

BY-LAW XII – NOMINATING AND ELECTION PROCEDURES FOR OFFICERS

(Revised October 2019)

A. Any member of the NLTA in good standing*, is eligible for nominations and election to the office of President or Vice-President providing:

- (1) Nomination papers are signed by at least 10 members in good standing, each signature being witnessed by
 - (a) an officer of a branch, or
 - (b) a member of the NLTA Executive, or
 - (c) a Commissioner for Oaths,and submitted to the Electoral Committee, appointed by the NLTA Executive under By-Law XV.B.
- (2) The member shall not have been found by the Electoral Committee to have failed to comply with the financial guidelines contained in the Association's election procedures established by the NLTA for the election of officers in a prior election.
- (3) That the Electoral Committee, as appointed under By-Law XV.B., receive nominations for the office of President and Vice-President up to thirty (30) days before the date of the election. Such nominations must be accompanied by a signed statement by the candidate of willingness to serve under conditions from time to time established by the Convention and applicable during the term sought.
- (4) Subject to XII.A.(1), the name of each nominee shall be released by the Electoral Committee, as appointed under By-Law XV.B., within two weeks of receipt of each nomination. For publication in *The Bulletin*, a nomination, a short biographical sketch and an election statement must be postmarked not later than the date which is two months prior to the date of the election.

*A member who has the proper proportion of his/her dues paid.

B. Photographs and information on candidates referred to in XII.A.(4) must be published in *The Bulletin* at least one month prior to the date of the Presidential election period.

C. Nominees are free to contact teachers in any way they see fit, keeping in mind the professional Code of Ethics.

D. BALLOTING

The President and Vice-President shall be elected by ballot at the conclusion of the prescribed election periods as per the following:

- (1) Voting shall be by secret ranked ballots issued to active members as defined by By-Law III.
- (2) The results of each ballot shall be announced by the Chairperson of the Electoral Committee, as appointed under By-Law XV.B.
- (3) In order to be elected, a candidate must receive a majority of votes of the active members voting.
- (4) If no majority of votes of the active members voting is registered on the initial ballot, where more than two candidates are involved, all but the two candidates receiving the highest number of votes shall be dropped and the alternative choices selected on ballots for unsuccessful candidates will be redistributed to the remaining candidates. In instances where no alternative candidate has been identified, the ballot will not be considered in the final count. The recalculation using the ranked ballot will constitute the run-off election.
- (5) In the event of a tie on a ballot with only two candidates, a vote of the Executive Council will decide the issue.

E. Anyone alleging irregularities in nomination or election procedures must make such allegations known in writing to the Chairperson of the Electoral Committee within seven (7) days of the event on which the allegation is based. Upon receiving such allegation, the Electoral Committee shall investigate the allegations and report its findings and recommendations to the Executive Council within a further seven (7) days. In the event the allegation of irregularity is accepted as proved by a majority of the Electoral Committee, the Committee shall, by majority vote of its members, recommend to the Executive Council appropriate actions, including but not limited to setting aside the nomination or election providing for new or further nominations or elections or any other act which will give effect to the by-laws, and the Executive Council shall act in accordance with that recommendation.

F. Election of President and Vice-President shall be held biennially.

EXCERPTS FROM BY-LAW XIII – DUTIES OF OFFICERS

A. OFFICE OF THE PRESIDENT

- (1) The term of office shall be for a two-year period from August 1 in the year following the year the President was elected to July 31 of the second year following.
- (3) The office shall not be held for more than two successive terms by the same person. A portion of a term shall be considered as a full term.

C. OFFICE OF THE VICE-PRESIDENT

- (1) The term of office shall be the same as the President.

XV. – ELECTIONS

A. Elections for President shall be held during the last five school day week of November, with the election concluding on the fifth day. Elections for Vice-President shall be held during the second five school day week of December, with the election concluding on the fifth day. The election periods will be selected by the Electoral Committee, as appointed under section B. of this By-Law. Election information shall be published in a *Bulletin* at least one month prior to the date of the Presidential election period.

B. There will be appointed by the Executive an Electoral Committee who shall conduct the election of President and Vice-President and recommend policies governing the conduct of elections to the Executive. Such policies shall include all matters relative to the holding of elections. The rules for the conduct of elections shall be published not later than thirty (30) days prior to the date of the elections.

C. Notwithstanding any other provisions in these by-laws with respect to ballots and voting procedures for President and Vice-President elections, the Provincial Executive Council may determine that voting may be done by electronic means, in whole or in part, in accordance with procedures in NLTA policy approved by the Provincial Executive Council.

