



Elementary Teachers' Federation of Ontario (ETFO)
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**ETFO 2019 ANNUAL MEETING
AUGUST 12-15, 2019**

CANDIDATE GUIDELINES

ELECTION POLICIES AND PROCEDURES

***UNTIL SUCH TIME AS NOMINATIONS ARE OFFICIAL,
CAMPAIGN ACTIVITIES ARE NOT PERMITTED.***

- *Campaign strategies and activities not indicated in the Candidate Guidelines are PROHIBITED.*
- *Campaign literature of any kind or items that can be associated with a specific campaign or candidate are not permitted at any time in the Annual Meeting Hall.*
- *If in doubt about your campaign strategies or activities, contact Lorna Larmour at llarmour@etfo.org or speak with the Returning Officer at the Annual Meeting.*

January 2019

INTRODUCTION

This document contains information to assist you as you prepare for your election to a position on the Executive of the Elementary Teachers' Federation of Ontario.

The guidelines are compiled by the Annual Meeting Committee, reviewed at the February Representative Council and approved by the Executive each election year.

The Federation and your Annual Meeting Committee hope that your experience running for Federation office will be positive and enjoyable. Should you require clarification of any information in this booklet, please contact Lorna Larmour, extension 2212, llarmour@etfo.org, at the provincial office.

Careful consideration of the journey you are about to undertake is imperative. The information you need will be posted on the ETFO website (www.etfo.ca > About ETFO > Annual Meeting 2019 Documents) or will be available from your local office.

Quick Reference Guide - Timeline

DATE	ACTIVITY	ACTION TAKEN
FEBRUARY	Nomination information is available on the website and in the locals.	
APRIL 15	<ul style="list-style-type: none"> Deadline for submission of nomination form, campaign article and picture for inclusion in Annual Meeting Booklet. 	
MAY 1	<ul style="list-style-type: none"> Annual Meeting Booklet with resolutions, campaign article and picture available on the website. Campaign Managers may contact local Presidents after May 1 if they wish to schedule visits to delegate meetings after the 4:00 p.m. start time of the Annual Meeting. 	
JUNE 30	<ul style="list-style-type: none"> First piece of campaign literature, print ready, is due in the provincial office and must include both a hard copy and an efile (ETFO supports, Word, Publisher and InDesign) for summer email distribution. Deadline for submission of campaign team information 	
JULY 1	<ul style="list-style-type: none"> Deadline to submit Declaration Form from Candidate for Provincial Executive. (Appendix E) 	
JULY 15	<ul style="list-style-type: none"> List of delegates, alternates and observers from each local provided to candidates via ecopy. Information regarding exhibit and display space at the Annual Meeting is sent to candidates. 	
MID JULY	<ul style="list-style-type: none"> Delegates and alternates will be emailed the first piece of campaign material. 	
AUGUST	<ul style="list-style-type: none"> On the first day of the Annual Meeting, at 10:30 a.m., there will be a meeting of campaign managers with the Returning Officer and staff. On the first day of the Annual Meeting, beginning at 9:00 a.m., the candidates' display area will be open for campaign workers to arrange exhibits. On the first day of the Annual Meeting, candidates meet the registered delegates and alternates from 9:00 p.m. to 10:30 p.m. On the second day of the Annual Meeting, campaign workers must dismantle and remove display exhibits by 3:00 p.m. On the second day of the Annual Meeting prior to 5:00 p.m., all candidates must submit <i>their Campaign Financial Statement Declaration (Appendix C)</i> to the Returning Officer for posting. 	

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

SUBMITTING YOUR NOMINATION

Candidate Nomination Form (Appendix A) are sent to Sharon O'Halloran, General Secretary, 136 Isabella Street, Toronto ON M4Y 0B5

Deadline is April 15, 2019

Candidate black and white photo, campaign article and curriculum vitae are sent to Lorna Larmour, Executive Assistant, 136 Isabella Street, Toronto ON M4Y 0B5

Deadline is April 15, 2019

- ❖ a **black and white** head and shoulder picture (hard copy and jpeg file)
- ❖ a campaign article (maximum words for President, 500; First Vice-President and Vice-President, 300; all other positions, 250) submitted in both hard copy and a Word compatible efile; and
- ❖ a curriculum vitae for internal office use.

A *Campaign Team Information* form (Appendix B) should be completed and submitted as soon as your campaign manager and scrutineer have been identified. Notwithstanding, the information is required by the provincial office no later than June 30.

If you are being nominated by your local (Bylaw 3.3), your nomination form must be signed by your local president to acknowledge that your candidacy has gone through your local procedure governing consideration of nominations to the Executive (Article 11.2.9). If you are being nominated by five (5) active members in good standing (Bylaw 3.4), you must submit evidence that the local president has been notified of the nomination.

CONFIRMATION OF CANDIDACY

Your candidacy is official when you receive:

- a confirmation letter from the General Secretary; and
- a copy of the *Candidate Guidelines*.

Until such time as your candidacy is official, campaign activities are prohibited. Campaign strategies and activities are strictly limited to those outlined in these guidelines at the times indicated.

Contact Lorna Larmour, extension 2212, llarmour@etfo.org, at the provincial office if you are unsure that your strategies appropriately meet these guidelines.

