



## **NOMINATING AND BALLOTING COMMITTEE**

### **Terms of Reference**

*As amended at the General Meeting of October 22, 1992; October 25, 2017*

#### **I. GENERAL**

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 September 1 to August 31 of the following year. 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.

#### **II. ELECTION PROCEDURES - REGULARLY SCHEDULED ELECTIONS**

1. 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.
2. Nominations shall be signed by the proposer and seconder and shall include the written consent of the nominee to stand for office. All nominees, proposers, and seconders must be members of MUNFA. Late nominations will be accepted in principle by telephone by the Secretary of MUNFA or the Chairperson of the Committee.
  - i. Written confirmation must be received within twenty-four (24) hours of the close of nominations.
  - ii. The closing date of nominations shall not fall on a Friday or on a holiday.
3. 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, a statements of not more than 150 words which candidates may wish to have circulated.

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- i. Such statements must be received at the MUNFA office not later than twenty-four (24) hours of the close of nominations.
  4. 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 of 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.
    - i. The instruction sheet shall designate the deadline date for receipt of ballots as ten (10) working days after mail out. Ballots received after the deadline shall not be counted.
  5. Candidates shall be notified of the date, time and place for counting so that they may have scrutineers present.
  6. For the offices of the President, Vice-President External, Vice-President Internal, Secretary, Grenfell Campus Representative, Treasurer and Term-appointed Faculty Representative, the candidate receiving the highest number of votes cast shall be elected.
    - i. In the event of a tie the election shall be decided by drawing lots.
  7. For the Member-at-Large positions, each MUNFA member may vote for the number of candidates that are on the slate for that election year. The candidates receiving the highest number of votes for the available positions shall be elected.
    - i. In the event of a tie for the candidates receiving the lowest number of votes for on (1) position, the election of this Member-at-large position shall be determined by drawing lots.
  8. 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 (4) working days of ballots being counted.
  9. Twenty (20) working days following notification to members of the election results, the Committee shall destroy all ballots unless there is a challenge to the announced result.
    - i. If there is a challenge, all ballots shall be destroyed twenty (20) working days following resolution of the challenge.

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**III. ELECTION PROCEDURES – ALL OFFICERS EXCEPT TERM-APPOINTED FACULTY REPRESENTATIVE**

1. Before February 1 of each year, the Nominating and Balloting Committees of St. John's and Grenfell shall solicit nominations from all members of the Association for all positions which are open to election, with the exception of the At Large Term-appointed ASM. The election for this position shall occur in September each year (see section III).
2. Nominations shall be forwarded to the Secretary within fifteen (15) working days of the call for nominations
3. The Secretary shall notify the Membership of all nominations received within ten (10) working days, with a further call for additional nominations. Nominations shall be disclosed by the Committees.
4. An individual may be nominated for only one position.
5. Within five (5) working days of the closing date for the receipt of nominations, the Nominating and Balloting Committees shall circulate a list of candidates to all MUNFA members.
6. Counting shall take place the day following the specified deadline date.

**IV. ELECTION PROCEDURES – TERM-APPOINTED FACULTY REPRESENTATIVE:**

1. Before September 15 of each year, the Nominating and Balloting Committees of St. John's and Grenfell shall solicit nominations from all members of the Association for the At Large Term-appointed ASM.
2. Nominations shall be forwarded to the Secretary within ten (10) working days of the call for nominations.
3. The Secretary shall notify the Membership of all nominations received within five (5) working days, with a further call for additional nominations. Nominations shall be disclosed by the Committees.
4. Within five (5) working days of the closing date for the receipt of nominations, the Nominating and Balloting Committees shall circulate a list of candidates to all MUNFA members.
5. Counting shall take place the day following the specified deadline date.

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## **V. INTRODUCTION OF STAGGERED TERMS FOR THE EXECUTIVE**

1. In order to introduce staggered terms of office, the following positions will be open for election in future years with the outlined terms:
  - i. Election for 2018-2019 Executive

President:	1 year
VP External:	1 year
VP Internal:	2 years
Treasurer:	2 years
Secretary:	1 year
Member at Large (Grenfell Campus):	1 year
Member at Large (Term-appointed ASM):	1 year
5 Members at Large:	Four 1 year and one 2 year
  - ii. Election for 2019-2020

VP External:	1 year
Secretary:	2 years
Member at Large (Grenfell Campus):	2 years
Member at Large (Term-appointed ASM):	1 year
4 Members at Large:	Three 1 year and one 2 year
  - iii. Election 2020-2021

VP External:	1 year
VP Internal:	2 years
Treasurer:	2 years
Member at Large (Term-appointed ASM):	1 year
4 Members at Large:	Three 1 year and one 2 year
  - iv. Election 2021-2022

VP External:	1 year
Secretary:	2 year
Member at Large (Grenfell Campus):	2 years
Member at Large (Term-appointed ASM):	1 year
4 Members at Large:	Three 1 year and one 2 year
  - v. Subsequent Elections

Following the election of the Executive for the 2021-2022 academic year, positions and terms available for election will alternate between those outlined for Election 2020-2021 and Election 2021-2022.