



## NOTICE OF 2020-21 BUILDING REP ELECTIONS

1. Plan ahead – **Friday, September 18, 2020, is the deadline** to file the form *Official Results—2020-21 Building Rep Election*.
2. Each worksite should **elect one (1) Building Rep for each twelve (12) members or major fraction thereof**. Try to elect a full slate of Building Reps. Alternate Building Reps may be designated/elected. Alternates are members wishing to serve but who exceed the number of slots to be filled. **The number of Alternate Building Rep should not exceed the number of Building Reps.**
3. Only members of USEP can be elected as Building Reps, and only members of USEP can vote for Building Reps.
4. *If you have only as many nominations as there are slots to fill, you do not have to generate a ballot or hold an election, but you do need to complete the form and send in to USEP.* You must, denote your “Contact Building Rep” (and “Rep” if applicable).
5. **Complete the enclosed form even if Building Reps remain the same as 2019-20.**

### If a meeting is held:

1. Call a meeting of USEP members at your worksite for the purpose of electing Building Reps. (This meeting can be counted towards your 1-2-3 Dues Rebate Program)
2. Call for volunteers/nominees. Confirm with those members nominated that they agree to serve if elected.
3. Vote on persons nominated by a show of hands or ballots. Those persons receiving the most votes shall be declared elected. In addition, Alternate Building Reps may be designated.

### If no meeting is held:

1. Distribute to all members a nomination form to nominate members for Building Rep. Be sure to designate a deadline and location for return. (See enclosure.)
2. At the end of the nomination period, Confirm with those members nominated that they agree to serve if elected.
3. Generate a ballot that designates a deadline and site for return. (See enclosure.)
4. Those persons receiving the most votes shall be declared elected. In addition, Alternate Building Reps may be designated.

- ✓ **If more than one Building Rep is elected, the newly elected Building Reps should vote among themselves for their “Contact Building Rep.”** The Contact Rep will be the person who receives all USEP literature for distribution. Duties can be divided, i.e., one Rep handles distribution of materials while another Rep attends the monthly Rep Council meetings. *Please note that Building Representatives can earn up to 100% of their dues back by attending USEP meetings, holding worksite meetings and recruiting members.*
- ✓ Notify those Building Reps elected, whether new or not, that they should plan on attending the Rep Council on October 27, 2020, to be inducted. The 2020-21 Building Reps’ duties officially begin on July 1, 2020.
- ✓ The enclosed form must be completed and returned to USEP by **Friday, September 18, 2020.**

**If you have any questions or cannot conduct the election of Building Reps at your school, call the USEP office as soon as possible! (813) 996-2119**



**OFFICIAL RESULTS &  
2020-21 BUILDING REP ELECTION**

**Complete even if Building Reps  
remain the same as this year**

Worksite: \_\_\_\_\_

Unit (Teacher or SRP): \_\_\_\_\_  
(Please Specify Unit)

# of USEP members employed at worksite: \_\_\_\_\_

# of Building Reps to elect (one Building Rep for each 12 members): \_\_\_\_\_

Maximum # of Alternate Reps allowed (not to exceed # of Building Reps): \_\_\_\_\_

Names of USEP members who are elected as Building Rep(s):

1. \_\_\_\_\_ Alt: \_\_\_\_\_

2. \_\_\_\_\_ Alt: \_\_\_\_\_

3. \_\_\_\_\_ Alt: \_\_\_\_\_

4. \_\_\_\_\_ Alt: \_\_\_\_\_

5. \_\_\_\_\_ Alt: \_\_\_\_\_

Our Contact Building Rep is (Print Clearly): \_\_\_\_\_

The following certify the above named individuals are our Building Reps:

\_\_\_\_\_

**Return this form to the USEP office by Friday, September 18, 2020, so  
that building reps may be inducted at the October Rep Council meeting.**