Once you have received confirmation of your nomination and the *Candidate Guidelines* from the General Secretary, you may commence your campaign. Campaign activities are designed to ensure that the process is fair and equitable for all candidates.

UNTIL SUCH TIME AS NOMINATIONS ARE OFFICIAL, CAMPAIGN ACTIVITIES ARE NOT PERMITTED.

- Campaign strategies and activities not indicated in the *Candidate Guidelines* are PROHIBITED.
- Campaign literature of any kind or items that can be associated with a specific campaign or candidate are not permitted at any time in the Annual Meeting Hall.
- If in doubt about your campaign strategies or activities, contact Lorna Larmour at llarmour@etfo.org or speak with the Returning Officer at the Annual Meeting.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

CAMPAIGN ACTIVITIES

Campaign Picture and Article

- The provincial office will include your campaign picture and article in the Annual Meeting Booklet (see *Submitting Your Nomination*, on the previous page).
- The Annual Meeting Booklet, which also contains all of the resolutions submitted for debate at the Annual Meeting, is your opportunity to be introduced to the membership.
- The Annual Meeting Booklet is communicated to the general membership prior to May 1 through the ETFO website.

Meet the Annual Meeting Participants

- The provincial office will provide each candidate with an efile containing the names and locals of each delegate, alternate and observer prior to July 15.
- The provincial office provides an opportunity for candidates to meet the registered delegates and alternates during one (1) session only.
- This occurs on the first day of the Annual Meeting during the evening from 9:00 p.m. to 10:30 p.m.
- This evening session is your opportunity to present your campaign platform and discuss issues.
- Campaign giveaways are prohibited. Campaign giveaways are defined as tangible items traditionally provided in the candidates' display area designed to give the delegates a physical reminder of an individual's candidacy. They include items such as consumable samples, trinkets, gadgets, knick-knacks, buttons or any other form of reminder of a material nature.
- You will be provided with, and restricted to, a space in the exhibit hall containing a 91 cm by 183 cm draped table, two (2) chairs and a 123 cm by 183 cm bulletin board on an easel.
- Your exhibit can be set up beginning at 9:00 a.m. on the first day of the Annual Meeting.
- The Returning Officer will ensure that each exhibit meets the campaign guidelines.
- All exhibits must be dismantled and removed by 3:00 p.m. on the second day of the Annual Meeting.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

Campaign Literature

Candidates have an opportunity to produce and distribute up to three (3) pieces of campaign literature as outlined below:

That the first piece of campaign literature shall be 8.5 x 11 in size, double-sided, no folds and printed in colour. It will be emailed to delegates and alternates in pdf format. It will be printed in colour for the distribution in the registration kit. It must be submitted to ETFO no later than June 30.

The provincial office, at Federation expense, will email the first piece of campaign literature to each delegate and alternate in mid-July. The provincial office will also ensure that the first piece of campaign literature is distributed at registration to each delegate and alternate.

Materials are due in the provincial office and must include both a hard copy and an efile (ETFO supports Word, Publisher and InDesign).

- The **second** and **third** pieces of campaign literature are designed and produced by your team at your expense.
 - The only opportunity for candidates to exhibit or distribute the second and third pieces of campaign literature is at the Annual Meeting.
 - The second and third pieces of campaign literature may be displayed and/or distributed in the exhibit hall during the candidates' display session or may be distributed in the foyer outside of the main meeting hall as participants are leaving the meeting. The flow of traffic must not be impeded.
 - Distribution of the second and third piece of campaign literature shall follow the following guidelines:
 - Distribution shall not impede the traffic flow of members exiting the meeting room and proceeding through the foyer;
 - Campaign literature shall not be placed into the personal property of members, ie bags or purses etc.; and
 - Distributors shall respect the rights of members to decline acceptance of the campaign literature.
 - Distribution of materials may not commence until the Annual Meeting has been called to order at 4:00 p.m. on the first day of the Annual Meeting.
 - Campaign materials found in any other area of the hotel will be removed by the Returning Officer.
- Campaign strategies and activities not indicated in the *Candidate Guidelines* are PROHIBITED.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

- Campaign literature of any kind or items that can be associated with a specific campaign or candidate are not permitted at any time in the Annual Meeting Hall.
- If in doubt about your campaign strategies or activities, contact Lorna Larmour at llarmour@etfo.org or speak with the Returning Officer at the Annual Meeting.

QUICK REFERENCE CAMPAIGN GUIDE

For Locals:

YES	NO
Locals may conduct in-person interviews before the Annual Meeting under the specific and limited conditions cited below.	Locals shall not campaign on behalf of candidates from local hospitality suites at the Annual Meeting.
Locals may issue written interview/questionnaires and receive written answers to questions from candidates before the Annual Meeting under the specific and limited conditions cited below.	Locals shall not host a website for candidates as a campaign strategy or activity.
At the Annual Meeting, locals can conduct interviews, question candidates or contact candidates for campaign purposes.	
At the Annual Meeting, locals can issue questionnaires or receive written answers to questions from candidates.	

