

Candidate Election Orientation

Special Election 2020

Early Education Director

Agenda

- Introductions
- Power Point Presentation
- Drawing for Ballot Order

Introduction

Janet Davis and Lanny Larsen

- We are members of the UTLA Elections Committee (EC)
 - We are volunteer 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 and then Candidates introduce themselves

As a result of the COVID - 19

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

- The UTLA building is closed
- Meetings will be held virtually
- Communications will be through emails
- All forms, statements, etc., will be submitted through utlaelections.org

UTLA Special Directors Citywide Representatives

Only these groups have a Special Director to represent and advocate for them at the UTLA Board of Directors

- Adult Education
- **Early Education**
- Special Education
- Bilingual Education
- Substitute Teachers
- Health and Human Social Work Professionals

Only Early Ed Teachers will be voting in this election

Why is this Position Important?

- The Early Ed Director represents Early Ed Teachers on the UTLA Board of Directors (BOD)
 - The BOD may be unaware of how a policy might negatively impact Early Ed teachers
 - Early Ed Centers may have specific issues related to their job duties and work setting
- The Special Directors are called in for contract negotiations related to the group they represent

Early Ed Director Committee Meeting Role

- Assist the Committee Chair plan and lead the EE Committee Meeting
- Provide their contact information to EE teachers and assist and support them
- Work with your UTLA Area Rep., Pablo Murillo, to address school site issues
- Seek input from EE teachers in order to represent EE teacher issues on the UTLA BOD

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Overview

Welcome to the 2020 UTLA Election Orientation

- 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

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Election Website

You will find:

- UTLA Election Manual
- Timeline
- Forms
- Access to information
- FAQs
- Where to address questions
- Legacy samples from the last election of flyers, statements, photos and some social media

Election Website

<https://utlaelections.org>

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What's New

Important Changes Due to the Janus Decision

- UTLA will not give candidates member contact information
- 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 UTLA's Mailing Company at their own expense

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Election Timeline

SEPTEMBER 2020

September 8: **DEADLINE** for **Candidacy Declarations** – received by 5:00 p.m.

September 10: Virtual Candidate Orientation and Ballot Order 6:00 p.m. via Zoom.

September 24: Candidates may submit flyers, statements and social media links before the deadline beginning 9/24/2020. These will be posted as soon as they are received and reviewed.

OCTOBER 2020

October 9: **DEADLINE** for Candidate Flyers – received by 5:00 p.m.

October 16: **DEADLINE** for Candidate Statement and social media links – received by 5:00 p.m.

NOVEMBER 2020

November 30: Ballots mailed out

DECEMBER 2020

December 14: **DEADLINE** Paper Ballot Replacement Request- received by 5:00 pm. [PIN Access Requests still available.](#)

JANUARY 2021

January 7: **DEADLINE** to Request PIN Access- received by 5:00 p.m.

January 7: **DEADLINE** for candidates to submit an Observer Request Form – received by 5:00 p.m.

January 11: **DEADLINE** for paper and electronic ballots [to be received](#) by 8:00 a.m.

January 11: Elections Committee Observes Ballot Count via ZOOM. Candidates or their identified Observer may also observe if the Candidate has submitted the Observer Request Form by 1/07/2021 5:00 p.m.

January 11: Results of Election Announced/Posted online

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Forms

Forms Required

- Declaration of Candidacy
 - Chapter Chair / Area Chair list Use Agreement
- Financial Disclosure Report Form
- Political Committee Registration form
- Observer Form
 - Authorization form for candidate's designee to view counting of ballots

Options

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

Forms

You will find these forms on the Election Websites

- | **2020 Election Candidates**

- | **Declaration of Candidacy Forms**

- | **FAQ for Candidates**

- | **Financial Disclosure Report Form**

- | **Observer Form**

- | **Orientation**

- | **Political Committee Registration Form**

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Flyers

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 VII. B.

Candidate Flyer

- Will be posted at utlaelections.org
- The digital flyer is due no later than October 9 by 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.
 - Additional rules and restrictions for flyers
- Do not wait until the last moment as the deadline is **ABSOLUTE**

Candidate Flyer Option

- 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 the constituency lists.

Candidate Flyer Option

- Candidates will receive the UTLA non-profit postage rate almost half the cost of regular postage through the Mailing Company
- Flyers can be printed by the Mailing Company or by the candidate. Be advised Mailing Company is not a union printshop.
- You are not required to have a union bug on your flyer.
- The Company will provide the envelopes, address labels, stamps, and deliver them to the Post Office

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Submitting Statement and Photo

Submitting Statement and Photo

- Upload both your 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 tech assistance if needed.
- If you have any problems, contact us at info@electionscommittee.org or through the contact function on the website

Important Deadlines

Flyers, Statements, Photos, and Social Media

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You are
here



Ballots sent
out: Nov. 30th
Ballots due:
Jan. 11th

Please Vote Early

If you lose your ballot, request
a Replacement Ballot or PIN
(to vote online)

NOVEMBER 2020

November 30: Ballots mailed out



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What Candidates May Do

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 an EEC Meeting
- 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 or ask for the flyers to be emailed out


Candidates May...

Have the UTLA designated mailing and printing house mail elections materials to all EEC members at the candidate's 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 a Facebook page, website, Twitter handle, and email address that will be posted on utlaelections.org
- Include social media links in their statement and flyers

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What Candidates May Not Do

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 Election Committee (Chapter Chairs Constituency lists)

Candidates May Not...

- Receive endorsements, financial supports or other assistance from outside organizations who might benefit (financially or in other ways) if they are elected
- Use offensive, vulgar, or threatening language in any printed election materials or anything posted on the UTLA website including social media sites

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Overview of Election Process

Ballots and Online Voting

- Directions and member's individual PIN are included with the paper ballot.
- You can only vote once either on paper or online
- Deadline to request a Replacement Paper Ballot – December 14th, 5 pm
- Deadline to request a PIN to Vote Online- January 7th, 5 pm
- Additional online voting information - utlaelections.org
- Votes will be counted via Zoom January 11 and the results will be posted on the website

Stay Informed & Make a Check-list

- Check the utlaelections.org website regularly
- Put info@utlaelections.org in your contacts.
- Check your email regularly
- Review the timeline frequently and don't wait to submit items at the last minute
- Note due dates on your calendar and make a check-list

Opportunities

- Post your Social Media links on the website
- Send flyers to chapter chairs and post it on the website
- Ask to speak at virtual meeting in school sites and area meetings and email flyers to chapter chairs
- Candidate Statement and photo will be posted on the website and enclosed with the ballot

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Election Challenges and Arbitration

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
- The violation must be shown to have altered the outcome of the election
- The Election Committee hears and decides if the challenge meets the criteria above

Arbitration

If You Don't Accept the Election Committee Decision

- Candidate pays a deposit of \$1,000 for a Board of Directors election
 - The arbitration timeline and process are in the Elections Manual
- The same criteria must be met:
 - 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
- The decision by the Arbitrator is final

Arbitration Costs to UTLA

All candidates should be aware of the tremendous cost to the UTLA membership that results from any challenge that goes beyond the decision of the Election Committee into Arbitration.

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Questions

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Good Luck

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Drawing for Ballot Order