

UFF

Statewide Election 2021



Election Procedures, Guidelines, and Timelines

Table of Contents

I.	Nomination Process.....	3
II.	Candidates Eligibility and Ballots	3
III.	Ballot Count.....	5
IV.	Communicating with Candidates	5
V.	Display and Distributing Campaign Literature.....	5
VI.	Candidate Information	7
VII.	Inspection of the Membership List.....	7
VIII.	Campaign Restrictions	7
IX.	Campaign Practice Challenges	8
X.	Election Procedures-Challenges.....	9
XI.	Election Records	9
XII.	Contingencies.....	10

UFF 2021 Election Committee
Election Procedures, Guidelines, and Timelines

UFF election shall be governed by the election procedures and guidelines developed by the Election Committee (EC), hereafter referred to as the EC or “the Committee,” and approved by the UFF Steering Committee. These guidelines and procedures will supersede all past practices.

I. Nomination Process

1. The Committee will seek nominations from eligible members.
2. All nominations should be submitted to the committee chair or co-chairs by the due date and time.
3. The committee will communicate with nominees regarding acceptance or refusal of their nomination.

II. Candidates Eligibility and Ballots

1. Ballots shall be prepared for each dues-paying member of the Association whose membership is verified by the EC (or its designee) from official membership records. However, UFF shall be entitled to use the last address of record to distribute any notices, ballots and/or other election communications to on-leave members.
2. In order to vote in a UFF election, an individual must be a dues-paying member in good standing as of the date that the membership database is provided to the vendor for mailing the ballot package (see election timelines).
3. Current dues-paying members who are on leave shall be included in balloting.
4. The UFF staff responsible for maintaining the UFF membership database will provide a current membership list to the Committee and will make every effort to ensure that the database is as accurate as possible.
5. Candidates’ names will appear on the ballot in alphabetical order.
6. All eligible members will be mailed an official ballot and candidate statements to their home address, as listed in the UFF membership records.

7. Members will be provided instructions for balloting. The instructions shall indicate the deadline for voting. Members will also be given the contact email addresses for the EC co-chairs and the UFF office if they have difficulty with the voting procedures.
8. Members will receive a return envelope to return their marked ballot. Actual ballots will be placed in an inner secret ballot envelope, also provided, to help ensure the integrity of the secret vote.
9. Walk-in ballots will not be accepted.
10. The Committee will rent two Post Office boxes:
 - a. One Post Office box will be used to receive ballot packages returned because of insufficient or bad addresses. This box will be visited as frequently as necessary during the balloting period to collect returned ballot packages in order to make an attempt to obtain an accurate address and re-mail the package to the member. A record of returned ballot packages will be maintained by the Committee. If a new address is found for a member, the ballot package will be re-mailed in a new envelope. The original mailing envelope will be retained with election records with a notation that the package was re-mailed. Those returned ballot packages for which a new address could not be determined will be retained with election records. The key(s) to this Post Office box will be the possession of the Committee chair and/or his/her designee. Trips to the Post Office or mailing company to pick up returned ballot packages will be done in pairs (two members of the Committee).
 - b. A second Post Office box will be used for return of marked ballots. This box will be opened only on the date of the ballot count. Candidate observers may accompany committee members to the Post Office when ballots are retrieved and taken to the counting site. The key to this Post Office box will remain in possession of the Postal Service or mailing company until the designated ballot pick up date and time.
11. A member may request a replacement ballot by contacting the Committee chair. Replacement ballots will be mailed to the requesting member at the address designated by the member.
 - a. The deadline for requesting a replacement ballot will be ten days prior to the ballot return deadline date.
 - b. Replacement ballots will be marked with replacement code and mailed to the updated address.

12. In order to ensure voter eligibility, members shall be required to clearly print their name and address on the outer ballot return envelope. In order to ensure secrecy, once eligibility is determined, the ballot will be removed and separated from the return envelope. Unclear or illegible ballots will be considered void and kept for record.
13. Candidates' statements submitted for publication by the UFF will be included in the ballot mailing.