Policy on Election of President and Vice-President by Province-wide Vote

1. Procedures for Conducting the Election

a) Eligibility of Candidates

Candidates for the office of President and Vice-President must be active members of the Newfoundland and Labrador Teachers' Association in good standing (a member who has the proper proportion of his/her dues paid) in accordance with By-Law III.

b) Nominations

i) Nominations for the office of President and Vice-President of the Newfoundland and Labrador Teachers' Association shall be submitted on the official nomination form. In accordance with By-Law XII, nomination papers shall be signed by at least 10 members in good standing, each signature being witnessed by

- an officer of a branch, or
- a member of the NLTA Executive, or
- a Commissioner for Oaths,

and submitted to the Electoral Committee, appointed by the NLTA Executive under By-Law XV.B. Such nominations must be accompanied by a signed statement by the candidate of willingness to serve under conditions from time to time established by the Convention and applicable during the term sought. (The total length of the biographical data and policy statement must not exceed 800 words for presidential candidates and 600 words for vice-presidential candidates.)

ii) The Electoral Committee shall receive nominations for the office of President and Vice-President up to thirty (30) days before the date of the election. Nomination forms must be delivered to the NLTA Office via mail, courier or in person. Nominations will be accepted by facsimile or other electronic means provided the original nomination form is received at the NLTA Office within ten (10) days of the receipt of the facsimile/electronic nomination.

iii) Subject to b) i) above, the name of each candidate shall be released by the Electoral Committee within two weeks of receipt of each nomination. For publication in *The Bulletin*, a nomination, a short biographical sketch and an election statement must be postmarked not later than the date which is two months prior to the date of the Presidential election period.

iv) Nomination forms may be obtained from the NLTA Office or from any branch president.

c) Returning/Electoral Officers

i) The Chairperson of the Electoral Committee, as appointed by Executive, shall be the Provincial Returning Officer for the election.

ii) The Electoral Committee shall conduct the vote in accordance with this policy and the voting instructions outlined by the Association.

d) Ballots

Ballots shall be produced electronically with candidates listed in alphabetical order using the full name of the candidate as it appears on the nomination form. The ballots will be ranked ballots, providing members an opportunity to indicate their alternate choices for candidates, to be used only if required for a run-off election.

e) **Distribution of Ballots**

- i) Ballots will be distributed to registered members by the NLTA Office using a secure website.
- ii) A record of the total number of all ballots issued to members shall be maintained by the NLTA Office.

f) **Eligibility to Vote**

All NLTA members who satisfy the requirements of active membership in the Association, in accordance with By-Law III.A., shall be eligible to vote, including substitute teachers who have taught for at least one day during the school year.

g) **Voting**

- i) Voting for the position of President will occur during the last five day school week of November. Voting for the position of Vice-President will occur during the second five day school week of December.
- ii) Voting shall be by electronic secret ballots issued to active members as defined by By-Law III.
- iii) Voting by proxy is not permitted.
- iv) Each member must have the opportunity to vote in secret, and every effort shall be made by the branch executive to ensure confidentiality at an individual, school, and branch level.
- v) A faxed ballot is permissible if it is not possible for a member to complete the electronic ballot due to sustained loss of connectivity, provided that the completed ballot which is returned by facsimile is accompanied by a signed statement from the member in question stating that the ballot was indeed cast personally by him/her. Facsimile ballots must be requested from the NLTA office no later than 12:00 noon on the last day of the election period. Such vote will be administered by the Electoral Committee and the completed ballot received only at the NLTA head office.
- vi) With the approval of the Electoral Committee, a vote may be conducted on a date other than the designated date only if required by conditions of geography, weather, school closure, etc.

Candidates with concerns or questions related to the procedures for conducting the vote shall direct such concerns or questions to the Electoral Committee.

- vii) A voting station will be provided at the NLTA office so that teachers on leave attending university will have the opportunity to vote.
- viii) If required, the ranked ballot will be used to conduct a deciding (run-off) ballot (i.e. the run-off ballot will occur on the same day as the original ballot).
- ix) All regulations governing the voting procedure are to be strictly followed.
- xi) Any other variations from the regulations for the province will be made in consultation with the Electoral Committee.

h) **Collection of Ballots**

- i) Each voter shall complete their electronic ballot online.

- ii) The electronic voting system shall:
 - Ensure that each member can only vote once by registering individual ballots to individual members.
 - Ensure voter anonymity by deleting voter information once the ballot has been verified by the online voting system.
 - Maintain an electronic file of all cast ballots.

i) Counting of Ballots

- i) Counting of ballots will be done electronically using the ranked ballots. The online system will count all first choice candidates from each ballot and determine if either candidate has obtained a 50% + 1 majority.
- ii) If neither candidate receives 50% + 1 majority on the initial ballot, the ranked ballots will be used to redistribute alternate selections from ballots originally cast for unsuccessful candidates to the two candidates receiving the most first ballot support. This will be the run-off election.
- iii) Ballots in which no alternative candidate has been selected will not be included in the run-off election count.

j) Election of Candidate

In accordance with By-Law XII.D.:

