



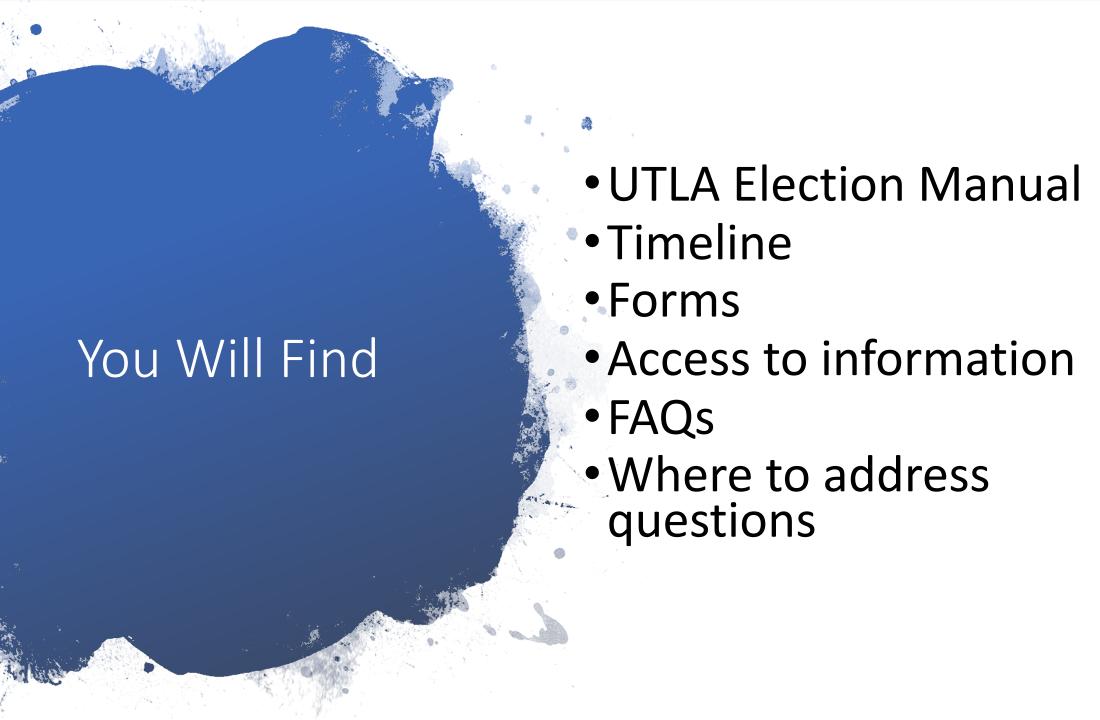
Introductions
Power Point
Presentation
Drawing for Ballot
Order





- This orientation is to provide candidates with important information about the election and its process. We will discuss the following:
  - Some of the changes made this year
  - An overview of the timeline
  - Important deadlines
  - Where to find forms and information
  - What are some do's and don'ts
  - Challenges











- Mailing House constituency mailing of flyers at candidates' expense
- Video tape of Candidate
   Q & A for City Wide
   Office candidates



- Early Declarations
- No Constituency List
  - Due to the results of Janus decision, UTLA had to change the policy of giving candidates voter lists. A variety of access strategies were developed so that candidates can have access to their constituents.



## November 2019

November 7: **Deadline** to file a <u>Declaration of Candidacy</u> form (time-stamped by 5 p.m.) and the **Deadline** for Candidates to file <u>Itinerant Assignment Declaration</u> form (time-stamped by 5 p.m.). 6 p.m. Orientation Mandatory Meeting, drawing of ballot positions.

### December 2019

December 2: **Deadline** for the candidate flyer that will posted on the UTLA website (digital submission preferred) and printed flyers for the Chapter Chair mailing (time-stamped by 5 pm). Candidates deliver the appropriate number of flyers to the 10th floor reception area by Dec. 2nd, 5:00pm.

December 20: Packets of Candidate flyers will be mailed to Chapter Chairs.

# January 2020

January 8: City-Wide Officer Candidates Q and A .10:00 am. The filming is not open to members. It will be posted online. Send your questions for the candidates via our **Contact** form.

