
YUSAPUY ELECTIONS POLICY

Effective: 2017
Revised:
September 28,
2021

Table of Contents

Table of Contents	1
1. SCOPE	3
2. DEFINITIONS	3
3. STATEMENT OF PRINCIPLES	4
4. ROLES AND RESPONSIBILITIES	5
4.1 Membership At Large:	5
4.2 Candidates:	6
4.3 Executive Board:	6
4.4 Nominations Committee:	6
4.5 Elections Committee:	7
4.6 YusApuY Office Staff:	8
5. PROCEDURES FOR ELECTIONS-RELATED ACTIVITIES	8
5.1 Appointment and Training of the Elections Committee:	8
5.2 Call for Nominations and Nomination Period:	9
5.3 Submission of Nomination Forms:	9
5.4 Annual General Meeting (AGM) and Nominations from the Floor:	10
5.5 Campaign Period:	11
5.6 All Candidates Meetings:	12
5.7 Preparation of Voting Lists and Ballots:	12
5.8 Voting Period:	13
5.9 Notification of Election Results:	13
6. ELECTION Rules (Governing the Campaign Period)	14
7. DISPUTE RESOLUTION MECHANISM(S)	15
7.1 Examples of Breaches:	16
7.2. Handling of Breaches	16
8. ELECTIONS TIMELINE	16
8.1 Mid January – End April	16
8.2 Mid July – End July	16
8.3 Early August – Mid August	17

8.4	Mid September	17
8.5	October	17
8.6	Late October/Early November	18
8.6.1	Debrief:	18
9.	REVIEW AND MAINTENANCE OF THE ELECTIONS AND ASSOCIATED POLICIES AND PROCEDURES	18
9.1	Pre-election Maintenance:	18
9.2	Post-election Maintenance:	18
	Appendix A: Call for Nominations	20
	Appendix B: Nomination Form	23
	Appendix C: Annual General Meeting (AGM) Notice	24
	Appendix D: Candidate Statement Template	25
	Appendix E: Sample Ballot	26
	Appendix F: E-vote Instructions	27
	Appendix G: Elections Committee Training	28

1. SCOPE

This Policy applies to all YusApuY's Biennial General Elections, Election officials, such as the Elections Committee, the Nominations Committee, the YusApuY Executive Board, the YusApuY's Office Staff, and election candidates and the membership at large.

2. DEFINITIONS

AGM:	Annual General Membership Meeting
All Candidates Meeting:	A meeting of the candidates organized by the Elections Committee as defined within this Policy
Biennial:	Every two years as per Article XI, Section 1d of the YusApuY Constitution
Campaigning:	Any activity or message that serves to promote a Candidate during an election
Candidate:	Any Member seeking election for a Union position
Conflict of interest:	Any interest or relationship, whether financial or otherwise that might be perceived as influencing a person's ability to objectively carry out the responsibilities of a particular position
Constitution:	Document containing the rules of governance for YusApuY
Elections Committee:	Committee formed under Article XI, Section 3 of the Constitution to conduct the YusApuY Biennial General Election.
Elections Period:	Begins with the Annual General Membership Meeting and ends at the close of the voting period
Elections Policy:	This policy, as may be amended, supplemented or replaced from time to time in accordance with the provisions of this Elections Policy and the Constitution
Eligible voters:	All members of YusApuY Units 1 and 2 as defined in Article XI, Section 5 of the Constitution are eligible to vote in YusApuY elections.
Executive Board:	Governing body of YusApuY as defined in Article VI, Section 2a of the YusApuY Constitution
Good standing:	A YusApuY Member who abides by the Constitution and has not revoked their membership with YusApuY (Article III, Section 2)
Incumbent Full-Time Officers:	Candidates who currently hold the paid Union positions of President, First Vice President and Second Vice President

Libel:	Known broadly as defamation; Untrue or false statements made by someone in writing that are harmful to someone else's reputation (Legalline.ca)
Nomination Period:	The period of time during the Elections Timeline set in accordance with this Policy where Members may seek nomination from the membership
Relevant external electronic voting Company:	An organization external to YusApuY and York University that is retained by YusApuY for electronic voting services
Sabotage:	The act of damaging or destroying equipment, weapons, or buildings in order to prevent the success of an enemy or competitor (Cambridge Dictionary)
Slander:	Known broadly as defamation; Untrue or false statements made orally by someone that are harmful to someone else's reputation (Legalline.ca)
Voter list:	YusApuY list of eligible voters, ie: members in good standing as defined in the YusApuY constitution Article III Section 2
Voting Period:	8:00 am Eastern Standard Time (EST) on the first scheduled day of voting until 12:00 pm EST on the last scheduled day of voting, as outlined in the YusApuY Constitution Article XV Section 4
UIT:	University Information Technology – a division of York University
Union or YusApuY:	The name of this organization, a Union under the terms and conditions of the Ontario Labour Relations Act, shall be hereinafter referred to as "The York University Staff Association / Association du Personnel de l'UniversitéYork ", YusApuY or the Union as outlined in the YusApuY Constitution Article I Section 1
YusApuY Office Staff:	Employees of the Union, specifically: Administrative Coordinator, Data Entry Clerk/Clerical Assistant and the Fitness and Events Coordinator

3. STATEMENT OF PRINCIPLES

A review of YusApuY's elections policy and procedures provides an opportunity to open the processes and to engage a wider circle of members to align our practices with our declared democratic principles.

The policy which follows is a practical effort to align ourselves with core principles that are widely applied in elections law:

- Impartiality/Independence
- Transparency
- Integrity
- Competence
- Fairness and equity

The principle of **impartiality/independence** suggests that elections should be managed by people who have no personal vested interest in the outcome. Further, they should be reviewed by some legitimate group at arms-length from those directly involved in the elections themselves.

The principle of **transparency** suggests that all candidates and voting members should understand clearly the roles and responsibilities of the positions that are being elected. Further, it suggests that the majority of voting members are fully briefed on the issues, the candidates and the procedures involved.

