SEPTEMBER 2026

Policies and Procedures Manual

Meetings

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UNA

United Nurses of Alberta

General— Attendance of Non-Members

REFERENCE: DATE OF ORIGIN: FEBRUARY 2012 LAST AMENDED: ANNUAL GENERAL MEETING - FEBRUARY 2012 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Attendance of Non-Members

Individuals who are not UNA members may attend UNA meetings only by invitation or with the permission of the Chair of the Meeting (Local President, District Chair or UNA President as appropriate).

Dates

UNA shall attempt not to hold meetings when the CARNA or the CRPNA are holding their Annual Meetings.

General—Decisions - Support for Elected Representatives

REFERENCE: DATE OF ORIGIN: 1988 LAST AMENDED: ANNUAL GENERAL MEETING - 1988 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Decisions - Support for Elected Representatives

The decisions of the majority made through the democratic processes of the Union shall be actively supported by the elected representatives. This shall include information being provided by the elected representatives, at every level, to ensure the rank and file membership knows the reasons why decisions are made, and how they can be supported.

See Meetings "Dissent"

General—Dissent

REFERENCE: DATE OF ORIGIN: SEPTEMBER 2005 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2005 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Dissent

A member who is present at a meeting shall support the decisions of the majority made through the democratic process, unless the member has stated their intent to dissent prior to the adjournment of such meeting. Notice of dissent shall be recorded in the minutes. In addition, the member shall forward a written dissent to the Chair as soon as possible, and no later than 10 calendar days, after the adjournment of the meeting. The written dissent shall become part of the permanent record.

See Meetings "Decisions - Support For" and "Executive Board Meetings"

General—UNA Provincial Delegate Meetings

REFERENCE: DATE OF ORIGIN: SEPTEMBER 2024 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2026 REVIEWED: EXECUTIVE BOARD MEETING - SEPTEMBER 2026

UNA Provincial Delegate Meetings

Accommodation

1. Only those members residing outside of the host city shall be eligible to have their accommodations provincially funded for any meetings of UNA (i.e. Board, Annual, Demand Setting, Reporting or Special Meetings). For Delegate Meetings of UNA each Local not entitled to delegate housing shall be eligible for one (1) provincially funded room for that Local's use.
2. Where accommodations are arranged by UNA only these accommodations shall be eligible for provincial funding.
3. A provincially funded member who would otherwise be eligible for hotel accommodation and who chooses to stay at a private residence, may claim up to $50.00 per day.

Child Care

Provide child care at all Provincial Delegate Meetings where possible.

Laptop Computers

UNA Members may use Laptops at Delegate Meetings.

UNA Members may use compatible electronic devices at meetings.

Delegate Registration

1. Registration time for Provincial Delegate Meetings to be as follows: Day 1 – Start at 07:30, all remaining days start at 08:00.
2. Delegates and observers should be at the registration desk at least 45 minutes prior to start of the meeting.
3. All UNA members must present a current Membership Card.
4. Members should be aware if they are Provincially funded or Locally funded.

Responsibilities Of Local Presidents

Local Presidents should:

1. Ensure the Local's membership list is up-to-date and in Provincial Office sixty (60) days prior to Annual General Meeting (See Article 9.03 - Constitution).
2. Have appropriate numbers of elected Voting Delegates and alternates.

3. Ensure each Voting Delegate, alternate and Observer is a member in good standing and has a current UNA card and knows to bring it with them.

4. Hold a meeting with the voting delegates to inform them of credentials procedures.

Responsibilities Of Voting Delegates And Observers

1. Voting delegates should be fully aware of the information contained in the delegate package in order to follow the meeting and debate the issues.

2. Name tags must be worn at all times.

3. UNA delegate meetings are business meetings and it is vital each member give their full attention to the business of the meeting.

4. Members are expected to attend the entire meeting. Should an emergency arise requiring the member to leave the meeting prior to adjournment, the member shall inform an Executive Officer.

Seating Arrangements

Doors to the meeting room will open 90 minutes prior to the meeting start time on the first day. Seating shall be assigned. Membership Committee members will place placards on the tables indicating the assigned seats. Numbers of seats assigned per Local will be based on delegate and observer information received two (2) weeks prior to a meeting of the UNA. The seating arrangements shall remain unchanged for all days of the meeting.

