

# Candidates' Election Guide

## OPSBA Elections and Campaigning

This guide includes important information about the appointment process for OPSBA positions at the Annual General Meeting including eligibility, nomination and voting procedures. It outlines the following topics. Links will take you directly to specific sections.

- **Executive Officers** *(Not applicable in 2021)*
  - [Eligibility](#)
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- **Regional Chair, Regional Vice-Chair and Regional Members on Core Issue Work Groups**
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- **Indigenous Trustees' Council (ITC) Elections**
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- **APPENDIX A: Campaigning for OPSBA Elections**
- **APPENDIX B: Method of Breaking a Tie Vote for OPSBA Elections**



The [OPSBA Roles and Responsibilities Guide](#) and [Constitution and By-Laws](#) outlines more information about OPSBA's governance structure including roles and responsibilities of elected/appointed positions and Terms of Reference for Core Issues Work Groups.

If at any time during the term in which a trustee is elected to any OPSBA position they cease to be eligible to hold that position, the seat will be filled in accordance with the OPSBA [Constitution and By-Laws](#).

## Executive Officers\* (*Not applicable in 2021*)

- **President**
- **First Vice-President**
- **Second Vice-President**



\* *Executive Officers are elected for a two-year term. In [September 2020](#), the OPSBA President, First Vice-President and Second Vice President were elected to serve for the two-year term ending following the election of officers at the 2022 Annual General Meeting.*

## Eligibility for Executive Officer Positions

Any trustee from a member board is eligible to run for the position of President, First Vice-President or Second Vice-President. Nominations will be confirmed at the beginning of the Annual General Meeting followed by voting.

## Election Protocol

The Executive Director shall chair the meeting during the nomination and election process at the Annual General Meeting.

### 1. *Scrutineers*

There shall be two scrutineers: Legal counsel and OPSBA's recording secretary/ parliamentarian. If one or both of the named scrutineers are unavailable, the Executive Director shall ask for a motion to appoint scrutineers.

### 2. *Nominations and Speeches*

- Nominations and election for the position of President shall be held first, followed by nominations and election for the position of First Vice-President, then Second Vice-President. A nomination does not require a seconder.
- Nominations that have been received 30 days in advance (in accordance with Section 10.03 of the OPSBA Constitution and By-Laws) must be officially put forward at the meeting; therefore, the Executive Director will ask for nominations.
- Nomination of a candidate not received 30 days in advance will be accepted at the time of the meeting **only** when no advance nominations have been received for the position.
- The Executive Director shall confirm that the nominees wish to stand for election.
- The Executive Director shall declare nominations closed.
- Each nominator may speak in support of their nomination for no longer than one minute.
- Each candidate shall be invited to speak for no longer than five minutes in the order in which their nominations were presented.
- If only one advance nomination for a position is received, that candidate shall be declared acclaimed. This will be noted in the AGM Election Guide.



## Regional Chair, Regional Vice-Chair and Regional Members on Core Issue Work Groups

- Regional Chairs
- Regional Vice-Chairs
- Regional members (and alternates) on Core Issue Work Groups

Regional Chairs, Regional Vice-Chairs and Regional members (and alternates) on Core Issue Work Groups are elected for one year and shall hold their position until the next Regional Council meeting at the Annual General Meeting.

### Voting at Regional Meetings

Member boards in each of the five Regions (Central East, Central West, East, North and West) are entitled to one vote through its appointed voting delegate. Votes at Regional Council meetings are not weighted according to school board FTEs. This means each member board will have one vote with a value of one.

The following business is conducted at each of the five Regional Council meetings held concurrently at the AGM.

1. Election of Regional Chair.
  2. Confirmation of appointment of Directors to the OPSBA Board of Directors for the upcoming year.
  3. Election of Regional Vice-Chair (from list of confirmed Directors).
  4. Election of two Regional members and one alternate to the Policy Development Work Group\*
  5. Election of two Regional members and one alternate to the Education Program Work Group\*
- \* *Northern Sub-Region East and Northern Sub-Region West areas will each appoint one representative and one alternate to each of the work groups.*

#### 1. Election of Regional Chair

##### Eligibility

- Any trustee from a member board in the Region is eligible to run for election as Regional Chair.
- Nominations for this position must be received at the OPSBA office by the nomination deadline which is 30 days prior to the date of the elections.
- Nominations from the floor will **only** be taken in instances where no advance nominations have been received.
- In cases where only one nomination has been received, that candidate will be declared acclaimed. This will be noted in the AGM Election Guide.

##### Nomination Process

- Nominations and elections are chaired by the OPSBA staff liaison.
- Two scrutineers will be appointed by motion of the meeting.

- Candidates who are not elected to the position of Regional Chair may stand for election to the position of Regional Vice-Chair provided they are a confirmed member of the Board of Directors for the upcoming year.

