

United Teachers of Richmond CTA/NEA  
**Standing Rules – UTR Elections**  
Adopted February 2, 2000; Amended February 14<sup>th</sup>, 2018

ELECTION CREDO

*Sound ethical elections practice is necessary for the development and maintenance of trust in the Union.*

*The election process must be conducted in such a way that voters and candidate are satisfied that reasonable rules for ethical conduct and procedures have been adopted and will be followed in spirit and well as actual practice.*

*Every candidate has the responsibility for following meticulously the dictates of ethical conduct and the rules for election campaigning.*

ELECTIONS COMMITTEE

1. There shall be an Elections Committee.
2. The Elections Committee shall be composed of at least eight UTR members, who are not on the Executive Board, who are familiar with the unit operations, who are not seeking election, and up to five alternates appointed by the President and approved by the Executive Board. An effort shall be made to balance representation among educational divisions: Elementary, Secondary and Special Services on this committee.
3. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.
4. The UTR President may request training for the Elections Committee from the CTA Elections and Credentials Committee prior to conducting Officer/Board elections.
5. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.

ELECTION REQUIREMENTS

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be an all-member vote. A member who is off-track shall be sent election information by mail to his/her last known residence unless an alternate arrangement is made.
4. An active member must acknowledge receipt of a ballot by signing a registration sheet when receiving the ballot or signing an envelope when returning the voted ballot.

If a roster/sign-up sheet of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

5. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
6. UTR shall provide means for all active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
7. Local officer and State Council elections shall be decided by a majority vote. In the event no candidate receives a majority vote, a run-off election shall be held between the candidates receiving the two highest numbers of votes.
8. NEA Local and/or State Delegate elections shall be by a plurality vote.
9. In the event a tie between two candidates needs to be broken, the Elections Committee Chairperson shall break the tie by the flip of a coin. The candidates shall be notified of the time and location of the coin toss and invited to observe the event.
10. Election hearings shall be advertised in such a manner that makes the purpose and intent of the hearing clear to all interested Active UTR members. The notice shall not be placed in a single-focus newsletter.

## ANNOUNCEMENT

1. The President shall prepare and the Elections Committee adopt and cause to be printed an elections timeline as quickly as feasible upon receipt of the CTA and ALCOSTA timelines.
2. The elections announcement shall include the offices, the length of terms, the date and time that the Declaration of Candidacy forms are due, and the election timeline.
3. The elections announcement shall be publicized in the UTR Newsletter.

## TIMELINE

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
  - A. Announcement of vacancy(ies) and terms(s) of office through the Newsletter.
  - B. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election.
  - C. Place, time and date of receipt for return of Declaration of Candidacy forms. Literature shall include information that date specified is the receipt date, not the postmark date.
  - D. Date of candidates' forum.
  - E. Date for acknowledgment of declaration from candidates.
  - F. Date for preparation of ballots or electronic voting.
  - G. Date on which ballots will distributed and/or link will be sent to members to vote.
  - H. Date by which to request a ballot.
  - I. Date(s) when voting will take place.
  - J. Deadline date, time and place for return of ballots including absentee ballots, (date received, not postmark date).

- K. Date, time and place where ballots will be counted. (which should be immediately following the deadline for receipt of voted ballots)
- L. Date(s) that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the count of the ballots.
- M. Dates and timelines for run-off elections, if necessary.
- N. Date when the Financial Statement is due: One month after election results are announced.
- O. Deadline for filing challenges to initial election and run-off if held (date received, not postmark date).

## FINANCES, USE OF UNIT RESOURCES, SOCIAL MEDIA RULES, AND CAMPAIGNING

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from the UTR treasury or indirect contributions in the form of use of UTR's assets, facilities, staff, equipment, mailings, good will and credit.
3. UTR may not state or indicate its preference for a candidate in the unit's publications.
4. The use of links to any Association website or District Website by a candidate is prohibited.
5. Candidates cannot campaign on any chapter, Service Center Council, UniServ, district-created social networking site, professional developments, or district ran events.
6. District email addresses and/or systems shall not be used for campaigning.
7. The official UTR logo or official Association title may not be used in a way that suggests that the candidate has the support of UTR, CTA, or any of its affiliates. This prohibition includes candidate email addresses.
8. Candidates may accept campaign contributions from UTR members only.
9. Candidates may not campaign during the 5 day voting period. Candidates may not campaign during this time on social media, in person, or at school sites.
10. Use of social media is allowed to be used for campaigning purposes except for social media pages ran by the district, School Board members, UTR pages, or during the 5 day voting period.
11. Violation of any UTR or CTA standing rules by candidates may result in the elections committee conducting an investigation on challenges presented to them.

