



Local Policies

ONA-Paramedical Bargaining Unit

(Including Financial Policies)

1. POLICY MANUAL

The policies in this document are the official policies of ONA Local 239 of the Ontario Nurses' Association.

Local policies must not conflict with the ONA Constitution or ONA Provincial policies, including the Financial Policy Guide and all mandatory financial policies from ONA Central.

If changes to the ONA Constitution or Provincial policies take effect before the Local's annual general meeting (AGM), those changes will automatically apply to these Local policies.

All Local and Bargaining Unit roles and responsibilities will follow the guidelines and accountability documents provided by the Union.

The affairs of the Chartered Local Association will be governed by the policies approved by members at the annual Chartered Local Association meeting.

2. LEADERSHIP

2.1 Executive Committee

The Executive of ONA 239 will be comprised of the following positions and will be governed by the ONA Constitution. (By-law II - Local Executive Committee).

Each Executive Member is entitled to one vote. If the Senior Executive Officer holds a dual role (Local Coordinator and Bargaining Unit President), they are still entitled to only one vote. In the event of a tie vote of either the Local Executive Committee or Chartered ONA 239 Association, the Local Coordinator shall cast the deciding vote.

If the Senior Executive Officer or Bargaining Unit President chairs a committee, they will cast the deciding vote in the event of a tie.

Local Co-ordinator/Bargaining Unit President (LC/BUP)

When a Local contained only one (1), stand alone Bargaining Unit, the LC and BUP positions are combined.

Elected by ONA 239 Membership (one vote per member).

Acts as Senior Executive Officer of the Chartered Local Association and chairs all meetings of the Executive Committee and Chartered Local Association.

First Vice Coordinator/Vice President

Acts in the absence of the Local Coordinator and performs assigned duties.

In a single bargaining unit, this position should be elected from that bargaining unit. If no nominations or expressions of interests are received, the First Vice Coordinator may be elected from the Executive members.

Bylaw II-4(a).

If holding a dual role, only one vote is permitted.

Bargaining Unit Presidents (BUP)

Elected by ONA 239 Membership (one vote per member)

Secretary

Elected by ONA 239 Membership (one vote per member)

Treasurer

Elected by ONA 239 Membership (one vote per member)

Human Rights and Equity Representative

Elected by ONA 239 Membership (one vote per member)

May also hold Chair of Accommodations/Return to Work/WSIB.

Chair Positions (all elected by ONA 239 Membership - one vote per member)

- Grievances
- Professional Practice/Workload
- Accommodations/Return to Work/WSIB
- Health and Safety

Unit Representatives

Selected on a first-come, first served volunteer basis.

If more than one volunteer, a unit vote will be held among those present.

All new Unit Representatives must attend an ONA education day arranged by ONA 239.

Salary replacement will be provided. *See Education Section 4.5, for payment details.*

If Local budget permits, Lunch will be covered.

2.2 Committees

Health and Safety

HSN Main Site - 2 members and 2 alternates

CTC 2 – 2 members

Lotus Program – 1 site Rep

Cedar Street – 1 site Rep

All site reps are elected by ONA 239 Membership (one vote per member)

Diversity Equity and Inclusion Committee

Members appointed or selected from ONA 239 per the Hospital Provincial Collective Agreement.

Diversity, Equity and Inclusivity Letter of Understanding.

Negotiations Committee

Includes the following six (6) members:

- Chaired by BUP
- VP of Grievances included
- Four (4) elected members of the Chartered ONA 239 Association

Labour Management Committee

Includes the following six (6) members:

- BUP or designate will chair this committee.
- Vice President
- Chair of Professional Practice/Workloads
- Chair of Grievances
- 2 other members of Local 239 may be invited to attend on as needed basis

Note: Collective Agreement states the following: *The Committee shall be comprised of six (6) members to be elected or appointed from the bargaining unit. In addition, as requested by the Bargaining Unit President or designee, the Union's Labour Relations Officer may attend meetings with the Hospital subject to reasonable notice of such attendance. Article 8.05 – Labour Management Committee*

Fiscal Advisory Committee

BUP or designate represents the Local.