### **Voting**

- Each member board in the Region is entitled to one (non-weighted) vote through its voting delegate. This means each voting delegate will get to cast one ballot that counts as one vote.

- Voting will be by secret ballot\*

*\* In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (E.g. E-mail), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

### **Election Process**

- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor of the meeting **only** when no advance nominations have been received for the position of Regional Chair (See Eligibility above).
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak for up to three (3) minutes prior to voting.
- The OPSBA staff liaison will review the candidates prior to voting.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) shall be used.
- The OPSBA staff liaison announces the name of the Regional Chair.

## **2. Confirmation of Directors to the OPSBA Board of Directors**

Confirmation takes place at Regional Council meetings following the election of the Regional Chair. Once confirmed, these trustees (Directors) qualify to stand for election for the position of Regional Vice-Chair.

### **Number of Directors Appointed by Each Board**

- The number of Directors (trustees) that may be appointed by their individual member boards to the OPSBA Board of Directors is determined by the following criteria:
  - each district school board is entitled to appoint one trustee to the Board of Directors
  - each district school board that has a pupil enrolment of more than five per cent (5%) of the total enrolment of all member boards is entitled to appoint a second trustee from their board to the OPSBA Board of Directors; and
  - each district school board which has a pupil enrolment of more than fifteen percent (15%) of the total enrolment of all member boards is entitled to appoint a third trustee from that district school board to the OPSBA Board of Directors.
- Each district school board may also appoint an equal number of alternates who may act in the absence of their Director(s).

### **Confirmation Process**

- At each Regional Council meeting, the voting delegate from each Member Board will be asked to confirm the name(s) of the trustee(s) from their district school board who has/have been appointed Director and Alternate Director to the OPSBA Board of Directors.
- Where applicable, the Director(s) representing the group of school authorities and/or the Indigenous Trustees' Council will also be confirmed. See [below](#) for more information about these positions.

## **3. Election of Regional Vice-Chair**

### **Eligibility**

- Candidates for the position of Regional Vice-Chair must be confirmed Directors of the OPSBA Board of Directors for the upcoming year. See [above](#) for more information about this process.

### **Voting**

- Each member board in the Region is entitled to one (non-weighted) vote through its voting delegate. This means each voting delegate will cast one ballot that counts as one vote.
- Voting will be by secret ballot\*
  - \* *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (E.g., E-mail, etc.), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

### **Nomination and Election Process**

- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- The two scrutineers are the same ones appointed earlier in the meeting.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The names of candidates will be reviewed prior to voting. If there is only one candidate for the position of Regional Vice-Chair, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) will be used.
- The name of the Regional Vice-Chair is announced.

#### 4. Election of Regional Members (and alternates) to Core Issue Work Groups

- Policy Development Work Group
- Education Program Work Group

Each Regional Council appoints two representatives (from different boards) and one alternate to each OPSBA Core Issue Work Group. The process outlined below is repeated for both Work Groups.



*Terms of Reference for the Policy Development Work Group and Education Program Work Group can be found in the [OPSBA Roles and Responsibilities Guide](#).*

##### **Eligibility**

- Any trustee from a member board in the Region is eligible to run for election as a Regional Member or Alternate on OPSBA Core Issue Work Groups.

##### **Voting**

- Each member board in the Region is entitled to one (non-weighted) vote through its voting delegate. This means each voting delegate will get to cast one ballot that counts as one vote.
- Voting will be by secret ballot\*
  - \* *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (eg. E-mail), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

##### **Nomination and Election Process**

- Nomination and election processes are chaired by the OPSBA staff liaison.
- The two scrutineers are the same ones appointed earlier in the meeting.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The staff liaison will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- The names of the regional members (and alternates) appointed to OPSBA Core Issue Work Groups are announced.

# School Authorities Representative on the OPSBA Board of Directors

## ➤ School Authorities Director (and alternate)

A meeting of trustees from the group of school authorities is held in advance of Regional Council meetings at the AGM to elect one trustee (School Authorities Director) and one alternate to sit on the Board of Directors as their representative. By virtue of their appointment to the OPSBA Board of Directors, this individual qualifies to be elected to the position of Regional Vice-Chair at their local Regional Council.



*More information about school authority representatives on the Board of Directors can be found in Sections 9.03 and 9.04 of the [OPSBA Constitution and By-Laws](#).*

### **Eligibility**

- Any trustee from a school authority (defined under Section 9.03 and 9.04 of the OPSBA Constitution and By-Laws) is eligible to run for the position of Director or Alternate to represent the school authorities at the Board of Directors.

### **Voting**

- Each school authority member in attendance is entitled to one (non-weighted) vote. This means one ballot will be cast that counts as one vote.
- Voting will be by secret ballot\*
  - \* *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (eg. E-mail), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

### **Nomination and Election Process**

- Nomination and election processes are chaired by the OPSBA staff liaison.
- Two scrutineers will be appointed by motion of the meeting.
- Nominations received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The staff liaison will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) will be used.
- The name of the elected Director to represent school authorities will be announced.
- The process is repeated for the election of school authorities alternate director.