The principle of **integrity** suggests that those involved in running elections in any way should be held to high ethical standards. In particular, it requires that real and apparent conflicts of interest should be minimized and that voting members should have clear evidence that the process and the outcome are “clean”.

The principle of **competence** suggests that the people who manage and oversee the elections are thoroughly familiar with the principles and procedures of the elections policy, are capable of implementing it, and are clear on the scope and boundaries of the various roles involved.

The principle of **fairness and equity** suggests that no YusApuY member is disadvantaged in the election process, which suggests but is not limited to, equal access to the elections process and fair treatment is afforded to all YusApuY members regardless of perceived marginalizations; ensure that some candidates and/or constituencies are not favoured over others; transparency in processes and consequences and that an equity lens is used throughout the management and oversight of the process.

These principles underlie the specific policy and procedures which follow.

4. ROLES AND RESPONSIBILITIES

4.1 Membership At Large:

Unit 1 and Unit 2 YusApuY members are encouraged to participate in all aspects of the elections process, i.e., from the nominations process to the voting period. Members are always expected to uphold the integrity of the Union and of themselves, demonstrating respect, civility, and collegiality. Members are asked to refrain from engaging in any practice that is considered to be illegal or unethical and other unacceptable behaviour during elections, including sexist, homophobic, transphobic, Anti-Black, Anti-Indigenous and other forms of

racism, Islamophobia, xenophobia, Anti-Semitism, bigotry, and personal harassment and harassment as defined and outlined in the Human Rights Code (Ontario) and York University's Workplace Harassment Prevention Policy.

<https://www.ontario.ca/laws/statute/90h19>

<https://secretariat-policies.info.yorku.ca/policies/workplace-harassment-prevention-policy/>

4.2 Candidates:

Candidates seeking election are responsible for being aware of and abiding by the election policy, procedures and rules as provided by the Elections Committee. Prospective candidates are reminded that in a 2017 poll of the membership, many members expressed the preference that candidates run for only one position. Candidates are expected to be respectful of one another, the Union and its policies and procedures throughout the election process.

4.3 Executive Board:

As the governing body of the union, the Executive Board is responsible to the membership for the general supervision; management and conduct of the Union's business (see Constitution Article VI, section 2). As such, the Executive Board is responsible for adopting policies and procedures to protect the rights, interests and welfare of the Union and to uphold its fundamental purposes and objectives. As a democratic organization, elections are a cornerstone and it is the responsibility of the Executive Board to ensure that the policies and procedures in place reflect a healthy democracy with free voice and vote for all members (see Constitution Article II). While the Executive Board has overall responsibility for elections as part of its mandate to manage the Union, it delegates aspects of its authority to an Elections Committee who is free from real or perceived conflict of interest, to ensure fair, impartial and transparent election proceedings. In situations of protest, where the Elections Committee cannot resolve the question, the issue will be brought to the Executive Board. Any Executive Board member who is in a perceived or actual conflict of interest must declare it and not take part in the Executive Board's discussion or decision-making regarding the dispute. For matters related to Elections, especially where there are a number of Executive Board members in a conflict of interest, the Executive Board may favour an external dispute resolution mechanism to ensure a fair and impartial review of, and resolution to, the dispute.

4.4 Nominations Committee:

The role of the Nominations Committee is to aid in the search for candidates for Officer and Committee positions, Stewards and Union representatives on various bodies. The Nominations Committee oversees the procedures for the Biennial General Elections and conducts any necessary by-elections (see Constitution Article V, section 1 and Article XI, section 3). This includes: initiating a review of the Elections Policy and related procedures; appointing an Elections Committee; ensuring that the Elections Committee receives the up to date policy and procedures; ensuring that the Elections Committee understands their role in

conducting the elections; hosting information sessions to aid in the search for candidates and educate members on the Elections Policy and processes, positions and committees; working with the YusApuY office staff to circulate the Call for Nominations and notice of AGM to all members in good standing; overseeing the nominations portion of the AGM, including closing the nominations; verifying the list of eligible voters (together with the YusApuY office staff) and making the voting list available to the Elections Committee; answering questions that may arise from the Elections Committee up to the end of the Annual General Meeting (AGM). After the AGM they will be available to answer general questions brought forward by the Elections Committee about the Election process; any complex issues/protests would go to the Executive Board.

4.5 Elections Committee:

Members of the Elections Committee shall not be candidates in the election and must declare any possible conflict of interest as they arise.

The role of the Elections Committee (see Constitution Article XI, section 3) is to conduct the Biennial General Elections in a fair, impartial and transparent manner. This includes becoming familiar with the Elections Policy, procedures, timelines and related forms. Any general questions about the Election process/timelines etc. would be directed to the Nominations Committee. Any recommendations received during the Elections period regarding procedure/policy changes would be reported to the Executive Board as early as possible.

The Elections Committee is responsible for:

- liaising with University Information Technology (UIT) or relevant external electronic voting Company to construct the ballot and confirm the timelines of the election;
- forwarding the completed ballot and membership list to UIT or relevant external electronic voting Company for the evote;
- hosting and moderating the All Candidates Meetings;
- monitoring the elections email address during the election period;
- receiving the election results via email from the electronic voting system;
- informing all candidates of the outcome of their candidacy immediately following receipt of the results;
- receiving and addressing any disputes which arise, either themselves or by referral to the Executive Board.

The Elections Committee will coordinate with the YusApuY office staff in:

- soliciting the candidate statements following the AGM, posting candidate statements (and possibly other candidate materials) on the YusApuY website, and circulating the candidate statements to members via the Union listserv in the notice of the All Candidates Meetings;

- reviewing and circulating additional candidate statements via the Union listserv;
- informing all candidates of the election rules;
- facilitating scrutineers where such arrangements are possible in the case of a paper ballot;
- communicating with all members about the electronic voting (“e-vote”) procedures;
- coordinating the All Candidates Meetings and any informal meet and greet sessions for all positions (time permitting);
- sending out voting reminders during the voting period;
- facilitating problem-solving if YusApuY members have issues voting;
- publishing the results to the membership once all candidates have been informed.

