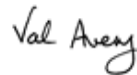

 HEALTH SCIENCES ASSOCIATION The union delivering modern health care		Policy Number: ELEC-6.06 [GOV] Subject: Election of Regional Directors
Section: Elections	No. Pages: 6	Effective Date: (original policy or last revision date) December 3, 2020
Appendix:	Date Reviewed: November 9, 2020	Signature (President): 
Status:	New	Revised 
		Replaces Policy: ELEC-6.05 [GOV]

Reason for Policy:

HSA is committed to a fair and well-described election process, in accordance with the nomination and election provisions of Article 10 of the HSA Constitution.

Policy Statements:

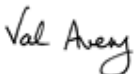
1. Nominations

- 1.1 The Communications Department shall publish the call for nominations for Regional Director by bulletin to regions holding elections, in accordance with the provisions and deadlines prescribed in the HSA Constitution.
- 1.2 To be eligible, a nominee must have been a member of the Union for at least one year immediately prior to election.
- 1.3 To receive the *nominee* information package, a member can either request one from the Communications Department or download one from the HSA website. *This package includes a nomination form.*
- 1.4 To submit a completed nomination form, the candidate must deliver it to the Communications Department at least 70 days prior to Convention and in accordance with instructions specified on the form.

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

- 2.1 Following receipt of a completed nomination form, the Communications Department shall provide the candidate with an information package that includes relevant HSA policy(ies), forms, and instructions pertaining to campaign communications and expenses. [See last page of this policy.]

Signature:



Date: December 3, 2020

Page 1 of 6

2.2 To enable a candidate to communicate during the campaign period*, HSA shall, upon request to the Communications Department, provide a contact list of constituents' (i.e. members in the region) name, facility, profession, and personal email address (if available). For privacy reasons, no other contact information shall be provided. The candidate must use a personal email address, and not an HSA email address or an employer's email address, if they choose to communicate via email. A candidate must sign a letter of commitment to only use the contact list during the current campaign, for the purpose of campaigning and to delete and destroy the contact list, as well as any messages to/from any contact, no later than 6 months immediately following the end of the campaign period*.

* The "campaign period" commences effective the date the election is announced and ends when the ballots are counted.

- i) The candidate must use a personal email address, and not an HSA email address or a workplace email address, if they choose to communicate via email.
- ii) A candidate must not send campaign-related email messages to any member's workplace email address.
- iii) The candidate's email messages must include a disclaimer that identifies the sender as a candidate for Regional Director, 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) In order to maintain member privacy, a candidate must use the blind copy address field whenever composing an email message to send simultaneously to more than one member.
- v) In order to maintain member privacy, a candidate shall not allow a supporter to send email on their behalf.
- vi) 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.
- vii) A candidate may contact their region's members only in-person or via email for the purpose of campaigning unless, via email, a member agrees to being contacted at their personal telephone number.

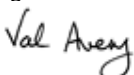
2.3 A candidate must not engage in organized campaign activity on employer-paid time.

2.4 A candidate 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 A candidate 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 A candidate must not communicate or reveal confidential information, without proper authorization, about the business, membership, proceedings or other affairs of the Union to someone not entitled to it. Such confidential information includes, but is not limited to,

Signature:



Date: December 3, 2020

Page 2 of 6

correspondence between Directors on the Union's Board of Directors and/or
correspondence between Director(s) on the Union's Board of Directors and staff.

- 2.7 A candidate must not reveal personal information about a member or members to anyone not entitled to such information.
- 2.8 A candidate must not engage in an activity or course of conduct which is detrimental to the welfare or best interests of the Union.
- 2.9 A candidate must comply with HSA's Social Media policy.
- 2.10 The following process shall be used regarding (i) an issue not contemplated by this policy, or (ii) any allegation that a candidate has violated this policy:
 - (i) 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, in turn, make a recommendation to the Board of Directors as to how the issue should be resolved.
 - (ii) Any allegation of a candidate's non-compliance with this policy shall be brought to the attention of the Elections Committee.

The Chair of the Elections Committee, or alternatively, another member on the Elections Committee, shall file an Article 15 complaint concerning the alleged non-compliance whenever there appears to be a reasonable basis for the allegation.

This process does not preclude a member from independently filing an Article 15 complaint about such allegation(s).

3. Publication of candidacy via bulletin

- 3.1 HSA shall publish a candidate's campaign statement and photograph in a bulletin to the region's members, provided the candidate's completed nomination form, campaign statement, and photograph are received by the Communications Department at least 70 days prior to Convention.
- 3.2 The candidate's statement is limited to 300 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 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, and provided such deletion

Val Avery

or change of the redacted content can be done prior to the deadline for publication or distribution.