NOTE: Committee vacancies will be filled by appointment, from members of ONA 239, who have submitted an Expression of Interest (By Law IX). They will remain in the appointed position for the remainder of the term.

NOTE: Members may hold only one Bargaining Unit Leadership position unless vacancies exist. The LC/BUP cannot hold Treasurer or Secretary roles.

3.0 FINANCIAL POLICIES

3.1 Banking

ONA 239 shall maintain a chequing and discretionary account at a Canadian financial institution (currently Royal Bank, Lasalle Blvd branch)

Two authorized signatures are required for all transactions.

Primary Signers: Treasurer and Local Coordinator/BUP

Alternates: Vice Coordinator/Vice President and Secretary

Alternate executive members can be appointed, which would be recorded in the meeting minutes.

No one may sign a cheque payable to themselves.

Most transactions will be conducted via EFT; cheques may be used when necessary.

The Treasurer may hold a bank card for monitoring only (no withdrawals permitted).

ONA dues must be deposited in an operating account with chequing capability.

A minimum balance equivalent to three months of expenses must be maintained.

3.2 ONA 239 Credit Cards

ONA 239 will maintain two (2) credit cards for approved Local expenses, held by the Local Coordinator and the Treasurer. The total shared credit limit is \$20,000.

Cash withdrawals and personal purchases are not permitted. If a personal expense is charged in error, it must be reimbursed to ONA 239 within the same month.

All credit card purchases must be supported by receipts, which will be attached to the billing statements.

The monthly credit card statement will be included in the financial reporting package and reviewed by the Executive.

If the bank requires a security deposit for the credit limit, the funds will be taken from the discretionary account.

ONA 239 will arrange automatic monthly payment of the full credit card balance to avoid interest charges.

3.3 Audits

Audits will be conducted annually at the Local's expense. Draft audit and financial statements must be submitted to ONA Provincial by March 31st of each year. Management letters must be included.

The Treasurer will review audit findings with the Executive at the next scheduled meeting.

Any Management letter received from the auditor, will be discussed.

The auditor is approved annually at the June Executive meeting. The name of the approved auditor will be reflected in the minutes.

3.4 ONA 239 Audit Committee

ONA 239 shall maintain an Audit Committee consisting of at least:

- Local Coordinator
- Treasurer

The committee will:

- Assist the Executive in fulfilling its oversight responsibilities with respect to the yearly audit
- Meet with the auditor as needed
- Review the audit and ensure audit requirements have been met
- Report findings to the Executive and discuss any management letter

The LC and Treasurer must sign off on the audit before submission to ONA Provincial. They will ensure all adjusting entries are reflected in Sage 50.

Once the draft financial statements have been reviewed by ONA Provincial and the auditor has issued the final financial statements, the Treasurer shall send one email to SimplyHelp@ona.org by April 30 containing:

- An electronic (scanned) copy of the signed audited financial statements for the previous fiscal year.
- Any management letter received from the Local's auditor, or confirmation that one was not received.
- A list of all adjusted and unadjusted journal entries proposed by the auditor.
- A link to the location within the SimplyHelp SharePoint site where the year-end Sage 50 backup, including all adjusted journal entries, is stored.
- A copy of the year-end CRA T4 and Ministry of Finance EHT summaries.

3.5 Bargaining Unit Meeting Minutes

Minutes must:

- Be approved by ONA 239 Executive and signed by the LC and Secretary
- Capture any strategic budgeting changes and be attached to the audit
- Be circulated to the Executive within 2 weeks
- Be stored securely (OneDrive)

Newsletter:

A newsletter summarizing Local/Barg Unit meetings will be shared (ONA 239 website and personal email) with members within 3 weeks.

3.6 Expenses

All expenses and union leave not budgeted for in the Local Financial Policies/Budget require prior approval by the Local Executive.