- i) In order to be elected, a candidate must receive a majority of votes of the active members voting.
- ii) If no majority of votes of the active members voting is registered on the initial ballot, where more than two candidates are involved, all but the two candidates receiving the highest number of votes shall be dropped and the alternative choices selected on ballots for unsuccessful candidates will be redistributed to the remaining candidates. In instances where no alternative candidate has been identified, the ballot will not be considered in the final count. The recalculation using the ranked ballot will constitute the run-off election.
- iii) In the event of a tie on a ballot with only two candidates, a vote of the Executive Council will decide the issue.

k) Announcement of Balloting Results

- i) The results of each ballot shall be announced by the Chairperson of the Electoral Committee at a time decided by the Electoral Committee and communicated to the membership.
- ii) The results shall be based on electronic voting system along with any votes provided by fax or other means approved by the Electoral Committee.
- iii) If an official count is required at the provincial level, each candidate may appoint one scrutineer to be present at the counting of ballots by the Electoral Committee.
- iv) All candidates shall be notified of the vote results as soon as the results are known.

- v) The results of the ballot shall be made known to the membership by contact with Provincial Executive and branch presidents. In addition, the results shall be communicated to each school representative (or designate) by the NLTA Office.
- vi) The NLTA shall issue a media release announcing the outcome of the vote but not containing the vote count.

l) Recount of Ballots

- i) A defeated candidate receiving at least ninety-eight percent (98%) of the votes cast for the leading candidate is entitled to appeal for a recount.
- ii) Notwithstanding i), a candidate receiving at least ninety-eight percent (98%) of the votes cast for the candidate receiving the second highest number of votes is also entitled to appeal for a recount.
- iii) A candidate requesting a recount of ballots must do so within forty-eight (48) hours of the notification of results. In such case, the Electoral Committee shall, as soon as possible, retabulate the ballots.
- iv) A request for recount must be made to the Electoral Committee.
- v) Each candidate may appoint one scrutineer to be present at the recounting of ballots by the Electoral Committee.

m) Financial Guidelines

- i) Financial limits on campaign spending by candidates will be set at \$5,000 per candidate excluding the cost of travel and unpaid leave. No campaign donations (including paid leave) will be accepted by candidates from an employer, an agent of an employer or an organization competing with the NLTA in a matter that is detrimental to the NLTA. All amounts spent by the candidate and all spending on behalf of the candidate, including the value of any “in kind” contributions, are included in this limit for campaign spending.
- ii) Candidates are entitled to reimbursement, subject to an audit of the disclosure of all financial contributions and expenditures, of the lesser of \$2,000 or forty percent (40%) of eligible expenses. Eligible expenses for reimbursement include the cost of travel, unpaid leave, printing and communications, but does not include the value of “in kind” contributions. The maximum funds to be made available to all candidates under this policy is set at \$10,000. In situations where the amount of eligible reimbursement for all candidates exceeds \$10,000, the reimbursement will be prorated as a share of \$10,000. For example, in a situation where six candidates are all entitled to the maximum \$2,000 reimbursement, each candidate will receive \$1666.66.
- iii) A series of “in kind” contributions will be offered by the Association for the electoral campaigns of candidates. [See Section n) v) - viii)]
- iv)
 - Each candidate must disclose sources and amounts of all financial contributions and expenditures such to be verified within 60 days of the election and published to the membership.
 - The position of a successful candidate who fails to comply with the foregoing shall be declared vacant.

n) **Publicity**

- i) Candidates are free to contact teachers in any way they see fit, keeping in mind the professional Code of Ethics. Candidates and their supporters will be expected to observe accepted standards of conduct in accordance with the Association's overall objectives as outlined in the Constitution and By-Laws. No candidate or his/her supporters shall publish or circulate, either verbally or otherwise, information on another candidate that is false or defames that person's character and/or integrity.
- ii) Candidates may advertise in *The Bulletin* as per current advertising guidelines and subject to the NLTA policy on communications. Candidates may purchase two one-quarter (1/4) page advertisements in *The Bulletin* at one-half (1/2) the current advertising rates. Any additional advertisements will be subject to current advertising rates. All advertisements placed in *The Bulletin* by candidates must be prepaid.
- iii) No branch funds or branch assets may be used to support the campaign of a candidate for NLTA provincial office.
- iv) Branches, special interest councils or schools which choose to set up "Meet the Candidates" sessions must extend invitations to attend to all candidates.
- v) Photographs and information on candidates referred to in b) i) above will be published in *The Bulletin* at least one month prior to the date of the election.
- vi) The Association will provide web page space for all candidates through the NLTA web site that would include photo, biography, position statement and opportunities for updating at specific times during the campaign. The Association will also provide space on the web page for a five (5) minute video of each of the candidates. Candidates are responsible for the cost of production of such a video.
- vii) Two sets of school mailing list labels will be provided to each candidate.
- viii) For each candidate, Communications staff of NLTA will print and mail to each school and school board office an 8½" x 11", one-sided poster.

