



Elementary Teachers' Federation of Ontario (ETFO)

Fédération des enseignantes et des enseignants
de l'élémentaire de l'Ontario (FEEO)

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MEMORANDUM

TO: Local Presidents
Executive Members (For Information)

FROM: Sharon O'Halloran, General Secretary
James Taylor, Executive Assistant, Communications and Political Action
Services

DATE: February 5, 2025

RE: **Nominations for the 2025-2027 ETFO Executive**

Please find enclosed materials and information for ETFO members seeking election to the 2025-2027 ETFO Executive. Please ensure that all members are aware of this information.

1. ETFO Bylaw III, Elections, contains helpful information and may be accessed at www.etfo.ca/about-us/governance/bylaws
2. Members seeking election must complete the attached *Candidate Nomination Form* and return, via mail or email, to Sharon O'Halloran, General Secretary, by midnight April 15, 2025.
3. Completed nominations received by April 15 will be profiled in the *Annual Meeting Resolutions Booklet*, and communicated to the membership.
4. Further guidelines can be found on the *Candidate Nomination Form*.
5. Candidates for election are also required to forward to James Taylor, via mail or email, the following materials by April 15, 2025:
 - an article outlining their election platform following these guidelines:
 - President Maximum 500 words
 - First Vice-President Maximum 300 words
 - Vice-President Maximum 300 words
 - OTF Representative Maximum 250 words
 - Executive Maximum 250 words

- a colour head and shoulders picture of the candidate (if being sent electronically the picture must be in a Microsoft compatible format e.g., jpg, tif, gif); and
 - a curriculum vitae for Federation records.
6. The first piece of campaign literature shall be 8.5" x 11", double-sided, no folds and printed in colour. This piece of campaign literature will be emailed to delegates and alternates in PDF format in July and will also be included in the registration kit at the Annual Meeting. Please provide to James Taylor, via mail or email, both a hard copy and an e-file (ETFO supports Publisher, InDesign, and Word), of the campaign literature to ETFO no later than June 30, 2025.
 7. Two (2) Vice-Presidents, one (1) of whom shall be a woman, will be elected. Nominees must declare on the nomination form which of the two (2) positions they are seeking.
 8. Three (3) of the Executive member positions are open to women only.
 9. One (1) of the Executive member positions is open to a member of a designated group, women only.
 10. One (1) of the Executive member positions is open to a member of a designated group, open.
 11. The remaining four (4) Executive member positions are open to all candidates. Nominees must declare on the nomination form which position they are seeking.
 12. Candidates who are unsuccessful for the position for which they are nominated may stand for other Executive positions by completing a *Revised Declaration of Candidacy Form* available from the Returning Officer at the Annual Meeting.
 13. At the Annual Meeting, candidates for each office shall be invited to address the delegates as follows:

Candidates for:	Maximum of five (5) minutes:
<i>President</i>	<i>prior to the end of the first day of the Annual Meeting.</i>
<i>First Vice-President</i>	
<i>Vice-President</i>	
<i>OTF Representative</i>	
Candidates for:	Maximum of three (3) minutes:
<i>Executive</i>	<i>prior to the end of the second day of the Annual Meeting.</i>

14. More information, including the *Candidate Guidelines*, will be forwarded to candidates with confirmation of receipt of the *Candidate Nomination Form* and materials following the April 15, 2025 deadline. You are encouraged to contact James Taylor, Executive Assistant, extension 2337, jtaylor@etfo.org, to confirm that your form has been received.

SO:JT:MG
Attachment