



**OFFICER, EXECUTIVE BOARD and AFFILIATE
ELECTIONS PROCEDURES
(2020)**

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.

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

Vice President for Instructional

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

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

Instructional Executive Board Member at Large

Must be teacher member & nominated by teacher members

FEA Delegate Assembly Delegates

(3-year-term) up to 8 teachers, 4 SRP

AFT Convention Delegates

(1-year term) up to 5 teachers, 3 SRP

NEA Representative Assembly Delegates

(1-year term) up to 3 teachers, 1 SRP

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 for Delegate seats must contain two (2) USEP members’ signatures from the appropriate unit, the Affiliate event 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 the timelines, to qualify for candidacy. ***It is the candidate’s responsibility to ensure that the USEP office has received his/her nomination form by the deadline and that all required information is complete, legible and accurate.*** Facsimile/scanned copies are not acceptable and will be deemed invalid. Nomination forms will be validated by the Elections Committee immediately following the deadline.

c) **Candidates’ Meeting** – Any valid candidate for officer or Executive Board must attend the Mandatory Candidates’ Meeting to be held at 6:00 p.m. on February 4, 2020, 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 valid 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 and Materials – With the exception of the official USEP website, distribution of campaign literature is permitted through printed or electronic formats if the following rules are adhered to:

- a) The candidate must have a valid nomination form on file.
- 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, school facilities, USEP staff or District email/network 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.

It is expected that candidates will conduct themselves with integrity and in an ethical manner.

IV. Campaign Violations – the USEP Elections Committee will follow the Labor-Management Reporting & Disclosures Act (LMRDA) standards for conducting regular elections of union officers and elections of delegates who elect officers. Candidate election violations will be handled by the Elections Committee. Continued infractions may result in the candidate’s name being 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:

<p><u>SRP Ballot</u> President Vice President for SRP Vice President for Instructional Secretary-Treasurer SRP Executive Board Members at Large SRP FEA Delegates SRP AFT Convention Delegates, if applicable SRP NEA Convention Delegates</p>	<p><u>Teacher Ballot</u> President Vice President for SRP Vice President for Instructional Secretary-Treasurer Instructional Executive Board Members at Large Instructional FEA Delegates Instructional AFT Convention Delegates, if applicable Instructional NEA Convention Delegates</p>
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- c) Unopposed candidates will be declared elected by acclamation and will not appear on the ballot.
- d) Balloting results will be tabulated and certified by the Pasco County Supervisor of Elections.

VI. Election Requirements

a) **President, Vice Presidents, and 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 greatest 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 by the Pasco County Supervisor 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 acclamation, balloting for convention delegates will be conducted by the USEP Elections Committee utilizing paper ballots at the worksites.
- d) Candidates may witness the tabulation of the election results as specified in the timelines at the Pasco County Supervisor of Election’s Dade City Elections Support Center.

VIII. Election UNITER – Candidates who wish to have a campaign statement published in the Official *Election Uniter* as specified in the timelines, must have their statements submitted to the USEP office as specified in the timelines, and comply with the following requirements.

a) Candidates must ensure that their statements do not exceed the following word limit:

1. USEP President – 450 words
2. Other USEP officers – 225 words
3. Teacher and SRP Executive Board – 150 words
4. Affiliate delegates – 75 words

b) Electronic statements in Word or RTF file format are preferred and can be submitted via email to USEP@useponline.org; however, typed statements will be accepted. Handwritten statements will not be accepted.

IX. Candidates Speeches – Candidates may address the Representative Council on March 24, 2020, as indicated on the agenda. Agendas will be provided to the Building Reps in a timely fashion, and all USEP members may attend.

a) Candidates must ensure that their speeches do not exceed the following time limit. Speeches exceeding the time limit will be stopped at the applicable time limit.

1. USEP President – 4 minutes
2. Other USEP officers – 2 minutes
3. Teacher and SRP Executive Board – 1 minute
4. Affiliate delegates – 30-second introduction

b) An individual candidate shall use his/her amount of time for formalized speeches. There will be no question and answer period.

c) Candidates will be called to speak in alphabetical order by last names in the following manner:

1. SRP Executive Board
2. Teacher Executive Board
3. Secretary –Treasurer
4. Vice President for Teachers
5. Vice President for SRP
6. President
7. Affiliate delegates