

## STANDING RULES

### NOMINATIONS AND ELECTIONS

#### A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible at the beginning of each school year.
3. The Committee shall be composed of at least three (3) members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. 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.

#### B. 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 at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all-Active member vote. A member who is off-track or on dues paying leave shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all Active members to vote (including vote by mail). Each member's regular scheduled voting place is the work site where the member spends the largest percentage of his/her work time. 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.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
7. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

#### C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.

#### D. Timeline

1. Schools/Work sites 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 term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;.

- 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 (date received, not post-marked date) for declaration of candidacy forms;.
- d. Final date to acknowledge candidates' declaration of candidacy.
- e. Date for preparation of ballots;.
- f. Date on which ballots will be distributed
- g. . Date by which to request a ballot
- h. Date(s) when voting will take place.
- i. Deadline date (date received, not post-marked date), time and place for return of ballots;.
- j. Date, time, and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- k. Date 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 counting of ballots
- l. Dates and timelines for run-off election, if necessary; and
- m. Deadline for filing of challenges to initial challenge and run-off if held (date received, not post-marked date).

#### E. Finances and Use of Unit Resources

- 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 a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
- 3. A unit may not state or indicate its preference for a candidate in the unit's publications.
- 4. The use of links to any Association website by a candidate is prohibited.
- 5. Candidates cannot campaign on any chapter, Service center Council, UniServ or district-created social networking site.
- 6. District email addresses and/or systems shall not be used for campaigning
- 7. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates. This prohibition includes candidate email addresses.