

# *Nominations Committee*

This LTU standing Committee is responsible for calling for nominees when specific positions come up for election, when there is a vacancy, or resignation on the LTU Executive or Board of Directors.

This committee is composed of 3 LTU members and no member of the nominations committee shall be allowed to run for office in an election. This committee meets as required to call for nominations, determine that candidates have met all requirements, and recommend an election if needed.

# *Nominations Committee Mandate:*

- At least one month prior to the date of the election send to each school, a request for nominations, specifying the posts for which elections are necessary, the qualifications for such posts and such further information taken from the Election Procedures of the Handbook of Policies and Procedures as it deems relevant.
  
- Assure that each:
  - candidate is nominated by at least ten (10) active members-in-good-standing of the Union
  - nomination includes the nominator's name, name of school and email address
  - nomination is accompanied by the Curriculum Vitae of the nominee, along with an Election Statement of not more than 600 words, as well as their consent in writing
  - nomination is received by the Nominations Committee not later than two (2) weeks prior to the election, on which date nominations shall cease. No member shall be eligible to seek election to more than one (1) position.

## *Nominations Mandate: (Continued)*

- Inform the membership, within one (1) week of the close of nominations:
  - Of the position(s) and candidate(s) elected by acclamation when and if there is only one (1) candidate for a given position.
  - When more than one (1) nomination for a given position is received, publicize nominations received to the membership of the Union by distributing to all members-in good-standing, a list of nominees, including name and Curriculum Vitae of each nominee, along with their Election Statement, the position for which each was nominated, assuring that all candidates be given equal publicity.
  - Advise the membership, based on the recommendations from the Board of Directors, if an in-school or online election procedure will be used.

## *Nominations Mandate: (Continued)*

- Assure that ballots are distributed to all Active members-in-good-standing of the Union. The election shall be by secret ballot vote in the schools or conducted online or by email using a platform deemed appropriate by the Board of Directors in accordance with the Election Procedures.
- Count the ballots. The candidates may be represented by scrutineers.
- Declare and publicize the results of the election within two (2) weeks of the election.
- Follow all other outlined duties found in the LTU Handbook of Policies and Procedures