## CANDIDATES' RIGHTS

1. Privileges extended to one candidate shall be extended to all candidates.
2. All candidates filing Declaration of Candidacy forms will be provided with a copy of the UTR Election Standing Rules, election timeline, procedures and guidelines. Each candidate shall have the right to a list of the name and address of school sites and the number of Active members at each site for the purposes of campaigning.
3. At the close of the filing period, a list of those running for office shall be distributed to the sites for posting.
4. UTR shall print and deliver to each site the election materials and a statement from each candidate running for office through one single flyer.

5. The Elections Committee shall provide a forum to allow each candidate who has properly filed a Declaration of Candidacy form to run for office to address the membership. In the event no candidate has filed a Declaration of Candidacy form for a seat, any write-in candidate(s) wishing to run shall be allowed to address the membership. Candidate statements will be 1 minute each and will be recorded for members to watch. All videos will be deleted after election is over.

## BALLOT

1. The names of the candidates shall be printed on the ballot in CTA alphabet order. (The CTA alphabet is a random alphabet order, which changes annually.) The name of each candidate on the ballot shall be as printed on the Declaration of Candidacy form. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.  
In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.
2. The ballot shall state the name of the office, the term, and names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.
4. Candidate statements/biographies printed by UTR may be included with elections packets and shall not be printed on the same sheet as an official ballot.
5. Ballots shall be distributed to school sites and mailed to off-track teachers.

## DISTRIBUTION OF BALLOTS AND METHOD OF VOTING

1. Each member shall receive a ballot either electronically or if requested, a paper ballot.
2. Voting shall be by one of a combination of the following methods:
  - A. At School Site/Specified Voting Site  
If a site representative is a candidate, s/he shall abstain from participation in election activities.
    - 1) Voting at School Sites(s) / Specified Voting Site Using Ballot Box:
      - a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
        1. Voter Roster – List of eligible voters.
        2. Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
      - b. The marked ballot must be returned to a designated site representative or ballot box.
      - c. Campaign materials are not allowed in or near the polling area nor should campaign materials be distributed with ballots.
      - d. Preliminary counts shall not be completed at school/work sites.
      - e. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and

ballots from each site must be kept together until verified by Elections Committee.

- f. Refer to “Counting of Ballots” for the “Counting of Ballots” procedures.
- g. After verification of signatures, all ballots shall be placed in one stack for counting.
- h. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

2) Voting at School Site(s) /Special Voting Site Using Envelopes:

When voting is conducted at school or specified sites using envelopes, the procedures shall be as follows:

- a. A list of current Active members shall be prepared, which includes each member’s name and school address.
- b. The voter shall be provided with the following:
  - 1. A ballot;
  - 2. Instructions on folding and placing of the ballot in the unsigned inner envelope;
  - 3. Instructions on placing of the unsigned inner envelope into the outer envelope;
  - 4. Instructions on signature and school on the outer envelope addressed to the chapter;
  - 5. Instructions on deadline date for receipt of the voted ballot at the chapter office.
  - 6. A small envelope (inner envelope) in which to place the voted ballot; and
  - 7. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name
- c. At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d. The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e. All inner envelopes shall be placed in a separate receptacle.
- f. The inner envelopes shall be slit and the ballots removed from the envelopes and placed in one stack for counting. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
- g. Refer to “Counting of Ballots” for the “Counting of Ballots” procedures.

