



## **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 teachers 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. President 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 one-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 25 for the 2018 election), and the mailing to schools will take place no later than five weeks prior to the election date (October 30 for the 2018 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 (November 4 for the 2018 election).
8. Voting for the Office of President and Vice-President must be concluded by 3:30 p.m. on the day of the election 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. The Electoral Committee may release a branch-by-branch breakdown of votes for the province-wide election of President and Vice-President to candidates after the name of the incumbent is officially announced.
14. Isolated schools will use the same voting instructions as for the two Coastal Labrador branches. The following are designated as isolated schools:
  - Appalachia Branch:** Ecole Ste. Anne (Le Grand Terre), Ecole Notre Dame Du Cap (Cap St. George), and Our Lady of The Cape Elementary (Cape St. George)
  - Belleoram-Wreck Cove Branch:** St. Stephen's All-Grade (Rencontre East)
  - Burgeo Branch:** St. Simon & St. Jude Academy (Francois)
  - Exploits Valley Branch:** Cottrell's Cove Academy (Buchans), Leading Ticks Primary (Buchans), and Lakeside Academy (Buchans)
  - Ganova Branch:** Charlottetown Primary (Charlottetown), St. Gabriel's All-Grade (St. Brendan's), and Holy Cross School Complex (Eastport)
  - Green Bay Branch:** H. L. Strong Academy (Little Bay Islands); scheduled to close June 2018
  - Lake Melville Branch:** Mud Lake School (Mud Lake)
  - Long Range Branch:** Holy Cross All-Grade School (Daniel's Harbour)
  - Marconi Branch:** St. Augustine's Elementary (Bell Island) and St. Michael's High (Bell Island)
  - Notre Dame Branch:** A. R. Scammell Academy (Change Islands)
  - Port aux Basques Branch:** Douglas Academy (LaPoile)
  - Rameaux Branch:** All Saints All-Grade (Grey River)
  - Rushoon-Terrenceville Branch:** St. Anne's School (South East Bight)
  - Seagaulher Branch:** St. Peter's All-Grade (McCallum)
  - Southern Shore Branch:** Stella Maris Academy (Trepassey)
15. 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.
16. 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.

17. 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.)
18. No paid advertisements will be included in the election edition of *The Bulletin*.
19. The Association will provide to candidates a listing of schools by branch and number of teachers in each school.
20. Upon request, the Electoral Committee will make available to candidates the branch-by-branch breakdown of the vote for the previous province-wide election.
21. 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 teachers.
22. 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.
23. Branch presidents and school representatives in isolated schools will be asked to provide the Association with the place and time designated for the counting of the ballot seven days in advance of the election and also seven days in advance of the run-off election, if such election is required.  
Candidates who are availing of scrutineers will provide the branch presidents with the name and contact information of the scrutineer two days in advance of each of the elections so that the scrutineer can be contacted if a change is required in either the time or location of the count.
24. A list containing the name and school of NLTA school representatives will be provided to candidates.