1. The Nominating and Balloting Committee shall be composed of the Secretary, one other Officer appointed by the Executive, and four members of the Association who are not members of the Executive Committee. These four members shall be elected during the regularly scheduled election and shall normally serve from the date of the October regular General Meeting to the date of the next October regular General Meeting. One of the members who is not an officer shall be elected as Chairperson by the Committee.

2. The Nominating and Balloting Committee shall be responsible for conducting all regularly scheduled and special elections of officers, all balloting related to collective bargaining, and such other election, balloting or voting procedures as the Executive Committee or the General Meeting may assign.

Election Procedures: Regularly Scheduled Elections

3. Before February 1 in each year the Nominating and Balloting Committee shall solicit nominations from all members of the Association for all positions which are open to election. The Nominating and Balloting Committee may make nominations, but is obliged to do so in any case where nominations for a position (including the full number of Member-at-large positions) are not received from Members.

4. Nominations shall be signed by the proposer and seconder and shall include the written consent of the nominee to stand for office. Late nominations will be accepted in principle by telephone by the Secretary of MUNFA or the Chairperson of the Committee. Written confirmation must be received within twenty-four (24) hours of the close of nominations. All nominees, proposers, and seconders must be members of MUNFA.

5. Nominations shall be forwarded to the Secretary within twenty-one (21) days of the call for nominations. The closing date of nominations shall not fall on a Friday or on a holiday. The Secretary shall notify the Membership of all nominations received within fourteen (14) days, with a further call for additional nominations. Upon request, nominations shall be disclosed by the Committee.

6. An individual may be nominated for only one position.
7. Within seven days after the closing date for the receipt of nominations the Nominating and Balloting Committee shall circulate to all MUNFA members a list of candidates. The list shall show for each office the names of candidates, their rank and department, and, at the option of the candidate, shall be accompanied by statements of not more than 150 words which candidates may wish to have circulated. Such statements must be received at the MUNFA office not later than twenty-four (24) hours of the close of nominations.

8. For contested elections, the list of candidates accompanied by ballot papers, envelopes and instructions for voting shall be mailed to each member of MUNFA. Members are directed to seal their ballots in an envelope marked “Ballot.” This envelope is to be returned to the MUNFA office in an outer envelope on which the member has written his/her name and employee number. After verification on the eligibility of each voter, ballots shall be removed from the outer envelope and retained in the sealed envelope in a secure place until counting takes place. The instruction sheet shall designate the deadline date for receipt of ballots which shall be fourteen (14) days after mail out. Counting shall take place the day following the specified deadline date. Ballots received after the deadline shall not be counted. Candidates shall be notified of the date, time and place for counting so that they may have scrutineers present.

9. The list of eligible voters indicating those from whom ballots have been received may be viewed by members at any time during the vote.

10. For the offices of the President, Vice-President, Secretary, Treasurer and CAUT Council Delegate, the candidate receiving the largest number of votes cast shall be elected. In the event of a tie the election shall be decided by drawing lots.

11. Each MUNFA member may vote for no more than six candidates for Member-at-large. The six candidates receiving the largest number of votes shall be elected. In the event of a tie for sixth place the election of the sixth Member-at-large shall be determined by drawing lots.

12. The number of votes received by each candidate, and the name of the candidate elected to each office shall be declared to MUNFA members by the Nominating and Balloting Committee within four days of balloting.

13. Thirty days following notification to members of the election results, the Committee shall destroy all ballots unless there is a challenge to the announced result. If there is a challenge, all ballots shall be destroyed thirty days following resolution of the challenge.