B. By Mail

When the voting is conducted by mail, the procedure shall be as follows:

Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1) A list of current Active members shall be prepared, which includes the following: name, school, and home address.
- 2) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- 3) The mailing list shall exactly correspond to the current official roll of voting members.
- 4) Each voter shall be provided with:
  - a. A ballot;
  - b. Instructions on:
    1. Folding and placing of the ballot in the unsigned inner envelope;
    2. Placing of the unsigned inner envelope into the outer envelope;
    3. Signature and school on the outer envelope addressed to UTR; and
    4. Deadline date for receipt of the voted ballot at the UTR Office
  - c. Inner envelope;
  - d. Outer return envelope, addressed to UTR, on which the voter prints and signs his/her name.
- 5) The ballot shall be date stamped when it is received in the UTR Office and then put in a safe place until the votes are to be counted.
- 6) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- 7) The name on the official list should be marked to show that the voter has returned a ballot.
- 8) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 9) All inner envelopes shall be placed in a separate receptacle.
- 10) All inner envelopes shall be opened and the ballots removed from the envelopes and placed in one stack for counting.
- 11) Refer to "Counting of Ballots" for the "Counting of Ballots" procedures.

## Electronic Voting

Electronic voting is only permitted through the CTA Elections and Credentials Committee and with CTA Board approval. See Requirements for Chapter Elections Procedures, Section VII.4., pages 4-5 for requirements.

## VOTE REQUIREMENT

All vote requirements shall be established in accordance with CTA guidelines. Unless specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

1. A majority vote means more than fifty percent (50%) of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.

3. A two-thirds (2/3) vote means at least two-thirds (2/3) of the legal votes cast.
4. For UTR officers, the election will be by majority.
5. For State Council, the election will be by majority vote and will follow the requirement set forth in the CTA Elections Manual. (See Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual.)
  - A. If a unit is a single electoral district, the election for State Council Representative will be counted and reported by the chapter Elections Committee.
6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in UTR's governance documents. Results must be sent to the CTA Governance Support Department and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the voted ballots, signature sheets/rosters, and a signature and ballot verification sheet. The Service Center Council will forward the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

## COUNTING OF BALLOTS

1. The Elections Committee shall verify signature sheets with ballots received and count the ballots in a secure area with only the Elections Committee members and official observers present which should be completed immediately following the deadline for receipt of voted ballots. Ballots shall be stored in a secure place under the direction of the Executive Director and Elections Committee.
2. At least 2 members of the Elections Committee plus the chair must be present for the Committee to count votes.
3. Each office/position on the ballot shall be treated as a separate race, If a majority vote is required, it shall be calculated as more than half of the legal votes cast for each office/position on the ballot.
4. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following
  - A. Blank ballots
  - B. Ballots coming from a site where there are more ballots than registered signatures
  - C. Ballots submitted after the deadline
  - D. Unofficial ballots used for voting
  - E. Member not listed on the voter roster;
  - F. Voter's intent unclear;
  - G. Candidate is not a member;
  - H. Votes cast for more than allotted number of candidates

5. Ballots set aside and not counted are;
  - A. More ballots than signatures;
  - B. Ballot(s) received after deadline;
  - C. Voting envelopes without a signature; and
  - D. Ballots that are separated from roster/sign-up sheet.
6. The Elections Committee shall make a determination on whether the vote(s) in each of the above categories of questionable ballots shall be counted. The decision shall then be noted, and each category shall be kept separate.
7. After verification of signatures, ballots shall no longer be separated by site.
8. The ballots and voter sign-up sheets shall be retained for one year after the election.

## ELECTION RESULTS

1. The Elections Committee shall prepare the Teller's Report, recording the following information:
  - A. Total number of ballots cast.
  - B. The number of set aside ballots with an explanation for each category of ballot not counted.
  - C. The number needed to win or pass.
  - D. The number of votes received by each candidate or issue.
  - E. A notation whether the set aside votes would affect the outcome.
  - F. Signature of each Elections Committee member present during the preparation of the report.
  - G. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
2. The Elections Chair shall submit the Final Report to the President and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of the ballots.
3. The President shall announce the results as prescribed by the timelines.
4. If the votes set aside could affect the outcome of the election, the President and the appropriate body shall decide:
  - A. to count the votes which have been set aside;
  - B. not to count the votes which have been set aside; or
  - C. if the election should be conducted again.
5. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
6. Upon completion of counting, the Elections Committee shall certify the results and deliver them to the President.
7. The election results will be printed with the name of those elected in a UTR publication for distribution to every member.

