**Memorandum**



**Date:** December 17, 2020

**To:** AEC

Regional Coordinators

**From:** Chris Aylward National President

## Re: Procedures Concerning Campaigning, Nominations, and Elections at the Postponed PSAC Regional Conventions

As our Regional Conventions will now be held virtually, our nominations, campaigns and election procedures must also reflect this change. The purpose of this memo is to provide guidance and procedural consistency to staff who are responsible for the campaigning and nominations processes in advance of Regional Conventions, and who act as advisors to the Nominations Committee at their respective Regional Conventions. This direction is based on our past practice at PSAC National and Regional Conventions, as well as recommendations for conducting this work virtually.

## Nominations

Nominations in advance of the Regional Convention are strongly encouraged. A template nominations form is attached to this memo. Should a candidate, nominator, or seconder be unable to sign and scan the nominations form, PSAC will accept an email confirmation from the candidate, nominator, and/or seconder as attestation of their signatures.

Any PSAC member in good standing may be nominated for a position, subject to any qualifying requirements in the Regional By-Laws (including geographic, equity) regarding each position. Nominators and seconders must also be members in good standing, and must clearly state their name and contact information on any nominations form.

## Declared Candidates – what they get from PSAC

Declared candidates are **those who have filed their nomination papers**, thereby officially declaring they are running for office.

## Positions of REVP and Alternate REVP

All declared candidates for the positions of REVP and Alternate REVP are entitled to receive:

1. **Two sets of mailing labels** (hard copy) of the registered delegates and registered observers to the Regional Convention. Given the current pandemic-related restrictions,

Regional Coordinators are to make arrangements for the safe provision of the labels to the candidates.

1. **An electronic list of the names and email addresses of all registered delegates and registered observers** with their Component or DCL affiliation. All lists are to be provided in PDF format.

Declared candidates **cannot** be provided with the phone numbers of the delegates and observers.

## Council/Equity Positions Elected in Caucuses

All declared candidates for positions elected in caucuses at Regional Conventions are entitled to receive:

1. **Two sets of mailing labels** (hard copy) of the registered delegates and registered observers who have self-identified in their specific election caucus. Given the current pandemic-related restrictions, Regional Coordinators are to make arrangements for the safe provision of the labels to the candidates.
2. **An electronic list of the names and email addresses of registered delegates and registered observers who have self-identified in their specific election caucus** with their Component or DCL affiliation. All lists are to be provided in PDF format.

In order to provide accurate lists of each equity and young worker caucus, members are to be asked to self-identify and approve the disclosure of this information to candidates. Sample language that Regions can utilize is provided below.

### VOLUNTARY EQUITY GROUP AND YOUNG WORKER SELF-IDENTIFICATION

*PSAC members who belong to the following groups are invited to self-identify. This information is kept confidential and will be used for the purposes of supporting our equity initiatives and programs. Please check all that apply.*

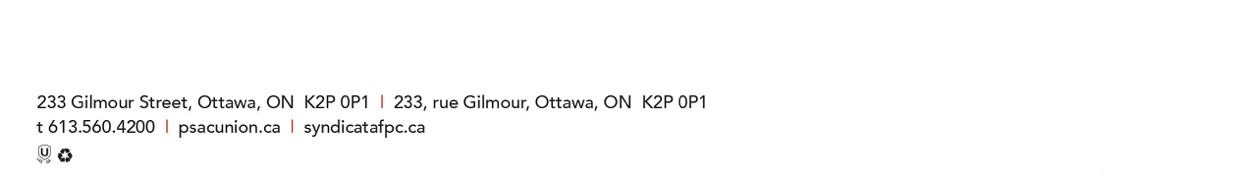
*(insert check list as appropriate)*

### Do you authorize PSAC to share your contact information with candidates running for equity positions and to the elected Regional Council?

* *Please add my name and contact information to one or more of our respective PSAC Equity and Young Worker contact lists. This information is kept confidential.*

*Please note that this information may be shared with different structures of the union in support of our human rights work only.*

The sharing of members’ email addresses is done in compliance with the PSAC Privacy and Confidentiality policies. This information is being provided solely for the specific and exclusive purpose of the Regional Convention elections. Such provided member information is confidential and must not be communicated or disclosed to anyone in any manner.



All candidates are required to confirm in writing (see nomination form attached – if this form is not

utilized, a candidate must confirm via email) that they will utilize members’ email addresses solely

for the Regional Convention election and will protect confidentiality by employing the blind copy (bcc) function when using members’ email addresses. Candidates will also confirm in writing that they will delete the list of email addresses at the conclusion of the Regional Convention election. **Candidates are to limit their use of email contact to two (2) emails per delegate/observer registered on the PSAC-provided list.**

Any member with questions or concerns regarding the disclosure of their email address is encouraged to speak with their Regional Coordinator.

