

Elections Committee

Terms of Reference

Purpose Statement

- 1.0 The Committee acts in accordance with HSA elections policies and procedures.
- 2.0 The Committee oversees elections for the following positions:
 - President
 - Regional Directors
 - Members-at-Large
 - Trial Committee members
 - Stewards
 - Delegates to Regional Meeting
 - Delegates to Annual Convention
 - Delegates to the HSP Bargaining Proposal Conference
 - Negotiating Committees' members
- 3.0 The Committee advises the Constitution and Organizational Policy Committee on HSA election policies and procedures.
- 4.0 In a Presidential election year, the Committee will recommend, to the Board, the appointment of an outside, neutral person (not an HSA member or staff) to serve as Chief Electoral Officer for the Presidential election process at Convention.

Goals

The Committee shall:

- 1.0 Ensure that HSA elections are conducted through a fair and transparent process which complies with the HSA Constitution and all union policies.
- 2.0 Develop annual work plan.

Objectives

The objectives of the Committee are to:

- 1.0 Ensure the HSA membership, or appropriate subsets of the membership, are informed of elections and election results.

- 2.0 Review election policies and procedures and make any necessary recommendations for change to the Constitution & Organizational Policy Committee.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, via its Chair, by providing regular reports of its activity and making recommendations in accordance with the Committee's purpose, and by communicating any emerging issues to the President.

Composition / Membership

- 1.0 The Committee comprises:
 - 1.1 Three Regional Directors from Regions where Director elections are not scheduled to be held the following year; and
 - 1.2 President (ex officio).

Membership Term

- 1.0 The Committee term is one year, ending at the conclusion of the Convention that follows the commencement of the Committee term.
- 2.0 An Elections Committee, so convened, shall have the authority to fulfill its responsibilities related to any campaign for Office of President or Regional Director, where that campaign occurs during their term, notwithstanding that Elections Committee's end of term date.

Chair

- 1.0 The Chair is elected by the Committee.

Chair's Responsibilities

The Chair shall:

- 1.0 Call meetings of the Elections Committee as required.
- 2.0 Set the agenda, review and distribute minutes, set meeting dates, and adhere to HSA policies.
- 3.0 Conduct and facilitate Committee meetings.
- 4.0 Ensure decisions made by the Committee between meetings (e.g. teleconference, text, email) are brought to the next Committee meeting to be documented in the minutes of the meeting as actions taken.
- 5.0 Prepare and present regular reports of the Committee's activity and recommendations to the Board of Directors.

- 6.0 Ensure that Committee meeting attendance records are kept and forwarded to the Finance Department at the conclusion of each meeting.
- 7.0 Prepare, monitor, and manage the Committee's budget.
- 8.0 Submit elections-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 9.0 Ensure adherence to the the Committee purposes and strive to achieve its goals and objectives.
- 10.0 Be the chief custodian of all HSA election ballots.
- 11.0 Prepare a transition report at the end of the Committee's annual term for the consideration of an incoming Chair.

Staff Resources

- 1.0 The staff person assigned as non-voting support to the Committee:
 - 1.1 Provides advisory and communications support to the Chair and the Committee;
 - 1.2 In consultation with the Chair, follows the work plan.
- 2.0 The Administrative Assistant assigned as non-voting support to the Committee, provides administrative support to the Chair, staff person, and the work of the Committee, including taking meeting minutes, red-lining documents during meetings, keeping track of document versions, confirming meeting arrangements, distributing documents to the Committee on behalf of the Chair.

Distribution of Minutes

- 1.0 Committee minutes are distributed to Committee members and the Office of the President.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair.

Approved by BOD: February 3, 2022