Sergeant(s)-At-Arms

A Sergeant(s)-at-Arms shall be appointed by the President of UNA.

Procedure:

1. The Sergeant(s)-at-Arms shall be a UNA Member/Associate Member in good standing.

2. The Sergeant(s)-at-Arms shall be responsible to the President of UNA and shall be in charge of:
   a. Security at the meetings of UNA and any Executive Board Meeting or Disciplinary Hearing as directed by the President.
   b. Preserving order as directed by the Chair.
   c. Overseeing the physical arrangements of the meeting (e.g. that the furnishings are in proper order for each meeting, etc.)

3. The Sergeant(s)-at-Arms shall be empowered to appoint individuals to assist with security and meeting procedures.

4. The Sergeant(s)-at-Arms shall be directed regarding their duties by the President with reference to Robert's Rules of Order.

5. The Sergeant(s)-at-Arms shall be funded for all Delegates Meetings of the UNA and additional meetings, as directed by the President.

Teller

The Chair of the Membership Committee shall appoint three (3) tellers per District.

Teller Selection Procedure

1. The Teller shall be a UNA Member/Associate Member in good standing.
2. The Teller is required to be registered as an Observer to the Provincial Meeting.
3. If a Teller's delegate status changes, the teller shall inform the Membership Committee Chair or designate who will appoint a replacement teller.

Role of Teller

The role of the Teller is to independently verify the votes during the standing vote process.

1. If a standing vote is called, Tellers will immediately present to the Membership Committee desk.
2. Each pair of Tellers will be delegated a section of the hall by the Membership Chair or designate. One section shall include Membership Committee members and the head table.
3. Each pair of Tellers will go to their assigned section, and moving row by row, count the standing votes by making eye contact and using the counter once for each voting delegate, standing with their voting card in hand, to count their vote.
4. Once the section is counted, each Teller will provide the count to the Membership Committee member assigned to the section. If the count reconciles, the Membership Committee member will record the count and advise the section to sit. If there is a discrepancy in the count, a recount of the section will occur.
5. The standing vote occurs in two parts - once to count those "in favour" and once to count those "against".

Tallying of the Votes

The Membership Chair or Designate shall tally the votes and calculate the majority required for the motion to pass, and provide it to the Chair of the Meeting.

Timekeeper

A timekeeper shall reside at the head table for the duration of the meeting.

Vendor Booths

Requests from vendors interested in having a booth at the UNA AGM will be forwarded to the Membership Committee Chair.

The vendor application is available in AGM Forums, through UNA reception, or via email to the UNA Membership Committee.

Members interested in showcasing their handcrafted arts must submit their product information to the membership Committee prior to the Delegate Meeting. Handcrafted products may be for display or sale. Member vendors must not be a registered voting Delegate or Observer at the meeting.

Non-Member vendors are welcome to apply.

UNA Membership Committee will select and notify vendors of approval. No multilevel marketing companies will be permitted. Preference will be given to local merchants.

General—Content Disclaimer Policy for Sensitive Topics

REFERENCE: DATE OF ORIGIN: FEBRUARY 2024 LAST AMENDED: EXECUTIVE BOARD MEETING - FEBRUARY 2024 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Content Disclaimer Policy for Sensitive Topics

This policy is to ensure that whenever possible presentations involving sensitive topics, including but not limited to suicide, violence, overdose, abuse, or other potentially distressing subjects, are accompanied by appropriate content disclaimers to provide awareness and support to participants.

This policy applies to all members, employees, contractors, presenters, and organizers involved in planning, or hosting, in meetings, events, or presentations where sensitive topics may be discussed.

- Prior to the commencement of any presentation, conversations, or event involving sensitive topics, organizers or presenters will endeavour to incorporate clear content disclaimers to alert participants to the nature of the discussion.
- Disclaimers should clearly state the nature of the sensitive topics to be discussed and emphasize that the content may be distressing or triggering for some individuals. They should also encourage participants to seek support or exit the conversation if they feel overwhelmed.

In the event that a participant exhibits signs of distress during a discussion of sensitive topics, organizers or presenters should respond promptly and compassionately.