4.6 YusApuY Office Staff:

In their role assisting with election related matters, staff will coordinate with the Nominations Committee before the AGM. The accountability of staff in the YusApuY office after the AGM will be to the Elections Committee. This includes assisting with the overall planning and coordination of the Biennial General Elections to ensure consistency from year to year, including: assisting with coordinating information sessions in consultation with the Nominations Committee; facilitating the posting of the revised materials to the website related to the elections; coordinating the Annual General Meeting in consultation with the Nominations Committee; facilitating the circulating of the Call for Nominations to all members in good standing via the Union listserv or other methods by request; supporting the nominations portion of the AGM; soliciting the candidate statements following the AGM; facilitating the circulating of the candidate statements to members via the Union listserv, as necessary; assisting with coordinating any informal meet and greet sessions for all positions and the All Candidates Meetings in consultation with the Elections Committee; facilitating the verification of the list of eligible voters and making the voting list available to the Nominations Committee who will provide it to the Elections Committee; assisting with publishing the results of the Elections to the membership, if required.

5. PROCEDURES FOR ELECTIONS-RELATED ACTIVITIES

5.1 Appointment and Training of the Elections Committee:

The Nominations Committee will provide detailed information and provide an opportunity for in-depth conversation in the form of a workshop session for the Elections Committee to ensure that they are confident in performing all of their duties and to verify that there are no conflicts of interest. Training will involve equity, anti-harassment, discrimination, anti-racism principles and practices and as outlined in Appendix G: Elections Committee Training. The training materials that will be available to the Elections Committee will include the following: a copy of the Constitution; a current copy of the Elections Policy; a copy of the terms of

reference for each Committee; an electronic copy of the UIT or relevant external electronic voting Company ballot; instructions regarding the e-vote process including the UIT or relevant external electronic voting Company requirements for the voting list; and the YusApuY banner to be displayed at meetings as necessary.

5.2 Call for Nominations and Nomination Period:

In consultation with the Executive Board, the Nominations Committee will initiate a review of the Elections Policy and related procedures, including the timeline; listing dates for all elections-related events, including: notice of Info Sessions, the opening of nominations and Call for Nominations, notice of the Annual General Meeting (AGM), All-Candidates Meeting(s), Meet and Greet, and other events, and the general election itself (the voting period). Normally the AGM will take place in October during the University's Fall Reading week. In an election year, the All-Candidates Meetings and the Election (voting period) follow the AGM as per the Constitution.

The Nominations Committee is responsible for informing the YusApuY office staff about the necessary notices to the membership regarding nominations (Call for Nominations), elections and/or by-elections and the AGM Notice. Once the Nominations Committee has verified the final drafts, the YusApuY office staff will forward to the membership via the Union listserv. Notifications will advise members to contact the union office if a hardcopy is required.

A Call for Nominations Notice and Nomination Form will be sent out to the membership approximately two days before the AGM Notice in an election year and will contain descriptions from the YusApuY Constitution of the duties of Officers and Committee members (see: Appendix A: Call for Nominations; and Appendix B: Nomination Form).

Included in the AGM Notice is an agenda and the date, time and place of the AGM (see: Appendix C: Annual General Meeting (AGM) Notice).

The two Notices will be sent to all members of YusApuY for which the Union has an email address on the Union listserv. Members who have requested to be removed from the Listserv and members on Long Term Disability (LTD) will be sent hard copies. Members will normally receive the notices at least 5 working days prior to the AGM.

5.3 Submission of Nomination Forms:

The Nomination Form will indicate the date and time that the Nomination Forms are due at the Union office, addressed to the Nominations Committee. The Nomination Form will also state that a Candidate statement is required. Nomination Forms may be received by hand-delivery, mail or email by 4:00 pm on the day preceding the AGM, at which point Nominations will be closed. A reasonable alternative to the Nomination Form can be used. Such an alternative must contain all the information required on the Nomination Form. Any nomination must be filled out completely for it to be accepted. It is recommended

that Nomination Forms be hand-delivered, as YusApuY cannot accept responsibility for Nomination Forms sent by other means and not received in the office before the deadline.

Incumbent Officers shall not have any access to the submitted Nomination Forms.

In cases where nominations have been submitted to the YusApuY office by the nomination deadline, neither the Nominee nor the Nominator needs to be present at the AGM in order for the nomination to stand.

5.4 Annual General Meeting (AGM) and Nominations from the Floor:

The AGM will normally take place on a Tuesday, Wednesday or Thursday at the Keele Campus in order to ensure maximum participation of the membership. While the AGM is an annual event, a Nomination portion will only take place in years when elections are held (i.e. every two years).

During the Nomination portion of the AGM, a member of the Nominations Committee will re-open Nominations, and in turn, read out the description of each position that the Constitution allows for an election. The member will then read out all the names of the Nominees and Nominators that have been received via Nomination Forms.

The positions will be called out in turn for all Officer and Committee positions in the order that they are listed in the Constitution.

The Nominations Committee member will then call three times if anyone wishes to nominate another member for the position being called. A sufficient pause between each call will be allowed for all members to consider nominating a fellow member. During this time, any member in good standing can nominate another member in good standing to run for a position from the AGM floor. If a member is nominated they must either agree to accept the nomination or decline the nomination of the position. During the Call for Nominations a completed Nomination Form may be presented as an acceptance to run for a position.

If a Nomination Form has not been submitted and a member is being nominated from the floor of the AGM, both the nominator and the nominee must be present for the nomination to stand.

There will be a separate Call for Nominations at both the Unit 1 and 2 Annual General Meetings. A Unit 1 or 2 member may be nominated at either meeting. Nominations will close at the end of the second (normally the Unit 2) meeting.

