



Local Elections Process 2022

Virtual Ballot Box

The following is provided as general information, in preparation for your Local elections using the Electronic Ballot Box process. This is the preferred method to ensure absolute safety for members and is the most reliable method during uncertain times

Election of Officers may begin January 1 and must be carried out no later than April 30 in the calendar year. As the election must be conducted by secret ballot, Locals will need to coordinate the vote through the Provincial Office with the Simply Voting platform.

Elections Officer

All Locals using this process will be assigned an Elections Officer by the Provincial Executive who will work with the local to coordinate the elections. Your Regional Vice-President will be available to walk the Local through the process step by step.

Local Responsibilities:

1. Locals must determine the list of members eligible to run

- To be eligible, members must have attended at least 50% of the regular meetings held by the Local in the 12 month period prior to nomination.
- A member may submit written notification of a legitimate absence for a meeting and will be credited with attendance at that meeting (the limit is 2 absences in a 12 month period). The letter of notification must have been in the Local's possession within 10 days of the meeting missed. See Article 4 for further details about eligibility.
- Members who have not attended 50% of the previous 12 months meetings may run for a position on the Local executive but only **if there are no eligible members running for that executive position.**

2. Choose an election date and time

- The Local will set the date and time for the election during regular provincial office hours. The time will be a 24-hour window to vote online. This will ensure every shift is able to vote. The election must be held by the end of April as indicated in the Constitution and By-Laws.
- Many Locals will organize the election to close prior to a scheduled Local meeting where the results can be announced and the new executive sworn in.
- The Local must provide 10 days advanced notice of the election to members.

3. Choose a non-candidate scrutineer

- Scrutineers are constitutionally required to be appointed by the Chairperson to "take charge of the ballot box" and "report results to the Chairperson." They cannot be someone who is running in the election.

- They will receive and confirm the nominations, check the nominees against the eligibility list, determine any acclaimed candidates and contested positions, submit this information to the Elections Officer.
- The RVP can be both the Elections Officer and the scrutineer at the Local's request.

4. Nominations

- There are 2 ways Locals can receive nominations:
 - In writing only, including email or text.
 - At a nomination meeting by Zoom or in person as well as in writing.
- Nominations should include contact information of the nominee or by self-nominations only
- Nomination period or post of nomination meeting should be 7 days.
- Nomination meeting does not need quorum.
- The Provincial Office needs the list of candidates **at least 2 days in advance of the election** so that the ballots can be prepared, confirmed and upload the voter list.
- A nomination poster is available for Locals to edit, print, post to union boards and/or social media, in total, recommended 10 days in advance of the election.
- The Local Election Nomination Notice can be found at <https://www.heu.org/local-elections> .
- The poster includes:
 - How to Update Contact Info to receive a ballot
 - Which positions are up for election
 - How to nominate someone (in writing or at Zoom/In Person Meeting)
 - Dates the nomination period is open for
 - Election date and time

5. At close of Nominations

- The Scrutineer will ask the nominee to confirm they want their name to stand (excluding self nominations).
- Check nominees against eligibility list provided by the Local.
- Will determine and provide the Elections Officer the list of any acclaimed candidates and the candidates in contested positions.
- Report results to the Chairperson and Elections Officer.
- **Where the position is acclaimed, there is NO election required.**

NOTE:

- A member can put their name forward for more than one position.
- A member can vote for the same person for more than one position.
- A successful candidate will be appointed to the first position they are elected to.

6. Post Election Information (OPTIONAL)

- Locals may want to post the list of acclaimed and contested positions ahead of the election but this is not necessary providing 7 days notice of the election date has been provided.
- The Local Election Poster can be found at <https://www.heu.org/local-elections> .

7. Election Day

- Members will be emailed and texted a link to the Simply Voting website with their personal login information.
- Results will be sent to the Scrutineer and Elections Officer.
- Chairperson will be notified of results.
- Some Locals will hold a meeting the evening of the results so they can announce the new executive and swear them in – Oath of Installation (Article 17).

8. Next Steps

- Complete and submit the Local Officer Form (<https://www.heu.org/local-executive-documents>) for each member of the executive to localdocuments@heu.org.
- If there is a change in executive, all equipment, documents and information must be provided to the incoming executive members.
- Chairpersons, Vice Chairpersons, Secretary Treasurers, and Assistant Secretary Treasurers who have not received Table Officer Training should apply as soon as possible.