General—UNA Food Policy

REFERENCE: DATE OF ORIGIN: SEPTEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2025

At UNA events, UNA will attempt to accommodate members' dietary needs.

1. Where reasonable, plant-based options, non-dairy options, and allergen friendly meals and beverages will be provided.
2. Dietary information and common food ingredients/allergens will be posted for food offered at UNA events.
3. Members are encouraged to notify UNA if they have specific dietary needs that fall outside common dietary choices and/or food allergies. Where reasonable, alternate dietary choices will be offered.

Annual General Meeting

REFERENCE: DATE OF ORIGIN: DECEMBER 2019 LAST AMENDED: EXECUTIVE BOARD MEETING - SEPTEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Elections

Prior to the elections, an explanation and a visual example of preferential balloting shall be provided to the delegates at an Annual General Meeting.

"Give aways" will be limited to printed candidate information only at the UNA AGM. Candidate poster size to be no larger than 8.5" X 14". One poster per candidate may be posted in the approved location. Use of the UNA logo is prohibited in all campaign materials which includes the use of any photos and on social media.

Executive Officer Candidates

1. Funding be provided to candidates for Executive Officer positions to attend one District Meeting per District preceding the Provincial AGM. Funding shall be inclusive of salary for LOA's taken, travel, accommodations and meals. At these District Meetings, each Executive Officer candidate shall be given up to five (5) minutes to address the assembly, exclusive of question and answer period.
2. Speeches and a question and answer period for the election of UNA Executive Officers shall be scheduled on the agenda for the first day of the applicable Annual General Meeting.

   Each candidate shall be given a copy of the agenda 45 days prior to the AGM. Each candidate shall be allotted 15 minutes for a speech. A question and answer period following speeches shall not exceed 30 minutes.
3. Each candidate may have a scrutineer present during the vote and when the ballots are counted.

   The number of votes cast for each candidate will be declared at least one hour prior to the end of the meeting in which the election took place. A candidate may request a recount of the ballots prior to the adjournment of the meeting. If no recount is requested, the ballots shall be destroyed.

Nominations for Positions Elected at the Annual General Meeting

AGM Nomination

Each nomination shall be on the proper nomination form bearing the name and signatures of the nominee and two nominators. It is the responsibility of the nominee to confirm with the Executive Administrative Assistant or designate, the receipt of the nomination form.

Each candidate is responsible to review the Policy and Procedure Manual regarding election guidelines.

Executive Officer Position(s)

Any UNA Member is eligible to be nominated for an Executive Officer position. Any UNA Member is eligible to nominate another UNA member for an Executive Officer Position.

District Representative Position(s)

Any UNA member of a Local within a District is eligible to be nominated for the position of District Representative within their respective District.

Only UNA members from the same District as the Nominee are eligible to nominate for the position of District Representative.

It is the responsibility of the nominee to ensure the information on the nomination form is accurate and complete.

At the nomination deadline for the District Reps positions, the district chairs will advise the candidates of the time allotted to address the applicable assembly at the district meeting immediately preceding the AGM and at the candidate forum of the AGM.

Trial Committee Position(s)

Any UNA member of a Local within a District is eligible to be nominated for the position of Trial Committee within their respective District.

Only UNA members from the same district as the Nominee are eligible to nominate for the position of Trial Committee.

It is the responsibility of the nominee to ensure the information on the nomination form is accurate and complete.

Nomination Withdrawal Procedure

In the event a candidate withdraws the nomination for a position to be elected at the Annual General Meeting of the UNA, the candidate shall notify the President in writing. The President shall then notify the Legislative Committee. The nomination shall be null and void if withdrawal takes place after the deadline of 60 days prior to the Annual General Meeting.

District Representative Candidate Funding

Funding to be provided to candidates for District Representative positions to attend the applicable District Meeting preceding the Provincial AGM. Funding shall be inclusive of salary continuance, or salary replacement, travel, accommodations and meals.

Equity Groups

Any self-identifying equity group of UNA members including but not limited to Young Workers, Ethnically Diverse and Indigenous, Pride and Men be provided with a meeting space during the UNA Provincial AGM.

