

Election Orientation



Agenda

- Introductions
- PowerPoint Presentation
- Drawing for Ballot Order

Introduction

Janet and Lanny

- We are members of the UTLA Elections Committee (EC)
 - We are UTLA Members who were elected by the House of Representatives to manage the UTLA Elections for Citywide Elections of UTLA Officers and Directors.
 - Janet Davis and Lanny Larsen Committee Co-Chairs
 - EC Members introduce themselves

As a result of Covid - 19

There are changes to the election process that have been put in place for the safety and welfare of our members:

- Meetings will be held virtually until further notice.
- Communications will be through non-LAUSD emails.
- All forms, statements, etc., will be submitted through utlaelections.org.

(All information subject to change)



Overview

Welcome to the UTLA Election Orientation

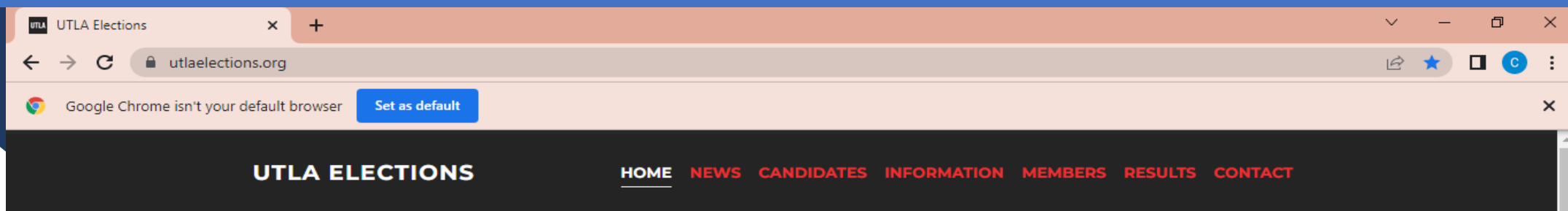
- This orientation is to provide candidates with important information about the election and its process. We will review the following:
 - UTLA Election Website
 - Some of the changes made this year
 - An overview of the timeline
 - Important deadlines
 - Where to find forms and information
 - What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

A blue ribbon graphic with a 3D effect, featuring a white rectangular area in the center. The ribbon is folded at the ends, creating a triangular shape on the left and a smaller one on the right.

UTLA Election Website

Carmen

You will find:



EVERYTHING ABOUT THE LATEST
UTLA ELECTIONS
IS HERE

Interim Declaration of Candidacy Form Still Available

[Election Timeline for 2022-2023](#)

You will find:

NEWS

[Interim Election in Valley West](#)

[Manual updated for 2022-2023](#)

[UTLA Members to Elect Officers and Members of the Board of Directors in 2023](#)

[More](#)

NEXT "SAVE THE DATE"

September 30, 2022: **5:00 P.M. DEADLINE** has now passed and 3 of 4 [Declaration of Candidacy forms](#) are now closed.

October 3: **6:00 P.M.** **Mandatory Candidate Orientation Meeting.** It will be on Zoom and an email will go out by Saturday, October 1. Drawing for ballot order.

[More](#)

You will find:

CANDIDATES

[Declaration of Candidacy Forms](#)

[FAQ for General Election Candidates](#)

[Candidate Flyer/Photo Form and Instructions](#)

[Candidate Flyer Mailing Company](#)

[Candidate Statement/Links Form and Instructions](#)

[Thinking About Running?](#)

[Campaign Contribution Disclosure Report](#)

[Past Elections](#)

[Vote Count Observer Form](#)

[Political Committee Registration Form](#)

[Orientation for Candidates](#)

MEMBERS

[Orientation for Voters](#)

[Understanding Online Voting and Find My PIN](#)

[How the Elections Work](#)

[FAQ for Voters](#)

[Problems with Find My PIN or Request for a Replacement Paper Ballot](#)

Update Your Contact Information

To ensure ballot delivery, **update your information** via the UTLA website.