III. Ballot Count

1. Ballots will be counted and verified by the Committee. The Elections Chair or in case of two co-chairs, at least one of the co-chairs will present a final and official report of election results to the candidates, UFF Senate and the Steering Committee.
2. Any Candidate for officers and Executive Board may have one observer present for the ballot count and tabulation. (Social distancing required.)
3. Elections results shall be announced once the candidates have been notified.
4. The Committee will resolve any election challenges in accordance with IX below.
5. In the event of a tie, a lottery will be used to determine the winner.

IV. Communicating with Candidates

1. The Committee will communicate with all properly nominated candidates to discuss election procedures, inspection of the union's membership list, distribution of campaign literature, observers and other campaign rules and guidelines.

V. Display and Distributing Campaign Literature

1. Candidates may begin campaigning at the beginning of the nomination period.
2. Candidates may send campaign material to UFF_Elections@floridaea.org who will email the material out to members using non-employer member emails only.

3. Candidate campaign materials and statements may not simulate the UFF logo or the logo of its affiliates.

4. Distribution of Candidate Statements and/or Campaign Materials
 - a. Distribution of candidate statements and campaign materials on school campuses shall be in accordance with provisions of the negotiated Contract between UFF chapter and the respective institution.
 - b. A candidate cannot use institutional computers or institutional e-mail system to solicit votes.

5. Distribution of Candidate Statements in UFF Publications
 - a. Candidate statements and candidate photos for the UFF website will be supervised and approved by the Committee within the following guidelines:
 - i. Guidelines for statements will be distributed to all candidates.
 - ii. Deadline for submission of statements will be included in the elections timelines.
 - b. The word length of the candidate statements for each office is:
 - i. 250 words for candidates running for president.
 - c. Election statements and candidate photo submitted will have the following standard format:
 - i. Office sought and candidate name will be in bold print.
 - ii. All statements will be submitted electronically in a Microsoft Word document to the Committee at UFF_Elections@floridaea.org by 5:00pm.
 - iii. All statements are to be 12-point Times Roman font and single-spaced.
 - iv. Statements may not include graphics or images.

v. The Committee shall acknowledge receipt of statements within 2 business days.

vi. *Please note – the Committee WILL NOT be responsible for grammar or spell checking of any submitted candidate statements.

VI. Candidate Information

1. A copy of the procedures, guidelines and timelines will be given to all certified nominees.

2. At the 2021 February Senate meeting:

a. All candidates will be introduced and have an opportunity to address the Senate as follows:

i. President and/or Vice President —5 minutes

VII. Inspection of the Membership List

The membership list will be available for inspection at the UFF office between 8:30 a.m. and 4:30 pm or by appointment beginning on Feb. 12th. Any candidate or candidate's designee, in writing, who wishes to inspect the list should contact UFF_Elections@floridaea.org.

VIII. Campaign Restrictions

1. Candidates for office may not campaign on time paid for by the union or employer.

2. UFF staff shall not campaign or express support for a candidate in any manner.

3. Current UFF officers and members who are not candidates may support or campaign on behalf of a candidate but may not campaign on time paid for by the union or employer.

4. Anyone outside of the UFF membership is prohibited from soliciting members to support candidates or distribute candidate statements.

a. Candidates may ONLY accept monetary donations from UFF members.

b. If any violation of this prohibition is reported to the Committee, the candidate will be notified of this impropriety and action will be taken.

6. The prohibition against the use of union and employer funds applies to direct expenditures from the union or employer as well as indirect expenditures including:

a. Campaigning on time paid for by the union or employer

b. Use of union/employer owned or leased equipment such as telephones, fax machines, computers and copy machines

c. Use of union/employer supplies such as stamps, paper, and envelopes

d. Use of union employees to prepare campaign literature unless such preparation is provided to all candidates.

e. Use of the union letterhead

f. Use of union/employer property or facilities

g. Printing, writing or contributing information for articles which support or criticize an individual's candidacy in a union newspaper, social media networks or other publication

h. Giving free services or special discounts to a candidate customer such as printing, photocopying, etc.