o) **Campaign Irregularities**

Anyone alleging irregularities in nomination or election procedures must make such allegations known in writing to the Chairperson of the Electoral Committee within seven (7) days of the event on which the allegation is based. Upon receiving such allegation, the Electoral Committee shall investigate the allegations and report its findings and recommendations to the Executive Council within a further seven (7) days. In the event the allegation of irregularity is accepted as proved by a majority of the Electoral Committee, the Committee shall, by majority vote of its members, recommend to the Executive Council appropriate actions, including but not limited to setting aside the nomination or election, providing for new or further nominations or elections or any other act which will give effect to the by-laws, and the Executive Council shall act in accordance with that recommendation.

p) **Administration**

- i) After the vote is taken, ballots have been received and any necessary provincial count or recount has been completed, the Electoral Committee, by Executive motion, shall be authorized to destroy the ballots in question, but not less than 30 days after the date of the ballot.
- ii) Following the election, the Electoral Committee shall conduct an evaluation of the election procedures and a report shall be made to the Provincial Executive. The evaluation report shall be kept on file to facilitate periodic overall reviews.

2. The Electoral Committee

- a) In accordance with By-Law XV.B., the Executive Council shall appoint an Electoral Committee of three members, one of whom shall be named Chairperson (a Past President, if possible). The Chairperson of the Electoral Committee will be the Provincial Returning Officer.
- b) Members of the Electoral Committee shall not be candidates for election and shall maintain a position of neutrality in relation to the candidates for election.
- c) The duties of the Electoral Committee shall be:
 - i) To recommend to the Executive policies governing the conduct of elections such rules of conduct to be published not later than 30 days prior to the date of the Presidential elections.
 - ii) To hold the election for President during the last five school day week of November, and the election for Vice-President during the second five day school week of December.
 - iii) To receive nominations for the offices of President and Vice-President as per the by-laws and policies of the Association.
 - iv) To confirm the eligibility of candidates for the election.
 - v) To release the name of each candidate within two weeks of receipt of each nomination.
 - vi) To oversee the distribution of ballots to voters in accordance with the policy governing procedures for election of NLTA President and Vice-President by province-wide vote.
 - vii) To confirm the eligibility of voters, if required.
 - viii) To conduct the election of the President and Vice-President in accordance with By-Law XII and the policy governing procedures for election of NLTA President and Vice-President by province-wide vote.
 - ix) To receive the results of the balloting.
 - x) To tabulate the results of the balloting for President and Vice-President.
 - xi) To conduct an official count or recount, if necessary.
 - xii) To release the results of the ballot to the candidates and to the NLTA Office for release of the results to the NLTA membership and the media.
 - xiii) To conduct a run-off election, in accordance with the By-laws and policy governing the procedures for election of the NLTA President and Vice-President by province-wide vote using the ranked ballots, by redistributing alternate selections from ballots originally cast for unsuccessful candidates to the two candidates receiving the most first ballot support.
 - xiv) To conduct a vote of the Executive Council to decide the issue in the event of a tie on a ballot with only two candidates.
 - xv) To receive and investigate allegations of irregularities in nomination or election procedures and to make recommendations to the Executive Council on appropriate actions regarding such allegations.

- xvi) To release the vote to the candidates after the name of the incumbent is officially announced.
- xvii) To ensure that all publicity guidelines as contained in the policy governing the procedures for election of President and Vice-President by province-wide vote are followed.
- xviii) To ensure that all financial guidelines are followed by the candidates and that all campaign expenditures are verified within 60 days of the election and published to the membership.
- xix) To recommend to Executive Council that the ballots from a vote be destroyed in accordance with the policy governing the procedures for election of President and Vice-President by province-wide vote.
- xx) To conduct an evaluation of the election procedures and make a report to the Executive Council.

NLTA Policy on Conflict of Interest Guidelines for Provincial Executive

A conflict of interest is deemed to arise when an elected member of the Provincial Executive Council:

- a) is involved in receiving remuneration of any amount from a business arrangement with the Association. (The business arrangement will be terminated immediately on the member assuming office.)
- b) is involved in holding an elected position with provincial government, school trustees, or any organization doing business with the Association,
- c) has an interest in a matter before Executive distinct from any interest arising from the functions as a member of Executive.

When a conflict is deemed to have arisen, the member involved:

- a) shall immediately notify the President and the Provincial Executive Council,
- b) shall not participate in discussion and shall withdraw when any item is being discussed by the Executive or any of its committees which the President considers a conflict,
- c) shall not solicit information on any such item,
- d) shall not be provided any information on any such items by any committee or Executive member or employee.