Following the AGM, the Membership Officer, or designate alongside a YusApuY Office Staff Member, will verify that all candidates running for a position are YusApuY members in good standing. If a member is nominated for a position but it is found that the member so nominated does not satisfy the criteria for the

position (such as, for instance, insufficient length of service for the Bargaining Committee long service member position, or a member is not in good standing, etc.) that nomination will be forfeited, and the member will be disqualified from running for the position.

If the Call for Nominations results in an acclamation following the AGM, it will be the responsibility of the Nominations Committee to advise the candidate(s) of this fact as soon as possible. The membership will be notified as soon as possible afterward.

Any candidate wishing to withdraw their candidacy must submit their withdrawal request in writing to the Elections Committee and copied to the YusApuY Office Staff at yusapuy@yusapuy.ca.

5.5 Campaign Period:

In order to ensure that members can get to know candidates running for positions, a variety of mechanisms will be facilitated by the Elections Committee, including online materials (online profiles with pictures and possibly videos), and opportunities for informal meet and greet sessions (time permitting), in addition to the customary All Candidates Meetings.

In addition to the candidate statements that will accompany the Notice of the All Candidates Meeting(s) as outlined below, all candidates running for an Officer or Committee position in YusApuY will have an opportunity to prepare a statement to the membership which will be circulated via the Union's listserv by the YusApuY staff during the campaign period, as coordinated by the Elections Committee. Incumbent Officers shall not have any access to the submitted candidate statements prior to the release to the membership. The Elections Committee reserves the right to set the timeline for the communication and to review all materials for appropriate content. The Union membership list or the Union listserv will not otherwise be used for campaign communications by any candidate, nor will the Union's social media channels. Any costs associated with campaigning are the responsibility of the candidate.

To ensure that the general membership can make as informed a decision as possible in casting their vote, the Elections Committee will solicit candidate statements. Candidates are encouraged to use the profile template as a guide in the development of their Candidate Statement (see: Appendix D: Candidate Statement Template). Candidate Statements will be circulated with the Notice of the All Candidates Meetings, as indicated below. If the Elections Committee finds that the wording of a candidate's statement should be edited and/or changed, the suggested changes will be discussed with the candidate and a deadline provided for resubmission of their statement. The statements will be sent to a member's home if they are on any type of leave of absence, if requested by the member, in a timely manner so as to appropriately engage in the election process.

Informal meet and greet sessions: Permitting that there is sufficient time to do so, the Elections Committee will be encouraged to coordinate informal meet and greet sessions over lunch hours across York's campuses in order to facilitate interaction among candidates and members.

5.6 All Candidates Meetings:

The All-Candidates Meeting Notice will be made up as outlined in the Constitution. For a member's Candidate Statement to be included in the Notice it must be received by the Union office as outlined on the Nominations form by 4:00 pm of the day following the AGM. At the All Candidates Meeting, the Elections Committee will ensure that an equal opportunity to speak is made available for all Nominees. In advance of each All Candidates Meeting, candidates will be informed of the format of each meeting. Candidates shall be allowed a specific length of time to address the membership at the beginning of the meeting (opening statement) and at the end of the meeting (closing statement). Time will be allowed for the candidates to respond to questions from the floor. Preference in speaking will be given to attendees who have not yet expressed themselves in the meeting. There will be All Candidates Meetings at both the Keele and Glendon campuses.

In order to ensure sufficient opportunity for candidates to address the membership and all members to ask questions of candidates, the Elections Committee may consider hosting separate All Candidates Meetings for the Officer positions and the Committee positions. The Elections Committee may also consider other formats of the All Candidates Meeting so as to afford more time to each candidate to address the membership and respond to members questions.

All Candidates Meetings will be recorded, where practicable, and made available to the membership on the Union's website or a Union social media channel for a specified period of time during the elections period. In the event that an All Candidates Meeting, that was intended to be recorded, was not recorded a statement will be issued to the membership.

5.7 Preparation of Voting Lists and Ballots:

The Membership List will be used to verify the list of eligible voters. Together with the YusApuY office staff, the Nominations Committee will make the voting list available to the Elections Committee. Wherever possible, electronic voting will be used in order to ensure access to the greatest number of members. The Elections Committee will prepare the Ballot according to the UIT or relevant external electronic voting Company electronic voting system and forward the completed ballot and voting list to UIT or relevant external electronic voting Company within the required timeline. The Elections Committee will liaise with UIT or relevant external electronic voting Company regarding the list of eligible voters, the ballot, and all technical matters related to the election (see: Appendix E: Sample Ballot).

Access to the ballot is via the electronic voting system, which requires authentication. The YusApuY office staff, in collaboration with the Elections Committee, will ensure that all members eligible to vote receive instructions on the electronic voting system (see: Appendix F: E-vote Instructions). Instructions will be sent to all members of YusApuY for which the Union has an email address on the Union listserv. Members who have requested to be removed from the Union listserv will be sent hard copies. The voting instructions will be sent to a member's home if they are on any type of leave of absence before the start of the voting period.

5.8 Voting Period:

For electronic voting, the electronic voting system will be active for no less than three (3) days, typically beginning mid-week, to accommodate as many members as possible. Voting will typically begin at 8:00 a.m. on the first day and end at 12:00 p.m. on the last day to ensure time for the results to be released. Membership will be notified of the results once all candidates have been informed of the outcome.

There shall be no campaigning by candidates during the voting period. Candidates are required to cease campaigning. Neither candidates nor their scrutineers should interfere with or influence any voting member at this time. Members are encouraged to vote from a private location.

The Elections Committee and YusApuY Office Staff will make a computer workstation available by request in advance as a voting station to ensure that members who may not normally have access to a private computer may do so for voting purposes, if practicable.

Members are not required to cast a vote for each position for the electronic voting system, "e-vote", to accept their ballot. Once a ballot has been submitted online, voting members may not regain access to the "e-vote" electronic voting system.