IX. Campaign Practice Challenges

1. Any candidate or member qualified to vote may file a challenge alleging a violation of campaign practices in writing to the chair/co-chairs of the Elections Committee. Every challenge shall contain a clear concise written statement of the alleged campaign practice violation and the remedy the challenger would prefer to correct the alleged irregularity.
2. Any challenge alleging a violation of campaign practices shall be filed in writing with the Committee Chair by no later than the completion of balloting.
3. Pursuant to its authority, the Committee shall meet and review every challenge to determine whether one of its rules has been violated. Such challenges will be considered by the Committee in a timely manner. The Committee will render a written decision responding to any campaign practice challenge.

4. Should the Committee find that a candidate is in violation of campaign practices, the Committee may shall have the power to impose any disciplinary action that it deems appropriate, or no discipline at all
5. The complainant or affected candidate may appeal the actions of the Committee to the UFF Steering Committee for determination, provided that any aggrieved person may appeal that determination to the UFF Senate.

X. Election Procedures-Challenges

1. Any candidate or member qualified to vote may file a written challenge with the Committee Chair alleging a violation of specific election procedures and/or rules employed by the Elections Committee. No other basis for challenge shall be recognized as a valid challenge.
2. In order for a challenge to be recognized under these rules the challenge must be filed within two business days from the time the Elections Committee certifies the election results. Every challenge shall contain a clear concise written statement of the alleged irregularity in following the election guidelines and the remedy the challenger would prefer be applied to correct the alleged irregularity.
3. Upon the receipt of the challenge, the Committee shall investigate and recommend disposition, which may include an immediate correction of the irregularity and/or re-balloting. Any post-election challenges will be considered by the Committee in a timely manner. The Committee will render a written decision responding to the post-election challenges.

XI. Election Records

All election records will be sealed and maintained in a secure manner for at least one year as required by the Labor-Management Reporting and Disclosure Act (Landrum-Griffin Act). Records maintained shall include but not limited to:

1. Nomination forms
2. All ballots, including voted, uncounted, unused and invalid ballots
3. Vote tally lists
4. Returned ballot packages

XII. Contingencies

Should any issue arise that is not addressed in this document, that matter shall be referred to the Committee.

UFF 2021 ELECTIONS

TIMELINE

All times are Eastern Standard Time

By Monday, February 1, 2021 – Call for nominations postcard mailed to members. Emailed to members' personal addresses ASAP.

By Friday, February 12th, 2021 - Call for nominations due to Elections Committee (UFF_Elections@floridaea.org) by 11:59 pm P.M via email or postmarked by February 12, 2021 via mail. Email timestamp shall be evidence of meeting the deadline

Wednesday, February 17th, 2021 – Email and/or Call to candidates to confirm nomination

Wednesday, February 24th, 2021 – 11:59 P.M. deadline for candidate statements to be submitted to UFF_Elections@floridaea.org for posting on the UFF website.

By Monday February 15th have two PO Boxes set up for returning ballots and collecting ballots. (For Feb, March, April)

Saturday, February 27th, 2021– In the event of a contested election for president and/or vice president, Candidates address UFF Senate. Five minutes allotted per candidate.

By Wednesday, March 2nd, 2021- UFF mailing of instruction, ballots and candidate statements to members. Encourage member to vote as soon as they get it so it is in place in time.

Tuesday, March 30th, 2021 - The deadline for receipt of ballots in the UFF P.O Box is Noon. **Note:** Please make sure to mail your Ballots by March 23rd to meet the deadline.

By Thursday, April 1st, 2021 – Ballots will be counted by the Elections Committee at the UFF Office, 115 N. Calhoun Street; Suite 6, Tallahassee, FL 32301, or in designated nearby outdoor location due to COVID-19 safety requirements. There will be a zoom link for observing the count. Results of the elections will be posted on the website once counting has been completed.