**Additional Guidelines for Interpretation of the Policy on
Election of the President and Vice-President by Province-wide Vote
(Issued by the Electoral Committee)**

1. The Committee will delegate to the assigned staff consultants responsibility for verifying nomination forms received from candidates and announcing the nominations in accordance with policy. All nomination forms will then be verified by the Committee at its first meeting, and at subsequent meetings for later nominations. The NLTA Executive Director, on behalf of the Electoral Committee, will contact schools when nominations are received from candidates.
2. The only services to be provided to candidates by the NLTA Printing Services Division will be those which are specifically stated in the policy on the Election of the President and Vice-President by Province-wide Vote.
3.
 - a) The Association will provide a link from its web site to the web sites, Facebook sites and Twitter accounts of candidates who choose to have them and will also provide space on the NLTA web site for candidates who do not have their own sites. Candidates who choose to use space on the NLTA web site must send the information to NLTA electronically and will be permitted to update the information contained therein no more frequently than once per month.
 - b) Candidates will be responsible for the production and production costs of the video for which the Association will provide space on its web site. The video must be provided in a file format suitable for broadcast on computer and approved by the Association.
4. An on-line question forum will be provided for members to send questions to candidates via a link on the NLTA web site. Questions would be vetted through the NLTA Communications Officer and must be in accordance with NLTA editorial guidelines. Submitted questions will be provided to all candidates for a reply unless the question is directed specifically to Presidential or to Vice-Presidential candidates. No time limit will be given to candidates for their reply. Questions and responses will only be accepted via electronic mail. Questions will be accepted only from active members who must state their name and school on their e-mail. However, only the person's name will be posted on the web site. Presidential and Vice-Presidential candidates will have their responses posted alphabetically and as they are received.
5. During any media interviews candidates must make it clear that they are not speaking on behalf of the Association and that the President is the only official spokesperson for NLTA. Candidates must act at all times within the Code of Ethics and By-Laws of the Association. This includes any online post on social media platforms such as websites, blogs, Facebook and Twitter.
6. The Association will communicate only with officially nominated candidates and no advertising in Association publications will be permitted until a person is officially nominated.
7. The poster for candidates to be printed by the NLTA Printing Services Division will be a colour poster which will use the same template/layout designed by the Association. This is to ensure that Association produced materials have a consistent appearance for all candidates. There is a 300-word maximum for the poster. All information for the poster must be provided electronically, and candidates must proof and sign off the poster before printing. The deadline for receiving the poster information from candidates will be ten weeks prior to the election (*September 16 for the 2022 election*), and the mailing to schools will take place no later than five weeks prior to the election date (*October 25 for the 2022 election*). For a candidate who declares after the poster deadline date, the deadline for receiving the candidate's information for the poster will be two weeks following the receipt of the nomination papers, but not later than one month prior to the date of the election (*October 27 for the 2022 election*).
8. Voting for the Office of President and Vice-President must be concluded by 3:30 p.m. on the last day of the election period except when extenuating circumstances occur, provided permission has been received from the NLTA Office.
9.
 - a) The Association will provide candidates for President and Vice-President, once nominated, a list of members' names and school location. Email addresses of the general membership will not be provided.

- b) The Association will provide candidates for President and Vice-President the names, school and email addresses, as available, of branch presidents and school representatives with responsibilities for conducting the province-wide elections.
10. Election flyer(s) updating members on election issues will be prepared and forwarded periodically to all schools prior to the election.
11. The definition of “employer” as stated in the election policy in the section regarding employer contributions to the campaigns of candidates [Section 1.m) ii)] will be as per the Collective Agreement which includes school boards and the government, inclusive of its corporations and agencies.
12. Candidates may use the NLTA logo and name on campaign materials.
13. Air miles donated by a third party may be used by a candidate to cover travel expenses, provided the donor does not fall within the prohibited categories described in Section 1.m) iii) of the Association’s policy governing the election. The acceptance of such a donation and the use of the air miles is subject to the following:
 - a) The donation must be included in the candidate’s financial disclosure statement following the election;
 - b) The air miles must be used only for campaign travel costs and, when used for such purpose, the value of the travel cost obtained with the air miles will not be included in the \$5,000 campaign spending limit; and
 - c) If the air miles are used for any other purpose, the value of the goods/services obtained must be included in the \$5,000 campaign spending limit.
14. Re interpretation of Section 1.m) iii) of the Policy on Election of the President and Vice-President by Province-wide Vote [“no campaign donations (including paid leave) will be accepted by candidates from an employer, an agent of an employer or an organization competing with the NLTA in a matter that is detrimental to the NLTA”], it is not permissible for any candidate to be absent from his/her normal workplace during the regular school day for purposes of campaigning other than during time provided by the employer as unpaid leave.
15. No parameters will be placed around the campaign activities of a candidate while he/she is on NLTA business, provided the candidate is not using the time when he/she is scheduled to be in attendance at the NLTA business. Outside of the specific time of such NLTA meeting/activity, any campaign activities by the candidate are at his/her discretion. Such requirements are part of the function of the individual’s position as an Executive member/Table Officer/Committee chair. (Note: The reimbursement of expenses directly related to carrying out Association responsibilities does not constitute NLTA support of a candidate. Those candidates who happen to be in such positions are expected to continue carrying out the responsibilities of the position during the campaign.)
16. No paid advertisements will be included in the election edition of *The Bulletin*.
17. The Association will provide to candidates a listing of schools by branch and number of teachers in each school.
18. Once a member is officially nominated as a candidate for the Office of President or Vice-President, that member should not be assigned by the President and/or the Provincial Executive to carry out additional duties outside the usual areas of the candidate’s responsibilities on behalf of members.
19. The Association will permit officially nominated candidates for NLTA President and Vice-President to send three group emails to NLTA school representatives via NLTA email during the September to December campaign period. Emails may contain an attachment and/or an embedded image. The Association will establish a communication plan for the release of group emails for the position of President and the position of Vice-President. The Communications Officer will advise all nominated candidates of the communication plan no later than September 10. The communication plan will outline on which days all submitted emails for Presidential candidates will be sent to school representatives. The communication plan will outline on which days all submitted emails for Vice-Presidential candidates will be sent to school representatives. The group emails for Presidential and Vice-Presidential candidates will not be sent on the same day.