January 13: **Deadline** for photos, and candidate statements published in the Special Election Edition of the UNITED TEACHER and ballot insert. Time-stamped by 5:00 pm.

January 24: Special Election Issue of UNITED TEACHER published.

# February 2020

February 3: Ballots will be mailed to membership. (Ballots include voter PIN and electronic voting instructions). Use our <u>Replacement Election Ballot Request Form</u> or contact Tara Thomas at utlareplacementballot@utla.net if you don't receive a ballot.

February 14: **Deadline** to call for a replacement ballot.

February 28: Ballots will be picked up by Election Committee from post office at 8 am. First round ballots counted. **Deadline** for filing Financial Disclosure Statements (time-stamped by 5 p.m.).

### **March 2020**

March 20: Second round of ballots mailed to membership.

March 27: First Round Balloting results will be published in UNITED TEACHER.

March 30: **Deadline** to call for replacement ballots (second round).

# **April 2020**

April 16: Ballots picked up by Election Committee from post office at 8 a.m. Second Round. ballots counted. Results posted online. **Deadline** for filing Financial Disclosure Statements (time-stamped by 5 p.m.).

# **May 2020**

May 1: Third Round Ballots mailed to membership.

May 8: Second Round Balloting Results published in the UNITED TEACHER.

May 15: **Deadline** to call for replacement ballots.

May 28: Ballots picked up by Election Committee from post office at 8 am. Third Round ballots counted. **Deadline** for filing Financial Disclosure Statements (time-stamped by 5 p.m.)

# August 2020

August: Results of Third Round Balloting and Candidates' Financial Disclosure Summary published in the UNITED TEACHER.





- Declaration of Candidacy
- Chapter Chair / Area Chair list Use Agreement
- Financial Disclosure
   Report Form
- Itinerant Assignment Declaration Form
- Political Committee
   Registration form



- Candidate flyer
- Mailing House order form
- Candidate photo and statement
- Observer Form
  - Authorization form for candidate's designee to view counting of ballots



# All Candidate Flyers

All campaign literature distributed by, or for, a candidate shall include the following statement:

"The information herein represents the views and opinions of the candidates and does not necessarily represent or reflect the opinions of UTLA."

UTLA Election Manual pg. 7 VII. B.



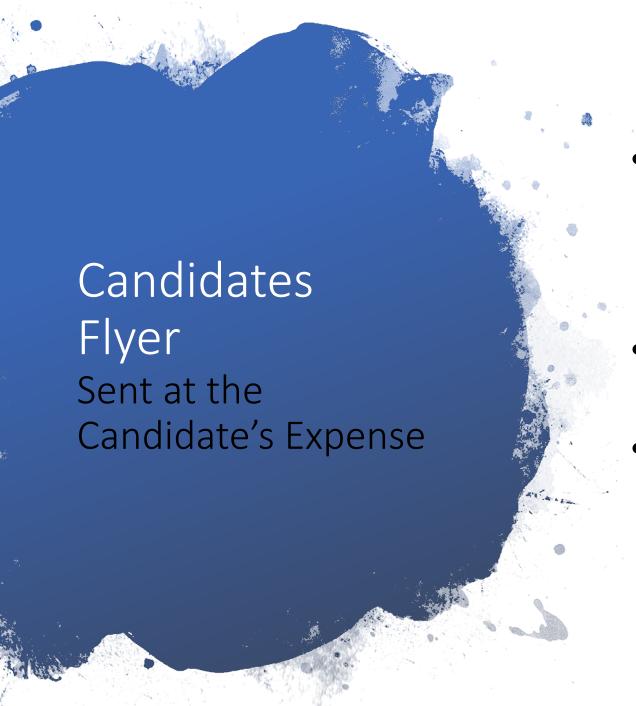
- Both the digital and paper flyer are due no later than December 2<sup>nd</sup>.
  - If you upload before the deadline you will be able to get help if you are having trouble uploading it.
  - Copies of flyers can be delivered to the 10<sup>th</sup> floor at UTLA between November 25<sup>th</sup> and December 2<sup>nd</sup>. (UTLA will be closed November 28<sup>th</sup> and 29<sup>th</sup>)



- The website will provide directions for:
  - Delivery of paper flyers
  - Uploading a digital pdf copy, for the website.
- Do not wait until the last minute as the deadline is ABSOLUTE.



