
 <b>HEALTH SCIENCES ASSOCIATION</b> The union delivering modern health care		<b>Policy Number: ELEC-5.11 [GOV]</b>  <b>Subject: Election of President</b>
<b>Section:</b>  Elections	<b>No. Pages:</b>  6	<b>Effective Date: (original policy or last revision date)</b>  September 11, 2024
<b>Appendix:</b>	<b>Date Reviewed:</b> August 20, 2024	<b>Signature (President):</b> 
<b>Status:</b>	<b>New</b>	<b>Revised</b> ✓
		<b>Replaces Policy:</b> ELEC-5.10

**Reason for Policy:**

HSA is committed to a fair and well-described election process, in accordance with the nomination and election provisions of Article 9 of the HSA Constitution.

**Policy Statements:**

**1. Nominations**

1.1 At least 90 calendar days prior to Convention call to order in odd-numbered years, the Communications Department shall publish the call for nominations for President. This is the first of three calls for nominations for President. The second call shall be made at least 60 calendar days prior to Convention, and the final call shall be made after the Convention call to order.

To be eligible, a nominee must have been a member in good standing of the Union for at least one year immediately prior to the date of election, and otherwise be eligible to hold office.

1.2 To receive the nominee information package, a member may either request one from the Union or download one from the HSA website. This package includes a nomination form.

1.3 To submit a completed nomination form, the candidate must deliver it to the Union in accordance with instructions specified on the form.

1.3 The Elections Committee shall verify that each nominee is eligible to run in the election for President.

1.4 The Union shall accept completed nomination forms until the start of Convention. Once Convention has been convened, any nomination from the floor made before the close of nominations must be accompanied by a completed nomination form delivered to the Lead Electoral Officer, Chair of the Elections Committee, or designate.

1.5 Nominations will be closed after the final call for nominations at Convention. If there is only one nominated candidate, that candidate shall be acclaimed.

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## 2. Information provided for, and Requirements and Obligations of, a Candidate

2.1 With the exception of nominations made after the Convention call to order, following receipt of a completed nomination form, the Elections Committee shall provide eligible candidates with an information package that includes relevant HSA policies, forms, and instructions pertaining to campaign communications and expenses.

2.2 To enable a candidate to communicate during the campaign period\*, HSA shall, upon request to the Elections Committee, provide a contact list of every members' name, facility, profession, and personal email address (if available). No other contact information shall be provided. The contact list is only to be provided to the candidate on the condition that the candidate has signed a privacy and confidentiality commitment to use the contact list and information during the current campaign, solely for the purpose of campaigning. The candidate must also commit to delete and destroy the contact list and information, no later than 30 days immediately following the end of the campaign period\*.

\* The "campaign period" commences effective the date of the first call for nominations and ends when a candidate is declared elected.

- i) Campaign communications emails sent by candidates must originate from a personal email address, and not an HSA email address nor a workplace email address.
- ii) Candidates must not send campaign-related email messages to any member's workplace email address.
- iii) E-mail messages sent by candidates must include a disclaimer that identifies the sender as a candidate for President of HSA, an explicit commitment to use members' information in accordance with HSA's privacy policies, and an option for the member to unsubscribe from the electronic mailing list.
- iv) Candidates must refrain from further communications with anyone on the list who has unsubscribed or otherwise asked the candidate to cease communication with them.
- v) In order to maintain member privacy, a candidate must not reveal or share email addresses provided by the union with any person without the explicit consent of the member whose email has been provided for the purposes of campaign communications.
- vi) In order to maintain member privacy, a candidate shall protect the list and information in it from disclosure to anyone else. For example, bulk email messages must not reveal members' personal email addresses to other member recipients.
- vii) In order to maintain member privacy, if a candidate contracts with a batch e-mail provider, the candidate must have a non-disclosure agreement in place with the batch e-mail provider.

2.3 Candidates must not engage in organized campaign activity on employer-paid time.

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- 2.4 Candidates must not willfully publish or circulate, verbally or otherwise, misrepresentations concerning the Union or concerning any member of the Union with respect to a matter connected with the affairs of the Union.
- 2.5 Candidates must not make slanderous, libelous, or unlawful statements in any campaign communication. Any such statement made by a candidate is their sole responsibility; HSA is not liable for any such statement; HSA will not indemnify any candidate for costs associated with legal action resulting from any such statement.
- 2.6 Candidates must not communicate or reveal confidential information, without proper authorization, about the business, membership, proceedings, or other internal affairs of the Union to someone not entitled to it. Such confidential information includes, but is not limited to, correspondence between members of the Union's Board of Directors and/or correspondence between members of the union's Board of Directors and staff.
- 2.7 Candidates must not reveal personal information about a member or members to anyone not entitled to such information without obtaining explicit consent from the member or members.
- 2.8 Candidates must not engage in an activity or course of conduct which is detrimental to the welfare or best interests of the Union.
- 2.9 Candidates must comply with HSA's Social Media policy.
- 2.10 Should an issue arise related to a candidate's campaign that is not covered by this or another policy, that issue will be referred to the Elections Committee, which will make a recommendation to the Board of Directors on how to resolve the issue.
- 2.11 Any allegation that a candidate has violated this policy shall be brought to the attention of the Elections Committee. The Elections Committee shall attempt to resolve the allegation within the parameters of this policy. If the issue remains unresolved, the Elections Committee shall refer the allegation to the Board of Directors for resolution.

