



NASA

NOTICE OF ANNUAL ELECTION



**Opening Date
for Executive
Officer
Nominations** **April 16, 2026**

**Closing Date
for Executive
Officer
Nominations
AND
Candidate
Bios** **May 4, 2026
at 4:30 p.m.**

**Closing Date
for Special
Resolutions** **May 4, 2026
at 4:30 p.m.**

**Candidate
Forum
(if necessary)** **May 14, 2026
Noon, via Zoom**

**Opening Date
for Electronic
Voting** **May 27, 2026
at 8:30 a.m.**

**Closing Date
for Electronic
Voting** **June 3, 2026
at noon**

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

Executive Officer positions will be filled at this meeting. The positions open this year for a two-year term, ending July 1, 2028, are:

- **President (2026-2028)**
- **Grievance Chair (2026-2028)**
- **Secretary (2026-2028)**
- **Treasurer (2026-2028)**
- **Political Action and Member Education Chair (2026-2028)**

As outlined in Article 9.6 of the NASA Bylaws, there will also be elections to fill the vacant positions of Treasurer and Grievance Chair. Each position has one year remaining in the current term; the term end date will be July 1, 2027:

- **Equity, Diversity, and Inclusivity Chair (2025-2027)**
- **Health and Safety Chair (2025-2027)**

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 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

before 4:30 p.m. May 4, 2026.

Executive Board Election 2026

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 5.06 (a)(iv) of the Collective Agreement.

The terms of the following positions end at the Annual General Meeting in 2026:

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

The following positions are vacant:

Equity, Diversity, and Inclusivity (EDI) Chair Health and Safety Chair

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

<p>President (2026-2028)</p>	<ul style="list-style-type: none"> • ensure the work of the Executive Board is in keeping with these Bylaws • serve as Chair of the Executive Board (unless otherwise designated) and as such, call meetings and set agendas • chair all General Meetings • sit on various University and other Labour Community Committees • attend numerous events on behalf of the Association (examples are Long Service Recognition, Support Staff Recognition, Retirement Ceremonies, etc.) • meet regularly with the University Board of Governors and Senior Administration • act as the official spokesperson for the Association with the media • provide leadership and direction on behalf of the Executive Board to the Association's Director of Operations • <i>see attached for the complete President job description</i>
<p>Grievance Chair (2026-2028)</p>	<ul style="list-style-type: none"> • chair the Grievance Committee • as required, ensure that the Association fulfills its duty of fair representation
<p>Secretary (2026-2028)</p>	<ul style="list-style-type: none"> • ensure that accurate minutes of Executive Board and General Meetings are kept in accordance with the Association's records management policy and procedures • ensure information regarding members of the Association is kept in accordance with privacy legislation and the Association's procedures • have custody of the Association seal which, whenever used, is authenticated by the signatures of two signing authorities • ensure that all records and property of the Association are returned when an Executive Board member or any committee member finishes their term • call meetings to order in the absence of the President and Vice President, until a Chair is selected by the Executive Board • chair the Bylaws and Policy Committee • receive all proposed amendments to the Association's Bylaws for presentation at a General Meeting • responsible for the review of proposed amendments to the Association's Bylaws and to provide appropriate feedback to the party submitting such amendments • rule on the interpretation of these Bylaws and such interpretation will not be subject to challenge except by way of an ordinary resolution

Treasurer (2026-2028)	<ul style="list-style-type: none"> • ensure the funds of the Association and financial records are in order at all times in accordance with Generally Accepted Accounting Principles (GAAP) • ensure duly audited financial statements are prepared for submission/presentation to the Annual General Meeting • ensure a budget for the upcoming fiscal period is prepared and presented for approval at the Annual General Meeting • chair the Association Finance Committee
PAC Chair (2026-2028)	<ul style="list-style-type: none"> • chair the Political Action and Member Education Committee • make recommendations to the Executive Board with respect to political action and education priorities as they relate to the interest of the Association
EDI Chair (2025-2026)	<ul style="list-style-type: none"> • chair the Equity, Diversity, and Inclusivity Committee • make recommendations to the Executive Board with respect to equity, diversity, and inclusivity priorities for the Association • propose and ensure implementation of actions that would improve the Association's performance in equity, diversity, and inclusivity issues
Health and Safety Chair (2025-2026)	<ul style="list-style-type: none"> • chair the NASA Health & Safety Committee • sit as NASA representative on the University of Alberta Joint Health & Safety Committee (JHSC) • sit as (or designate from the standing committee) NASA representative on University of Alberta Safety & Security Committee (UASSC) • maintain familiarity with applicable OHS legislation and university policies • communicate relevant health and safety information between the JHSC and the NASA Health and Safety Committee • make recommendations to the Executive Board regarding health & safety priorities for the Association • propose and coordinate health & safety member education and/or events • engage NASA members sitting on departmental/faculty health & safety committees

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 4, 2026**