For Candidates:

YES	NO
Candidates nominated by April 15 will have a campaign article and picture included in the Annual Meeting Booklet.	Candidates shall not participate in any campaign activities from local hospitality suites at the Annual Meeting.
After June 30, the provincial office will conduct a random lottery to assign a display location at the Annual Meeting to each candidate.	Candidates shall not provide campaign giveaways.
July 1 is the deadline for submitting Declaration Form from Candidate for Provincial Executive. (Appendix E)	Candidates shall not host a website for use as a campaign strategy or activity.
By July 15, candidates will receive an ecopy of the names of delegates, alternates and observers to the Annual Meeting.	Caucus meetings occur prior to the 4:00 p.m. start of the Annual Meeting. They are not a forum for campaigning. This includes being introduced by caucus organizers as running for an elected position.
By mid-July, candidates will have one (1) piece of campaign literature printed and distributed to delegates, alternates and observers through the provincial office.	
At the Annual Meeting, candidates will be provided with a display location with table, easel, bulletin board and two (2) chairs.	
At the Annual Meeting, candidates can use two (2) pieces of campaign literature for distribution in the candidates' exhibit hall or outside the main meeting room.	

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

Caucus Meetings

Prior to the 4:00 p.m. start of the Annual Meeting, candidates should note:

- caucus meetings cannot be used as an opportunity for candidates to campaign; and
- this includes being introduced by caucus organizers as running for an elected position.

Pre-Annual Meeting In-Person Interviews Protocol

If a local determines to conduct candidate interviews before the Annual Meeting, the following protocols shall be ensured:

- all candidates for a given position duly nominated prior to the date of the session must be invited to participate in the session;
- a consultation process must be followed to determine a mutually agreeable date for the event;
- all candidates must be informed of the format of the event simultaneously with being invited;
- if one (1) or more candidates are unable or unwilling to attend, the event may not proceed;
- the local must bear the entire expense for each candidate including, but not limited to, release time, travel, en-route costs and accommodation; and
- the local shall designate an individual from the local to ensure that the established parameters are followed.

Pre-Annual Meeting Written Interview/Questionnaire Protocol

If a local determines to conduct candidate interviews before the Annual Meeting through prepared questionnaires, the following protocols shall be ensured:

- all candidates for a given position duly nominated prior to the date of the event must be invited to participate;
- all candidates must be fully informed of the nature of the questionnaire/interview before agreeing to participate;
- all candidates must be informed of the use of the results and the intended audience;
- there shall be no changes or alterations to the format or the intended use of the responses;
- if one (1) or more candidates are unable or unwilling to participate, the questionnaire/interview may not be conducted;

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

- the local must bear the entire expense for each candidate's participation;
- a minimum of 10 days must be allowed for responses to written questionnaires to be received;
- all events are to be concluded by June 30; and
- the local shall designate an individual from the local to ensure that the established parameters are followed.

CAMPAIGN COSTS AND EXPENSES

The services provided by the provincial office (at Federation expense and without cost to the candidate) outlined previously are summarized as follows:

- inclusion of your campaign picture and article in the Annual Meeting Booklet if nominated by April 15;
- communication of your campaign picture and article in the Annual Meeting Booklet to the membership via the ETFO website if nominated by April 15;
- provision of an efile containing the names and locals of delegates, alternates and observers;
- copying and distribution of first piece of campaign literature to delegates, alternates and observers; and
- an assigned area in the candidates' exhibit hall including table, two chairs, one bulletin board and one easel.

In addition, each candidate is entitled to spend up to \$2,500 on campaign activities. ETFO does not reimburse the \$2,500 candidate expenses. A *Campaign Financial Statement Declaration* (available with this document, online at www.etfo.ca or from the Returning Officer during the meeting) must be completed and must disclose all expenditures directly related to the campaign. Please note the following:

- The *Campaign Financial Statement Declaration* (Appendix C) must be provided to the Returning Officer by Tuesday of the Annual Meeting by 5:00 p.m. for posting in the Annual Meeting hall; and
- That any anticipated expenses which may occur after the conclusion of the Annual Meeting must be included in the Declaration of Expenses.

CAMPAIGN TEAM

Each candidate should have a campaign manager to assist with campaign activities and to liaise with the Returning Officer plus a scrutineer to represent you in the election process. While your campaign manager may also be your scrutineer, it is advisable to have one of each. It is important to submit the *Campaign Team Information Form* (Appendix B) to the provincial office by June 30.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

On the first day of the Annual Meeting at approximately 10:30 a.m., the Returning Officer and assigned staff will meet with all campaign managers to review the election process and other important information. This is a crucial meeting and must not be missed.

Your scrutineer's most important function is to observe the counting of ballots for each position that you contest. Election times at the Annual Meeting are constitutional and are outlined in the Bylaws (Section 3.13) at the end of these guidelines. The counting of ballots takes place immediately following each election and the results are confidential until announced by the Returning Officer.