The information to be contained in the email will be forwarded to the NLTA Communications Officer. The email will be formatted and returned to the candidate for confirmation. Candidates will be responsible for the content of the message including spellchecking, grammar, etc. The Communications Officer will then forward the email to all school reps on behalf of the candidate.

School representatives will be informed of the communication plan and advised that they are required to send all NLTA group emails to their staff upon receipt. School representatives will also be advised that they are not to forward unsolicited emails from respective candidates.

20. A list containing the name and school of NLTA school representatives will be provided to candidates.
21. Unsuccessful candidates for the office of President may have their names added to the ballot for the election of the Vice-President as long as they have submitted a provisional nomination form one month (*November 16, 2022*) prior to the last day of voting in the Vice-President election period.
22. For the purpose of By-Law XII A (4) and Guideline #7, the election date to be used in determining deadlines for submissions to *The Bulletin* shall be the last date in which polls are open for the election of the office of President (*November 25, 2022*).

NOMINATION FOR PRESIDENT FOR 2023-2025

This nomination form must be signed by at least ten members in good standing, each signature being witnessed by:

- a) an officer of a branch, or
- b) a member of the NLTA Executive, or
- c) a Commissioner of Oaths

"We, the undersigned, hereby nominate _____
(Name - please print)

of _____
(Community - please print) to the office of PRESIDENT

of the Newfoundland and Labrador Teachers' Association for the years August 1, 2023 to July 31, 2025."

NOMINATORS <i>please print and then sign name below</i>	WITNESS <i>please print and then sign name below opposite each nominator</i>

DECLARATION BY NOMINEE

"I hereby accept nomination to the office of PRESIDENT of the Newfoundland and Labrador Teachers' Association. I agree to follow NLTA election by-laws, policy, and guidelines established by the Electoral Committee. If elected, I agree to serve the Association faithfully and abide by its constitution and by-laws".

(Nominee - please print and then sign name)

(Witness - please print and then sign name)

PLEASE NOTE:

1. Nomination forms will be accepted by the Electoral Committee up to 30 days prior to the date of the election. **The election period is November 21-25, 2022.**
2. For inclusion in *The Bulletin*, this nomination form must be postmarked no later than **September 25, 2022.**
3. In order for a nomination to be published in *The Bulletin*, candidates must also submit the following information, to be postmarked no later than **September 25, 2022:**
 - A brief dossier of the nominee's educational background, experience and NLTA involvement.
 - A brief election/position statement. (Total length of the biographical data and policy statement not to exceed 800 words for presidential candidates.)
 - A photograph of the nominee (preferably black and white).

The Association will communicate only with officially nominated candidates and no advertising in Association publications will be permitted until a person is officially nominated.

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Address completed forms to: Electoral Committee, Newfoundland and Labrador Teachers' Association
3 Kenmount Road, St. John's, NL A1B 1W1

NOMINATION FOR VICE-PRESIDENT FOR 2023-2025

This nomination form must be signed by at least ten members in good standing, each signature being witnessed by:

- a) an officer of a branch, or
- b) a member of the NLTA Executive, or
- c) a Commissioner of Oaths

"We, the undersigned, hereby nominate _____
(Name - please print)

of _____ to the office of VICE-PRESIDENT
(Community - please print)

of the Newfoundland and Labrador Teachers' Association for the years August 1, 2023 to July 31, 2025."

