



**Opening Date  
for Executive  
Officer  
Nominations**                      **April 18, 2024**

**Closing Date  
for Executive  
Officer  
Nominations  
AND  
Candidate  
Bios**                                      **May 6, 2024  
at 4:30 p.m.**

**Closing Date  
for Special  
Resolutions**                              **May 6, 2024  
at 4:30 p.m.**

**Opening Date  
for Electronic  
Voting**                                      **May 29, 2024  
at 8:30 a.m.**

**Closing Date  
for Electronic  
Voting**                                      **June 5, 2024  
at noon**

**Candidate  
Forum  
(if necessary)**                              **May 27, 2024  
Noon, via Zoom**

**2024 CEO:**  
Laura Ortegon-Rico  
[NASA Policy for Election of  
the Executive Officers](#)



# NASA

## NOTICE OF ANNUAL ELECTION



Executive Officer positions will be filled at this meeting. The positions open this year for a two-year term, ending July 1, 2026, are:

- **President (2024-2026)**
- **Secretary (2024-2026)**
- **Treasurer (2024-2026)**
- **Grievance Chair (2024-2026)**
- **Political Action and Member Education (PAC) Chair (2024-2026)**

More information can be found on the next page.

Candidates & those nominating them must be card-carrying NASA members. Contact the NASA office or website at [www.nasaunion.ca](http://www.nasaunion.ca) for a membership application form. Each nomination requires 10 supporting signatures.

### **All NOMINATIONS AND CANDIDATE BIOS**

**must be received by the NASA Office**

**[nasa@nasaunion.ca](mailto:nasa@nasaunion.ca)**

**before 4:30 p.m. May 6, 2024.**

# Executive Board Election 2024

Subject to the bylaws and to directions given to it by a majority vote at any General Meeting properly called and constituted, the Executive Board has full control and management of the affairs of the Association, including financial affairs. The Executive Board is responsible for the general welfare of the membership as described in the Purpose of the Union, as found in the bylaws. The Executive Board is responsible to the membership for all actions taken in the name of the Union and is required to account for their actions at General Meetings.

Currently, Executive Board business meetings are scheduled for the first and third Wednesday of each month from 1- 4:30 pm. The Employer pays for release time, as per article 4.07 (a)(iv) of the Collective Agreement.

The terms of the following positions end at the Annual General Meeting in 2024:

**President      Secretary      Treasurer**  
**Grievance Chair      Political Action and Member Education (PAC) Chair**

A brief description of the duties of each position is provided below (for full description see <https://www.nasaunion.ca/bylaws>):

<b>President</b>	<ul style="list-style-type: none"> <li>• ensure the work of the Executive Board is in keeping with these Bylaws</li> <li>• serve as Chair of the Executive Board (unless otherwise designated) and as such, call meetings and set agendas</li> <li>• chair all General Meetings</li> <li>• sit on various University and other Labour Community Committees</li> <li>• attend numerous events on behalf of the Association (examples are Long Service Recognition, Support Staff Recognition, Retirement Ceremonies, etc.)</li> <li>• meet regularly with the University Board of Governors and Senior Administration</li> <li>• act as the official spokesperson for the Association with the media</li> <li>• provide leadership and direction on behalf of the Executive Board to the Association's Director of Operations</li> <li>• see attached for the complete President job description</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• ensure that accurate minutes of Executive Board and General Meetings are kept in accordance with the Association's records management policy and procedures</li> <li>• ensure information regarding members of the Association is kept in accordance with privacy legislation and the Association's procedures</li> <li>• have custody of the Association seal which, whenever used, is authenticated by the signatures of two signing authorities</li> <li>• ensure that all records and property of the Association are returned when an Executive Board member or any committee member finishes their term</li> <li>• call meetings to order in the absence of the President and Vice President, until a Chair is selected by the Executive Board</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• ensure the funds of the Association and financial records are in order at all times in accordance with Generally Accepted Accounting Principles (GAAP)</li> <li>• ensure duly audited financial statements are prepared for submission/presentation to the Annual General Meeting</li> <li>• ensure a budget for the upcoming fiscal period is prepared and presented for approval at the Annual General Meeting</li> <li>• chair the Association Finance Committee</li> </ul>
<b>Grievance Chair</b>	<ul style="list-style-type: none"> <li>• chair the Grievance Committee</li> <li>• as required, ensure that the Association fulfills its duty of fair representation</li> </ul>
<b>PAC Chair</b>	<ul style="list-style-type: none"> <li>• chair the Political Action and Member Education Committee</li> <li>• make recommendations to the Executive Board with respect to political action and education priorities as they relate to the interest of the Association</li> </ul>

Executive Board positions include attendance at General Meetings, Executive meetings, and meetings with other committees. Board members are also encouraged to take part in NASA social events & meetings as required.

Applications for Executive Board positions require ten supporting nominations. Candidates and those nominating them must be NASA members. Candidates will be informed when their nomination reaches the necessary ten supporting nominations. They may contact the NASA office via [email](#) to inquire into the status of their application.

[Click here to nominate someone for a position on the NASA Executive.](#)

**NOMINATIONS AND CANDIDATE BIOS will be accepted  
until 4:30 p.m. on May 6, 2024**