

7.9 Local Executive Meetings/ Local Executive Budget Preparation Meeting

The Local Executive will be funded for salary and meals, where applicable, and will meet at minimum two (2) times per year. It will be a policy of ONA 111 to financially support all the expenses associated with Local Executive Meetings for example: meeting room rental/rental of equipment, etc.

Local and Bargaining Unit Executives can attend Local Meetings virtually, upon discussion and approval from the Local Coordinator and Bargaining Unit President.

Policy 8.0 Organized Events

8.1 Nurses Week and Special Events

Will be at the discretion of the executive and reviewed annually.

Policy 9.0 Elections

9.1 Elections

The elections for ONA-111 will follow the ONA “Guide to the Election Process at the Local Level.”

9.1.1-Three members will be elected to serve on the Local Election Committee for a 3-year term. The Local Elections Committee will select one (1) member to be the chair of the committee.

There will be a Bargaining Unit Election team at each Bargaining unit who receives nominations from that Bargaining unit and forwards to the Chair of the Local Election Committee.

9.2 Nominations

The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted. **This notice shall be posted to the ONA Bulletin board(s) of each bargaining unit. At the discretion of the BUP this notice can also be distributed electronically in PDF format.** This notice must include the date, time and place of the election, the positions being contested and the details of the nomination process. ONA 111 will conduct electronic election.

If in person election occurs: Note the notice could indicate the geographic location(s) of the election with logistical details to follow i.e. actual rooms. This notice must also indicate who on the Election Team the nomination forms must be sent to. The date and time by which all nominations must be received

Campaigning

ONA 111 will share equitably, at the candidates request campaign material on the Local Facebook page and will send out 1 email on behalf of the candidate at their request. (500 words max)

9.3 Scrutineers

(If needed for an in-person election)

The Election Committee appoints two members of the Local per polling station to act as scrutineers (By-Law V #11). If needed scrutineers are reimbursed salary

Electronic elections requires an administrator -up to 50 hours will be reimbursed for salary.

9.4 Communicating Election Results

The results of an election are communicated to the candidates and the Election Committee as soon as practical after the count is completed. (By-Law V #12). A candidate must provide the Election Committee with a contact number. The Election Chair will notify the Candidates of the outcome of the Election by phone.

The Election chair will communicate to the members after the Candidates have been notified and responded. Employers should be notified in writing of the names of the successful candidates following an election by the Chartered Local Association. ONA needs to be made aware of changes to the Executive as soon as possible.

9.5 Permanent Vacancies – Local Executive Level

Following an election, if there is still a vacancy on the Local Executive, the incoming Chartered Local Association Executive shall appoint, from among the members of the Chartered Local Association, a replacement for the term. If the vacancy is a Bargaining Unit President, Unit Representative or Committee Member, the appointment shall be

from the appropriate Bargaining Unit (By-Law IX #2).

In the case of vacancies immediately following an election (up to the commencement of the new term), there is no requirement for expressions of interest to be posted (unless the Local Executive chooses to post).

- 9.5.1 Should a member of the Local Executive Committee (including a Bargaining Unit President) resign, die or otherwise cease to act, the Local Executive Committee shall appoint a replacement for the unexpired term from among members of the Chartered Local Association who have submitted an expression of interest. (By-Law IX #1a) to ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice for **7 days** indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc.). If the vacancy is for a Bargaining Unit President, then the notice will only be posted in the applicable bargaining unit.
- 9.5.2 Once expressions of interest have been received, the Local Executive Committee shall meet and decide upon which interested member(s) shall be selected to fill the unexpired term. If there is more than one interested member for a vacant position, a vote amongst the Local Executive Committee will be held to make this decision. Candidates for the vacant position will be provided an opportunity to address the Executive Committee at a meeting (at their own expense) for a specific amount of time as determined by the Executive Committee. The Executive Committee will determine if they meet with the candidates in person or via teleconference. If a candidate cannot attend the Executive Committee meeting, she/he may choose to send a letter to be read.
- 9.5.3 After the Local Executive Committee meeting the interested member(s) shall be informed of the decision by the Local Coordinator. A notice will also be posted throughout the Local.
- 9.5.4 Employers should be notified in writing of the name(s) of the member(s) selected to fill the unexpired term. Any resulting changes on the executive listing must be forwarded to the Dues and Membership Services Team by the Chartered Local Association.
- 9.5.5 In the event that an executive resigns while still scheduled for union leave and the employer is unable to take back the union leave to fulfill the needs of the bargaining unit, the executive will either utilize their vacation or sick time to ensure the local does not have to reimburse the employer.

9.6 Permanent Vacancies – Bargaining Unit

9.6.1 Following an election, if there is still a vacancy for a unit or site representative or any committee member in the bargaining unit, the incoming Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), a replacement for the term. In the case of vacancies immediately following an election (up to the commencement of the new term), there is no requirement for expressions of interest to be posted. Should the Bargaining Unit President decide to post an expression of interest, there is no requirement to select a member who submits an expression of interest if in the opinion of the Bargaining Unit President such member is not appropriate for the position.

9.6.2 In the event that a unit or site representative or any committee member in the bargaining unit (even if they are a member of the Local Executive) should resign, die or otherwise cease to act, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), who have submitted an expression of interest, a replacement for the unexpired term. (By-Law IX #1b)

To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice for **7 days** indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc).

9.6.3 In the event there is no Bargaining Unit President in place to make such appointments, please refer to Policy 23.3 – Assistance to Bargaining Units without a Bargaining Unit President.

9.6.4 In the event that an executive resigns while still scheduled for union leave and the employer is unable to take back the union leave to fulfill the needs of the bargaining unit, the executive will either utilize their vacation or sick time to ensure the local does not have to reimburse the employer.

9.7 Interim Vacancies

9.7.1 If a member of the Local Executive (other than a Bargaining Unit President, Vice-President or Site Representative) is temporarily unable to fulfill their union accountabilities due to illness or other leave of absence, then the Local Coordinator may designate an interim replacement

9.7.2 In the event that a unit or site representative or any committee member in the bargaining unit is temporarily unable to fulfill their union accountabilities due to

illness or other leave of absence, then the Bargaining Unit President may designate an interim replacement. The Bargaining Unit President may also designate their own interim replacement if necessary.

- 9.7.3 In the event that a local and/or bargaining unit executive is away for a period of greater than a week, examples include but not limited to, vacation, sick leave, etc, the Local Coordinator and Bargaining Unit President are to be notified.