NOMINATORS <i>please print and then sign name below</i>		WITNESS <i>please print and then sign name below opposite each nominator</i>	

DECLARATION BY NOMINEE

"I hereby accept nomination to the office of VICE-PRESIDENT of the Newfoundland and Labrador Teachers' Association. I agree to follow NLTA election by-laws, policy, and guidelines established by the Electoral Committee. If elected, I agree to serve the Association faithfully and abide by its constitution and by-laws".

 (Nominee - please print and then sign name)

 (Witness - please print and then sign name)

PLEASE NOTE:

1. Nomination forms will be accepted by the Electoral Committee up to 30 days prior to the date of the election. **The election period is December 12-16, 2022.**
2. For inclusion in *The Bulletin*, this nomination form must be postmarked no later than **September 25, 2022.**
3. In order for a nomination to be published in *The Bulletin*, candidates must also submit the following information, to be postmarked no later than **September 25, 2022:**
 - A brief dossier of the nominee's educational background, experience and NLTA involvement.
 - A brief election/position statement. (Total length of the biographical data and policy statement not to exceed 600 words for vice-presidential candidates.)
 - A photograph of the nominee (preferably black and white).

The Association will communicate only with officially nominated candidates and no advertising in Association publications will be permitted until a person is officially nominated.

.....

Address completed forms to: Electoral Committee, Newfoundland and Labrador Teachers' Association
 3 Kenmount Road, St. John's, NL A1B 1W1

PROVISIONAL NOMINATION FOR VICE-PRESIDENT FOR 2023-2025

This nomination form must be signed by at least ten members in good standing, each signature being witnessed by:

- a) an officer of a branch, or
- b) a member of the NLTA Executive, or
- c) a Commissioner of Oaths

"We, the undersigned, hereby provisionally nominate _____
(Name - please print)

of _____ to the office of VICE-PRESIDENT
(Community - please print)

of the Newfoundland and Labrador Teachers' Association for the years August 1, 2023 to July 31, 2025."

NOMINATORS <i>please print and then sign name below</i>	WITNESS <i>please print and then sign name below opposite each nominator</i>

DECLARATION BY NOMINEE

"I hereby accept nomination to the office of VICE-PRESIDENT of the Newfoundland and Labrador Teachers' Association. I agree to follow NLTA election by-laws, policy, and guidelines established by the Electoral Committee. If elected, I agree to serve the Association faithfully and abide by its constitution and by-laws".

 (Nominee - please print and then sign name)

 (Witness - please print and then sign name)

PLEASE NOTE:

- Provisional nomination forms will be accepted by the Electoral Committee up to 30 days prior to the date of the election for Vice-President. **The election period is December 12-16, 2022.**
- A provisional nomination form for the office of Vice-President can only be submitted by a candidate formally nominated as a candidate for President for the 2023-2025 term.

The Association will communicate only with officially nominated candidates and no advertising in Association publications will be permitted until a person is officially nominated.

.....

Address completed forms to: Electoral Committee, Newfoundland and Labrador Teachers' Association
 3 Kenmount Road, St. John's, NL A1B 1W1

Province-Wide Vote Deadlines

ITEM	DATE FOR 2022 ELECTION
The deadline for receipt of poster information from candidates for the Office of President and Vice-President will be ten weeks prior to the election. [Guideline for Interpretation of Policy #7]	September 16, 2022
All nominations for the Office of President and Vice-President for publication in <i>The Bulletin</i> must be postmarked by the date which is two months prior to the election. [By-Law XII.A.(4) and Policy OP.V.1. b) iii)] [Guideline for Interpretation of Policy #22]	September 25, 2022
Photograph, biographical sketch and election statement of nominees for the Office of President and Vice-President for publication in <i>The Bulletin</i> must be postmarked by the date which is two months prior to the election. [By-Law XII.A.(4) and Policy OP.V.1. b) iii)] [Guideline for Interpretation of Policy #22]	September 25, 2022
Deadline for the mailing of election posters to schools is no later than five weeks prior to the election date. [Guideline for Interpretation of Policy #7] [Guideline for Interpretation of Policy #22]	October 21, 2022
The election edition of <i>The Bulletin</i> will be mailed to branches at least one month prior to the date of the election. [By-Law XII.B.]	October 25, 2022
For a candidate who declares after the poster deadline date, the deadline for receiving the candidate's information for the poster will be two weeks following the receipt of the nomination papers, but not later than one month prior to the date of the election. [Guideline for Interpretation of Policy #7] [Guideline for Interpretation of Policy #22]	October 25, 2022
Final deadline for receipt of nomination for the Office of President is 30 days before the date of the election. [By-Law XII.A.(3) and Policy OP.V.1. b) ii)]	October 27, 2022
Final deadline for receipt of nomination for the Office of Vice-President is 30 days before the date of the election. [By-Law XII.A.(3) and Policy OP.V.1. b) ii)]	November 16, 2022
Final deadline for receipt of provisional nomination for the Office of Vice-President is 30 days before the date of the election of Vice-President. [Guideline for Interpretation of Policy #21]	November 16, 2022
Province-wide vote for the election of President will be held during the last 5 day school week of November. [By-Law XV.A. and Policy OP.V.1.g) i)]	November 21-25, 2022
Province-wide vote for the election of Vice-President will be held during the second 5 day school week of December. [By-Law XV.A. and Policy OP.V.1.g) i)]	December 12-16, 2022
If required, the run-off ballot for the election of President and Vice-President will be held using the electronic ranked ballot. Following the conclusion of the initial round of ballot counting. [By-Law XII.D.(5) and Policy OP.V.1.g) ix)]	President: November 25, 2022 Vice-President: December 16, 2022