ADDITIONAL CANDIDATE NOMINATIONS (After April 15)

There is a process to become an additional candidate after the April 15 deadline. To be declared as an additional candidate, you must:

- complete the *Additional Candidate Nomination Form* (Appendix D);
- each additional candidate nomination must be signed by five (5) accredited (registered) delegates representing at least three (3) locals in order to be accepted by the Returning Officer; and
- submit your completed form to the Returning Officer at the Annual Meeting (who will be available on the floor of the Annual Meeting at 3:30 p.m. prior to the start of General Session 1 to receive nominations) but, in no case, no later than one-half hour before the time stated on the agenda for speeches for the position which the member is seeking.

Your nomination as an additional candidate is official when the Returning Officer accepts, signs, and returns the nomination form to you or your designate.

Until such time as your candidacy is official, campaign activities are prohibited. Campaign strategies are strictly limited to those outlined in these guidelines.

Contact Lorna Larmour, extension 2212, llarmour@etfo.org, at the provincial office, or the Returning Officer at the Annual Meeting, to ensure your strategies appropriately meet the *Candidate Guidelines*.

Additional Candidate Entitlements

As an additional candidate, your entitlements are strictly limited to the items below:

- The provincial office provides an opportunity for candidates to meet the registered delegates and alternates during one (1) session only.
- This occurs on the first day of the Annual Meeting during the evening from 9:00 p.m. to 10:30 p.m.
- This evening session is your opportunity to present your campaign platform and discuss issues.
- Campaign giveaways are prohibited. Campaign giveaways are defined as tangible items traditionally provided in the candidates' display area designed to give the delegates a physical reminder of an individual's candidacy. They include items such as consumable

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samples, trinkets, gadgets, knick-knacks, buttons or any other form of reminder of a material nature.

- You will be provided with, and restricted to, a space in the exhibit hall containing a 91 cm by 183 cm draped table, two (2) chairs and a 123 cm by 183 cm bulletin board on an easel.
 - Your exhibit can be set up following confirmation of your nomination by the Returning Officer. The Returning Officer will be inspecting the candidates' display room at 7:00 p.m. on the first day of the Annual Meeting.
 - The Returning Officer will ensure that each exhibit meets the campaign guidelines.
 - All exhibits must be dismantled and removed by 3:00 p.m. on the second day of the Annual Meeting.
 - Additional candidates may, at your expense, design, produce, and distribute up to two (2) pieces of campaign literature at the Annual Meeting.
 - Campaign literature may be displayed and/or distributed in the exhibit hall during the exhibit session or may be distributed in the foyer outside of the main meeting hall as participants are leaving the meeting. The flow of traffic must not be impeded.
 - Campaign materials found in any other area of the hotel will be removed by the Returning Officer.
- *Campaign strategies and activities not indicated in the Candidate Guidelines are PROHIBITED.*
 - *Campaign literature of any kind or items that can be associated with a specific campaign or candidate are not permitted at any time in the Annual Meeting Hall.*
 - *If in doubt about your campaign strategies or activities, contact Lorna Larmour at llarmour@etfo.org or speak with the Returning Officer at the Annual Meeting.*

REVISING YOUR NOMINATION

Candidates can stand for election for other Executive positions by completing a *Revised Declaration of Candidacy Form* (Appendix D-1) available from the Returning Officer.

For instance, an individual running for a released position may submit, if unsuccessful, a revised declaration for an Executive position.

A candidate wishing to change from the open side of a ballot to the female side of the same ballot may not complete a revised declaration but may complete the Additional Candidate Nomination Form (Appendix D) after withdrawing from her initial candidacy. This also applies to candidates wishing to change from the open side of a designated group ballot to the female side, etc.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

ELECTION PROCEDURES FOR ALL CANDIDATES

Returning Officer

The Returning Officer's role at the Annual Meeting is to facilitate the election process throughout the week. The Returning Officer will:

- be present in the Annual Meeting hall prior to the first session of the Annual Meeting at 3:30 p.m. to receive the nomination forms of additional candidates;
- meet with the candidates or their campaign managers prior to the appropriate speech times to select the order of speakers by lot according to the following schedules:
 - for the positions of President, First Vice-President, Vice-Presidents and OTF Table Officer at 5:30 p.m. on the first day of the Annual Meeting; and
 - for the positions of Executive Member at 2:00 p.m. on the second day of the Annual Meeting.
- introduce each speaker by name in the order selected by lot for each position beginning with the position of President, followed by First Vice-President, Vice-Presidents and OTF Table Officer.
- on the second day of the Annual Meeting, introduce each speaker for the position of Executive Member (Open) or Executive Member (Female), Executive Member of a Designated Group (Open) or Executive Member of a Designated Group (Female) will be introduced by name in the order selected by lot;
- announce additional candidates or revised candidacies;
- meet with the appropriate campaign managers at the close of nominations for each position to clarify the election procedures;
- announce to the Annual Meeting, at the appropriate times, the process to be followed for the election being conducted;
- remind all individuals attending the counting of ballots of the confidentiality obligation made to allow the Returning Officer to publicly announce the election results;
- provide for a five (5) minute caucus for local delegations immediately prior to each election;
- outline the election procedures to delegates prior to the distribution of ballots for each election;
- call for the ballots to be distributed to accredited (registered) members who are seated with their delegation and wearing the appropriate credentials; and
- call for the collection of the ballots.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

Election Speeches

- All candidates, whether declared by April 15 or at the Annual Meeting, are entitled to address delegates during the Annual Meeting; candidates for President, First Vice-President, Vice-President or OTF Table Officer for five (5) minutes; candidates for all other positions for three (3) minutes. Once the nomination for a position is closed, campaign managers will meet the Returning Officer at a designated location in the meeting hall to choose by lot the order in which candidates will address the delegates.
- Candidates will have an opportunity to test the podium and audio system prior to the time for speeches. As well, a lighting system with timer is provided on the podium to indicate when you are approaching the end of your speech time. These and other helpful details are provided to your campaign team during the campaign managers' meeting on Monday morning outlined in the *Campaign Team* section above.

