



OFFICER, EXECUTIVE BOARD and AFFILIATE ELECTIONS PROCEDURES

It is the candidate's responsibility to carefully read and adhere to these procedures!

I. Candidate Qualifying

- a) **Candidate Prerequisites** – USEP membership by deadline specified in timelines and requirements below.

President (full-time release position)

May be either SRP or teacher member ***who has served the past year as an active building representative, executive board member, or officer*** & nominated by either SRP or teacher members or combination of both. A building representative is considered to be "active" if he/she is a Certified or Master building representative OR has attended at least 5 major functions within the last year. As per the USEP constitution, the President shall be the top ranking delegate to all affiliate governing conventions and bodies.

Vice President for SRP

Must be SRP ***member who has served the past year as an active building representative, executive board member, or officer*** & nominated by either SRP or teacher members or combination of both. The SRP Vice President shall serve as the SRP Representative on the FEA Governance Board. (May or may not be full-time release)

Vice President for Teachers

Must be teacher member ***who has served the past year as an active building representative, executive board member, or officer*** & nominated by either SRP or teacher members or combination of both. (May or may not be full-time release)

Secretary-Treasurer

May be either SRP or teacher member & nominated by either SRP or teacher members or combination of both

SRP Executive Board Member at Large

Must be SRP member & nominated by SRP members

Teacher Executive Board Member at Large

Must be teacher member & nominated by teacher members

- b) **Nomination Forms** - Nomination forms for officer or Executive Board must contain a cumulative total of ten (10) USEP members' signatures, the office that the candidate is seeking, and the candidate's signature. Nomination forms must be received at the USEP office by 4:30 p.m., on date specified in timelines, to qualify for candidacy. ***It is the candidate's responsibility to insure that the USEP office has received his/her nomination form by the deadline and that all information is complete, legible and accurate.*** Facsimile copies are not acceptable and will be deemed invalid.
- c) **Candidates' Meeting** - Any candidate for officer or Executive Board must attend the Mandatory Candidates' Meeting to be held at 6:00 p.m. at the USEP office by the Elections Committee. The purpose of this meeting is to ensure that all candidates are aware of the election procedures and timelines and sign campaign procedure forms. Further, a random drawing will be held to determine the order of names on the ballot.

II. Member and/or Building Rep Listing(s) - Any candidate, upon written request and the proper filing of a nomination form, shall be furnished a list of USEP members and/or Building Reps:

- a) The request for the member and/or Building Rep listing(s) must be received at the USEP office by the deadline specified in the timelines. Facsimile copies of written requests are not acceptable.
- b) Requested listing(s) will be available at the USEP office during the specified period to those candidates who have requested the listing(s) in writing.
- c) The member and/or Building Rep listing(s) shall be by worksite.
- d) Listings shall be exclusive of those members who have requested their names be kept confidential.
- e) At no time will members' home phone numbers be provided.

III. Distribution of Literature –Distribution of campaign literature is permitted if the following rules are adhered to:

- a) The candidate must have on file a valid nomination form.
- b) The literature distributed must not be slanderous or libelous in nature.
- c) All literature must show in a clear and legible fashion the signature of the candidate responsible for it and the following disclaimer: ***The views expressed in this USEP election campaign literature do not necessarily reflect the official position of the United School Employees of Pasco.***
- d) USEP Building Representatives or any other USEP officials are not obligated or responsible for distribution of campaign literature.
- e) Under no circumstances may any candidate use the school courier or USEP staff for the distribution of campaign literature.

- f) Campaign literature may be placed in worksite mailboxes only between the dates specified and upon notification to the worksite supervisor.
- g) Campaign literature may not be posted on USEP bulletin boards in the worksites or on the USEP web page.
- h) No alterations or highlighting will be permitted on the *Election Uniter* either before distribution to members or upon posting on the USEP bulletin board.
- i) Each candidate has sole responsibility for all actions incurred and relating to his/her campaign.

IV. Candidate Censure – Any candidate found to be in violation of election procedures shall be publicly censured at the Representative Council meeting immediately following the infraction and may be removed from the ballot.

V. Ballots

- a) The order of names on the ballots will be determined by random drawing at 6:00 p.m. at the USEP office during the Mandatory Candidates’ Meeting. Candidates are invited to observe the official final selection.
- b) Each unit (SRP and teacher) will have its own ballot as follows:

<u>SRP Ballot</u>	<u>Teacher Ballot</u>
President	President
Vice President for SRP	Vice President for SRP
Vice President for Teachers	Vice President for Teachers
Recording Secretary	Recording Secretary
Treasurer	Treasurer
SRP Executive Board Members at Large	Teacher Executive Board Members at Large
SRP FEA Delegates	Teacher FEA Delegates
SRP AFT Convention Delegates, if applicable	Teacher AFT Convention Delegates, if applicable
SRP NEA Convention Delegates	Teacher NEA Convention Delegates

- c) Unopposed candidates will be declared elected by acclimation and will not appear on the ballot.
- d) Balloting results will be tabulated and certified by the Pasco County Division of Elections.

VI. Election Requirements

- a) **President, Vice Presidents, Recording Secretary, Treasurer:** To be determined elected, a candidate must gain a majority of votes cast (50% + 1) for that particular office. If this majority is not attained, a run-off election between the two candidates who received the most votes will be conducted as soon as reasonably possible with election procedures to be determined by the Elections Committee. If there is a tie for second and third place, all three candidates will appear on the ballot.
- b) **Executive Board Members at Large:** The candidates receiving the most number of votes cast shall be declared elected. If there is a tie (last place for teachers, last place for SRP), those two candidates shall appear on a second ballot.

VII. Voting Procedures

- a) Voting will be conducted by mail through the Pasco County Division of Elections during the period specified in the timelines.
- b) Employees eligible to vote, nominate, and/or run as a candidate are those USEP members in good standing (dues paying) as of the date and time specified in the timelines.
- c) If the USEP Officers and Executive Board are elected by acclimation, balloting for convention delegates will be conducted by the USEP Election Committee utilizing paper ballots at the worksites.