



Voter Orientation

2025-26

General Election

What is a General Election?

Every three years UTLA members elect the Citywide Officers and Members of the Board of Directors.

These UTLA leaders make important decisions that impact members.

If you work at a single site, you will vote for the Citywide officers and the four Area Director candidates (3 NEA 1 AFT) who will run your Area meetings and represent your Area on the Board of Directors.

If you work at multiple sites you will be able to vote for the officers. However, in order to vote for Area Directors, you must fill out the Itinerant Assignments form. <https://utla.net/resources/itinerant-assignments-form/>

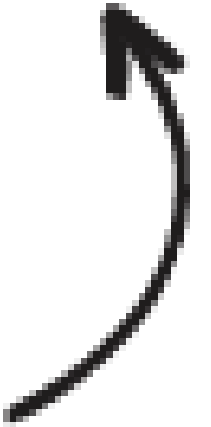
Itinerant Assignment Form

[https://utla.net/resources/
itinerant-assignments-
form/](https://utla.net/resources/itinerant-assignments-form/)

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**Itinerant
Assignment
Form**



In Order to Vote for Area Directors, Mark the First Box & Complete the Form

Itinerant Assignment Form

Why are you submitting the Itinerant Form?



- ☐ To vote in the Area Director race in the UTLA General Election or in an interim election.
- ☐ To qualify as a candidate for Area Director in the UTLA General Election or an Interim Election
- ☐ To qualify as a candidate for Area Steering Committee.

Name

First

Last

Employee ID Number

Qualifying to Vote in the Area Director Election

Select your UTLA Area: I work more of the time in

North Area  

Tips for Filling out the Itinerant Form

- Select your UTLA Area from the drop-down menu.
- If you don't know your Area, ask chapter chairs at sites where you work
- If you aren't able to figure it out, go to the section below this and list your sites and the approximate percentage of time at each site.

Voter Qualifications

- To be eligible to vote, you must be a dues-paying member during the month before ballots are made available.
- Your PIN will be sent by the election company to the email address you have given to UTLA.
- If you have changed your email, please update your contact information now to ensure easy access to voting.
- Memorize your employee number and enter it accurately.





If you are not a member,

Join here!

UTLA website:

<https://utla.net/join-utla> **or**
by scanning the QR Code:

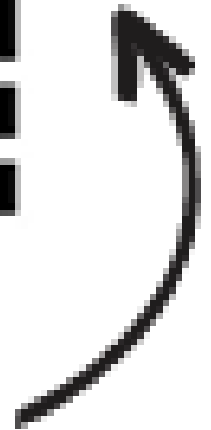
Please update your
contact information.

A current email
address will assure
easy voting access.

<https://utla.net/resources/update-your-contact-information/>



**Update Your
Contact Info**



Why is this Election Important?

Where can I learn more about the candidates?

The representatives you choose are making decisions that will impact you and your profession.

This is an opportunity to learn about the candidates by checking out their statements and social media links.

Go to utlaelections.org web site and learn more about the candidates who will be running to represent you.

UTLA Officers

UTLA
President

NEA Vice
President

AFT Vice
President

Secondary
Vice
President

Elementary
Vice
President

Treasurer

Secretary

The UTLA President

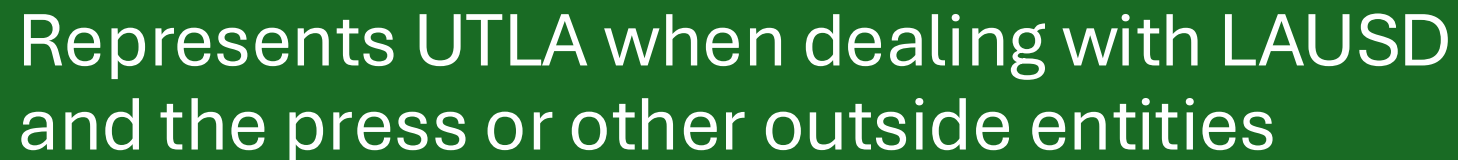
Is subject to the direction and policies established by the House of Representatives



Presides at all meetings of the House of Representatives and the Board of Directors



Represents UTLA when dealing with LAUSD and the press or other outside entities



NEA Vice President and AFT Vice President

1

Maintain UTLA's communication and relationship with our Affiliate Organizations
NEA, CTA, AFT, CFT

2

Lead affiliate meetings, functions and other duties within UTLA.