Annual General Meeting - Secret Ballot Voting Procedure

REFERENCE: DATE OF ORIGIN: JUNE 2022 LAST AMENDED: EXECUTIVE BOARD MEETING - FEBRUARY 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

1. The Credential Chairperson shall have the responsibility for the preparation of an official list of those entitled to vote. Those eligible to vote must be registered as a voting delegate on the day the vote is to be held.
2. The decision of the Credential's Chairperson shall be final and binding.
3. Ballots
   a. The name and picture of each candidate and the position they are running for shall be printed on the ballot. Only pictures provided before the election deadline will be accepted. Any late coming picture or elections from the floor, will only contain the name and position.
   b. Candidates shall be listed on the voting screen in random order.
4. Polling Hours

   Polling hours will be announced on Day 1 of the Annual General Meeting.
5. Provision for an Election between Two Candidates for One Position
   a. Elections which involve two candidates for one position shall be determined by a majority decision of the voting delegates present and voting. A simple ballot shall be provided for such elections. Voters shall indicate their preference by marking the ballot with an "X" beside their preferred candidate.
6. Provision for Election of Multiple Candidates for One Position or Multiple Candidates for Multiple Positions
   a. Elections which involve multiple candidates for one position or multiple candidates for multiple positions shall be determined by the voting delegates present and voting on the basis of a single ballot using the Single Transferable Vote System.
   b. Eligible voters will rank the candidates as "1", "2", "3", etc. in the order of the voter's preference. Unless abstaining, you must rank to the minimum of positions available. This ranking of alternates shall be recorded on the transferable vote ballot form. Each ballot will list the candidates in a randomized order.
   c. The tallying process from Election Buddy will be used for the AGM election. Please refer to: https://electionbuddy.com/features/voting-systems/stv-voting
7. Where a tie vote occurs either between two (2) candidates for one (1) position or the preferential ballot process, a second vote shall be held between the tied candidates. If the second vote results in a tie, the successful candidate will be determined by a random draw.
8. Determination of questions incidental to voting and counting.
   a. All questions which are incidental to voting or to the counting of ballots shall be determined by the Credential Chairperson and Director of Information Systems in accordance with the relevant provisions of the Constitution and the foregoing rules.
   b. A ruling of the Credential Chairperson and Director of Information Systems on any such question may be appealed to the Annual General Meeting by a candidate and the decision of the Annual General Meeting shall be final and binding.
9. The ballots will be destroyed following the Annual General Meeting unless otherwise directed by the Assembly. In the case of electronic balloting all electronic ballots and backups of electronic ballots shall be deleted.

Annual General Meetings - Timelines

REFERENCE: DATE OF ORIGIN: DECEMBER 2023 LAST AMENDED: EXECUTIVE BOARD MEETING - NOVEMBER 2025 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Should the date specified by the timelines below fall on a Saturday, Sunday or a Statutory Holiday, the date shall be adjusted to the preceding business day.

January

Annual Meeting deadline dates shall be posted in the AGM Forum on UNAnet by mid-January.

March

Constitutional Amendment forms and Policy Resolution forms shall be posted in the AGM Forum on UNAnet.

180 Days Prior – April 30, 2026

The Executive Administrative Assistant (EAA) shall post a memo in the AGM conference regarding the Annual General Meeting with a review of information to be received and preparation needed at the Local level. The Executive Administrative Assistant (EAA) shall also post a memo in the Local Executive Forum to provide notification of the posting of the AGM nomination forms in the AGM Forum. Enclosures shall include Nomination forms.

The service contract with the Parliamentarian shall be confirmed.

Nomination forms and candidate resumes are to be returned to the Provincial Office of UNA 60 days prior to the Annual General Meeting. (August 29, 2025)

160 Days Prior – May 20, 2026

Constitutional Amendments and Policy Resolutions shall be submitted 160 days prior to the Annual General Meeting.

75 Days Prior – August 13, 2026

Board Committee reports shall be received in Provincial Office.

A memo shall be posted in the AGM Forum to Locals from the Provincial Office regarding registration for hotel accommodation and “Expense Guidelines”.

A letter shall be sent to invited guests with information regarding the UNA Annual General Meeting.

Notification is sent to the Locals regarding District Entitlement.

60 Days Prior – August 28, 2026

Deadline for the receipt of nominations in Provincial Office.