## OBSERVERS



1. Each candidate shall be allowed to have one observer at the vote-counting site. The name of the observer must be given to the Elections Chairperson prior to the counting and there can be no change in observers during the entire counting process.
2. An observer must not interfere with the counting, must not talk or interact with Elections Committee members, and must stay in an area designated by the Elections Chairperson during the work period of the Committee and until the President or designee has been notified of the results and has notified each candidate of the results. The observer must maintain the confidentiality of the election process. If an observer violates any of the norms issued above, the elections chair may ask the observer to leave.

## CHALLENGE PROCEDURE

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the CTA Elections Manual.
3. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number five (5). The notification must be on the official CTA Challenge Form. (See Appendix R of the CTA Elections Manual)
4. Upon receipt of the challenge, the unit's Elections Committee will notify all the candidates that a challenge has been filed and the nature of the challenge. The names of challengers and challenge forms shall remain confidential. Within ten (10) calendar days after receipt of the challenge, the Elections Committee shall determine if the challenge is valid, using the following procedures:
  - A. Read and understand the elements of the challenge.
  - B. Review all documents, directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the CTA Elections Manual requirements.
  - C. Review the unit's bylaws and election standing rules for procedures and practices as they relate to the issues raised in the challenge.
  - D. Review the CTA Elections Manual for requirements that relate to the issues raised in the challenge that the chapter's governance documents do not address.
  - E. Fully and objectively interview the challenger.
  - F. Fully and objectively interview every witness identified by the challenger.
  - G. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
  - H. Analyze the issues of the challenge based on the unit's bylaws and election standing rules to determine if there is a violation.
  - I. Determine whether identified violation(s) may have affected the outcome of the election.
  - J. Confirm that the resolution recommendations address each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
  - K. Submit a written report including issues, findings, and recommendations to the chapter president and the Governance Board within the same ten (10) calendar day period.

5. Any member of the Executive Board who was a candidate in a race that is challenged, or whose immediate family member is such a candidate, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the Executive Board is unable to act on the challenge, the unit shall contact the CTA Elections & Credentials Chairperson through the Governance Support Department to determine the next step.
6. The Executive Board shall act on the report no later than ten (10) calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local/Service Center Council Elections of the CTA Elections Manual. The names of challengers and challenge forms shall remain confidential. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
7. If the Executive Board fails to act within twenty (20) calendar days of the initial challenge, the individual may file an appeal as described below by writing to the CTA President.
8. If either party wishes to appeal the decision of the unit’s governance body, he/she may file an appeal in writing to the CTA President within ten (10) calendar days from the date of the decision of the unit’s governance body. The appeal shall include the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board’s decision.

## INITIATIVE PRODECURES

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the UTR President by including a copy of the petition to be circulated and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The UTR President shall register the receipt of the notice of the intent to circulate and acknowledge such registration in writing with the member filing the notice.
4. The time line for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of UTR. The petition shall contain the questions proposed to be placed on the ballot.
5. The circulators shall present to the UTR President the petition(s) containing original signatures.
6. The UTR President shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified within three (3) calendar days, that the petition failed for a lack of signatures
8. The UTR President shall cause a ballot to be furnished to the members no less than fifteen (15) school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## REFERENDUM PRODECURES

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds (2/3) vote of the referring body at any valid meeting.
2. The referendum action shall prescribe the exact working of the question to be posed to the Active membership on the ballot.
3. The UTR President shall cause a ballot to be furnished to the Active members no less than fifteen (15) calendar days and no more than thirty (30) calendar days after action by the Executive Board , provided that the period that school is officially not in session shall not be include in the count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## RECALL PROCEDURES

