



## TTBU EXECUTIVE ELECTION 2024: WORKSITE VOTING PROCEDURES

**VOTING DAYS: TUESDAY, MAY 21st WEDNESDAY, MAY 22nd**

**Branch Presidents/Chief Election Officers, with the assistance of the Branch Executive/Election Officers, should attempt to ensure the highest possible turnout for the election. This may include multiple reminders up to the closing of the poll.**

**Many Branches find that the most effective place for a poll is either in the school office or in close proximity to the office.**

### **A - Before voting days:**

1. Establish who will be the Chief Electoral Officer at your Branch. Appoint or otherwise recruit where possible at least two other Election Officers. Ensure that each Election Officer is made aware of these voting procedures. **Email the names of the officials running the election at your site to [tbuexelections@osstftoronto.ca](mailto:tbuexelections@osstftoronto.ca) by May 6th, 2024.**
2. Construct a ballot box (a cardboard box sealed with duct tape will be adequate). The ballot box should be sealed and unsealed only in the presence of your Election Officers.
3. Obtain an up-to-date list of OSSTF TTBU members assigned to work at your site.
4. Determine polling time(s) for the two (2) voting days. Please consider that the two voting days are meant to accommodate part-time members and others who are not able to vote on a specific day.
5. The Polling Station should be open before school, during the lunch period(s) and after school, where feasible.
6. Locate and reserve a convenient polling station at your workplace. Provide a private place where ballots can be marked in secret.
7. Ensure that every eligible voter has received adequate and timely notice of the location(s) and time(s) opportunities to vote. **Post this information by May 16, 2022.**
8. Ensure that all eligible members not voting on site have information on how to vote electronically, by proxy, or at an alternate location.
9. Count and record the number of blank ballots you received in this package. You have been provided with a few extras to accommodate members who make an error.
10. No ballots are to be distributed to any voter before they enter the polling station, a line is drawn through their name on the staff list, and the voter has initialed beside their name on a voting day.

## **B - On voting days:**

1. Ensure the security of the ballot box and ballots at/between all voting times including overnight.
2. Campaigning, of any kind, including literature, is not allowed at the ballot box. Election Officers should not express any bias, opinion, or respond to any questions regarding who to vote for after a member has received a ballot and is in the process of voting. Conversations regarding candidates must not take place at the ballot box. **OSSTF meetings for this purpose, held prior to voting days, are strongly encouraged.**
3. Accommodate any TTBU member acting as a scrutineer who shows up on behalf of a Candidate or multiple Candidates. Scrutineers can have no other role than to observe voting and counting, and there can be no more than one scrutineer per Candidate at any given time. Scrutineers can act on behalf of more than one Candidate.
4. There is one ballot. Provide pens for marking the ballot. A ballot must be distributed directly and individually to a member at the ballot box only.
5. Only Toronto Teachers' Bargaining Unit (TTBU) members (i.e., full-time or part-time contract, Adult Day School or continuing education credit-granting teachers) are eligible to vote. Occasional Teachers (OTBU) or Long Term Occasional (LTO) teachers and members of Professional Student Services Personnel (PSSP) are not eligible to vote. TTBU members on leave may attend their home school to vote, may cast their ballot at the TTBU Offices at 1482 Bathurst Street, or vote according to the Procedures for Voting at an Alternate Site or Procedure for voting with no Branch Chief Electoral Officer.
6. When a voter enters the polling station, draw a line through their name on the list of eligible voters and have the voter initial beside his or her name prior to providing them with a ballot. **NOTE: Any member not on your voting list but wishing to vote at your school may only do so by complying with the Procedures for Voting at an Alternate Site.**
7. The ballot box should be placed in front of the Election Officials. It must be visible and secure at all times. Voters should be instructed to fold the ballot in half after marking. Either the voter or an Election Official can place the folded marked ballot in the ballot box.
8. If a voter has made an error, they can request and you can provide a new ballot **upon surrender of the original**. Clearly **invalidate** the original ballot. Separate and retain the **invalidated** ballot.
9. A member who is physically unable to cast a ballot may email the name of their proxy to their Branch Election Officers to have someone else at their site complete their ballot or submit to the Chief Electoral Officer an email to request to vote electronically. When the proxy is voting, they should sign in place of the member.

When voting electronically, this member will be sent an electronic ballot on which they can place their vote, to return to the Chief Electoral Officer. The Chief Electoral Officer will forward notice to the Electoral Officer at the member's workplace that the member has voted. Voting by this method will not be by secret ballot. The electronic vote will be kept confidential to the Chief Electoral Officer. A record will be kept of all such electronic votes, and the number of such electronic votes shall be reported in the Chief Electoral Officer's report to Council.
10. Polls must close no later than 4:00 PM on the Final Vote Day, May 22, 2024).

### **C - Counting the ballots:**

1. It is extremely important that all of your Election Officers are present and involved in the following steps. Scrutineers, if any, may only observe.
2. After the final poll has closed, unseal the ballot box and tally the votes for each Candidate. Each Election Officer must agree on the vote count for each Candidate before entering the vote count on the Election Reporting Sheet (to be delivered to Branches after Candidates are known). Include any Centrally Assigned members or members registered at another site who voted at your site in your count.
3. A section of a ballot is **spoiled** if the voter exceeds the number of votes allotted to any section, or if the Election Officers are unable to ascertain the intended votes cast. Do not count any sections of a ballot that are spoiled. Set any ballot with a **spoiled** section aside. Do count sections of a ballot that are not spoiled.
4. A voter can legitimately decide not to vote for any position, or vote for fewer Candidates than entitled.
5. After the workplace results have been entered onto the Election Reporting Sheet ensure that each and every Election Officer signs in the indicated space. **Ensure that every section of the Election Reporting Sheet has been completed.** When the Reporting Sheet has been completed, scan and email a legible copy of the Reporting Sheet to [sdeluca@osstftoronto.ca](mailto:sdeluca@osstftoronto.ca) cc'ing [ttbuexelections@osstftoronto.ca](mailto:ttbuexelections@osstftoronto.ca) with the subject line, "[Branch name] Election Reporting Sheet."

**All Election Reporting Sheets should be emailed as soon as they are completed, but are due no later than 10:00 AM on Thursday, May 23, 2024.** The Chief Electoral Officer or designate will contact branches throughout the day on Thursday, May 23, 2024 and until 4:00 PM on Friday May 24th, 2024, to request submission of vote counts not yet received.

6. It may become necessary that we receive all of the following items at the TTBU office in order to resolve a tie or resolve a possible Candidate challenge. Therefore gather together all ballots into piles as follows: Used ballots/Unused ballots/Spoiled ballots/Invalidated ballots.

Clearly mark each of the above and place an elastic band around the entire bundle. Affix to this bundle (a) the completed Election Reporting Sheet and (b) the initialed staff list on the top. Also include ballots and list, if any, from Centrally Assigned members or members registered at another site who voted in your workplace. Place all of the above in a large envelope clearly marked with your workplace location, seal the envelope, sign across the seal and label the envelope as follows:

**OSSTF TTBU**  
**Attention: Chief Electoral Officer**

**Do not put the envelope into Board mail but retain it in a safe place!**

If the envelope is not requested within two weeks, it **must** be shredded.

7. If you have any problems or questions, email or telephone Chief Electoral Officer, Denis Da Ros: [ttbuexelections@osstftoronto.ca](mailto:ttbuexelections@osstftoronto.ca) or 416-389-8904.

8. Thank you in advance for your continuing diligence on behalf of OSSTF members.