## **Indigenous Trustees' Council Positions**

- **Indigenous Trustee Director and Indigenous Trustees' Council Chair and alternates**
- **Indigenous Trustees' Council member (and alternate) on the Policy Development Work Team**
- **Indigenous Trustees' Council member (and alternate) on the Education Program Work Team**

Appointment of Indigenous Trustees to identified positions may be decided in a way determined by the Indigenous Trustees' Council or by using the election method outlined below.

### ***1. Indigenous Trustee Director and Indigenous Trustees' Council Chair and Alternates***

Prior to the Regional Council meetings held at the AGM, the Indigenous Trustees' Council engages in a process to appoint an Indigenous Trustee representative to the OPSBA Board of Directors (Indigenous Trustee Director). An alternate is also appointed to perform the duties of the Indigenous Trustee Director in their absence. The ITC also appoints Chair and Vice-Chair at this meeting.

The Indigenous Trustee Director, once appointed, qualifies to be elected to the position of Regional Vice-Chair at their local Regional Council. Any Indigenous Trustee, elected or appointed by a district school board or school authority, is eligible to run for the position of Indigenous Trustee Director or ITC Chair or Vice-Chair.

### ***2. Indigenous Trustees' Council member(s) on the Policy Development and Education Program Work Teams and Alternates***

At the same time as the Indigenous Trustee Director and Chair of the ITC is selected, Indigenous Trustee members (and alternates) are appointed to serve on the Policy Development and Education Program Work Teams as representatives of the ITC for the upcoming year.

Any Indigenous Trustee, elected or appointed by a district school board or school authority, is eligible to run for the position of Indigenous Trustees' Council member (or alternate) on the Policy Development and/or Education Program Work Teams.

### ***3. Optional Election Process for Indigenous Trustees' Council Positions***

If desired, the Indigenous Trustees' Council may choose to use the following process to elect representatives to identified OPSBA positions.

## **Voting**

- Each Indigenous Trustee present is entitled to one (non-weighted) vote. This means each ballot cast will count as one vote
- Voting will be by secret ballot\*
  - \* *In circumstances where the meeting is conducted electronically, votes may be cast using electronic means (eg. E-mail), to the OPSBA staff liaison. In this case, the OPSBA staff liaison will also act as scrutineer. Individual votes cast by trustees will be kept strictly confidential.*

## **Nominations and Election Process**

- Nomination and election processes are chaired by the OPSBA staff liaison.
- Two scrutineers will be appointed by motion of the meeting.
- Nomination received in advance will be placed on the floor by the nominator, if present, or another member present.
- Nominations will be accepted from the floor at the meeting.
- Nominees will be asked to confirm they wish to stand for election.
- Nominations will be closed by motion of the meeting.
- Candidates may speak briefly to their nomination.
- The staff liaison will review the names of the candidates prior to voting. If there is only one candidate for the position, they shall be declared acclaimed at this time and no voting will be required.
- Voting takes place.
- In the event of a tie vote, the OPSBA Method of Breaking a Tie Vote (See [Appendix B](#)) will be used.
- The name of the elected member is announced.



**Leading Education's Advocates**

# **GUIDELINE**

## **Campaigning for OPSBA Elections**

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It is a value of OPSBA that candidates are elected for their ability and leadership skills. A respectful, open campaigning environment is supported by the membership with spending on campaign activities kept to a minimum.



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# **GUIDELINE**

## **OPSBA Method of Breaking a Tie Vote**

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### **Electing One Position**

- (a) Where there are two or more candidates running for one position and a tie vote occurs among all the candidates running for the position, a second ballot will be held. If there is still a tie, lots shall be drawn to break the tie.
- (b) Where a tie involves two or more candidates for one position and there are additional candidates running for office who received a lower number of votes, the additional candidates not involved in the tie will be dropped off the ballot and a second ballot will be held.
- (c) If the second ballot results in a tie between two or more remaining candidates, lots shall be drawn to break the tie.

### **Electing Two Positions**

- (a) Where there are three or more candidates running for two positions and a tie vote occurs among all the candidates running for the two positions, a second ballot will be held. If there is still a tie, lots shall be drawn to break the tie and determine the successful candidates.
- (b) Where the tie involves three or more candidates for the two positions and there are additional candidates also running for the positions who received a lower number of votes, those additional candidates not involved in the tie will be dropped from the ballot and a second ballot will be held.
- (c) If the second ballot results in unequal numbers of votes for the candidates, the two candidates receiving the two higher numbers of votes will be considered elected.
- (d) If the result still leaves three or more candidates tied for one remaining position, lots shall be drawn to break the tie.