### **3. Publication of candidacy**

- 3.1 HSA shall publish candidates' campaign statements and photographs in the union's *Annual Report* and the union website, provided the completed nomination form, campaign statement, and photograph are received by the Communications Department at least 60 days prior to the Annual Convention of the year of the election.
- 3.2 The candidate's statement is limited to 400 words (exclusive of contact information, including personal phone number, personal email address, and personal website URL) and its content is the responsibility of the candidate. HSA staff shall not correct minor inaccuracies, spelling errors, or grammar errors. HSA staff shall review the statement to ensure its content is in accordance with this policy's requirements and obligations of a candidate prior to publishing or distributing the statement. And, if any concern arises, HSA staff shall refer the issue to the Elections Committee. The Elections Committee shall consider the referred issue and, if it determines that any content in the statement is not in accordance with this policy's requirements and obligations of a candidate, it shall

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redact that content before returning the statement to the candidate and to HSA staff for publication or distribution; the published or distributed statement shall display black space where any redactions were made unless the candidate and the Elections Committee agree to delete or change the redacted content.

- 3.3 Candidates are responsible for providing a suitable head and shoulders photograph for publication. A candidate who has a photograph on file with, and the property of HSA, may buy the rights to that photograph for an appropriate fee as determined by the Communications Department, based on the commercial rate. The cost of such a photograph, if used, or any other professional photograph, must be claimed as a campaign expense.
- 3.4 HSA's Communications Department shall conduct a random draw of names of the candidates to determine the order in which their respective campaign statements and photographs appear in the Annual Report and on the union website.

#### **4. All-Candidates Meeting(s)**

- 4.1 HSA shall hold at least one All-Candidates Meeting after the first call for nominations and prior to the Convention call to order.
- 4.2 HSA may hold All-Candidates Meetings in person or using a virtual platform. HSA's Communications Department will make the appropriate arrangements for All-Candidates Meeting(s).
- 4.3 The All-Candidates Meeting(s), whether in-person or virtual, will be recorded and posted on the HSA website.

#### **5. Appointment of a Lead Electoral Officer; Election Process**

- 5.1 At a meeting prior to Convention at which there is to be an election for President, the Board of Directors shall appoint a Lead Electoral Officer. The Lead Electoral Officer must be external, i.e. the appointee must not be an HSA member or staff person. The Elections Committee may make a recommendation for appointment.
- 5.2 The election of the President shall be overseen by the Lead Electoral Officer, as appointed by the Board of Directors.
- 5.3 On the first day of Convention, the Lead Electoral Officer will make a final call for nominations. Once nominations are closed, the Lead Electoral Officer will invite each candidate and one of their nominators to address the Convention for a total of 5 minutes. The speakers shall decide how to allocate the speaking time. The order of addresses will be by random draw by the Lead Electoral Officer.
- 5.4 On conclusion of the candidate statements to convention delegates, the Lead Electoral Officer will declare balloting open for a period of 24 hours.

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5.5 The union's communications department is responsible for communicating balloting hours to registered voters.

5.6 If at the close of nominations, if there is only one candidate, that candidate shall be declared elected.

## **6. Voter eligibility and registration**

6.1 Members must register to vote at least 30 days before the Convention call to order.

6.2 Every HSA member in good standing at the time of the deadline for registration is eligible to vote. Registration is required in order to facilitate online voting.

## **Balloting**

7.1 Balloting shall be by electronic vote during the Convention and in accordance with the principle of maintaining the secrecy of the ballot.

7.2 Voting shall be by ranked ballot, where registered voters indicate their first, second, third, and subsequent choices.

7.3 If no candidate receives more than 50 per cent of the votes cast, then the candidate receiving the least number of votes is dropped, as are any candidates receiving less than 5 per cent of votes cast, and the subsequent ballot is counted, with voters' second ranked choices counted if their first choice is no longer on the ballot. This process continues until one candidate receives more than 50 per cent of votes cast.

7.4 In the event of a tied vote between the remaining candidates, regardless of whether any candidate receives more than 50 per cent of the vote, the Lead Electoral Officer shall determine the outcome by draw.

## **8. Election Result**

8.1 When balloting is completed, the Lead Electoral Officer shall assume the Chair of the Convention and announce the results of the election, including the total number of ballots cast and the number of votes cast for each candidate.

8.2 The successful candidate, as President-elect, shall be invited to address Convention.

8.3 The President-elect shall assume the office of President at the close of the Convention.

## **References:**

Constitution: Article 5 - Membership, Article 9 - President

Candidate for President Statement of Campaign Expenses Form

Agreement on Use of Steward and Delegate Lists

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**Policies:**

Allowable Spending for Candidates Running for Office of President

Convention Balloting

Support for Individual Candidates

ELEC 5.01 Agreement on use of member lists

Social Media

Privacy of Personal Information

**Appendices:**

**Procedures:**

There are no procedures for this policy.

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