- Candidate may send flyers to their constituents at their own expense.
- Directions and the order form from the printing and mailing company will be on the website.
- The mailing company will have all of the constituency lists.



- Candidates will receive the UTLA non-profit postage rate almost half the cost of regular postage (55 cents)
- Flyers can be printed by the company or by the candidate
- The Company will provide the envelopes, address labels, stamps, and deliver them to the Post Office



Ford prints the flyers and stuffs, addresses stamps and mails them

- Black Only One Side
- Black Only Two Sides
- Color One Side
- Color Two Sides

 You print your own and take the flyers to Ford

The Cost will vary depending on how many flyers are being sent.

# Example of Costs for Citywide 31,265 members

- Ford prints the flyers for you and mails them-
- Black Only One Side .31
- Black Only Two Sides.32
- Color One Side .32
- Color Two Sides .33

 You print your own and take the flyers to Ford .25

# Example of Costs for North Area 3,684 Members

- Ford prints the flyers for you and mails them-
- Black Only One Side .43
- Black Only Two Sides .44
- Color One Side .46
- Color Two Sides .49

 You print your own and take the flyers to Ford .34

# Example of total cost for North Area 3,684 Members Final order form will include the total based on the per piece price

- Ford prints the flyers for you and mails them-
- Black Only One Side .
- 43 x 3,684 = \$1,584.12
  - Black Only Two Sides
- .44 x 3,684 = \$1,620.96
- Color One Side
- .46 x 3,684 = \$1,694.64
- Color Two Sides
- $.49 \times 3,684 = $1,805.16$
- You print your own and take the flyers to Ford .34
- $.34 \times 3,684 = $1252.56$

Select Your Area	Black Only One Side	Black Only Two Sides	Full Color One Side	Full Color Two Sides	I Will Print & Deliver
Color Four Area					
City Wide (31,265)	•\$.31	•\$.32	•\$.32	•\$.33	•\$.25
Central (2,550)	•\$.45	•\$.46	•\$.48	•\$.51	•\$.36
East (2,331)	•\$.45	•\$.46	•\$.48	•\$.51	•\$.36
Harbor (3,008)	•\$.43	•\$.44	•\$.46	•\$.49	•\$.34
North (3,684)	•\$.43	•\$.44	•\$.46	•\$.49	•\$.34
South (4,145)	•\$.41	•\$.42	•\$.44	•\$.48	•\$.33
Valley East (4,091)	•\$.41	•\$.42	•\$.44	•\$.48	•\$.33
Valley West (4,692)	•\$.40	•\$.41	•\$.43	•\$.46	•\$.31
West (2,957)	•\$.45	•\$.46	•\$.48	•\$.51	•\$.36
Adult Occ Ed (746)	•\$.43	•\$.44	•\$.75	•\$.80	•\$.63
Bilingual (3,894)	•\$.43	•\$.44	•\$.46	•\$.49	•\$.34
Special Ed (4,837)	•\$.40	•\$.41	•\$.43	•\$.46	•\$.31
Substitutes (1,427)	•\$.52	•\$.53	•\$.55	•\$.58	•\$.43
Early Childhood Ed (611)	•\$.73	•\$.74	•\$.75	•\$.80	•\$.63
HHS (3,287)	•\$.43	•\$.44	•\$.46	•\$.49	•\$.34