The Executive Committee may approve up to \$5,000.00 annually for items not included in the approved budget. These expenses will be reported to the membership at the next Local membership meeting. Any expenditure exceeding this amount must receive prior approval from the membership.

In the case of a member's death while at work, or at the discretion of the Executive, the Chartered Local Executive may consider providing a monetary gift to the family of the deceased member or to their coworkers.

Members must submit all expenses for the fiscal year to the Treasurer by December 15.

ONA 239 will endeavor to pay all outstanding Local and Bargaining Unit expenses from the previous year by January 15 of the following year. The Treasurer will provide the auditor with details of any outstanding expenses.

Salary Replacement Sheets

When salary replacement is claimed, the TD1 and TD1-ON forms must be completed prior to reimbursement. This is required only once.

Salary replacement sheets must be submitted to the Treasurer monthly. The Treasurer and Executive Members will establish a monthly submission date and payment schedule, in January of each year, for the entire year. When necessary, the established payment date and/or payment schedule may be modified throughout the year. When attending union leave, Ad hoc members will be informed of the submission date and payment schedule.

Any union leave request form related to the monthly submission must be included in the email to the Treasurer. The Treasurer will ensure that all forms are clearly labeled and accurate (employer-paid vs. union-paid).

The Treasurer will e-transfer funds to the member within ten (10) days of receiving the salary replacement sheets.

Members of the Executive must submit a copy of their pay stub to the Treasurer in January, along with their monthly payroll submission (if applicable). If a member receives a pay increase during the year, an updated pay stub must be provided at that time.

All information will be kept confidential.

It is the practice of Local 239 that all salary sheets are submitted in a timely manner. If they are not, the Local Coordinator (LC) will address the issue. A formal letter will be sent to the member requesting submission of their expense sheets.

Expense Sheets:

Expense sheets must be completed in full, signed, and submitted to the Treasurer within two (2) weeks of the expense being incurred.

All claims must be supported by receipts. In the event of a lost receipt, a handwritten receipt signed by the submitter and another Executive member will be accepted.

All expense sheets must be authorized by two (2) Executive members with signing authority.

The Treasurer will reimburse members for all approved out-of-pocket expenses, within a reasonable amount of time, following the meeting with the book keeper. An explanation of the expenditure will be noted on the pay stub.

Incidental costs where a receipt cannot be obtained (e.g., tips, vending machines) will be reimbursed up to \$25.00 per day while conducting ONA business.

3.7 Charitable Donations:

All requests for charitable donations must be submitted to the Chartered Local Executive for consideration.

The HSN food drive will be considered an allowable annual charitable donation, provided funds are available in the discretionary account.

3.8 Dual Dues

Local portion of dual dues is non-refundable.

3.9 Budgeting

The Local Executive will develop an annual operating and discretionary budget by February 10. The budget must be presented to and approved by membership at an ONA 239 meeting no later than March 31. All Executive members are expected to attend the budget meeting.

The Treasurer will present a financial report at each Executive meeting and at the Annual General Meeting of the Chartered Local Association. In addition, the Treasurer will provide a monthly financial summary to the Executive, as outlined in the Treasurer's manual. This summary will include the balance sheet, income statement/comparison, bank reconciliation (summary and detailed), and a copy of the bank statement. The Executive will review these reports monthly, and any financial concerns will be addressed.

The Local Executive may reallocate funds within the approved operating and discretionary budgets to address underspending or overspending between categories. This requires a motion and approval by the Executive. For example, unused funds from BUP paid time may be reallocated to support member attendance at meetings or to address increased labour relations needs.

Once the budget has been approved by membership, any over-expenditure in total operating or total discretionary funds must be brought back to membership for approval.

3.10 MAST (Meals, Accommodation, Salary, and Transportation)

The Local Coordinator/BUP in consultation with the Treasurer must approve all Association/Union leave before any Member takes Union Leave.

