

Are You  
Thinking About  
Running for a  
UTLA  
Leadership  
Position?



# Leadership Positions

## Board of Directors

Area Directors

Area Chair (selected from the elected Area Directors)

Special Directors (Elected by their constituency group)

## City-Wide

UTLA President

UTLA NEA Vice President

UTLA AFT Vice President

UTLA Secretary

UTLA Treasurer

UTLA Elementary Vice President

UTLA Secondary Vice President



## **Board of Directors**

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The four Area Directors run the regional UTLA meetings. They also work with Area Reps. to address local issues.

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The Area Chair is one of the four directors and represents the Area at the Area and Officer & Chair meetings.

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Special Directors represent groups within UTLA such as Early Ed, Adult Ed, Substitutes, Bilingual, Health & Human Services, Special Ed.



## UTLA Officers

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The UTLA President is the lead officer, represents UTLA when dealing with LAUSD, the press or other outside entities.

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AFT and NEA Vice Presidents maintain our communication and relationship with the state and national affiliates, lead affiliate meetings and functions and other duties within UTLA.

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Elementary and Secondary Vice Presidents are instructional leaders who address member issues relevant to elementary and secondary schools and represent UTLA in regards to instruction and programs.



## UTLA Officers

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UTLA Secretary is responsible for membership lists, meeting agendas, notes and other duties within UTLA

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UTLA Treasurer works with the UTLA controller to maintain a UTLA's financial health and other duties within UTLA.

# Qualifications

**Must be a UTLA member in good standing for two years before the deadline to submit the Declaration of Candidacy form**



The Elementary and Secondary Vice President candidates must be teachers assigned to an Elementary or Secondary site. If currently out of the classroom, their last school site assignment determines their qualification



Area Directors must be assigned to a work site in the appropriate UTLA Area or have completed an Itinerant Assignments Declaration Form by the deadline listed on the Election Timeline.



Special Directors must meet the qualifications listed in the Election Manual.



How can  
you get  
elected?

**Become  
active**

Attend

Chapter and Area Meetings.

Attend

Committee Meetings (See the UTLA.net Calendar for a list of Committees and meeting dates).

Become

a Chapter Chair or CAT member.

Run

For the House of Representatives.

Participate

In UTLA events and actions.

Stay

Current by accessing the UTLA Website.

Show

that you are reliable and conscientious.

## Forms

The Candidate Declaration form will be online and available when school starts.

## Form

After submitting the Candidate Declaration form and qualifying, you will receive a list of relevant chapter chairs.


## Chapter Contact

You may start contacting chapter chairs upon receipt of list.

## Chapter Contact

You don't have to wait until the declaration deadline to begin contacting chapter chairs and campaigning.

# You have Decided to Run





Timeline

Pay attention to the Timelines  
on the Election Web page  
[www.utlaelections.org](http://www.utlaelections.org)

Timeline

Pay attention to  
announcements at area  
meetings


Manual

Read and follow the UTLA  
Election Manual (available at  
[utla.net](http://utla.net))

Attend

the Candidate Orientation  
Meeting

**You  
have  
Decided  
to Run**



## How Do You Communicate With Voters?



All Candidates may submit a written statement that will be included with the ballot that is mailed out to members' homes.

Candidates may also submit a picture to accompany your statement.

Candidates may submit a "flyer" that will be posted on the UTLA election web site.

Candidate's statement, photo, and "flyer" must be submitted by the deadline on the Election Timeline.

The statement and flyer are important FREE opportunities for candidates to present themselves and their ideas

IF YOU ARE RUNNING FOR A CITY-WIDE OFFICER POSITION YOU WILL BE OFFERED THE OPPORTUNITY TO HAVE A PROFESSIONALLY PRODUCED VIDEO STATEMENT THAT WILL BE POSTED ON THE UTLA WEBSITE.

WITH ALL YOUR COMMUNICATIONS MAKE YOUR CASE FOR BEING ELECTED AND KEEP IT SHORT, SWEET, AND POSITIVE.

**How Do You  
Communicate  
with Voters?**



# Other Ways to Communicate With Voters

Candidates will be given the names of schools and the Chapter Chair's name if available. Contact the Chapter Chairs or the person designated to receive UTLA communications and ask if you can speak to their staff.

At the candidates' expense, they may print flyers and distribute them to schools, and at Area and House of Representative meetings. There are specific spaces outside of these meetings for distributing campaign literature. Do not distribute campaign material inside the meeting rooms.

You may **not** use contact information acquired through your participation in UTLA.

UTLA will offer a mailing service to your constituency. Candidates who want a flyer mailed out will be able to do that at their own expense.

Additional outreach strategies will be announced if available.

# Additional Strategies and Suggestions



Contact the Area Chair to see if candidates will be given an opportunity to speak at an Area Meeting.



If you are running as a Special Director, contact the Committee that corresponds with the director position you are seeking and ask if candidates will be allowed an opportunity to address the Committee.



Some of this costs money so you may consider asking colleagues to contribute to your campaign.



Keep track of your contributions and your expenses as you will need to fill out a financial disclosure at the end of the election.



# Good luck!

**The UTLA Election Committee**