Use of the "e-vote" electronic voting system eliminates the need for proxy voting and minimizes the opportunity for spoiled ballots. The auditing procedure for an "e-vote" election will contain only employee IDs and the date and time that a member cast their vote. UIT or relevant external electronic voting Company does not have access to view how members cast their votes.

If members have any issues with accessing the e-vote system, or other questions or concerns throughout the voting period, the Elections Committee will facilitate any necessary problem solving.

5.9 Notification of Election Results:

If the Call for Nominations results in the acclamation of a position at the close of the AGM, it will be the responsibility of the Nominations Committee to advise the candidate(s) of this fact as soon as possible. The Nominations Committee will direct the YusApuY office staff to notify the membership of the complete list of

candidates running for election as well as members acclaimed as soon as possible.

Election results for which a vote takes place will be tabulated electronically by the “e-vote” electronic voting system. Members of the Elections Committee will simultaneously receive the voting results from the “e-vote” system via email immediately following the closing of the voting period. Typically, the Elections Committee members will notify all candidates of the outcome immediately following receipt of the results. The Elections Committee will direct the YusApuY office staff to communicate the results to the membership as soon as possible following the election via the Union listserv and post the results on the YusApuY website.

6. ELECTION Rules (Governing the Campaign Period)

In the interest of democratic participation, YusApuY will encourage candidates to communicate with members. Candidates are asked to respect the wishes of members who may not want to engage in discussions related to elections. Members may be contacted through a variety of means on campus, which could include but not limited to: telephone, email, digital platforms, social media and/or postering. Campaign activities must not interfere with the work processes of other employees without consent. All Campaigning activities must cease the day before the voting period begins. Candidates are prohibited from interacting with voting members regarding the election with the exception of encouraging members to cast a vote.

We support interaction among candidates and consenting members leading up to the election, and remind all members that the University as the employer has regulations limiting postering on campus. See the Postering (Guidelines) on the York website:

<https://secretariat-policies.info.yorku.ca/policies/postering-guidelines/>.

Given that incumbent Full-Time Officers seeking re-election have a structural advantage in accessing workplaces during working hours, it should not be the role of the Union to limit efforts by other candidates to do the same. During breaks and over the lunch hour, members have a right to talk freely with candidates if it does not disrupt the work of colleagues. The employer has the right to regulate the workplace and has advised candidates not to disrupt the work of members during their working hours.

Full-Time Officers seeking re-election should not direct or have involvement in the work of the Elections Committee or have access to confidential election information, unless it is about their individual candidacy or necessary for their current role. Arm’s length processes shall be implemented. This is to ensure that all candidates are treated fairly and have a level playing field.

Emailed communications to the Union listserv by incumbent Full-Time Officers shall be circulated via the yusapuy@yusapuy.ca general email address rather than via their @yusapuy.ca email addresses. As Union drop-in sessions are deemed important for the ongoing operations of the Union, Executive Board Members or other union officials who are not candidates in the elections, shall replace incumbent Full-Time Officers during the election period.

The Union membership list or the Union listserv or the Union social media channels will not be used to circulate candidate materials, aside from the Candidate Statement in the Notice of the All Candidates Meetings and one additional statement, as coordinated by the Elections Committee and YusApuY office staff. The Elections Committee reserves the right to set the timeline for the communication and to review all materials for appropriate content. The Union membership list or the Union listserv will not otherwise be used for campaign communications by any candidate, nor will the Union's social media channels. Any costs associated with campaigning are the responsibility of the candidate.

Candidates are expected to be respectful of one another and the Union throughout the election process and must campaign according to the rules of fair play. Violating the rules of fair play include the following: breaching the Human Rights Code, Occupational Health and Safety Act, including YusApuY's policies, practices and procedures, and unfairly utilizing advantages of current incumbent positions, as outlined above; libel; slander; coercion of voters; general sabotage of another candidate's campaign materials; intentional breach of the Elections Policy; persistent attempts to undermine the authority of the Elections Committee or the YusApuY Office Staff to carry out their responsibilities; and any attempt to undermine the electoral process.

Breaches of the Election Policy will be referred to the Elections Committee for review and resolution – refer to Section 7 of this Policy.

7. DISPUTE RESOLUTION MECHANISM(S)

In the case that the Elections committee becomes aware of a suspected breach of the Elections Policy by a candidate, the Elections Committee shall conduct an investigation. If the Elections Committee cannot resolve a dispute, or if there is a major breach, or if there is any possibility that the result could alter the election results, an emergency meeting of the Executive Board should be called. All members who were involved in the dispute along with the Elections Committee may be called upon to speak to, or be questioned by, the Executive Board. Any Executive Board member who is in a perceived or actual conflict of interest must declare it and not take part in the Executive Board's discussion or decision-making regarding the dispute. For matters related to Elections, especially where there are a number of Executive Board members in a conflict of interest, the Executive Board may favour an external dispute resolution mechanism to ensure

a fair and impartial review of, and resolution to, the dispute. Candidates who are found to contravene election rules may be disqualified from holding their elected position.

7.1 Examples of Breaches:

Minor breaches include but are not limited to:

- Any candidate who is found postering contrary to York University policy,
- Any candidate who is found interfering with other York employees' work/workplace, without consent,

Major breaches would be classified as:

- Any behaviour or activity that goes against the Human Rights Code
- Any form of sexism, homophobic, transphobic, Anti-Black, Anti-Indigenous, and other forms of racism, Islamophobia, xenophobia, Anti-Semitism, and bigotry towards another candidate.
- Any use or mishandling of any official Union modes of communication for personal campaigning.
- Any candidate found vandalizing another candidate's campaign materials,
- Any candidate who ignores a written warning(s) from the Elections Committee.