3

Represent UTLA at state and national affiliate conventions.

Elementary and Secondary Vice Presidents



Represent the President/UTLA at meetings and conferences connected to elementary or secondary education



Lead the Elementary or Secondary Committee Meetings with the respective Committee Chairs



Serve as instructional leaders addressing member issues relevant to elementary or secondary instruction and programs.

Secretary



Keeps records of all proceedings of The House of Representatives and Board of Directors' meetings.



Is responsible for membership lists.



Keeps accurate lists of committees and personnel.



Other duties within UTLA.

Treasurer

Has official custody of all UTLA funds.

Exercises general supervision over receipts and disbursements of funds.

Chairs the Budget and Finance Committee of the Board of Directors.

UTLA Board of Directors



There are eight UTLA Areas and each Area has four representatives. You will vote for three NEA directors and one AFT director. If you are not assigned to a single site fill out the Itinerant form. <https://utla.net/resources/itinerant-assignments-form/>



Members at a single site are assigned to a UTLA Area. The four Area Directors are your representatives on the Board of Directors, and they lead your Area Meetings.

North
South
East
West
Central
Harbor
Valley East
Valley West



Six specific groups are identified in the UTLA Constitution as having a Special Director position to represent their specific group of members. Only members within those specific categories will vote for a director to represent their group.

Are you a member of a special category?

There are six categories of members who qualify to vote for a Special Category Member of the Board of Directors.

You may qualify to vote for one or more of these directors if you meet the criteria for more than one category, for example, a special education teacher with a bilingual credential.

- Special Education Teacher
- Bilingual Teacher (must hold a Bilingual Authorization such as the BCLAD, or equivalent)
- Adult Education Teacher
- Early Childhood Center Teacher
- Substitute Teacher
- Health and Human Services Professional

AFT NEA

Aren't we a merged union?

- Yes, we are merged but AFT and NEA aren't
- American Federation of Teacher (AFT) and the National Education Association (NEA) are our two national affiliates
- Because the national associations are not merged, we have contracts with each of them that require separate AFT and NEA Vice Presidents and for each Area there are 3 NEA Directors and 1 AFT Director.
- You will vote for three NEA directors and one AFT Director

How will we vote?

All voting will be done online. The Election Company will send you an email with your PIN a day before voting begins.

If UTLA does not have your correct email address: **Please update your address now at <https://utla.net/resources/update-your-contact-information/>**. (QR code slide 6)

You can also access your ballot using Find My PIN by entering your employee number and the last four numbers of your SS#. (utlaelections.org)

United Teachers Los Angeles 2021 EARLY EDUCATION DIRECTOR ELECTION

Online Voting System

Once you are ready to begin voting, enter your Employee Number and PIN below:

Your vote must be received by 8:30 a.m. (PT) on Monday, January 11, 2021.

Enter Your Login Information:

UTLA Employee
Number:

7 Digit PIN:

Login

For PIN retrieval assistance please click on the link below

[Find My Pin](#)

If you experience technical difficulties with the website
please send an email to

webmaster@ivsballot.com

Voting

- If you have your PIN, enter it.
 - You also need to know your employee number.
-
- If you don't know your employee number ask your chapter chair, office manager or look on your sign-in card.
 - If you are at a charter school and don't know your employee number – ask your chapter chair or contact UTLA membership.
 - If “Find my PIN” doesn't work for you, contact UTLA Membership. Email membership@utla.net or call (213) 385-0300. Include your name, employee number (if you know it) and school or work site.

PIN Number Retrieval

In order to retrieve your voting PIN number, please log-in below with your Employee Number and the last four digits of your social security number.

Once your information is successfully submitted, your PIN number will appear on the page.

You will be able to log-in and retrieve your PIN number at any time.

UTLA Employee Number:

Last four digits of SSN:

Search

If you lose your PIN or Never Got One...Use Find My PIN

Enter your employee # and the last 4 digits of your social security number (SSN)

If you have a problem voting...

Review the UTLA Timeline to know when to expect an email from the election company. Make sure you have given UTLA your current email address.

If you do not receive a PIN, go to Find My PIN on the Election Website. You will be prompted to enter your employee number and the last four numbers of your SS#.

Make sure you know your employee number.

If you believe you did not receive the correct ballot type, do not vote on the incorrect ballot. Use the Contact form at the bottom of the home page and call Princess Sykes (213) 368-6220 as soon as possible.

