

## ***Key Points: Chapter, Regions without Chapters and Interest Group Election Guidelines***

- In odd numbered years, members shall elect the president/chair, communications ENO, finance ENO, and membership ENO.
- In even numbered years, members shall elect the social media ENO, policy and political action ENO, student liaison ENO and workplace liaison ENO.
- Elections are to be held between June 1 and August 1.
- A minimum of 30 days notice must be given to the members of the chapter, region without chapters, or interest group before the deadline for nominations.
- Chapter, regions without chapters and interest group elections will be based on one member, one vote of their membership conducted through an online voting tool (Home Office will assist)
- Nominations must be voted on by the membership. A quorum for the transaction of business at meetings of the members shall be the lesser of three hundred (300) members or one per cent (1%) of all of the member of the chapter/region without chapters/interest group entitled to vote, and present in person, by proxy, by electronic means, or by telephonic means, if available.
- In the event a vacancy occurs as a result of a resignation from the executive, the chapter, region without chapters, or interest group, may appoint a member to fill the remaining portion of the term.

## ***Checklist for President/Chair***

1. Set up nomination form (find template here: <https://myrnao.ca/election-resources>)
2. Send out call for nominations to membership via <http://chapters-igs.rnao.ca> allowing 30 days for member to submit their nomination form.
3. After the 30 day nomination period, send the received nominations to:

### **For Regions/Chapters:**

Patti Hogg  
phogg@RNAO.ca  
Direct: 416.408.5618  
Toll-Free: 1.800.268.7199 ext. 220  
Fax: 416.599.1926  
Toll-Free Fax: 1.888.881.9782

### **For Interest Groups:**

Carrie Edwards  
cedwards@RNAO.ca  
Direct Line: 416-408-5620  
Toll Free: 1-800-268-7199 ext. 222  
Fax: 416.599.1926  
Toll-Free Fax: 1.888.881.9782

4. Patti/Carrie will send you the online election page link (please allow up to four business days) which you can then circulate to your membership.

Include in your communication:

- If any or all positions are acclaimed.
  - The date the vote opens and closes.
5. During the period of time when the online vote is open, candidates should be encouraged to reach out to members encouraging them to vote and answer questions related to their candidacy. The President or Chair should send several reminders to vote during this period.
  6. At the end of the voting period reach out to your home office contact for the results if they have not already sent them to you.
  7. Email the names of the elected members to the membership.

## **Example Timeline for elections**

### **June 1, 2018- date online election opens (chosen by executive)**

1. April 1, 2018- The call for nominations is circulated to the chapter, region without chapters, or interest group membership (via <http://chapters-igs.rnao.ca>) allowing 30 days for members to submit their nomination form.
2. April 30, 2018- President/Chair informs home office of the nominations received. Home Office staff has four business days to develop online election page.
3. May 7, 2018- Online election page is circulated to the chapter, region without chapters, or interest group informing members of the nominations received and online voting period. Also notifies the membership if candidates are acclaimed.
4. May 7-31, 2018- Campaign period.
5. June 1-14, 2018- Voting period. Email must be sent notifying members that the online vote is active. A minimum of one reminder email is recommended.
6. June 15, 2018- Home office will send results to the President/Chair.