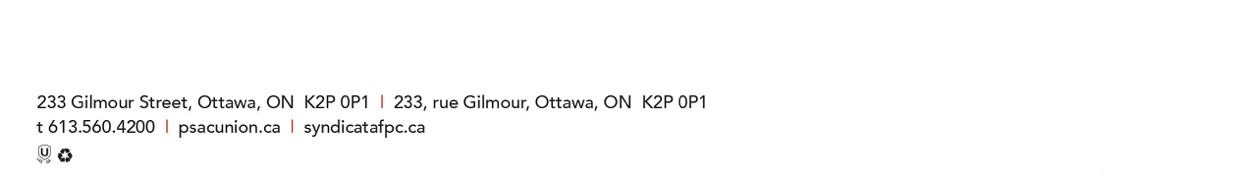
## Campaigning

Candidates running for office at Regional Conventions are to use their personal social media account(s) and online platforms to promote their candidacy. Candidates are not entitled to employ the logos, letterhead, social media, or other communication tools of PSAC, the Region, or any related union body in their campaign material.

Candidates campaign material must comply with the PSAC Constitution. Regional Coordinators and Nominations Committee members are not tasked with vetting the material prior to distribution. Any concerns regarding campaign materials are to be communicated to the National President.

## In conducting an online campaign, candidates and members shall respect the following guidelines, up to and during the virtual Regional Convention:

1. Online campaigning cannot take place during another PSAC virtual event, unless the host has invited a candidate (or candidates) to speak at their event.
2. Campaigning cannot occur on the virtual Regional Convention platform, including in the chat room.
3. Content posted to a campaign platform/social media, as well as discussion on such platforms shall be respectful. It cannot include content or language that is threatening, abusive, defamatory, obscene, indecent or objectionable; nor can it be racist, sexist, homophobic, transphobic, or otherwise discriminatory. Content and discussion cannot be offensive, graphically or in tone in nature.
4. Campaign content must respect PSAC accessibility guidelines.
5. Campaign content and discussion cannot be fraudulent, deceptive, or misleading. It cannot contain commercial solicitation of goods or services. Campaigns cannot engage in online fundraising.
6. Campaign content cannot violate any intellectual property right of another, nor be in violation of any law, regulation, or the PSAC Constitution.
7. Campaign content and discussion cannot engage in spamming**,** posting the same content repeatedly across posts or over time, trolling, or repeatedly aggressive or disruptive language.
8. Candidates cannot utilize Facebook ads, or other online microtargeting actions, as part of their campaign.



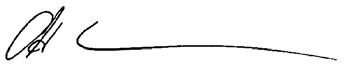
1. An online campaign shall encourage the sharing of opinions in a respectful manner. It can reserve the right to remove any content that it determines contravenes these guidelines. Repeated infractions can result in a user being blocked from the campaign platform, and possible action pursuant to the PSAC Constitution.

## Election Expenses

Although Regional Coordinators and Nominations Committees are not responsible for monitoring election expenses, it is possible that questions may arise from candidates or their campaign team members. Referral can be made to Regulation 21, Regulation Governing PSAC Election Expenses. This Regulation establishes the spending limit at $3,600 and requires candidates to submit a written report of campaign expenses to the NBoD within three months of the date of the election.

The spending limit defined in Regulation 21 shall apply to all Regional Convention elections and include the costs associated (including donated services) with the production of online campaign platform content, such as: websites, graphics, social media, video, photos, translation, copyright/intellectual property fees, etc. The use of such content shall comply with copyright and intellectual property rights. PSAC resources shall not be utilized to produce campaign materials.

If you have any further questions, please contact my office. In solidarity,



Chris Aylward

c.c. Gaëlle Felix, Convention, Conferences and Project Officer

## PSAC NOMINATIONS FORM

I hereby nominate

*(print name & PSAC ID number)*

for the office of

*(print name of office)*

Nominator:

|  |  |  |
| --- | --- | --- |
| *(print name)*  Seconder: | *(signature)* | *(Local/Branch)* |
| *(print name)*  Date: | *(signature)* | *(Local/Branch)* |
| **NOTE:** |  |  |

1. Each nominee must confirm in writing, received no later than **March 11, 2021**, that they are willing to stand for office.
2. Both the nominator and seconder must be members in good standing of PSAC.
3. The sharing of members’ email addresses is done in compliance with the PSAC Privacy and Confidentiality policies. This information is being provided solely for the specific and exclusive purpose of the Ontario Regional Convention election. Such provided member information is confidential and must not be communicated or disclosed to anyone in any manner.
4. The signatory below confirms that they will utilize these email addresses solely for Ontario Regional Convention election; will protect confidentiality by employing the blind copy (bcc) function when using member email addresses; and will delete the list of email addresses at the conclusion of the Ontario Regional Convention election.

I (*name*) confirm that I will stand for election to the office of

. I confirm that I will use the provided member email addresses solely for my election campaign, will employ the blind copy (bcc) function when using member email addresses, and will delete the list/database of these addresses at the conclusion of the Ontario Regional Convention election.

# Signature:

Date:

**Please submit nominations to Jawara Gairey, Acting Regional Coordinator at** [**gaireyj@psac-afpc.com**](mailto:gaireyj@psac-afpc.com)