50 Days Prior – September 4, 2026

The Legislative Committee Vice-Chair (UNA 1st Vice-President) shall ensure a list of candidates nominated for offices of the Executive Board and Trial Committee and a list of nominees acclaimed to positions is prepared.

45 Days Prior – September 11, 2026

Notification is sent to the Locals regarding Credentials.

Enclosures/Attachments: Agenda, proposed Constitutional Amendments & Policy Resolutions, Annual Committee Reports, proposed Budget, minutes of the previous Annual General Meeting, copy of UNA's Constitution, Standing Rules; list of Locals with Local number and name (in numerical order), list of nominees and resumes and candidates declared "Acclaimed", Executive Officers Reports and Directors' Reports. Also enclosed is "Guidelines for Voting Delegates and Observers to UNA Delegate Meetings".

Respect and Inclusion Officers shall be appointed.

15 Days Prior – October 9, 2026

AGM registration closed.

District Meeting Observers

REFERENCE: DATE OF ORIGIN: JUNE 2025 LAST AMENDED: EXECUTIVE BOARD MEETING - JUNE 2025

The number of provincially funded observers to District meetings will be 40 members per year, eight (8) per District. Locals entitled to provincially funded Observers are to be determined by the District Committee.

Executive Board Meetings

REFERENCE: DATE OF ORIGIN: JUNE 2013 LAST AMENDED: EXECUTIVE BOARD MEETING - MARCH 2026 REVIEWED: EXECUTIVE BOARD MEETING - MARCH 2026

Absence

Article 4.10 of the Constitution reads: "The District Representative shall designate an alternate member to attend Executive Board meetings in the District Representative's absence."

Pursuant to Article 4.10 above, an alternate shall be designated in the event a District Representative will be absent for an entire Executive Board Meeting. In the event a District Representative is absent for a portion of an Executive Board Meeting and the absence impacts quorum, an alternate shall be designated.

Agenda

Agendas of Executive Board Meetings, particularly start and end times and potential times of closed Executive Sessions, be distributed to Executive Board Members and Observers with as much notice as possible.

Adjournment

The Executive Board Meetings shall adjourn no later than 1530 hours on the last day of the meeting.

Debate

Debate on a question shall be 10 minutes.

Election Of Standing Committees

Election for Standing Committees shall take place at the first regular meeting of the Executive Board following the Annual General Meeting.

Executive Officers' Report

The Executive Officers shall report on their activities at each Board Meeting.

Executive Sessions

An Executive Session will be scheduled on the morning of the first day of the Executive Board Meeting and as necessary thereafter. Time spent in Executive Session must be as brief as possible.

The Executive Board may have closed Executive Sessions which are restricted to members of the Executive Board, invited staff and/or legal counsel. A closed Executive Session is used to discuss sensitive or confidential matters.

Guests

Guests may be invited to Executive Board Meetings with prior approval of the Executive Officers.

Observers

Observers wishing to attend the Board Meeting shall advise the UNA Executive Administrative Assistant (EAA). The District Chairpersons shall advise the EAA of the names of the provincially funded observers. Local Presidents shall advise the EAA of the names of Locally funded observers. Observers may participate in discussion when recognized by the Chair but shall not make or vote on motions.

The number of provincially funded observers to the Executive Board meetings will be 32 members per year. 20 Observers to be determined by the District and 12 Observers shall be determined by a random draw done by Provincial Office to Board Meetings. Preference will be given to members who have not previously been provincially funded to attend an Executive Board meeting.

Non-UNA Meetings

REFERENCE: DATE OF ORIGIN: MARCH 2013 LAST AMENDED: EXECUTIVE BOARD MEETING - MARCH 2013 REVIEWED: EXECUTIVE BOARD MEETING - NOVEMBER 2025

Delegate Selection

The number of Provincially funded delegates to attend Non-UNA Meetings shall be determined by the Executive Board.

The composition of the Voting Delegate entitlement shall include Executive Board, Local Executive, and general members. Where possible, one (1) shall be designated as a Young Worker. For the purposes of this policy, “Young” is designated as thirty (30) years and younger.

Where there are draws in the categories of Executive Board, Local Executive and/or members-at-large for non-UNA provincially funded conferences, conventions and non-UNA educational opportunities, a member shall submit their name to one category only.