# Draft of the Order Form

UTLA Political Mailing Form										
Candidates Name:										
Phone Number:		Email:								
. Select Print & Mail Service										
Print and Mail Services Inclu	-	-		-						
invelope, ink-jetting address	ses from UTLA da	itabase, postage	and delivery to t	ne United States	Post Office					
ncluded.										
	Black Oak	Full Calan	Full Calan							
Select Your Area	Black Only One Side	Black Only Two Sides	Full Color One Side	Full Color Two Sides	I Will Print & Deliver					
			+							
City Wide (31,265)	□ \$.31 □ \$.45	□ \$.32 □ \$.46	□ \$.32 □ \$.48	□ \$.33 □ \$.51	□ \$.25 □ \$.36					
Central (2,550)	·									
East (2,331)	□ \$.45 □ \$.43	□ \$.46 □ \$.44	□ \$.48 □ \$.46	□ \$.51 □ \$.49	□ \$.36 □ \$.34					
Harbor (3,008) North (3,684)	_ :	_ :	□ \$.46	☐ \$.49 ☐ \$.49	□ \$.34 □ \$.34					
South (4,145)	□ \$.43 □ \$.41	□ \$.44 □ \$.42	□ \$.44	☐ \$.49 ☐ \$.48	□ \$.34 □ \$.33					
Valley East (4,091)	□ \$.41 □ \$.41	□ \$.42 □ \$.42	□ \$.44 □ \$.44	☐ \$.48	□ \$.33 □ \$.33					
Valley West (4,692)	□ \$.41 □ \$.40	□ \$.42 □ \$.41	□ \$.44 □ \$.43	□ \$.46 □ \$.46	□ \$.33 □ \$.31					
West (2,957)	□ \$.45	□ \$.41 □ \$.46	□ \$.48	□ \$.40 □ \$.51	□ \$.31 □ \$.36					
Adult Occ Ed (746)	□ \$.43 □ \$.43	☐ \$.44	□ \$.46 □ \$.75	□ \$.31 □ \$.80	□ \$.50 □ \$.63					
Bilingual (3,894)	□ \$.43 □ \$.43	□ \$.44 □ \$.44	□ \$.75 □ \$.46	□ \$.80 □ \$.49	□ \$.83 □ \$.34					
Special Ed (4,837)	□ \$.43 □ \$.40	□ \$.44 □ \$.41	□ \$.43	□ \$.49 □ \$.46	□ \$.34 □ \$.31					
Substitutes (1,427)	□ \$.40 □ \$.52	☐ \$.53	□ \$.43 □ \$.55	□ \$.58	☐ \$.31 ☐ \$.43					
Early Childhood Ed (611)	□ \$.52 □ \$.73	☐ \$.55 ☐ \$.74	□ \$.75	□ \$.36 □ \$.80	□ \$.43 □ \$.63					
HHS (3,287)	□ \$.73 □ \$.43	□ \$.74 □ \$.44	□ \$.46	☐ \$.60 ☐ \$.49	☐ \$.03 ☐ \$.34					
11113 (3,267)	□ 3.45	□ 3.44	□ 3.40	□ 3.49	□ 3.34					
Dravida Latter to Ford Dri	nting & Mailing									
Provide Letter to Ford Printing & Mailing and the candidate included in the subject line. Flyer delivery										
an be made to Ford Printing				=						
3:30am-5:00pm.	5 & Walling, 1440	, Allow liwy #1,	ii Williadic, CA 517	oo. Office flours	dic ivi i					
3. Payment Options										
•	ake check pavabl	e to FORD PRINT	ING & MAILING	a picture or scan	of the check					
f paying by check, please make check payable to FORD PRINTING & MAILING, a picture or scan of the check an be emailed to Troy@FPMDirect.com. To process a check over the phone call 626-968-3673. Credit card										
nformation can also be taken over the phone or by filling in the portion below.										
Credit Card #										
Expiration:	CCV:	Z	ip of Billing							



# Statements will be submitted electronically

- You can either type directly into the web form or cut & paste.
- Web form will have a fixed maximum and will indicate the number of characters remaining.
- All statements will be printed in the same type font and size.
- The web form will not accept special type, but bullets and dashes okay.
- Please proof your statement before submission!

# Photos will be submitted electronically

- Front-facing headshot, not too tightly cropped.
- A clear, well-lit photo from a smartphone should work.
- Color photo fine, but it will be printed in black and white.
- Photo must be of the candidate only.
- Candidate statements and photos due on January 13 by 5 p.m



