

# **OSSTF District 21 - T/OT Bargaining Unit Campaign Manual (January 2023)**

**NOTE: All of the constitutional requirements of the Elections of the Unit Executive, as outlined in By-Law 4 of the Unit Constitution, shall continue to be valid until amended at an Annual General Meeting.**

By-Law 4.6 details the following...

*“4.6.1 Rules for Unit Executive campaigns shall be governed by the “Campaign Manual” which shall be reviewed and renewed annually at the January Council meeting.”*

The following rules in this campaign manual are procedures to be followed on an annual basis, with a focus occurring at the bi-annual election AGM. These procedures are subject to amendment by Council and nothing prevents them from being adapted for use during an interim election.

## **Campaign Procedures**

### ***Nominations Committee***

1. There shall be an ad-hoc Nominations Committee struck by Council whose terms of reference shall be to interpret the rules of the Campaign Manual, offer suggestions on compliance to potential and existing candidates, and report back to Council and the Annual General Meeting, as necessary, on issues and potential non-compliance of these procedures by candidates. The committee shall also inform Council and the Annual General Meeting of any potential invalid nominations for candidacy.
2. The Nominations Committee shall include four (4) members at large, who are not candidates, or participating on a campaign team for an Executive election. Members of the Unit Executive are not permitted to sit on this committee. Should a member of this committee consider becoming a candidate or campaign team member for Unit elections, they shall resign their standing on the committee and Council will seek to fill the position at the next opportunity.
3. The members of the Nominations Committee shall be elected, annually, at the October Council meeting.

### ***Nominations***

1. On-time nominations and nominations from the floor shall be done using the forms found in Appendices A & B in accordance with the By-Laws.

## Campaigning and Campaign Materials\*

1. There shall be no negative campaigning of a personal nature at any time.
2. There shall be no in-school campaigning during the instructional day or during professional activities for which the staff are expected to be working.
3. The candidates are responsible for the integrity and actions of their campaign team.
4. Candidates (or their campaign teams) will be provided with one copy of labels for physical distribution of materials to each worksite. The **Branch** label will include an approximate number of unit staff at the work location. Each candidate will be permitted to send up to one (1) poster per worksite and one piece of campaign material (maximum 8.5" x 11") for each unit member at the worksite.
5. When campaign material is providing experience, said experience shall include years served and the Branch/Bargaining Unit/Position held.
6. Candidates or their representatives shall not use employer email systems or servers for the purposes of campaigning. Further, no worksite technology shall be used for design, printing or reproduction of materials.
7. The OSSTF Unit Nominations Committee shall coordinate the electronic publication and email notification of one document for each candidate within one week following the close of on-time nominations.
8. There shall be no use of the District 21 or OSSTF/FEESO logo in any official capacity on campaign material.
9. No campaign materials will be distributed within the meeting room (should the meeting be virtual, the 'meeting room' shall be defined as the entire duration of the 2023 AGM zoom call) of the Annual General Meeting.
10. Should the AGM be a virtual meeting, candidates and campaign teams shall not use the chat feature to campaign and shall not show campaign materials on camera, except for candidate speeches. Candidates may use the name function to add the identifier: Name (candidate for \_\_\_\_\_).
11. Campaign materials shall be submitted (electronically) to the Nominations Committee before dissemination to the members for feedback and recommendations on resolving any possible breaches of legal or policy violations contained therein. Such materials shall include posters and webpage content. The committee will NOT offer any recommendations on content, except in situations where such violations may be evident. All campaigning must be done in accordance with public health guidelines for social distancing.

\* Please refer to **Appendix A - Frequently Asked Questions** for further details on these procedures.

## **Appendix A Frequently Asked Questions**

### **What crosses the line into being “of a personal nature”?**

Any specific reference that points to an individual position or someone’s name should not be of an attacking or negative nature. It is acceptable to point to the alleged shortcomings of an entire body, like Executive, Council or a specific committee. That said, on campaign materials, a candidate’s opinion shouldn’t be presented as fact.

### **Why can’t I campaign during the instructional day?**

You are supposed to be working for your employer during the instructional day, which includes your prep period. You could be subject to discipline if participating in union activities during work time. If you are campaigning on your lunch with other staff members, it is the responsibility of the candidate (or representative) to ensure that anyone they are lobbying is also on lunch.

### **What do you mean by not using worksite emails or servers?**

You shouldn’t send campaign emails through your Board email account or on a Board computer which could go through Board servers. Similarly, any candidates already holding a position in the union office should not be using OSSTF 21 computers for communications. Further, no technology, including photocopiers, printers, or scanners that belong to the HWDSB or OSSTF should be used for campaign materials.

### **I couldn’t find someone to proofread my campaign materials. If I send them to the Nominations Committee for disbursement to the membership, can someone on the committee just fix any mistakes?**

No.

### **What if I have the OSSTF logo in a picture of me attending a rally or parade? Does that mean I cannot put it on my literature?**

We have used the term “official capacity” to indicate that incidental appearances of the logo in a photo (on a hat, shirt, or flag of someone who’s in the photo) are okay. “Official capacity” means that anyone designing campaign material cannot place the logo on a piece of literature.

### **Why do I have to submit materials to the Nominations Committee for their perusal before I distribute them?**

The key reason is liability. Even though campaign materials are not necessarily official communications from OSSTF, many interpret them as such. We want to ensure that candidates do not put themselves in a position of potential legal liability or disciplinary action because of something they’ve included on materials that are going out in their name. If something submitted is found to be potentially actionable, a recommendation will be made to the candidate and a report around the specifics of the concern made back to Council.



# Hamilton-Wentworth District 21

## **NOMINATION FORM FROM THE FLOOR**

For the Teachers'/Occasional Teachers' Unit Executive Officers Elections  
to be held at the April 20, 2023 Annual General Meeting

### **ELECTIONS FOR:**

- President (T/OTBU By-Law 10.1)
- 1<sup>st</sup> Vice-President (T/OTBU By-Law 10.2)
- Chief Negotiator (T/OTBU By-Law 10.6)
- 2<sup>nd</sup> Vice-President (T/OTBU By-Law 10.5)
- Secretary (T/OTBU By-Law 10.3)
- Treasurer (T/OTBU By-Law 10.4)
- Communications/Political Action Officer (T/OTBU By-Law 10.7)
- Educational Services Officer (T/OTBU By-Law 10.12)
- Status of Women Officer (T/OTBU By-Law 10.11)
- Human Rights Officer (T/OTBU By-Law 10.13)
- Unit Equity, Anti-Racism, and Anti-Oppression Officer (T/OTBU By-Law 10.19)

We nominate \_\_\_\_\_

for the office of \_\_\_\_\_

Name	Signature	Branch
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**The completed Nomination Form can only be received only by Steering when there are no on-time nominations for an Executive position (By-Law 4.4.1.2)**



# Hamilton-Wentworth District 21

## NOMINATION FORM

For the Teachers'/Occasional Teachers' Unit Executive Officers Elections  
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### ELECTIONS FOR:

- President (T/OTBU By-Law 10.1)
- 1<sup>st</sup> Vice-President (T/OTBU By-Law 10.2)
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We nominate \_\_\_\_\_

for the office of \_\_\_\_\_

Name	Signature	Branch
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**The Completed Nomination Form must be received in the  
District 21 Office no later than March 30, 2023 By-Law 4.4.1.1**