Balloting

- Each candidate should have a scrutineer present for the ballot count.
- If considered necessary, the Returning Officer will make provision for the ballots to be re-counted.
- The Returning Officer will be the final arbiter as to the number of votes received by each candidate subject to an appeal to the Annual Meeting Committee for final authority. Each individual in the ballot counting room will commit to confidentiality of the election results until declared to the Annual Meeting by the Returning Officer.
- For the positions of President, First Vice-President and OTF Table Officer, the successful candidate will require a clear majority of the ballots cast. In the event that there are more than two (2) candidates for any of these positions, should a candidate fail to achieve a clear majority of the ballots cast on the first ballot, the ballot count will be announced to the delegates and the name of the candidate with the least number of ballots will be dropped from the second and succeeding ballots until one (1) of the candidates has the required clear majority of the ballots cast.
- Elections for the position of Vice-President and Vice-President (Female) will be held simultaneously on a joint ballot.
- For the position of Vice-President, the successful candidate will require a clear majority of the ballots cast. In the event that there are more than two (2) candidates for this position, should a candidate fail to achieve a clear majority of the ballots cast on the first ballot, the ballot count will be announced to the delegates and the name of the candidate with the least number of ballots will be dropped from the second and succeeding ballots until one (1) of the candidates has the required clear majority of the ballots cast.
- For the position of Vice-President (Female), the successful candidate will require a clear majority of the ballots cast. In the event that there are more than two (2) candidates for this position, should a candidate fail to achieve a clear majority of the ballots cast on the first ballot, the ballot count will be announced to the delegates and the name of the candidate

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with the least number of ballots will be dropped from the second and succeeding ballots until one (1) of the candidates has the required clear majority of the ballots cast.

- Elections for the position of Executive Member (Open) and Executive Member (Female) and Executive Member of a Designated Group (Open) or Executive Member of a Designated Group (Female) will be held simultaneously on one page that has four individual ballots.
- For the position of Executive Member (Female), successful candidates will be the three (3) candidates standing for this position who receives the highest number of votes.
- For the position for Executive Member, Designated Group (Female), the successful candidate will be the one candidate standing for this position who receives the highest number of votes.
- For the position for Executive Member, Designated Group (Open), the successful candidate will be the one candidate standing for this position who receives the highest number of votes.
- Should there be no candidates running for a particular position, an election will not be necessary. Bylaw VI, Procedure to Fill a Vacancy on the Executive would apply.
- For the position of Executive Member, successful candidates will be those who receive the highest number of votes in order to fill the remaining positions according to the requirements of Article X - Provincial Organization, Section 10.1.1.5.
- Following the announcement of the last election results, the Returning Officer will request that a motion be presented to the Annual Meeting to destroy all ballots.
- The Returning Officer will post, during the last session, a copy of each candidate's election expense form.

PROGRESSIVE CONSEQUENCES FOR A BREACH IN THE CANDIDATE GUIDELINES:

It is the expectation of ETFO that candidates and campaign managers understand and comply with the *Candidates' Guidelines*.

The procedure for dealing with alleged breaches of the *Candidates' Guidelines* will be followed when an allegation is made.

Should the *Candidates' Guidelines* be breached there may be consequences up to and including:

- Step 1: A verbal warning issued by the General Secretary.
- Step 2: A written warning issued by the General Secretary.
- Step 3: An announcement to the Annual Meeting of the breach.

A breach of the *Candidate Guidelines* by any candidate in any part of the process outlined below (pre- Annual Meeting and/or during the Annual Meeting) may result in a consequence as outlined above.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

It is understood that an egregious breach of the *Candidates' Guidelines* could result in a decision to skip one or more steps in the process.

Process for an Alleged Breach of the Candidates' Guidelines:

The standard of proof for investigating alleged breaches of the *Candidates' Guidelines* will be based on a balance of probabilities.

Once this process has been initiated, all details regarding the complaint are confidential to the complainant, the respondent, their campaign manager(s), if applicable and the General Secretary and his/her consultants unless a determination is made that the complaint will not be investigated because it is frivolous or vexatious.

