



Elections Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the Board of Directors, upholding HSA elections policies and procedures.
- 2.0 The Committee oversees elections for the following positions:
 - President
 - Regional Directors
 - Members at Large
 - Trial Committee
 - Stewards
 - Delegates to the HSP Bargaining Proposal Conference
- 3.0 The Committee advises the Constitution and Organizational Policy Committee on HSA election policies and procedures.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing regular reports to the Board and by communicating any emerging issues to the President.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 Two Regional (2) Directors from Regions where Director elections are not scheduled to be held the following year; and
 - 1.2 President (ex officio)

Staff Support

- 1.0 One (1) staff person from the Strategic Communications and Membership Development department is assigned as non-voting staff support to the Committee.

Membership Term

- 1.0 The Committee term is one (1) year, ending at the conclusion of Convention.

Chair

- 1.0 The Chair is elected by the Board of Directors.
- 2.0 In a presidential election year, the Chair will recommend to the Board, the appointment of an outside, neutral person (not an HSA member or staff) to serve as Chief Electoral Officer for the presidential election process at Convention.

Chair's Responsibilities

The Chair shall:

- 1.0 Call meetings of the Elections Committee as required.
- 2.0 Conduct and facilitate committee meetings.
- 3.0 Submit elections-related education requests to the Education Committee in accordance with the timelines provided by the Finance Committee.
- 4.0 Submit "committee support" budget requests to the Director of Strategic Communications and Member Development in accordance with the timelines provided by the Finance Committee.
- 5.0 Serve as Chief Electoral Officer for the election of Regional Directors, Members at Large, Stewards, delegates to the HSP Bargaining Proposal Conference, and Trial Committee.
- 6.0 Be the chief custodian of all HSA election ballots.
- 7.0 Ensure the Committee goals, objectives and purposes are fulfilled.

Staff Resources

- 1.0 The staff person (Strategic Communications and Member Development):
 - 1.1 Provides administrative and communications support to the Chair and the committee;
 - 1.2 Ensures election policies and procedures, and candidate information are communicated to the membership in accordance with the HSA Constitution;
 - 1.3 Coordinates the election process, including:
 - issuing the call for nominations;
 - receiving nominations;
 - mailing election material to members (if required); and
 - balloting.
- 2.0 The Administrative Assistant (Communications) provides secretarial support to facilitate the elections process.

Distribution of Minutes

1.0 Committee Minutes are distributed to Committee members and the President.

Frequency of Meetings

1.0 Meetings are at the call of the Chair but are held at least annually.

Goals

The Committee shall:

1.0 Ensure that HSA elections are conducted through a fair and transparent process which complies with the HSA Constitution and all union policies.

Objectives

The objectives of the Committee are to:

1.0 Ensure the HSA membership is informed of all elections and election results.

2.0 Identify election policies and procedures that require review by the Constitution & Organizational Policy Committee.

Approved by BOD: November 5, 2008