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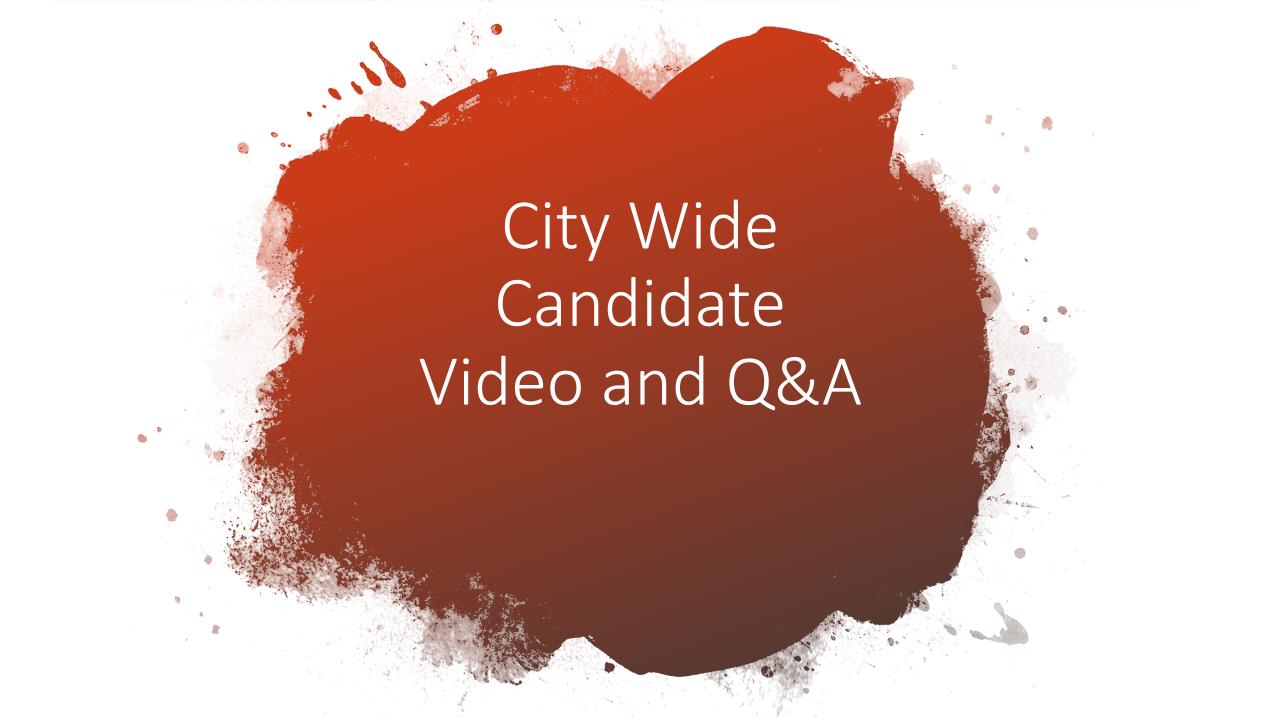
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# Citywide Candidates Only

- Candidates will have a maximum of 3 minutes for their video recorded statement and one minute to answer each of the three questions.
- Sign up tonight for a time slot to record your statement and the Q and A
- If you are unable to sign up, you will be contacted. If needed, additional dates will be added.





- Establish a candidate political committee
- Raise and expend funds for election purposes
- Use chapter chair / area chair list to contact these individuals
- Request time for speaking at area and site chapter meeting



- Designate a person to speak on their behalf
- Request endorsements from chapter chairs and members
- Distribute or have distributed, to school and other sites, election flyers and request that they be given to members



- Have the UTLA designated mailing and printing house mail elections materials to all members in candidate's constituency list at candidates' expense.
- UTLA will provide the various constituency list of members to the mailing house. This list will not be accessible to candidates.



- Submit links to a
   Facebook page, website,
   Twitter handle, or email address after candidate names are posted.
- Include social media links in your statement and flyers

