-week days after the results have been announced.
7.0	September 24, 2025	Executive Board	Revision: 2.0 Eligibility section Change "full-time continuing term employee" to "Full-time Regular Recurring employee"