7.2. Handling of Breaches

For all minor breaches a written warning from the Elections Committee to the candidate will be provided to immediately cease the activity. All major breaches will be reported to the Executive Board for resolution

8. ELECTIONS TIMELINE

8.1 Mid January – End April

In preparation for the upcoming elections, the Nominations Committee will review and adapt the Elections Policy and related procedures, including timelines for all associated events (i.e., the opening of nominations, the Annual General Meeting (AGM), All-Candidates Meetings, information meet and greet sessions (time permitting), and the Biennial General Elections). The Nominations Committee will present any proposed changes to the Elections Policy and related procedures along with the proposed timelines to the Executive Board for review and approval.

8.2 Mid July – End July

The Nominations Committee will recruit members to participate in the Elections Committee and recommend appointment to the Executive Board. The Elections Committee will be comprised of four members who are not seeking candidacy for any position. The Nominations Committee will inform the Elections Committee of

their duties as per the Constitution (Article XI, Section 3) and Election Policy. The Nominations Committee will be available for any questions that may arise up to the AGM. After the AGM they will be available to answer general questions about the Election process; any complex issues/protests would go to the Executive Board.

8.3 Early August – Mid August

The Elections Committee will review the Elections Policy, procedures, timelines and related forms; questions will be directed to the Nominations Committee for clarification. Training sessions will be organized by the Nominations Committee. One of these sessions will be conducted by an Executive Board approved facilitator to clarify various issues dealing with conflict of interest; review experiences from previous elections; confirm timelines for the current year and discuss dispute resolution mechanisms which may be required. At this meeting the Elections Committee will also meet with the YusApuY office staff to clarify their role in the Elections process.

8.4 Mid September

To encourage members to run for YusApuY positions, the Nominations Committee may host information sessions and/or email the membership to educate members on the Elections Policy and processes, positions, and committees, including information for members regarding expectations for candidates and committees during the election and once elected. They will use the Constitution and Committee Terms Of Reference documents as a resource in communicating about the time commitments of each position or committee and the duties and responsibilities. They will coordinate with the YusApuY office staff to send out information via the Union listserv and post on the website.

8.5 October

The Call for Nominations will be circulated to all members by the YusApuY office staff at the direction of the Nominations Committee. A day or two later, the Annual General Meeting (AGM) Notice is circulated to all members by the YusApuY office. The Nominations Committee will oversee the nominations portion of the AGM, including closing the nominations. Following the AGM, the Elections Committee will solicit any required materials from candidates who let their name stand for election, posting the details on the website, etc. in coordination with the YusApuY office staff. The Nominations Committee, in consultation with the YusApuY office staff, will verify the list of eligible voters (all members in good standing) and will make the voting list available to the Election Committee to create the voting lists for the electronic voting system. The Elections Committee will coordinate with the YusApuY office staff to host, with at least two Committee members in attendance, informal meet and greet sessions for all positions (time permitting); host/moderate the All Candidates meetings; and communicate with all members about the electronic voting procedures, as per the Constitution; The Elections Committee will liaise with UIT or relevant external electronic voting Company to construct the ballot and confirm the timelines of the voting period, and will then send the completed ballot and membership to UIT or relevant external electronic voting Company for the e-vote.

8.6 Late October/Early November

The election is held over a 3 day period, including a separate Glendon ballot, if required. The e-vote will take place in 2021 from November 9th 8:00am until November 12th 12:00pm. The Elections Committee will simultaneously receive the election results via email and will inform all candidates of the outcome of their candidacy prior to publishing the results to the membership. The membership will be notified of the election results as soon as possible after the voting period has ended.

8.6.1 Debrief:

Following the conclusion of the Elections, the Elections Committee will provide suggestions for future elections to the Nominations Committee, who will bring the recommendations to the Executive Board for approval.

9. REVIEW AND MAINTENANCE OF THE ELECTIONS AND ASSOCIATED POLICIES AND PROCEDURES

9.1 Pre-election Maintenance:

In preparation for the upcoming elections, as stated in Article 8, the Nominations Committee will review and adapt the Elections Policy and related procedures, including timelines for all associated events (i.e., the opening of nominations, the Annual General Meeting (AGM), All-Candidates Meetings, information meet and greet sessions (time permitting), and the Biennial General Elections). The Nominations Committee will present any proposed changes to the Elections Policy and related procedures along with the proposed timelines to the Executive Board for review and approval.

9.2 Post-election Maintenance:

At the conclusion of the Elections, and upon the receipt of any recommendations from the Elections Committee, the Nominations Committee will initiate a debrief of the elections period at an upcoming Executive Board meeting. The Nominations Committee will edit the Elections Policy with any suggested changes and present recommendations to the Executive board for review and approval within six months. The date of the review shall be attached to the various documents.

Appendices

Appendix A: Call for Nominations

October #, 202#

NOTICE TO ALL YusApuY MEMBERS - CALL FOR 202# NOMINATIONS

Nominations for YusApuY Officers and Standing Committee members will open on: **Day, Month, 202# at 8:30am until Day, Month, 202# at 4:30pm.**

The completed and signed nomination form can be mailed, faxed or e-mailed to the YusApuY office (details on the attached form) – subject line: Nomination Form – Position (reception@yusapuy.ca).

The nomination form may also be submitted during the YusApuY Unit 1 or Unit 2 **Annual General Meeting (AGM)**, scheduled for: **Day, Month #** (notice to follow shortly). In the event the Nominee and/or the Nominator cannot attend the AGM, the **completed and signed** form will still be accepted.

Nominations from the floor will also be accepted at the AGM and will close at the conclusion of the YusApuY Unit 2 meeting.

As per the YusApuY Constitution, the duties and responsibilities of the positions to be filled are outlined below:

President

The President, who shall be a full-time elected Officer, shall be responsible for the general management and direction, subject to the authority of the Executive Board and this constitution, of the business and affairs of the Union. The President shall preside over all general membership meetings and Executive Board meetings; shall be responsible for the preparation of the agenda for these meetings; shall be responsible for the due and proper administration of the Constitution; shall be responsible for relations with bodies internal (see Article IV, Section 2b) and external (see Article IV, Section 2c) to the University; shall be a non-voting ex-officio member of all Committees unless otherwise specified. The President may be subject to reasonable requirements of insurability and/or bondability as determined by the Executive Board (as taken from Article VIII, Section 1). The President shall be paid by the Union, while holding office, at a salary commensurate with the position, but not less than his/her normal salary rate.