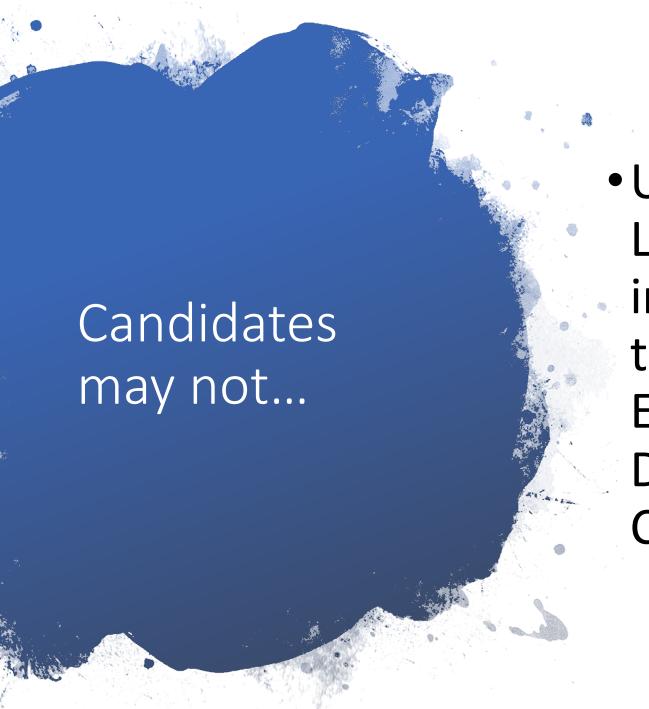




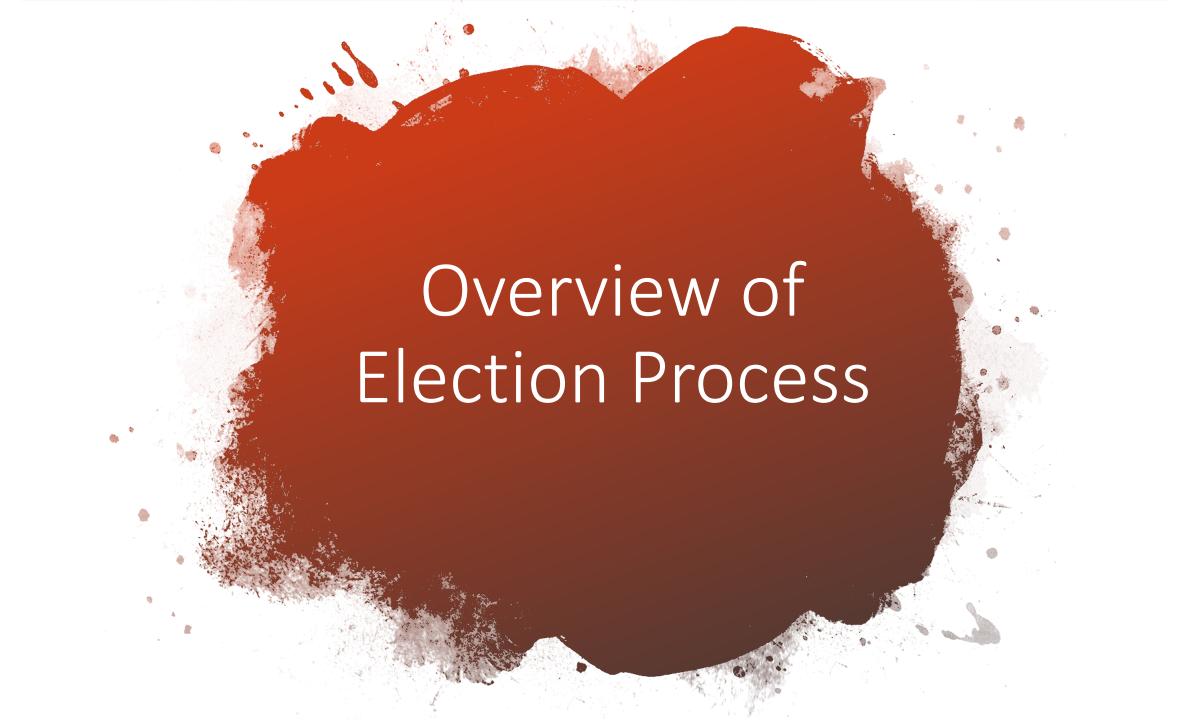
- Receive endorsements or financial support from UTLA affiliates
- Receive endorsements or financial support from UTLA Committees
- Use LAUSD or UTLA staff, equipment, or supplies for election purposes



- Use UTLA, State or National affiliates' logos, banners, etc.
- Use offensive, vulgar, or obscene language in any printed election materials or anything which is to be posted in association with the UTLA website



 Use official UTLA or LAUSD membership lists / information other than those provided by the **Election Committee (Area Directors and Chapter Chairs Constituency list)** 



