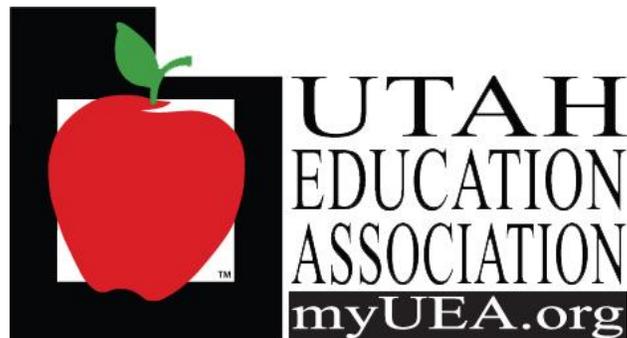


UTAH EDUCATION ASSOCIATION

ELECTION GUIDELINES

***APPROVED BY THE
UEA BOARD OF DIRECTORS
OCTOBER 9, 2015***

*(Revised April 2019, April 2020, August 2021, and September 2021
by revision to applicable Board Policies)*



CONTENTS

Campaign Standards	Page 1
Election Guidelines	Page 2
Declaration of Candidacy	Page 2
Declaration Deadline	Page 2
Campaign Rules	Page 2
Candidate Campaign Challenges	Page 3

Preface

It is the purpose of these Election Guidelines to create a body of rules, to assure fair and equitable treatment of all candidates, and to provide an orderly and fair procedure for the resolution of campaign and election conflicts and problems. It is also the interest of UEA to provide clarity to leaders, to provide members with the ability to make an informed vote and to enable the UEA to continue to do business without being harmed by the election.

The Election Guidelines is a living document that grows out of the election experience. Each year, the Elections Committee reviews the election activity, takes suggestions from any candidates and members, and makes recommendations to the Board of Directors for any necessary or desired changes in the Elections Guidelines.

These Election Guidelines are written for and in compliance with the Federal Landrum-Griffin Act, which ultimately governs elections in public unions with private sector members. These Election Guidelines will be revised as necessary to be appropriate for elections conducted in succeeding years.

Campaign Standards

The campaign standards, articulated below, are developed to establish a code of conduct for all candidates seeking election.

- The conduct of candidates for office within the UEA should be characterized at all times by personal courtesy and professional integrity.
- Campaign materials, speeches, or other social media shall uphold the guiding principles of professionalism, candor, cooperation, courtesy, and civility.
- Conduct that may be characterized as uncivil, abrasive, hostile or obstructive impedes the fundamental goals of the UEA and could be considered unproductive and/or injurious.
- Candidates should not disparage the integrity, intelligence, morals, ethics or personal behavior of another candidate.

Election Guidelines

Declaration of Candidacy

Candidates are prohibited from campaigning prior to the declaration of candidacy. In order to be considered “declared,” a candidate must submit three items to the Executive Office:

1. Completed Declaration Form (obtained from the Executive Office or from *myUEA.org*)
2. Statement of candidacy of 250 words
3. Electronic photo

Declaration Deadline

Candidates may file their declarations beginning September 1 of the year preceding the election and by the deadline of the second Wednesday in January by 5 p.m. After the candidate has officially declared his/her candidacy, receipt of candidacy will be sent from the Executive Office and a folder of “Election Governing Documents” and “Election Guidelines” will be provided. Candidate names will be posted to the UEA website within five business days noting that no more names will be posted after the deadline of the second Wednesday in January.

Campaign Rules

1. No dues money or resources of the local, UniServ, statewide affiliate of UEA, or UEA shall be used to promote the candidacy of any individual running for UEA office. This also includes staff time, Association equipment or materials.
2. Candidates who currently hold office with UEA may not wear campaign materials or buttons when acting in an official capacity for UEA.
3. The UEA Board of Directors may not officially endorse a candidate for UEA office. UniServ and local leaders may endorse candidates, but only as individuals, not in their official capacity unless the local/UniServ has gone through an official endorsement process.
4. Candidates may receive member labels in electronic format upon written request to the UEA Executive Office. If a primary election is required, a candidate may request another set of electronic labels for the general election. Candidates will need to sign a non-disclosure statement before receiving the electronic file.
5. Statewide candidates will be given the opportunity to enclose a one-page flier in the UEA Association Representative mailing. If the candidate chooses, materials must be submitted electronically and will be printed by the UEA on white paper 8 ½ x 11 inches in size and one side only. Candidates may choose, at their own expense, to submit to the UEA a one-page flier, 8 ½ x 11 inches in size, single or two sided, in sufficient quantities for the AR mailing. Candidates will be advised of applicable deadlines.

