



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 Period (Ending October 18, 2021)

Registration for **all** delegates eligible to receive OFL Convention 2021 Voting Credentials (FirstName.LastName@OFLDelegate.ca) occurred via the on-line registration portal, accessible at the Convention Website: <https://ofl.ca/convention2021/>.

Delegates that registered for a Caucus Election during this period will receive a custom "Election Caucus Email", with the link to attend the caucus.

Registering for a Caucus Election at Convention

Any delegate wishing to take part in the selection of OFL Vice-President(s) by a Caucus Election **must** register for that Caucus.

- **The Registration Deadline for Election Caucuses** (excluding the Labour Council Election Caucus) **is 2:00 PM EST on Tuesday November 2, 2021**. No further election caucus registrations will be permitted after this time.
- To register, email: registration@ofl.ca.
- Provide the following information in your email:
 - Your Convention Credential Login: (FirstName.LastName@OFLDelegate.ca)
 - The name of the Caucus you wish to join.
- **Reminder: The deadline to register for an Election Caucus is 2:00 PM EST, Tuesday November 2, 2021.**
- Persons who self-identify with more than one Caucus **must** register for each Caucus.
- Persons who self-identify may register for the following Caucuses:
 - Young Workers** // Tuesday, November 2 @ 3:30 PM
 - First Nations, Métis, Inuit (FNMI) Circle** // Tuesday, November 2 @ 5:00 PM
 - Persons with Disabilities** // Tuesday, November 2 @ 6:30 PM
 - Solidarity & Pride** // Wednesday, November 3 @ 3:30 PM
 - Workers of Colour** // Wednesday, November 3 @ 5:00 PM
 - Women's*** // Wednesday, November 3 @ 6:30 PM

* pending constitutional amendment by Convention
- Election Caucus dates / times are listed in the [Convention Agenda](#), and accessible through the convention website: <https://ofl.ca/convention2021/>.
- All "Election Caucus Emails" will be sent to the delegate, upon successful registration for the Election Caucus.

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Eligibility for Involvement in the Caucus Election

- Involvement in any Caucus Election is **limited to convention delegates** who have registered for that Caucus.
- In the case of the Caucus for Smaller Affiliates (**Smaller Affiliates** // Wednesday, November 3 @ 9:00 AM), the delegate must be from an affiliate which did not attain a Vice-President position through the allocation process in the OFL Constitution.
- A custom "Election Caucus Email" will be sent to those delegates eligible to vote in the Smaller Affiliates Caucus.
- In the case of the Young Workers' 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 (or their designate) at the beginning of the meeting, a letter signed by the ranking officer of their Union, that indicates 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, with the exception of the Vice-Presidents representing Labour Councils. Without such a letter, potential candidates will be excluded.

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 running to represent the Caucus.
- b) Any Delegates that are registered to attend the caucus (process noted above), are eligible to run for office, provided they meet the **Affiliate Financial Support for Candidates** requirement, outlined above.
- c) All potential candidates must present to the Chair of the Caucus (or their designate), a copy of the letter from the ranking officer of their Union confirming financial support for their candidacy.
- d) The Chair will "Call for Nominations". The Chair or their designate will record the names of the nominated delegates. In reverse order for which they are nominated, the Chair will ask the delegate if they wish to accept/decline the nomination.
- e) 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.
- f) 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.
- g) The Chair will declare the election "Open". The total number of eligible voters will be determined from the delegate registration for that specific caucus. Only eligible voters, that have registered in advance, will receive a secure voting link to cast their ballot via the DOTS voting platform. After the Chair instructs the DOTS voting team to "Open the Ballot", the Chair will ask if everyone eligible has received the secure voting link (provided in the chat). The

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Chair will instruct the eligible voters to proceed to the DOTS Voting platform to cast their ballot. The Chair will remind Delegates to cast their ballot. The Chair will provide notice that the ballot / election is closed.

- h) The OFL staff (via the DOTS voting representative) will count the ballots. 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) OFL staff will inform the Convention Chairs of the results of the caucus by emailing the results to convention@ofl.ca.
- l) The result of the Caucus Election will be conveyed to the Convention via the OFL Officers.

Process for the selection of OFL Vice-President(s) at the Labour Council Caucus Election

As per the OFL Constitution, the Labour Council Caucus Election will elect three (3) Vice-Presidents, one of whom must be a woman and one of whom must be from Northern Ontario, and who are labour council presidents. These representatives must be chosen at the labour council caucus at convention by labour council presidents or their designates.

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 hosting "Forums" (Occurring on Monday, November 1) where delegates may discuss issues of mutual concern.

To see the schedule of Election Forums, see the [Convention Agenda](#).

APPENDIX OFL Constitutional Provisions

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.*

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- *one (1) Vice-President chosen by an First Nations, Metis, Inuit caucus and allocated to an a First Nations, Metis, Inuit 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 lesbian, gay, bisexual or transgender persons caucus and allocated to a lesbian, gay, bisexual or transgender 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 young workers' caucus and allocated to a young worker 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, the First Nations, Metis Inuit Circle, Persons with a Disability, Lesbian, Gay, Bisexual or Transgender Persons, Workers of Colour and Young Workers 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.

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.

Any member of the Executive Board absent from two successive meetings, without a reasonable excuse, shall be deemed to have vacated the office.

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.

