



11th Biennial Convention

Guidelines for Caucus Elections

Sheraton Centre
Toronto, Ontario, Canada

Guidelines for Caucus Elections

Purpose

The purpose of these guidelines is to outline in a clear and concise manner the procedure to be followed to encourage involvement in Caucus Elections held during the Biennial Convention of the Ontario Federation of Labour (OFL). The Appendix outlines the appropriate OFL Constitutional provisions.

General Registration

Registration for **all** persons eligible to receive Convention Voting Credentials (OFL Officers, OFL Executive Board/Council and Delegates) will occur on the Concourse Level of the Sheraton Center during the periods:

Sunday, November 20, 2011.....	2:00 p.m. - 7:00 p.m.
Monday, November 21, 2011	7:30 a.m. - 5:00 p.m.
Tuesday, November 22, 2011	8:00 a.m. - 4:30 p.m.
Wednesday, November 23, 2011.....	9:00 a.m. - 4:30 p.m.

Caucus Election Registration

After General Registration any person wishing to take part in the selection of OFL Vice-President(s) by a Caucus Election **must** register for that Caucus.

- Persons who self-identify with more than one Caucus **must** register for each Caucus.
- Registration for Caucuses will be carried out in a separate location, **not** at the General Registration site. This information will be available at the time of General Registration.
- Registration for Caucuses will occur during the same hours as General Registration.
- As well, registration will occur outside of the caucus location until the beginning of the caucus.

Ontario Federation of Labour Guidelines for Caucus Elections

- Persons may register for the following Caucuses:
 - Aboriginal Persons**
 - Persons with Disabilities**
 - Smaller Affiliates**
 - Solidarity and Pride**
 - Workers of Colour**
 - Youth**

- On request, a list of those registered for a particular Caucus Election will be made available to candidates or their designate already registered in the Caucus. The list will be available from the OFL staff person assigned to the Caucus. Otherwise, the list will remain confidential.

- Information on the time and location of all Caucuses is available in the Convention Kit.

Eligibility for Involvement in the Caucus Election

- Involvement in any Caucus Election **is limited** to convention delegates who have registered for that Caucus, and they must have their Convention Credentials with them before signing in.

- In the case of the Caucus for Smaller Affiliates, the delegate must be from an affiliate which did not attain a Vice-President position through the allocation process in the OFL Constitution.

- In the case of the Youth Caucus, the age criteria is thirty (30) years and under.

- The presence of non-eligible observers in the room during the Caucus Election is an issue which the Caucus must decide on at the beginning of the meeting.

Affiliate Financial Support for Candidates in Caucus Elections

All candidates (including alternates) putting their names forward for OFL Vice-President(s) must present to the Chair of the Caucus at the beginning of the meeting, a letter signed by the ranking officer of their Union that their Union will be responsible for all expenses related to carrying out the responsibilities of the Office (attending OFL Executive Board/Council and the appropriate Equity Committee meetings). The OFL will not be responsible for these expenses. Without such a letter, potential candidates will be excluded.

**Ontario Federation of Labour
Guidelines for Caucus Elections**

Process for the Selection of OFL Vice-President(s) by a Caucus Election

- a) The Caucus Election will be chaired by an OFL Vice-President(s) who is/are not an active member of the Caucus or is not running to represent the Caucus.
- b) Persons who present their Convention Credentials (OFL Officers, OFL Executive Board/Council and Delegates) and have registered for the caucus (process noted above) are eligible. The list of delegates who have registered for the caucus election will be turned over to the appropriate OFL Committee after the convention.
- c) All potential candidates must present to the Chair of the Caucus a copy of the letter from the ranking officer of their Union regarding financial support for their candidacy.
- d) Each nominated candidate will be given a maximum of five (5) minutes, which includes the time used by their nominator(s), to address the Caucus Election.
- e) If there is a perceived need by a majority of those attending the Caucus Election, up to fifteen (15) minutes may be used for a Question and Answer session with the candidates. This session would be chaired by the OFL Vice-President.
- f) Each candidate may appoint up to two (2) scrutineers to observe the counting of the ballots. The scrutineers should be recognized by the Chair as early in the process as possible.
- g) The Chair will ask for the doors to be tiled. OFL staff will tile the doors. They will also show the Caucus the empty ballot box which will be used to collect the ballots. The total number of eligible voters will be determined from the delegate registration. Only eligible voters will receive a ballot. OFL staff will ask each person to show their Credentials before they receive a ballot. After ballots have been distributed, the Chair will ask if everyone eligible has received a ballot. OFL staff will then collect the ballots. After the collection of the ballots is completed, the Chair will ask that the doors be untiled.