Meals:

Daily meal max: \$125 (incl. tax/tip)

Breakfast	\$30
Lunch	\$30
Dinner	\$65

If a member claims two or more meals in one day, the total daily meal allowance may be used flexibly across those meals.

Alcoholic beverages will not be reimbursed.

For multi-day events (e.g., Biennial Convention), daily meal allowances may be combined across days.

Only approved, budgeted meal expenses will be reimbursed.

For one-day meetings where meals are not provided, reimbursement will only be available for approved budgeted meetings. Itemized receipts must be submitted with the expense claim.

For ONA events where a ticketed meal or venue cost is required, the full cost will be reimbursed.

3.11 Out-of-town Accommodation

Corporate rate based on double occupancy where possible.

3.12 Salary Replacement

The guiding principle is that Executive members will be kept whole when attending Association or Union business on their regularly scheduled workday.

Salary replacement will be provided either by the employer, in accordance with the Collective Agreement, or by ONA 239, as per Local policy. Executive members must follow Collective Agreement provisions when claiming employer-paid time.

Only approved and budgeted Union time will be reimbursed as follows:

- **Full-time employees:** Salary only. Benefits and vacation will not be reimbursed unless specified in the Collective Agreement.
- **Part-time employees:** Salary plus a percentage in lieu of benefits will be reimbursed when paid through the employer, unless otherwise stated in the Collective Agreement. When paid directly by the Local, salary, benefits, and vacation will be reimbursed to ensure the member is kept whole.

Association Business – Salary Replacement

Association Business on a Scheduled Day Off (Executive Member):

When an Executive member participates in Union business on a scheduled day off, they will be paid as follows:

- **Full-day meeting (more than 4 hours):** 7.5 hours
- **Half-day meeting (up to 4 hours):** 4 hours

Association Business - Scheduled Workday (Executive Member):

If the Association business is not related to Hospital business (e.g., Biennial Convention), the member will not lose any salary. The member will submit time through the Hospital, and the Union will reimburse the employer. An additional 19% will be paid to the hospital as per our collective agreement.

The Treasurer will reimburse the Hospital monthly for all approved hours.

Note: At the discretion of the Local Executive, other ONA 239 members may also be compensated for Union business.

Arbitration Attendance:

When a member is required to attend arbitration, every effort will be made to schedule attendance on a day off.

3.13 Travel

Travel costs for approved out-of-town Union business will be paid by the Union for each attending member.

Members who use their personal vehicle for approved Union business will be reimbursed at the CRA mileage rate.

Travel arrangements should be made using the most economical option whenever possible. Weather and flight disruptions will be taken into consideration.

Time spent traveling for out-of-town ONA Business constitutes “work” time for the purposes of pay, therefore it is an allowable expense for the member to submit travel time for their entire shift to remain whole or time spent travelling on a day off that they are traveling.

**Supporting Reference: Arbitration June 9 2003 - Jane Devlin & CUPE Local 1146 & Oxford County*

3.14 Parking and Taxi costs

Parking is an allowable expense, including parking at HSN hospital sites for meetings.

Taxi transportation to and from the hotel, meeting venue, or nearby restaurants (within reason) is also an allowable expense.

4.0 LOCAL ADMINISTRATION COSTS

4.1 Office Supplies and Equipment

All equipment purchased by ONA 239 (including, but not limited to, filing cabinets, printers, multifunction devices, computers, and software) remains the property of ONA 239.

An inventory of all equipment will be maintained and updated as needed. The Secretary will keep records including the make, model, serial number, type of equipment, proof of purchase, and the member currently in possession of the item.

Members are responsible for the care and safekeeping of any equipment assigned to them. All equipment must be returned in good working condition when the member leaves their ONA 239 Executive position.

4.2 ONA Outlook Email Account

All Executive members must have an ONA Outlook email account and must conduct all ONA business using this account.

4.3 Communication Costs

Cell Phone

ONA 239 will reimburse each Executive member up to \$50.00 per month toward the cost of using their personal cell phone for ONA business. Paid annually in December. A bill must be submitted monthly for cell phone reimbursement

Internet

ONA 239 will reimburse each Executive member up to \$50.00 per month for internet expenses. Paid annually in December. A bill must be submitted monthly for internet reimbursement.