Pre-Annual Meeting (prior to the Monday, 4:00 p.m. start time of the Annual Meeting)

- A breach of the *Candidate Guidelines* may be reported to ETFO by submitting a written outline of the allegation with all relevant facts to the General Secretary.
- It is expected that allegations are made in a timely manner. The General Secretary, in consultation with staff members responsible for the Annual Meeting, has discretion not to investigate such allegations where there have been unreasonable delays in reporting. In this event, the General Secretary shall provide written notice of this outcome to the person who made the allegation.
- Allegations must only be made in good faith and should not be frivolous or vexatious. The General Secretary has discretion not to investigate or to cease investigating allegations that they consider to be frivolous or vexatious. If this occurs on a preliminary basis before a response is provided by the respondent, then they shall provide written notice of this outcome to the person who made the allegation. If this occurs after a response has been provided by the respondent, written notice of this outcome will be given to the parties.
- An Investigation of allegations of breach of the *Candidate Guidelines* will be conducted in a timely and impartial manner by the General Secretary.
- The respondent will be informed in writing of the alleged breach(es) under examination.
- The respondent will be given an opportunity to provide a response to the allegation within a timeline established by the General Secretary.
- The allegation and response will be reviewed impartially by the General Secretary and a decision will be made by the General Secretary in consultation with the Deputy General Secretaries.
- Once the investigation is complete, the General Secretary will provide the respondent and the person who reported the breach with a decision. The decision will include an assessment of whether a breach has occurred and what, if any, consequence shall result under this procedure. The decision may be communicated verbally or in writing as soon as practicable. All decisions are final for purposes of this process.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

- If an announcement of the breach of the *Candidates' Guidelines* is required, the Returning Officer will make that announcement prior to any elections being held.
- Where allegations of breaches of the *Candidates' Guidelines* are assessed as having been made in bad faith, they may be used to initiate a complaint for further investigation under the *Constitution*, Article VI – Code of Professional Conduct.
- Nothing in this process limits the scope of any complaint or investigation under the *Constitution*, Article VI – Code of Professional Conduct.

During the Annual Meeting

- A breach of the *Candidates' Guidelines* may be reported to ETFO by submitting a verbal or written outline of the allegation with all relevant facts to the Returning Officer and the General Secretary.
- It is expected that allegations are made in a timely manner. The General Secretary, in consultation with the Returning Officer, has discretion to decide not to investigate such allegations where they determine there have been unreasonable delays in reporting. In this event, they shall provide notice of this outcome to the person who made the allegation.
- Allegations must only be made in good faith and should not be frivolous or vexatious. The General Secretary has discretion not to investigate or to cease investigating allegations they consider to be frivolous or vexatious. If this occurs on a preliminary basis before a response is provided by the respondent, then they shall provide notice of this outcome to the person who made the allegation. If this occurs after a response has been provided by the respondent, then the General Secretary shall provide notice of this outcome to the parties.
- An investigation of allegations of breach of the *Candidates' Guidelines* will be conducted in a timely and impartial manner by the General Secretary.
- The respondent will be informed either verbally or in writing of the alleged breach(es) under examination.
- The respondent will be given an opportunity to provide a response to the allegation either verbally or in writing within a timeline established by the General Secretary.
- The allegation and response will be reviewed impartially by the General Secretary and a decision will be made by the General Secretary in consultation with the Deputy General Secretaries.
- The General Secretary will provide the respondent and the person who reported the breach with a decision. The decision will include an assessment of whether a breach has occurred and what, if any, consequence shall result under this procedure. The decision may be communicated verbally or in writing as soon as practicable. All decisions are final for purposes of this process.
- If an announcement of the breach of the *Candidates' Guidelines* is required, the Returning Officer will make that announcement prior to any elections being held.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

- Where allegations of breaches of the *Candidates' Guidelines* are assessed as having been made in bad faith, they may be used to initiate a complaint for further investigation under the *Constitution*, Article VI – Code of Professional Conduct.
- Nothing in this process limits the scope of any complaint or investigation under the *Constitution*, Article VI – Code of Professional Conduct.

NEW EXECUTIVE MEMBERS

The newly elected Executive will be introduced to the Annual Meeting at 10:30 a.m. on the last day (Thursday) of the Annual Meeting following the remarks of the incoming President.

Your responsibilities commence immediately following the conclusion of the Annual Meeting and continue for the next two (2) years. The General Secretary will meet with all new Executive members after adjournment on the last day of the Annual Meeting. When the last session of the Annual Meeting adjourns (2:00 p.m. on Thursday), you attend your first Executive meeting. You will also be expected to attend the OTF Annual Board of Governors meeting, which takes place the week immediately following. Details of these meetings and other important information will be provided to you by the General Secretary and ETFO President as required.

RESOURCES

The ETFO Reference Book is a valuable tool for all members considering running for election for a position on the Executive and is available at your work site, from your local president or from the provincial office.

In particular, the ETFO Constitution and Bylaws contain sections that are pertinent to the election process including information regarding the duties of the Executive and released officers, requirements for nominations and timing of elections.

The following excerpts are of particular interest.

Constitution Excerpts

Article IX, Annual Meeting, Section 9.5

The duties of the Annual Meeting shall be:

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| 9.5.1 | to ratify the priorities of the Federation; |
| 9.5.2 | to elect the Executive; |
| 9.5.3 | to determine all membership fees; |
| 9.5.4 | to approve the annual budget; |
| 9.5.5 | to receive the financial statement as certified by the auditor; |
| 9.5.6 | to appoint the auditor; |
| 9.5.7 | to create special committees; |
| 9.5.8 | to amend the Constitution and Bylaws of the Federation; |
| 9.5.9 | to approve, by a two-thirds (2/3) majority vote, Directives of the Federation; |
| 9.5.10 | to determine the disposition of funds in the Building Fund; and |
| 9.5.11 | to transact other business as determined by the approved agenda. |

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Article XI, Local Organizations, Section 2, Governance

- 11.2.9 Each local shall define within its constitution and bylaws the procedures governing consideration of nominations to the Executive.

