

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

ELECTION POLICY

1. Chief Returning Officer (CRO)

The term of the position of the CRO is from the time of appointment to the conclusion of the election process when voting results determine elected candidates.

The CRO will be appointed by the Board prior to the call for nominations.

CRO Responsibilities and Oversight

- a) The CRO will ensure compliance with GMUFA constating documents.
- b) The CRO will ensure all candidates are informed they may appoint an election result scrutineer.
- c) The CRO will receive all candidates' scrutineer names and will forward to the Faculty Association.
- d) The CRO will ensure all signed nomination forms conform to GMUFA requirements.
- e) Upon receiving a nomination, the CRO will inform the candidate of the processes, resources and schedules of GMUFA elections.
- f) The CRO will invite nominees to submit a written statement of candidacy to the Faculty Association by a specific date to be posted to the GMUFA website. Photo included if candidate provides a compatible format for posting.
- g) The CRO will provide each candidate a schedule of the election.
- h) The CRO will determine if candidates want to participate in a candidate's forum soliciting their availability for scheduling.
- i) The CRO will ensure candidates are informed they may book the GMUFA Board Room for campaigning purposes subject to availability.
- j) The CRO may solicit questions from the membership and choose questions to be given to each candidate to respond in written format. Rules of written format will be informed to the candidates. Each candidate will be given the same amount of time to formulate a response recognizing campaigning is restricted to 14 calendar days. Every response provided by the deadline will be posted to the GMUFA website.
- k) The CRO will engage processes in conjunction with the GMUFA Board and the staff to encourage members to vote.
- l) The CRO will view the election results with the presence of the candidates' scrutineers.
- m) The CRO will be the contact for candidates for questions or clarifications regarding the GMUFA election process.

2. Candidates' Responsibilities

- Campaigning is the responsibility of the candidates.
- For providing a written statement of candidacy and photo in compatible format to the CRO.
- Creation of any campaign materials.
- Providing schedule of availability to the CRO.
- Candidates are responsible for their conduct during an election and will not be protected by the GMUFA's Union Management Liability Insurance.
- Candidates are subject to all applicable laws of our jurisdictions and this policy does not provide any protections or resources if a candidate is involved in an action against them.

3. Nominations and Eligibility

- Eligibility for elected office is set forth in the GMUFA's Constitution and Bylaws.
- Members should be nominated by three members.
- Nominations will be received in person by the GMUFA Office. Nomination forms will be made available online and in hard copy at the GMUFA Office.

4. Campaigning

- The campaign period will last 14 calendar days.
- The GMUFA, its elected representatives and staff, will not endorse a candidate, participate in or provide material support to any candidate's campaign. The GMUFA President will moderate the candidate's forum unless they are a candidate. In that instance, the board will appoint a moderator.
- Candidates will also be able to book the GMUFA Board Room for campaign events, subject to availability.

5. Voting

- Voting will open on the next business day following the conclusion of the campaign period.
- Voting will follow GMUFA governance documents.
- There is no proxy voting.
- Candidates are **not permitted** to campaign during the voting period nor may other members or another stakeholder campaign for them.
- Candidates in a contested election will be elected according to the GMUFA governance documents.

6. Election Results

- The election results of each position will be viewed by the CRO and candidates' scrutineers upon election close.
- The CRO will contact all candidates indicating if the candidate was elected to the position or not.
- Candidates are entitled to a more detailed breakdown of their position results, but only the names of the successful candidates will be communicated to the membership.

7. Recounts and Violations of the Policy

- Any candidate may request to view the vote result for their position only.
- Alleged violations of this policy may be brought to Faculty Association Executive and if any were themselves a candidate, they are automatically recused. The Board may appoint another board member(s) to assist the Faculty Association Executive if any were recused.
- The Faculty Association Executive will investigate the matter or choose a delegate to do so and make a recommendation to the Board who will determine whether the policy has been violated and if the violation was significant enough to have altered the election.
- The Board will make a final and binding decision on how to address the violation and what additional processes or persons may be needed to rectify the violation if any are required at all.
- Additionally, if a Board member is a party to the allegation, either as complainant or respondent, they will recuse themselves from these proceedings.

Effective: February 2020