The Local Coordinator and Treasurer will be reimbursed by ONA Provincial for internet costs up to \$100.00 per month (including HST), in accordance with Ontario Nurses' Association Board of Directors policy.

4.4 Salary Replacement

The Local Executive may pre-book time for Union business. Members must use the Collective Agreement provisions for employer-paid time. Only approved/budgeted Union time will be paid. Any additional time must be discussed with the L.C.

Executive Member	Maximum hrs allowed/month
Local Co-ordinator	7.5 hours/month + 2 ad hoc days
Treasurer	15 hours/month + 6 ad hoc days to do additional work (Budget prep, Audit prep, Escalation of finances)
Secretary	15 hours/month
BUP	37.5 hours/month
Vice President (Local/BU)	7.5 hours/month (hours will be shared with LC/BUP)
Grievance Chair	52.5 hours/month
Chair - Professional Practice	22.5 hours/month
Chair - Joint Health and Safety	15 hours/month
Chair - Human Rights and Equity/RTW	22.5 hours/month

Portfolio payment hours do not include time spent by Executive Members on ONA committees or Executive Meetings.

Any hours beyond the approved portfolio payment hours must be approved by the Local Coordinator/BUP before payment.

All hours will be tracked monthly. Each Executive Member must submit a monthly record of their hours, along with their salary forms, to the Local Coordinator and Treasurer. When additional union work involves members, their initials and a brief reason for involvement must be included on the tracking sheet.

Hours may be shared between the LC/BUP and Vice President roles.

Monthly hours may be carried over to subsequent months to accommodate increased workload. This will be tracked by the respective Executive Members and the Treasurer.

Hours cannot be carried over from one year to the next.

4.5 Education

A local education plan will be based on the Education Action Plan, which is developed each year and approved at the Annual General Meeting for the Chartered Local. At least 10% of the operating budget will be allocated to education and learning opportunities.

A one-day education session for unit representatives may be offered once per year, if financially feasible. The Local will provide lunch, and members attending will have their regular salary maintained.

If an education session takes place on a member's scheduled day to work, the member will be kept whole by the employer, for their scheduled shift, and the Local will reimburse the employer.

If an education session takes place on a member's scheduled day off, the member will be compensated at their regular rate as follows:

- Full-day meeting (more than 4 hours): 7.5 hours
- Half-day meeting (up to 4 hours): 4 hours

4.6 Education Grant

A limited fund will be set aside for ONA 239 members, at the discretion of the Local Executive, to support attendance at courses, conferences, and workshops that enhance professional development at HSN.

- A maximum of \$500 per member per year will be provided.
- Members must be active in the union by meeting at least one of the following in the previous 18 months:
 - Attending Bargaining Unit meetings (X2)
 - Participating in ONA events or education (e-learning, self-learning, or ONA-sponsored with certificate of completion)
 - Participating in union activities (e.g., picketing, phone banks, elections)
- Members must be entitled and bona fide.
- Requests for funding must be submitted to the Secretary before the education takes place and will be processed on a first-come, first-served basis. Application forms are available from the Secretary.
- A completed application form, including original itemized receipts, must be submitted within 60 days after the education is completed.
- The Secretary will review applications to confirm eligibility.
- Reimbursement will only be issued after the education has been completed.
- MAST expenses are an allowable expense.
- Approved reimbursements will be issued by the Treasurer within 6 weeks of receiving a complete application.
- Any unused funds will not be carried over to the following year.

4.7 Health Care Professional Recognition Day

A budget will be set aside to recognize Health Care Professional Week. The Local may spend up to \$15 per member, provided a dues levy remains in place.

Any mailing costs will be covered by ONA 239 and will not be included as part of the recognition gift.

4.8 Northern Allowance

Will be utilized for MAST for extra travel days.