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the UTR Active members.  
Any Active member(s) desiring to recall a unit officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
2. The UTR President shall register the receipt of the notice of the intent to circulate and acknowledge such registration in writing with the member filing the notice.
3. The petition must include the following information:
  - A. Name of individual who is the subject of the recall;
  - B. Office of individual;
  - C. Date of petition;
  - D. Name(s) of person(s) filing petition;
  - E. Notation that "Each signature must be in ink"; and
  - F. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
  - A. If the petition does not contain the necessary information, the chairperson of the Elections Committee shall so notify the petitioner(s)
  - B. If the petition contains the necessary information, the chairperson of the elections committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signature(s), and the needs for protection of due process rights of the parites.
  - C. The chairperson of the elections committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
5. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
6. No unit may state or indicate its preference in the unit's newspaper, newsletter, or communications to its members.
7. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25 percent (25%) of the Active members of UTR. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five

percent (25%) of the members of the electing constituency. The petition shall contain the question proposed to be placed on the ballot.

The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.

8. The Elections committee shall have ten (10) calendar days in which to verify the membership of the signers of the petition. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures that the petition failed for a lack of signatures.
9. Immediately upon verification of the signatures, the chairperson of the elections committee shall:
  - a. Notify the president/designee of the fact that a recall has been initiated.
  - b. Contact the CTA Elections & Credentials Chairperson through the Governance Support Department before proceeding.
10. The UTR President , or the Vice-President if the chapter President is the person being recalled, shall cause a ballot to be furnished to the Active members no less than twenty (20) calendar days and no more than thirty (30) calendar days after the verification of membership. The period that school is officially not in session shall not be included in this count.
11. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
12. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
13. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
14. The election shall be certified in accordance with the unit's bylaws.
15. The Chairperson of the Elections Committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

## APPENDIX A

### UTR BOARD-ADOPTED ELECTIONS POLICY

#### 1. PRINTED STATEMENTS OF CANDIDATES

UTR shall provide to the membership printed statements from candidates running for Executive Board office and/or as local delegate to the NEA Convention. In order to be printed, the statement must be submitted with the Declaration of Candidacy form, be camera-ready, and be of a standard length as determined by the Elections Committee including name and office sought. These requirements shall be clearly stated on the Declaration of Candidacy form. Statements that exceed the requirements will not be printed. These statements shall be at no cost to the candidate and shall be delivered to each school. Printed candidate statements/biographies shall not be printed on official ballots.

#### 2. CANDIDATES' FORUM

A candidates' forum shall be held as part of the March Representative Council meeting. The forum shall be the first order of the meeting and is to last for no longer than 45 minutes. All UTR members are invited to attend. Each candidate for a contested office shall be given two minutes, and each candidate for an uncontested office shall be allotted one minute to make a statement. After all of the candidates have had an opportunity to address the body, the remainder of the time shall be allotted for questions and answers. The Elections Committee Chairperson or his/her Committee designee shall preside at the forum.

#### 3. CAMPAIGNING

Campaigning may take place before and after, but not during, UTR/CTA/NEA meetings. Campaigning may NOT take place before, after or during UTR meetings that are open to the general public. Campaigning at schools sites, by the candidate, is appropriate ONLY before or after school and during the lunch periods.

#### 4. CAMPAIGN LITERATURE

Aside from the campaign statement printed by UTR, the printing and distribution of all campaign literature is the candidate's responsibility. The school mail system may not be used to distribute campaign materials. The posting of candidate literature is limited to designated UTR school/site bulleting boards.

#### 5. FINANCIAL LIMITATIONS AND DISCLOSURE

A detailed financial report shall be filed with the UTR Elections Committee within one month after the election results are announced. UTR shall provide each candidate with the Financial Disclosure Report form along with the Declaration of Candidacy form. The Elections Committee shall provide a copy of the Financial Disclosure Report to UTR members upon request.

APPENDIX B

FINANCIAL DISCLOSURE REPORT

**Candidate** \_\_\_\_\_

Office \_\_\_\_\_

**Income**

**Expenses**

From individuals:

Travel:

Candidate:

Telephone:

Postage:

In-kind Goods or Services:

Receptions:

Campaign materials:

Other:

Other:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_