T H E

bulletin

Newfoundland and Labrador Teachers' Association
Advertising Rate Card
(Advertising rates may be subject to change without notice.)

2022-23 Advertising Deadlines

Issue	Booking Deadline	Artwork Deadline
September/October	September 6, 2022	September 12, 2022
November/December	November 1, 2022	November 7, 2022
January/February	January 3, 2023	January 10, 2023
March/April	March 1, 2023	March 8, 2023
May/June	May 1, 2023	May 8, 2023

Mechanical Requirements

Size		Rate
1/4 page	4 7/16" wide x 4 10/16" high	\$200.00
1/2 page	4 7/16" wide x 9 9/16" high	\$400.00

Conditions

- All advertising copy subject to the approval of the editor. The editor reserves the right to refuse advertising that is not in keeping with the objectives of the Association.
- We reserve the right to **limit advertising space to one ad per issue per organization**. Additional ads may be accepted if advertising space is available.
- The NLTA cannot guarantee specific placement of ads; however, every effort will be made to fill such requests if at all possible.
- The NLTA makes no guarantees as to the quality of reproduction of supplied materials.
- Advertiser agrees that the NLTA shall be under no liability for its failure for any cause to insert any advertisement.
- The NLTA does not recognize verbal agreements.
- The NLTA does not offer frequency discounts.
- The word "Advertisement" will be placed above copy that in the opinion of the editor, resembles editorial matter.
- Advertisements and/or notices of resources carried in *The Bulletin* do not imply recommendation by the Association of the service or product.

Specifications

All advertisements are printed in full color. Artwork should be a minimum of 300 dpi. Accepted formats include JPEG, PDF, TIFF and EPS. If supplied files are created with improper dimensions we will contact the artwork provider for new files. If this cannot be provided or our deadline does not allow it, we may have to take the provided artwork and reconfigure it to fit the appropriate ad size. We will do our best to ensure that the ad, based on the supplied artwork, maintains the look and style of the original, bearing in mind that the advertiser supplies artwork in the required format and size.

Contact Information

Advertising copy is not accepted by telephone.

All advertising materials should be sent to:

Michelle Lamarche

Newfoundland and Labrador Teachers' Association

Tel: 709-726-3223, Ext. 227

Fax: 709-726-4302

E-mail: mlamarche@nlta.nl.ca

Website: www.nlta.nl.ca



Financial Statement
For Candidates in a Province-wide Vote For
President or Vice-President

Candidate=s Name: _____

Mailing Address: _____

Email Address: _____

Phone Numbers: (H) _____

(S) _____

(C) _____

I, _____, have prepared these financial statements and supporting documents as set out herein and hereby declare that to the best of my knowledge and belief the financial statements and supporting documents are true and correct.

Candidate

Date

Appendix A

Financial Disclosure Form

SUMMARY STATEMENT OF INCOME AND EXPENSES:

Income [Form 1]

Financial Contributions	_____	
Fundraising Income	_____	
In-kind Contributions	_____	
Other (provide details):		
_____	_____	
_____	_____	
Total Income		_____

Expenses [Form 2]

Advertising	_____	
Fundraising Expenses	_____	
Meetings/Social Functions	_____	
Office Supplies	_____	
Postage	_____	
Telephone charges	_____	
Travel	_____	
Other (provide details):		
_____	_____	
_____	_____	
_____	_____	
Total Expenses		_____
Campaign Surplus (Deficit)		_____

Form 1 – Income

Financial Contributions	
Description	Amount
Fundraising Income	
Description	Amount
In-kind Contributions	
Description	Amount
Other	
Description	Amount

Form 2 – Expenses

Advertising	
Description	Amount
Fundraising Income	
Description	Amount
Meetings/Social Functions	
Description	Amount
Office Supplies	
Description	Amount

Form 2 – Expenses (cont'd)

Postage	
Description	Amount
Telephone Charges	
Description	Amount
Travel	
Description	Amount
Other	
Description	Amount