4.9 Dues Levy/Discretionary Account

It is the policy of the Association that the ONA 239 dues levy is ~~\$5.00~~ \$9.00 per member per month.

All funds collected from the ONA 239 dues levy, along with any interest earned from the operating account, will be deposited into the discretionary account. This account will be reported at each executive meeting, and monthly records will be attached to the meeting minutes.

Funds from the discretionary account will be budgeted and used to support local events, education bursaries, Health Care Professionals Day, salary for union-paid time, political action, and other initiatives as approved annually by membership at the Annual General Meeting (AGM).

5. ALLOWABLE MEETINGS

5.1 Biennial Convention

Each Chartered ONA Association shall be entitled to one (1) voting delegate who will be the Local Coordinator or designate, and one (1) alternate voting delegate, who will be the First Vice Coordinator or designate.

In accordance with Financial Policy 3.2 (13), ONA will provide provincial funding to support attendance at the three-day Biennial Convention. This funding helps offset Meals, Accommodation, Salary, and Travel (MAST) expenses for Bargaining Unit Presidents, Local Coordinators, and one additional Local member, as outlined in the ONA Membership Policy Manual 26.21.

5.2 Sector Meeting and or meetings called by the ONA Board of Directors

MAST expenses for the Local Coordinator or designate of ONA 239 to attend these meetings will be reimbursed by the Chartered ONA 239 Association, in accordance with financial policies.

5.3 Provincial Leadership Meeting (PLM)

In accordance with Financial Policy 3.2 (12), ONA will provide provincial funding to support attendance at the annual two-day Provincial Leadership Meeting. This funding helps offset Meals, Accommodation, Salary, and Travel (MAST) expenses for Bargaining Unit Presidents and Local Coordinators, as outlined in the ONA Membership Policy Manual 26.19.

If the BUP cannot attend, another member from that Bargaining Unit will be sent.

5.4 Area Coordinators Conference (Region One)

MAST expenses for the Local Coordinator, or designate, to attend up to three times per year will be reimbursed by the Chartered ONA 239 Association, in accordance with local financial policies.

Where finances permit, additional members may also attend.

5.5 Provincial Coordinators Meeting

MAST expenses for the Local Coordinator (L.C.) to attend will be reimbursed by the Chartered ONA 239 Association in accordance with local financial policies. Where finances permit, additional members may also attend.

5.6 Labour management

Committee salary is replaced by the employer as per the Collective Agreement.

5.7 Grievances

Committee salary replacement by the employer as per the Collective Agreement.

5.8 Negotiations Committee

Preparation meetings for negotiations are an allowable expense.

- 5–7 days (as this occurs outside of central bargaining)

Negotiation costs will be reimbursed by the employer in accordance with the Collective Agreement. The Bargaining Unit President (BUP) will notify the Local Executive of any costs requiring union reimbursement that exceed the budgeted amount. Otherwise, reimbursement will be limited to budgeted meals and salary only.

If the team is required to attend arbitration at the request of the Labour Relations Officer (LRO), salary and meals will be allowable expenses. The Local Coordinator (LC) and Treasurer must be notified.

If negotiations extend beyond regular working hours, paid time may be approved by the Chair of the Negotiations Committee. The LC and Treasurer must be notified.

Note: If a member is scheduled to work during negotiations, the employer will maintain their regular pay. If a member is on a scheduled day off, the Local will ensure they are compensated.

5.9 Arbitration

The Grievance Chair or designate and the BUP (when necessary to attend) will be reimbursed for meals, travel and salary when attending arbitration hearings/prep.

Reimbursement of salary will be permitted, for the BUP and any other member of the Executive, that the BUP deems necessary to attend any related prep meetings.

Reimbursement of meals will be permitted if the preliminary work-up meeting or the Arbitration Hearing last more than four hours.

5.10 Local Executive Meetings

The Local Executive representatives shall meet at least four (4) times per year. This will include the budget prep meeting. This will be an allowable expense.

Quorum: Half (1/2) of the local executive committee shall constitute quorum.