First Vice-President

The First Vice-President, who shall be a full-time elected Officer; shall assist the President with the general management and direction of the business and affairs of the Union, subject to the authority of the President, the Executive Board and this constitution; shall be responsible, along with the President, for relations with bodies internal to the University; shall be responsible for the due and proper administration of the Constitution; shall be a non-voting ex-officio member of and shall oversee all Committees unless otherwise specified; and shall, in the absence of the President, be the acting President. The First Vice-President may be subject to reasonable requirements of insurability and/or bondability as determined by the Executive Board (as taken from Article VIII, Section 1). The First Vice-President shall be paid by the Union, while holding office, at a salary commensurate with the position, but not less than his/her normal salary rate.

Second Vice-President

The Second Vice-President, who shall be a full-time elected Officer; shall be subject to the authority of the President, the First Vice-President, the Executive Board and this constitution; shall be responsible along with the President, for relations with bodies external to the University; shall assist the First Vice-President as required; shall be responsible for the due and proper administration of the Constitution; shall be a non-voting ex-officio member of and shall oversee all Committees unless otherwise specified. The Second Vice-President shall, in the absence of both the President and the First Vice-President, be the acting President. The Second Vice-President may be subject to reasonable requirements of insurability and/or bondability as determined by the Executive Board (as taken from Article VIII, Section 1). The Second Vice-President shall be paid by the Union, while holding office, at a salary commensurate with the position, but not less than his/her normal salary rate.

Membership Officer

The Membership Officer shall be responsible for YUSAPUY's initial contacts with new employees eligible for membership. The Membership Officer shall maintain the membership records, supervise admittance at general membership meetings and verify the right to vote at elections.

Treasurer

The Treasurer shall be responsible for the keeping of the financial records and shall arrange for the custody and disbursement of funds, pursuant to the direction of the Executive Board. The Treasurer may be subject to reasonable requirements of insurability and/or bondability as determined by the Executive Board (as

taken from Article VIII, Section 1). The Treasurer shall submit to the Executive and membership a proposed annual budget and a semi-annual financial report (see Article VIII - Finances).

Glendon Officer (GLENDON MEMBERS ONLY)

The Glendon Officer shall be a member of YUSAPUY working at the Glendon campus and shall be elected by members working at the Glendon Campus. The Glendon Officer shall represent the interests of those members in Union matters.

Bargaining Committee

The Unit 1 Bargaining Committee shall consist of the President, the First Vice-President, a member of the Grievance Committee and four members elected from the general membership, one of whom shall be a long service employee (15 or more years' service), and one member of YUSAPUY working at the Glendon campus elected by the Glendon membership. In the event that no long service employee and/or no member working at Glendon stands for election, the position(s) may be filled by a member-at-large. The function of this Committee shall be to negotiate any changes to the current Unit 1 Collective Agreement (see Article XIII). One member of the committee shall be elected by the committee to be the Chair.

The Unit 2 Bargaining Committee shall consist of the President, the First Vice-President, the Chair of the Unit 1 Bargaining Committee, and four Unit 2 members elected from the general membership. In the event that the Chair of the Unit 1 Bargaining Committee is not available to serve on the Unit 2 Bargaining Committee, the Vice Chair of the Unit 1 Bargaining Committee or a member of the Grievance Committee may fill the vacancy. In the event that less than four (4) Unit 2 members stand for election, or after election, less four (4) Unit 2 members are available to serve on the Bargaining Committee, due to resignation or some ineligibility, positions may be filled by appointment from eligible Unit 2 membership. The function of this Committee shall be to negotiate any changes to the current Unit 2 Collective Agreement. One member of the committee shall be elected by the committee to be the Chair.

Communications Committee

The Communications Committee shall consist of four (4) elected members of the general membership. It shall be the function of the Committee to keep members informed of YusApuY activities and labour-related developments both on and off-campus with a newsletter and/or by other means.

Constitution and Policy Committee

The Constitution and Policy Committee shall consist of four (4) elected members of the general membership. The function of this committee shall be the construction and maintenance of the YusApuY Constitution and the YusApuY Policy Manual. The Committee shall also advise the Executive Board in the interpretation of these documents.

Nominations Committee

The Nominations Committee shall consist of three elected members of the general membership. The functions of this Committee shall be to aid in the search for candidates for Offices and Committees, Stewards and YUSAPUY representatives on various bodies. The Committee shall oversee procedures for YUSAPUY's Annual General Elections and shall conduct any necessary by-elections as outlined in Article XI - Elections.

Appendix B: Nomination Form

20XX YusApuY Nomination Form

I, _____ am willing to accept the nomination for the position of: _____

PERSON NOMINATED:

First Name:	Last Name:
Campus Address:	
Telephone Extension:	
YusApuY Seniority Date:	
Position Currently Held:	
Signature of NOMINEE:	

NOMINATED BY:

First Name:	Last Name:
Campus Address:	
Telephone Extension:	
YusApuY Seniority Date:	
Position Currently Held:	
Signature of NOMINATOR:	

Please return the completed and signed form to the YusApuY office, 190 Albany Road, 2nd Floor, Keele Campus, no later than: **4:00pm on Day, Month #, 202#**. Include a brief statement about your interest in the position.

Nominations will re-open during the Call for Nominations at the Annual General Meeting on **Day, Month #, 202#**.

Nomination forms can be delivered to the YUSA office in person, or sent via e-mail to reception@yusapuy.ca or fax: 416-736-5519.

Please provide a candidate statement for circulation to the membership – Please return your candidate statement to the YusApuY office, 190 Albany Road, 2nd Floor, Keele Campus, no later than: **4:00 pm on Month #, 202#**.