Bylaw Excerpts

Bylaw II, Duties of the Executive, Section 1, President, 2.1

The duties of the president shall be:

- 2.1.1 to be the spokesperson for the Federation;
- 2.1.2 to be the official representative of the Federation and its members;
- 2.1.3 to be one of the signing officers;
- 2.1.4 to be an ex-officio member of all committees;
- 2.1.5 to preside at meetings of the Executive, the Representative Council, and the Annual Meeting;
- 2.1.6 to inform and advise members and locals on issues concerning the Federation and education;
- and
- 2.1.7 to administer the affairs of the Federation between meetings of the Executive in accordance with the Constitution and Bylaws and the direction of the Executive.

Bylaw II, Duties of the Executive, Section 2, First Vice-President, 2.2

The duties of the first vice-president shall be:

- 2.2.1 in the President's absence, to assume the responsibilities of the president;
- 2.2.2 to be responsible for the budget;
- 2.2.3 to be responsible for additional duties as assigned by the president and/or Executive; and
- 2.2.4 to assume the role of president should the president be unable to complete her/his term.

Bylaw II, Duties of the Executive, Section 3, Vice-Presidents, 2.3

The duties of the two vice-presidents shall be determined by the Executive:

- 2.3.1 the Executive shall assign one vice-president responsibility for political action;
- 2.3.2 the Executive shall assign one vice-president responsibility for membership and public relations services; and
- 2.3.3 the president and/or the Executive shall assign additional responsibilities as required.

Bylaw II, Duties of the Executive, Section 4, Executive, 2.4

The duties of the Executive shall be to administer the affairs of the Federation between Annual Meetings in accordance with the Constitution, Bylaws and Policies of the Federation. The duties include:

- 2.4.1 to meet at least six (6) times per year, at the call of the President, or on the written request of the majority of the Executive;
- 2.4.2 To appoint, when necessary, a successor to complete any unexpired term of an elected or appointed Federation representative;
- 2.4.3 to employ a general secretary, who shall be the chief administrative officer;
- 2.4.4 To employ (2) deputy general secretaries, a chief financial officer and a human resources officer two shall be administrative officers;
- 2.4.5 to employ secretariat staff to carry on the work of the Federation;
- 2.4.6 to negotiate and ratify personal services contracts with the general secretary, the deputy general secretaries, the chief financial officer and the human resources officer;
- 2.4.7 to negotiate and ratify a collective agreement with the secretariat staff;
- 2.4.8 to ratify all other collective agreements between employees and the Federation;
- 2.4.9 to appoint a Personnel Committee from among its members;
- 2.4.10 to adopt, subject to ratification at the next Annual Meeting, interim policy with a majority vote of the Executive;
- 2.4.11 to appoint two (2) members of the Executive to the Selection Committee for Standing Committees, one (1) of whom shall be the chairperson of the committee;
- 2.4.12 to appoint two (2) members of the Executive to the Budget Committee, one (1) of whom shall be the chairperson;
- 2.4.13 to appoint members to task forces and work groups as required;
- 2.4.14 to appoint representatives to external bodies;

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2.4.15	to report all appointments to standing committees, OTF committees and other organizations to the Annual Meeting;
2.4.16	to receive budget recommendations from the Representative Council and the Budget Committee;
2.4.17	to recommend a budget to the Annual Meeting;
2.4.18	to present to the Annual Meeting a report of the Federation's activities undertaken during the current year;
2.4.19	to authorize legal support for members in employment-related matters;
2.4.20	to take appropriate measures of discipline against a member who contravenes the Constitution Bylaws or Directives of the Federation, in accordance with Article VII: Disciplinary Procedures;
2.4.21	to receive reports and recommendations from standing committees, task forces, and work groups and to forward these reports, as written, to the Representative Council or Annual Meeting as may be appropriate;
2.4.22	to receive reports from representatives of the Federation on external bodies;
2.4.23	to receive regular reports on the revenue and expenditures of the General Fund and other Federation funds;
2.4.24	to outline clearly the duties and responsibilities of the general secretary; and
2.4.25	to outline clearly the duties and responsibilities of the deputy general secretaries;
2.4.26	to assume responsibility for the operation of a local by motion of the Executive;
2.4.26.1	at the written request of the president of the local to the general secretary
2.4.26.2	at the written request of the local executive to the general secretary by motion of the local executive;
2.4.26.3	in the event of financial mismanagement of the local; or
2.4.26.4	in the event that the operation of the local is the subject of a police investigation;
2.4.27	to reinstate responsibility for the operation of a local to the executive of the local, as soon as possible, when, in the determination of the Executive, there is resolution to the matter requiring the assumption of the local responsibility;
2.4.28	Employee Life Health Trust (ELHT);
2.4.28.1	to appoint the Trustees of the Employee Life and Health Trust (ELHT):
2.4.28.2	to appoint, when necessary, a successor to complete any unexpired term of a member on the LTD Plan Governance Board member;
2.5	to provide to a local the local vote results of a provincial ratification vote on a tentative central agreement.