You will find:

INFORMATION

[Election Manual](#)

[Itinerant Assignments Declaration Form](#)

[Election Timeline](#)

[UTLA Constitution and Bylaws](#)

[How Online Voting Works](#)

[Committee Chair Role in UTLA Elections](#)

[Chapter Chair Role in UTLA Elections](#)

CONTACT

Questions, comments, or concerns? **Please contact the UTLA Elections Committee.**

RESULTS

[2021 Special Election Results](#)

[2020 Special Election Results](#)

[2020 Election Results](#)

Important

- UTLA Election Manual
- Timeline
- Forms
- Access to election information
- FAQs
- Make sure to address questions or concerns to:
info@electionscommittee.org

A blue ribbon graphic with a folded end on the left side, containing the text "What's New" in white.

What's New

Important Changes Due to the Janus Decision

- UTLA will give candidates chapter chair contact info, send out emails to update voters on the election, and allow candidates to send out flyers through their Mailing Company at their own expense.
- UTLA will not give candidates member contact information.

Online Voting

A major change in this election is that voting will be done online only. Ballots will not be mailed to member so make sure that all members emails are correct.

Election Timeline

(Joseph)

OCTOBER 2022

October 03: 6 p.m. Mandatory Candidate Orientation Meeting. Drawing for ballot order.

October 18: All digital campaign materials (flyer, photo/headshot, statement, and social media links) may be submitted beginning today. Submissions will be posted in the order received. These all have deadlines listed below. If an item is not submitted by the deadline, it will not be posted.

NOVEMBER 2022

Candidates may continue to submit their electronic flyer, photo/headshot, social media links and candidate statement before the deadline for earlier posting.

DECEMBER 2022

December 5: **5:00 P.M. DEADLINE** for the electronic submission of the digital flyer for the Election Website and the candidate photo/headshot for the website. This photo/headshot will also be printed with the candidate statement.

December 14: **5:00 P.M. DEADLINE** for candidates to deliver printed flyers to UTLA for the Chapter Chair mailing. Submission directions will be provided.

December 16: 5:00 P.M. DEADLINE for Members working in Itinerant assignments and as Substitute Teachers to file the **[Itinerant Assignment Declaration form](#)** to qualify to vote in Area Director elections.

JANUARY 2023

Week of January 3: Video recording for Officer and Special Director Candidates.

January 6: **5:00 P.M. DEADLINE** for the Candidate Statement and Social Media Links. The candidate statement and photo/headshot will be published on the UTLA Elections website, in the Special Election Edition of the UNITED TEACHER and will be available on the Voting Services Company website.

January 16: Packets of Candidate flyers will be mailed to Chapter Chairs.

January 20: 5:00 P.M. DEADLINE for member debate question submissions. Submit debate questions via our [contact page](#) with subject line “Debate questions.”

January 23: Special Election Issue of UNITED TEACHER published.

January 30: 5:00 p.m. Citywide Officer Candidate Debates on Zoom. Sign up link for the Zoom will be available here closer to the event.

FEBRUARY 2023

February 6: A PIN will be emailed to members and will also be accessible online thru “Find My PIN.”

February 7: **Ballots are available. Voting begins.**

February 27:10:00 A.M. DEADLINE for Candidates to turn in the [Vote Count Observation Form.](#)

February 28:

8:00 A.M. DEADLINE for electronic voting. Electronic vote count. Results posted.

5:00 P.M. DEADLINE for filing Campaign Contribution Disclosure Report form.

MARCH 2023

March 15: Second round voting opens (if necessary)

March 28:

8:00 A.M. DEADLINE for electronic voting. Electronic vote count. Results posted.

5:00 P.M. DEADLINE for filing Campaign Contribution Disclosure Form for the second round only.

April 11: Third round voting opens (if necessary)

April 25:

8:00 A.M. DEADLINE for electronic voting. Electronic vote count. Results posted.

- 5:00 P.M. DEADLINE for filing Campaign Contribution Disclosure Form for the third round only.