If “Find my PIN” doesn’t work for you, contact UTLA Membership. Email membership@utla.net or call (213) 385-0300. Include your name, employee number and school or work site.

If you are not assigned to a single job site, you will not be able to vote for Area Directors unless you filled out the Itinerant form before the deadline.

If you have a technical problem, contact the Election Company for technical help.

webmaster@ivsballot.com

Find my PIN (Personal Identification Number)

To use **Find my PIN**, you will put in your employee number and the last 4 numbers of your Social Security number.

You will be given your PIN and a link that takes you into the login page so you can enter your employee number and your PIN and access your ballot.

Useful Links for voters

General Information for Members and How to Contact the Elections Committee

CANDIDATES

- [Declaration of Candidacy Forms](#)
- [Challenge Form](#)
- [Campaign Contribution Disclosure Report](#)
- [FAQ for General Election Candidates](#)
- [Vote Count Observer Form](#)
- [Political Committee Registration Form](#)
- [Orientation for Candidates](#)
- [Past Elections](#)

MEMBERS



- [Orientation for Voters](#)
- [Learning About UTLA Governance](#)
- [FAQ for Voters](#)

Update Your Contact Information

To ensure ballot delivery, [update your information](#) via the UTLA website.

INFORMATION



- [UTLA Constitution and Bylaws](#)
- [Election Timeline](#)
- [Election Manual](#)
- [Committee Chair Role in UTLA Elections](#)
- [Chapter Chair Role in UTLA Elections](#)

CONTACT



Questions, comments, or concerns? [Please contact the UTLA Elections Committee.](#)

Example of Candidate Pages from previous election

UTLA ELECTIONS [HOME](#) [NEWS](#) [CANDIDATES](#) [INFORMATION](#) [MEMBERS](#) [RESULTS](#) [CONTACT](#)

CANDIDATES FOR SPECIAL CATEGORIES DIRECTOR


Board of Directors (Special Category) includes Adult and Occupational Education, Bilingual Education, Early Childhood Education Centers, Health and Human Services, Special Education and Substitutes.

CONTESTED

UTLA Board of Director – Adult Education

UTLA Board of Director – Adult Education

UTL

Matthew Kogan

STATEMENT


FACEBOOK

TWITTER

EMAIL

FLYER

UTL

Marc Wutschke

STATEMENT

EMAIL

FLYER

UNCONTESTED (CANDIDATES ELECTED BY ACCLAMATION)

UTLA Board of Director – Early Childhood Education

[Teri Harnik](#)

UTLA Board of Director – Health & Human Services

How else can we learn about the candidates?

The website is the best way to get an overview of the candidates similar to the example in the previous slide. Check out their social media posts.

The Citywide Officers and the Special Directors will be making a video in December.

Your Chapter Chair may invite candidates to speak at your chapter meeting.

Candidates' email addresses will be available on the candidate section of the utlaelections.org website.

Citywide Officers and Special Directors are invited to have short statement and Q&A videos produced on their behalf in December/January.

The Areas traditionally will allow Area Director Candidates and other candidates to speak at the Area Meeting preceding voting. That will be the January 21st Area Meeting .

The ballot link will be active:

8:00 AM, January 30, 2026

Ballots Due:

8:00 AM, February 18, 2026

Please vote early so, if there are problems, they can be resolved.

JANUARY 2026

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

January 15:

- **5:00PM DEADLINE** for members to submit forum question (link not yet available).
- Special Election Issue of UNITED TEACHER mailing.

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

January 22: Citywide Officer Candidate Forum on Zoom. Sign up link for the Zoom will be available here closer to the event.

January 29: A PIN will be emailed to members and will also be accessible online thru “Find My PIN” on the Election Services Company’s website.

January 30: 8:00am Ballots are available. Voting begins.

FEBRUARY 2026

February 13: **10:00AM DEADLINE** for Candidates to turn in the **Vote Count Observation Form** if they cannot attend and choose to send a representative.

February 18:

- **8:00AM DEADLINE** for electronic voting. Electronic vote count. Results to be posted on this website.
- **5:00PM DEADLINE** for filing **Campaign Contribution Disclosure Report** form.



[Calendar](#)

[News](#) >

[UTLA Elections](#)



If you cannot find the utlaelections.org website, go to utla.net and look under News and Events

For any questions or problems, we are here to help.

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- Use the Contact form utlaelections.org/contact
 - We prefer that you use the contact form because then we are sure to get your email, phone, number and other information so we can help you.