5.11 Bargaining Unit General Meetings

Will be held at least two (2) times per year. Members will be given 2 weeks' notice. An agenda will be posted 2 weeks prior. ONA Constitution will be followed for procedure and quorum. The Bargaining Unit Executive will be present 10 minutes prior to each meeting to discuss specific issues.

Quorum: The lesser of → 10 members or 10% of the chartered local association membership, shall constitute quorum.

5.12 Annual General Meeting (AGM)

Will be held once a year to approve the yearly budget and policies of the Chartered ONA 239 Association. In a Biennial year, there will be an additional meeting held in the fall to discuss constitutional amendments coming into biennial convention.

Quorum: The lesser of → 10 members or 10% of the chartered local association membership, shall constitute quorum.

5.13 Labour Management Meetings

On a scheduled workday, all committee members will be kept whole by the employer, in accordance with the collective agreement.

6. LOCAL ELECTION POLICIES

Guide to the Election Process at the Local and Bargaining Unit Levels

The local will follow the Local Election Policy Guide and adhere to the dates within the guide. All local and bargaining unit elections must be completed by November 1st.

Each Local must have election policies, in accordance with ONA's Constitution, approved by membership at a Local meeting, prior to the elections being called.

Each Chartered Local Association will elect a Local Election Committee of 3 members (By-Law V #4).

6.1 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 including the ONA Bulletin Board, ONA 239's Facebook Page, personal e-mail to members and Local website page. The call for nominations must include the time and date by which all nominations must be received and also indicate who on the Election Team the nomination forms must be sent to.

Each candidate requires two nominations.

The nomination forms need to be submitted 20 days before the first chosen election date.

6.2 Candidate Nomination Tickets – Communication to Membership

The candidate Nomination Ticket/information will be shared with the LOCAL 239 membership, 10 days prior to the election date, in the following ways (not limited to)

- Posted our website
- Sent to personal emails
- Other methods agreed upon by the election committee

6.3 Scrutineers

The Election committee appoints two members of the Local per polling station to act as scrutineers (By-Law V #11). Where elections are needed the budget will be looked at for payment of scrutineers.

6.4 Voting Procedure

Where a member works at a Bargaining Unit site, branch or location that is more than 80 kms away (one way) from the location where the vote is to take place, a mail-in secret ballot vote may be conducted (By-Law V #9). Mail in ballots must be requested by the member by the date that will be communicated.

6.5 Communicating Election Results

The results of an election are communicated to the candidates and the Election committee within 24 hours after the count is completed by the scrutineers (By-Law V #12). A candidate must provide the election committee with a phone number and email so that the election committee can contact them re: results.

The Local Election Committee will post, by email, the results to general membership, including those acclaimed and elected (By-Law V #12). Employers should be notified in writing of the names of the successful candidates following an election by the Chartered Local Association.

6.6 Vacancies

Locals will develop a Local Policy outlining the process for selection of interested candidates for the unexpired term. Such a policy will include the following steps to be taken:

- To ascertain which members may be interested in such appointment(s), the L.C. 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 (ie 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
- 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 determination.

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 will 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

- After the Local Executive committee meeting the interested member(s) shall be informed of the decision by the L.C. A notice will also be posted throughout the Local
- 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

6.7 Mail-In Ballots (if required)

Where mail in ballots are allowed, the following procedure should take place and be included in the Locals' Election Policies:

- The member must notify the elections Committee that they wish to exercise their right to a mail-in ballot
- If it is determined that the member qualifies then they will be provided with the following package:
 - A blank ballot on which the member writes the name of the candidate of her/his choice
 - An unmarked inner envelope
 - An outer envelope identifying the member and her/his ONA identification number
 - A return envelope with postage
 - An instruction flyer
- The completed ballot will be returned to the designated person on the Elections Committee
- The unmarked inner envelope will be placed in the ballot box for counting with the other ballots

6.8 Electronic voting

In case of electronic voting, this will be an allowable expense.