Forms

Forms Required

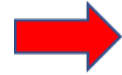
- Declaration of Candidacy Form
 - Chapter Chair / Area Chair list Use Agreement
- Campaign Contribution Disclosure Report
- Political Committee Registration Form
- Vote Count Observer Form
 - Authorization forms for candidate's designee to view counting of the ballots

Optional

- Candidate flyer
- Candidate photo and statement
- Social Media Links

Forms

You will find
these forms
on the
Election
Websites



- [Declaration of Candidacy Forms](#)
- [Orientation for Candidates](#)
- [Candidate Flyer/Photo Form and Instructions](#)
- [Candidate Statement/Links Form and Instructions](#)



- [Campaign Contribution Disclosure Report](#)



- [Vote Count Observer Form](#)



- [Political Committee Registration Form](#)

Campaign Contribution Disclosure Report (CDDR)

This form is now known as CDDR (pronounced Cedar)

It is very important that when filling this form out, you must make sure to identify the donor as one of three:

- a family member
- personal friend
- UTLA member.



Flyers

(Cat)

All Candidates 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 VI. B.

Candidate Flyer

- Will be posted at utlaelections.org
- The digital flyer is due no later than **December 5, 2022 at 5pm.**
 - If you upload before the deadline you will be able to get help if you are having trouble uploading it.
- The website will provide directions for uploading a digital pdf copy, for the website.
- Do not wait until the last moment as the deadline is ABSOLUTE.

Candidate Flyer

- 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.
 - If you want to go to a union printer and bring the flyers to Ford, that cost will include the envelope, label, and postage. UTLA has a non-profit mailing rate that candidates will be able to benefit from. Candidates cannot have lists of individual members, but Ford has the lists and will mail them for candidates who chose to pay for them.

Candidate Flyer

- The next slide is an example of approximate cost as it was from the last election cycle. The costs will be higher but similar. Citywide flyers are cheaper per item but obviously, there is greater volume. The smaller races are more expensive per item but the number of flyers is less.
- Candidates may choose to do a mailing with one or more candidates.
- Candidates who do that must fill out the [Political Committee Registration Form](#) even if that is the only time they combine funds.

Candidate Flyer

(This is only a sample cost from last election cycle)

UTLA Political Mailing Form

Select Print & Mail Services


Print and Mail Services Include: Printing of one 8 ½ x 11 flyer and Envelope, Folding and Inserting of flyer into Envelope, ink-jetting addresses from UTLA database, postage and delivery to the United States Post Office included.

Candidates Name:	
Phone Number:	Email:

Select Your Area or Category	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	\$.32	\$.32	\$.33	\$.25
Valley East (4,091)	\$.41	\$.42	\$.44	\$.48	\$.33
Valley West (4,692)	\$.40	\$.41	\$.43	\$.46	\$.31
Adult Occ Ed (746)	\$.73	\$.74	\$.76	\$.80	\$.63
Substitutes (1,427)	\$.52	\$.53	\$.55	\$.58	\$.43
Bilingual (3,894)	<input type="checkbox"/> \$.43	\$.44	\$.46	\$.49	\$.34

Candidate Flyer

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



Submitting Statement and Photo (Alan)

Submitting Statement and Photo

- Submit both statement and photo electronically to utlaelections.org.
- If you submit material before the deadline, it will be posted once approved and you can also get technical assistance if needed.
- If you have any problems, contact info@electionscommittee.org

Important Deadlines

You are
here

OCTOBER 2022



October 3: 6 p.m. Mandatory Candidate Orientation Meeting. Drawing for ballot order.

October 18: All digital campaign materials (flyer, photo/headshot, statement, and social media links) may be submitted beginning today. Submissions will be posted in the order received. These all have deadlines listed below. If an item is not submitted by the deadline, it will not be posted.

NOVEMBER 2022

Candidates may continue to submit their electronic flyer, photo/headshot, social media links and candidate statement before the deadline for earlier posting.