Appendix C: Annual General Meeting (AGM) Notice

**NOTICE TO YusApuY 1 MEMBERS
ANNUAL GENERAL MEETING**

**Thursday, October XX, 202#
12:00 noon to 2:00 p.m.
CURTIS LECTURE HALL “L & I” (overflow)**

According to the provisions of the YUSA Collective Agreement, you are entitled to a two-hour lunch period for the purpose of attending this meeting. YusApuY members working at locations other than the Keele campus are also entitled to reasonable additional time for travel.

AGENDA

1. Annual reports
2. Call for Nominations
3. Bargaining Update
4. Other Business

It is important that you attend this meeting. **It is your Union, and it can't be said too often – YusApuY is only as strong as its members.** Come out and participate. Hope to see you on October XXth!

ID is not required.

*****Special note to members working in locations other than the Keele campus – if you would like to attend this meeting, please call the YUSA Office and we will arrange for appropriate transportation to and from the Keele Campus**

October 18, 2016

Appendix D: Candidate Statement Template

[Please provide the Elections Committee with a picture and a statement by 4:00 on the day following the AGM]

Candidate's name:

Candidate's position at York:

Candidate's length of time at York (as a YUSAPUY member):

Position/Committee the candidate is seeking in YUSAPUY:

Candidate's interest in YUSAPUY and what the candidate would like to accomplish in the position:

Unique skills, experiences or accomplishments that make the candidate an ideal candidate for the role:

Candidate's past or current involvement in YUSAPUY (if any):

Appendix E: Sample Ballot

Ballot Information:

Please fill in completely.

Election name:	202# YUSA Elections
Election description (optional):	Description of election
Voting Criteria: <i>i.e. who is eligible to vote</i>	YUSA I and YUSA II members
Election start date and time (both date and time are required; please use 24-hour clock):	November #, 202# 08:00 h
Election end date and time (both date and time are required; please use 24-hour clock):	November #+3 days, 202# 12:00 h

Question: <i>i.e. what is the question people are selecting answers for?</i>	Please vote for the Position/Committee Name (# to be elected)
Description: <i>i.e. please describe or give further information that can help inform voters.</i>	Statements from the candidates are available on the YUSA Website – http://yusapuy.ca/
Number of answers possible: <i>i.e. how many answers can be selected from the total</i>	Number of possible answers
Answer options: <i>e.g. list of all possible answers.</i>	Candidate Name (depending on how many candidates there are) Candidate Name

Create questions for all positions that require a vote	Elections Committee Member
Contact email: (this information will be kept private and not be a part of the ballot; it will be where the results are sent)	Elections Committee Member #1 Elections Committee Member #2 Elections Committee Member #3 Elections Committee Member #4

Appendix F: E-vote Instructions

YUSA All-Candidates Meetings

All-Candidates meetings are held in order to provide YusApuY members an opportunity to hear from and ask questions of the candidates seeking election. These meetings will be held at the following locations:

KEELE CAMPUS

November #, 202#

12:00 to 1:00 p.m. & 1:00 to 2:00 p.m.

Senate Chamber (9th Floor, North Ross)

GLENDON CAMPUS

November # 202#

12:00 to 1:00 p.m. & 1:00 to 2:00 p.m.

Glendon Senate Chamber

Members working at locations other than Keele and Glendon campuses, or members on a leave of absence, are encouraged to contact the YusApuY office to arrange for transportation to the meetings.

VOTING INSTRUCTIONS:

Online voting will take place from **# November (08:00 h) to # November 202# (12:00 h)**.

To access your E-ballot, use the following link: <https://yusa.simplyvoting.com/>. (If your web Browser does not open automatically, copy and paste the above address into your Browser and press enter).

All eligible voters should have received an email from [simplyvoting.com](https://www.simplyvoting.com) containing their Elector ID and password. Enter the Elector ID and Password and follow the instructions provided.

The ballot will name all the candidates who are running and the positions they are running for. Select the appropriate candidate. The E-vote system will confirm your ballot has been successfully submitted. This will end your voting session.

Results of the E-vote will be announced via YUSA listserv after the voting period closes.

For questions regarding your voting eligibility status contact the Elections Committee at: yusapuyvoting@gmail.com.

Appendix G: Elections Committee Training

The Nominations Committee will provide detailed information and provide an opportunity for in-depth conversation in the form of a workshop session for the Elections Committee to ensure that they are confident in performing all of their duties and to verify that there are no conflicts of interest. Training will involve equity, anti-harassment, discrimination, anti-racism principles and practices. The training materials that will be available to the Elections Committee will include the following: a copy of the Constitution; a current copy of the Elections Policy; a copy of the terms of reference for each Committee; an electronic copy of the UIT or relevant external electronic voting Company ballot; instructions regarding the e-vote process including the UIT or relevant external electronic voting Company requirements for the voting list; and the YusApuY banner to be displayed at meetings as necessary

The Nominations Committee will plan and arrange a first half-day orientation session, on Union Duty Leave, for all members of the newly-appointed Elections Committee. At the end of the session, it is expected that Elections Committee members will:

- Know their role and responsibilities;
- Feel comfortable with one another and confident in their collective capacity to do the job;
- Have practiced using the tools and documents involved in the job;
- Agreed to arrangements for the second part of the orientation.

The Nominations Committee will plan and arrange a second half-day orientation session, on Union Duty Leave, to meet with the Executive Board approved facilitator and the YUSAPUY office staff. At the end of the second orientation session the members of the Committee will:

- Have completed **training on** equity, anti-harassment, discrimination, anti-racism principles and practices;
- Be clear on the dispute resolution **process** and the role of the YUSAPUY office staff during the elections period;
- Feel alert to issues and challenges that may arise with shared understanding of how they will be addressed;
- Have practical problem-solving scenarios and developed confidence in appropriate actions to address them.