Bylaw III, Elections, Section 3

3.1	An active member in good standing may be nominated to stand for elected office.
3.2	The Annual Meeting Committee shall submit to the Annual Meeting a list of nominees for the offices of:
3.2.1	President, first vice-president, two (2) vice-presidents, one (1) of whom shall be a woman;
3.2.2	OTF representative (table officer), who shall have teacher qualifications; and
3.2.3	Executive members, as necessary to complete the fourteen (14) member Executive.
3.2.3.1	three (3) of the positions shall be only open to women members.
3.2.3.2	one (1) of the positions shall be only open to women members who are also First Nations, Métis or Inuit (FMNI), members with a disability, lesbian, gay, bisexual, transgender, intersex, queer or questioning members or racialized members; and
3.2.3.3	one (1) of the positions shall be open to members who are also First Nations, Métis or Inuit (FMNI), members with a disability, lesbian, gay, bisexual, transgender, intersex, queer or questioning members or racialized members
3.3	Locals may submit nominations for all offices in writing, to the general secretary, to be received by the provincial office on or before April 15.
3.4	Notwithstanding Section 3.3, an active member in good standing may submit their nomination for all offices, in writing, to the general secretary, to be received by the provincial office on or before April 15 provided the nomination form is signed by at least five (5) active members in good standing and there is evidence that the local president has been notified of the nomination.
3.5	The list of nominees received by April 15 shall be communicated to the membership prior to May 1.
3.6	Additional nominations for all offices must be received by the Returning Officer on nomination forms signed by five (5) accredited delegates representing at least three (3) locals no later than one half-hour before the time stated on the agenda for speeches for the position which the member is seeking.
3.7	Notwithstanding the provisions of Section 3.6, nominees who have been unsuccessful in an election may elect to seek another position on the Executive for which they are duly qualified. A candidate must have at least ten (10) minutes to make that decision.
3.8	The election campaign procedures shall be reviewed by the Annual Meeting Committee and the Representative Council and approved by the Executive prior to March 1.

No campaigning may occur prior to 4:00 p.m. on Monday of the Annual Meeting, including activity on social media or at caucuses that occur prior to the start of the Annual Meeting.

3.9	Nominees for election will be introduced to the delegates by the Returning Officer during the first session of the Annual Meeting.
3.10	Nominees for each office shall be invited to address the delegates as stated below:
3.10.1	candidates for the position of president, first vice-president, vice-presidents and OTF table officer prior to the end of the first day of the Annual Meeting; and
3.10.2	candidates for the position of executive member prior to the end of the second day of the Annual Meeting.
3.11	All elections shall be determined by secret ballot.
3.12	Notwithstanding the provisions of Section 3.11, when the number of candidates does not exceed the number of positions available, the candidate(s) shall be declared elected by acclamation without a ballot vote.
3.13	The election times shall be as stated below:
3.13.1	President, at 0915 hours of the third day of the Annual Meeting;
3.13.2	First vice-president, at 1015 hours of the third day of the Annual Meeting;
3.13.3	Two (2) vice-presidents, at 1115 hours of the third day of the Annual Meeting;
3.13.4	OTF table officer, at 1330 hours of the third day of the Annual Meeting; and
3.13.5	Executive members, at 1430 hours of the third day of the Annual Meeting.
3.14	Each candidate may appoint one (1) scrutineer to observe the counting of the ballots for that candidate's election.
3.15	The vote count for all elected positions shall be released to the delegates following each ballot and be published in the minutes of the Annual Meeting.
3.16	To be declared successful, a candidate for the office of president, first vice-president, vice-presidents, and OTF table officer must obtain a majority of the votes cast. In the case of more than two (2) nominees for any of the above stated offices, and failing a majority for any candidate on the first ballot, the count of the vote will be announced and the name of the candidate with the least number of votes shall be dropped from the second and succeeding ballots until one (1) of the candidates has a majority.
3.17	Nothing in this election process shall replace fairness. The number of ballots required to elect Executive members may necessitate a change in the time for elections.
3.18	The ballots will be destroyed by motion of the Annual Meeting immediately following the elections.
3.19	The term of office shall commence following the conclusion of the Annual Meeting and shall continue until the conclusion of an Annual Meeting at which elections are held.
3.20	The president, first vice-president, vice-presidents, general secretary and the OTF table officer shall serve as governors of OTF.
3.21	Additional governors, as required, to fulfill the Federation's complement of governors shall be elected from among the members of the Executive, by the Executive at the first Executive meeting following the Annual Meeting.

Forms

Appendix A	Candidate Nomination Form
Appendix B	Campaign Team Information Form
Appendix C	Campaign Financial Statement
Appendix D	Additional Candidate Nomination Form/ Revised Declaration of Candidacy Form
Appendix E	Declaration Form from Candidate for Provincial Executive.

SO:LL:EM:MMC