DECEMBER 2022



December 5: **5:00 P.M. DEADLINE** for the electronic submission of the digital flyer for the Election Website and the candidate photo/headshot for the website. This photo/headshot will also be printed with the candidate statement.



December 14: **5:00 P.M. DEADLINE** for candidates to deliver printed flyers to UTLA for the Chapter Chair mailing. Submission directions will be provided.



What Candidates May Do

(Leonard)

Candidates May...

- 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
- Invite members to share their contact information voluntarily for the purpose of supporting their campaign

Candidates May...

- Designate a person to speak on their behalf at meetings
- Request endorsements from chapter chairs and members
- Email their flyers to the Chapter Chairs and ask them to distribute them to members electronically

Candidates May...

Have the UTLA designated mailing and printing house (Ford) 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.)

Candidates May...

- Submit links to social media and email addresses that will be posted on utlaelections.org
- Include social media links in their statement and flyers



What Candidates May Not Do

(Gwendolyn T)

Candidates May Not...

- Receive endorsements or financial support from UTLA affiliates. (NEA, AFT, CTA & CFT)
- Receive endorsements or financial support from UTLA Committees
- Use LAUSD or UTLA staff, equipment, or supplies for election purposes

Candidates May Not...

- Use UTLA, State or National affiliates' logos, banners, etc.
- Use official UTLA or LAUSD membership lists/information other than those provided by the Elections Committee (Chapter Chairs lists)

Candidates May Not...

- Receive endorsements, financial support or other assistance from outside organizations who might benefit (financially or in other ways) if the candidate(s) are elected
- Use offensive, vulgar, or threatening language in any printed election materials or anything posted on the UTLA Elections website. *This includes social media sites*

Social Media

The election committee expects candidates to use social media responsibly, monitor regularly and delete any inappropriate content posted by others

Overview of Election Process

(Steve)

Online voting
opens February
7 and closes
February 28

Vote Early

FEBRUARY 2023

February 6:

A PIN will be emailed to members and will also be accessible online thru “Find My PIN.”

February 7: Ballots are available. Voting begins



February 27:

10:00 A.M. DEADLINE for Candidates to turn in the **[Vote Count Observation Form](#)**.

February 28:

8:00 A.M. DEADLINE for electronic voting. Electronic vote count. Results posted.



5:00 P.M. DEADLINE for filing Campaign Contribution Disclosure Report form.

Online Voting

- Directions and member's individual PIN will be emailed from the Election Company
- You can only vote once
- Results will be posted on the UTLA Election website

Stay Informed

- Check your email and respond immediately to emails from Tara Thomas and Elections Committee
- Check the <https://utlaelections.org> website regularly
- Questions, comments, or concerns please email info@electionscommittee.org
- Review the timeline frequently and don't wait to submit items at the last minute.

Opportunities

- Post your Social Media links on the website
- Send flyers to chapter chairs and post it on the website
- Statement and photo on the UTLA election website
- Ask to speak at virtual meeting in school sites and area meetings and email flyers to chapter chairs



Election Challenges

(Gwen B)

What is required for a Challenge to the Election

- There must have been a violation of the UTLA Election Manual or UTLA Constitution.
- There must be proof of the violation, and it must be shown to have altered the outcome of the election
- You can only file a challenge to the office in which **you** are running
- A non refundable deposit of \$2,000 for a City Wide Office and a non refundable deposit of \$1, 000 for Board of Directors

What is required for a Challenge to the Election

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



Debates

(Jeni)

Debates

- We will be hosting a debate forum for those candidates running for officer positions only.
- It will be on January 30th at 5pm.
- Format is still to be determined.



Videos

Videos

- Candidates running for officer positions as well as Special Directors will have the opportunity to present themselves in a video.
- The election committee will coordinate the time and date for recording the videos.
- The Election Committee will email you a schedule. Make sure to indicate your top three preferences from the options provided.



Questions

A blue ribbon graphic with a folded end on the left side, serving as a background for the title text.

Drawing for Ballot Order



Good Luck