6. The use of any school electronic technology (fax, voice mail, email, etc.) shall be avoided, if possible. For example, the use of school technology to send or receive campaign materials is against many school district technology policies.
7. UEA Bargaining Summit. After officially declaring candidacy, candidates for statewide offices may request a booth at the UEA Bargaining Summit. Booth location will be assigned at the discretion of the UEA with consideration to equal representation to all candidates. All campaign activity is restricted to the individual candidate's booth. Chanting and yelling is strictly prohibited. No campaign materials will be distributed, posted or displayed outside of the candidate's booth space, provided that this prohibition shall not apply to the wearing of T-shirts, hats, pins, buttons and the like.
8. Council of Local Presidents (CLP). CLP will provide each officially declared candidate, or their designee, for each statewide office, equal speaking time at the first in-person meeting following the end of the candidate filing period. Candidates will also be allowed to distribute campaign materials to the CLP as part of their presentation. The official UEA election timeline will include the CLP meeting date when candidates will have the opportunity to speak and distribute campaign materials.
9. UniServ and Local Association Meetings. After officially declaring candidacy, candidates may accept invitations to speak to UniServ and/or local leaders. A candidate may also request the opportunity to address the members. The UEA Board encourages local leaders to invite all candidates for the same office to speak in a UniServ or local meeting.
10. Candidates for office shall submit an itemized financial statement listing sources of income and expenditures within 30 days of the certification of the election. The UEA Elections Committee shall provide the appropriate form to use.
11. Website video. Each candidate may submit a two-minute video to the Elections Committee for posting on the UEA website. Candidates will be advised of applicable deadlines.

Candidate Campaign Challenges

1. Alleged violations of these campaign rules shall be submitted in a signed letter of complaint to the UEA Elections Committee and sent to the executive office by any member/local affiliate/candidate.
2. Upon receipt of the alleged violation, the Elections Committee Chair will convene a sub-committee consisting of at least three members of the Elections Committee. The Subcommittee will investigate the allegation. During non-election time, the subcommittee will make every effort to present their findings to the Elections Committee at the next regularly scheduled meeting if one is to be held within the next 10 days or by conference call if no meeting is scheduled within the next 10 days. During the election itself, the Elections Sub-committee will make every effort to hear

violations within 48 hours. The findings of the Subcommittee should be submitted to the full Elections Committee. At the Election Committees discretion, a conference call could be scheduled at any time.

3. As part of any investigation and/or subsequent hearing either by the Elections Committee or Board of Directors, candidates will be given an opportunity to provide a response to any complaint of an alleged violation.
4. Should the Elections Committee determine that a candidate is in violation of campaign rules, the Elections Committee shall recommend to the UEA Board of Directors possible corrective or disciplinary action. The UEA Board may examine the hearing record or hold another hearing, and either affirm or deny the action.
5. A candidate may appeal the decision to the UEA Board of Directors in writing. The UEA board will review the facts and determine if the ruling is upheld or reversed. At its discretion, the UEA Board of Directors may hold a hearing to obtain additional facts and evidence to decide the issue, including allowing the challenger and the accused to present information
6. Possible disciplinary actions that may occur as a result of a violation are as follows:
 - a. Simple error – The UEA board may direct the executive director to notify the candidate of the error and to fix the violation to the extent possible.
 - b. Overt violation – The candidate will receive a written warning or reprimand.
 - c. Second overt violation or continuing violation – Possible actions include fining the candidate and/or disqualification of candidacy.
7. If the complaint is determined to be valid, and if the Elections Committee determines that the violation was sufficiently serious as to have affected the results of the election, or that the candidate who won the election encouraged the violation, the Elections Committee may recommend to the Board of Directors that the UEA board order a new election. If the Board of Directors, after a hearing in which all persons that may be affected are given an opportunity to be heard, determines that the violation was sufficiently serious as to have affected the results of the election, or that the candidate who won the election encouraged the violation, the UEA board may order a new election.