- 3.3. The candidate is responsible for providing a suitable head & shoulders photograph. A candidate who has an official HSA photograph on file 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 another professional photograph, must be claimed as a campaign expense.
- 3.4. HSA's Communication Department shall draw names of the candidates to determine the order in which their respective campaign statements and photographs appear in the bulletin.

4. All Candidates Meeting

- 4.1. If there is more than one candidate nominated for the region's office of Regional Director, HSA shall hold at least one All Candidates meeting prior to distributing a ballot package to the region's members.
- 4.2. If it is not possible to hold the All Candidates meeting(s) in-person due to extraordinary circumstances, HSA shall hold any or all of those meetings using a virtual platform. HSA's Communications Department will make the appropriate arrangements for a virtual All Candidates meeting(s).
- 4.3. The Board of Directors may decide to hold an All Candidates meeting(s) using a virtual platform in addition to holding the in-person All Candidates meeting(s). The Elections Committee may make a recommendation in this regard to the Board of Directors. HSA's Communications Department will make the appropriate arrangements for a virtual All Candidates meeting(s).
- 4.4. The All Candidates meeting(s), whether in-person or virtual, will be video recorded and posted on the HSA website.

5. Balloting

- 5.1. The Board of Directors may direct that balloting be conducted by mail or by some other means, e.g. electronically. Should the Board of Directors direct that balloting be conducted by some means other than by mail, the balloting process shall be performed in such an equivalent way as to maintain the secret ballot nature of the voting process, and any mailing-related process described in this policy shall be so adapted.
- 5.2. At least 50 days before the Annual Convention, the Communications Department shall distribute a ballot package to the region's members. The package shall include a ballot, balloting instructions, and the bulletin described in Section 3 above.
- 5.3. Any member who is employed in more than one worksite within a single region shall be provided with only a single ballot and may vote only once.

- 5.4 Any member who is employed in more than one region that is holding an election for Regional Director shall be provided with a ballot for each such region where they are employed, and may vote once for a Regional Director in each Region.
- 5.5 The Communications Department shall provide instructions concerning how the member is to mark their ballot and return it, within 35 days of its distribution, to the HSA office.
- 5.6 HSA shall secure all returned ballots, unopened, until the ballots are to be officially counted.

6. Scrutineer; Counting ballots

- 6.1 A candidate is entitled to appoint a volunteer scrutineer to oversee the counting of the ballots in their region's election. HSA does not provide compensation for any cost associated with travel or wage loss to fulfill the role of scrutineer. A candidate is not eligible to be appointed as a scrutineer during balloting for their own or any concurrent Regional Director election.
- 6.2 The Elections Committee shall count the ballots in the following way:
- the name on the return envelope shall be verified against the voters list
 - once verified, the return envelope shall be opened
 - any return envelope bearing a voter's name that is not verifiable against the voters list shall be put aside (see 6.3 below)
 - the ballot envelopes shall be put in a pile
 - the ballot envelopes shall be opened and the ballots shall be counted
- 6.3 When a return envelope bears a voter's name that is not verifiable against the voters list, the Elections Committee shall verify the eligibility of the voter through the HSA office, but only if counting such ballots could change the outcome of the vote. If the voter is then verified as eligible, their ballot shall be counted.
- 6.4 Any spoiled ballot is not counted. Spoiled ballots include those ballots where:
- the voter's name on the return envelope is illegible
 - the voter has not printed their name on the return envelope
 - the voter's intentions are unclear (e.g., both candidates' names are marked)
- 6.5 In the event of a tie, another election shall be held with only the top two candidates on the ballot.

7. Announcing election results; Recount request

- 7.1 The Chair of the Elections Committee shall notify the candidates of the election results (i.e. the total number of ballots cast, the number of ballots cast for each candidate, and the number of ballots spoiled) immediately by telephone and at least 48 hours before the results are released.
- 7.2 Any request for recount must be made by a candidate to the Chair of the Elections Committee within 24 hours of receiving notice of the election results.

- 7.3 The Communications Department shall publish the election results no sooner than 48 hours after the candidates have been notified of the results. The results will include the total number of ballots cast, the number of ballots cast for each candidate, and the number of ballots spoiled.

References:

Constitution: Article 10 – Regional Director

Candidate for Regional Director Statement of Campaign Expenses Form

Agreement on Use of Member and Stewards Lists

Policies:

Allowable Spending for Candidates Running for Office of Regional Director

Support for Individual Candidates

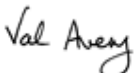
Membership Lists and Member Mailings

Social Media

Privacy of Personal Information

Appendices

Signature:



ELEC-6.06 Regional Directors

Date: December 3, 2020

Page 6 of 6

Review Date: November 9, 2020