Ontario Federation of Labour Guidelines for Caucus Elections

- h) The OFL staff will count the ballots and may be observed by scrutineers appointed by some or all of the candidates. In accordance with the OFL Constitution for a ballot to be valid, a vote must be registered for the full number of positions. If not, the ballot is spoiled. A majority of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots may be taken, if necessary, to obtain such a majority. On the second and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the case of a final tie vote, the Caucus will decide on a process to break the tie.

- i) The rules for selecting the alternates will be the same as the Vice-Presidents. A defeated candidate for Vice-President has the option of running for alternate.

- j) All ballots will be destroyed on a motion adopted by a majority of the delegates in the Caucus Election.

- k) The result of the Caucus Election will be conveyed to the Convention via the OFL Officers.

Importance of Meeting and Discussion among Self-identified Members of Equity Groups

The primary purpose of the Caucus Election is to provide delegates who self-identify with a particular group to come together to select their representative to serve as an OFL Vice-President. The Convention setting provides an opportunity for self-identified members of groups to meet each other and to come together to discuss issues of mutual concern.

To address this latter issue, OFL Equity Committees are encouraged to organize an Information Meeting where delegates may discuss issues of mutual concern.

Cope343

**APPENDIX
OFL Constitutional Provisions
(as amended November 2009)**

Article V

Section 1.

The Officers of the Federation shall be: a President, a Secretary-Treasurer, an Executive Vice-President, and thirty-three (33) Vice-Presidents as described in Sections 1.1 and 1.2.

Section 1.1

- one (1) Vice-President chosen by a Smaller Affiliate Delegate Caucus and allocated to a smaller affiliate delegate.
- one (1) Vice-President chosen by an Aboriginal Persons Caucus and allocated to an aboriginal delegate,
- one (1) Vice-President chosen by Persons with a Disability Caucus and allocated to a delegate with a disability,
- one (1) Vice-President chosen by a Gay, Lesbian or Bisexual Persons Caucus and allocated to a gay, lesbian or bisexual delegate,
- two (2) Vice-Presidents chosen by a Workers of Colour Caucus and allocated to workers of colour delegates, at least one (1) of whom must be a woman,
- one (1) Vice-President chosen by a Youth Persons Caucus and allocated to a youth delegate.

A Smaller Affiliate is an affiliate who did not attain a Vice-President position through the mechanism provided for the allocation of the fifteen (15) largest affiliates.

The Vice-Presidents representing Smaller Affiliates, Aboriginal Persons, Persons with a Disability, Gay, Lesbian or Bisexual Persons, Workers of Colour and Youth will be selected by their respective Caucuses at Convention in addition to an alternate to serve as a Vice-President on the Executive Board in the event that the first selected individual(s) is/are unable to complete their respective term of office.

Ontario Federation of Labour Guidelines for Caucus Elections

Section 1.2.

Three (3) Vice-Presidents, one of whom must be a woman and one of whom must be from Northern Ontario, who are Labour Council Presidents and representing Labour Councils at Conventions. These representatives must be chosen at a Labour Council Caucus at Convention by Labour Council Presidents or their designates.

Where a Vice-President ceases to occupy the office of President of their respective Labour Council, such Vice-President will be replaced at the next regularly scheduled Executive Council meeting by a successor Vice-President, selected by the Labour Councils in attendance at that meeting. Such Vice-President will fulfill the remaining term of office provided such Vice-President retains the office of President of their respective Labour Council, otherwise a vacancy will be declared and will be filled again in the manner prescribed in this section.

Section 2.

Each officer shall be a member in good standing of an affiliated organization.

Cope343