## Ballots and Online Voting

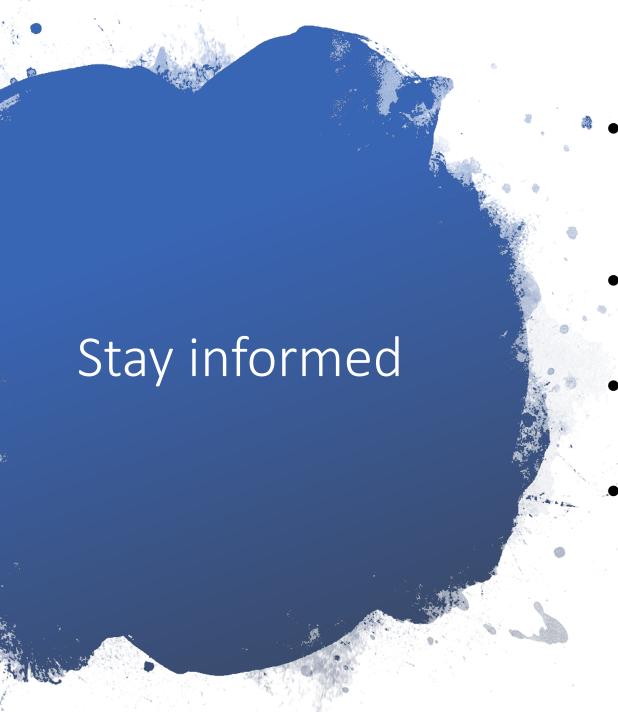
- Ballots will be mailed out February 3<sup>rd</sup>
  - Directions and member's individual's pin are included with the paper ballot.
  - You can only vote once either on paper or online
  - Deadline to request replacement ballets Feb. 14th

## Ballots and Online Voting

- Ballots must be mailed and received at the Post Office Box by Feb. 28<sup>th</sup> 8am
- Votes are counted by the Election Company at UTLA
- Candidates may send a representative observer –if form submitted in advance
- Results will be posted on the website.



- Post your Social Media links on the website
- Send flyers to chapter chairs and post it on the website
- Statement and photo in the UT, on the website and enclosed with the ballot
- Ask to speak at school sites and area meetings and distribute flyers in designated areas.



- Check your email and respond immediately to emails from Tara Thomas
- Check the utlaelections.org website regularly
- Send questions to info@utlaelections.org
- Review the timeline frequently and don't wait to submit items at the last minute.

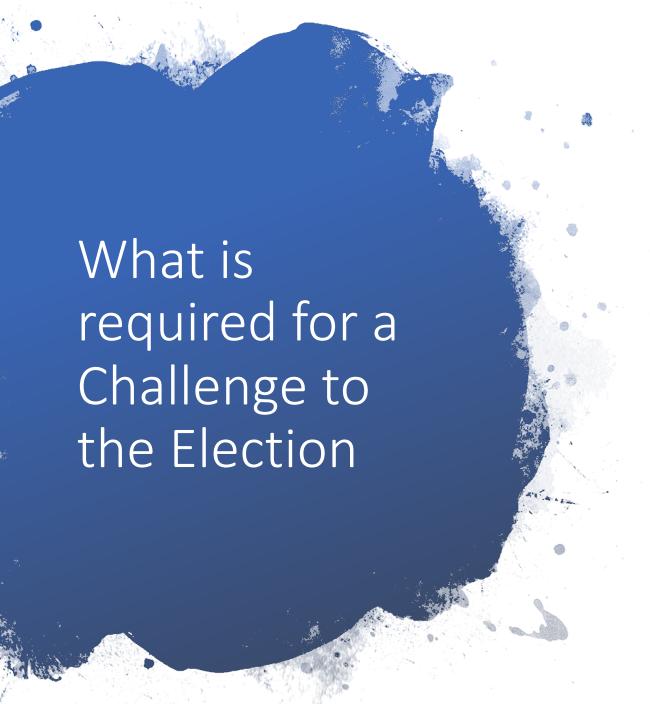




- There must have been a violation of the UTLA Election Manual or UTLA Constitution
- There must be proof of the violation



- The violation must be shown to have altered the outcome of the election
- A deposit of \$1,000 for a Board of Directors or \$2,000 for a city-wide office



All candidates should be aware of the tremendous cost to the UTLA membership by any challenge that goes beyond the decision of the **Election Committee** 





