



EXECUTIVE BOARD
ELECTIONS PROCEDURES
CANDIDATE CONFIRMATION
2024-2025

It is the candidate's responsibility to carefully read and adhere to these procedures!

I. Candidate Qualifying

a) **Candidate Prerequisites** – USEP membership by deadline specified in timelines and requirements below.

SRP Executive Board Member at Large

Must be SRP member & nominated by SRP members

Instructional Executive Board Member at Large

Must be Instructional member & nominated by Instructional members

b) **Nomination Forms** – Nomination forms for Executive Board must contain a cumulative total of ten (10) USEP members' signatures, the office that the candidate is seeking, and the candidate's signature. Nomination forms must be received at the USEP office by 4:30 p.m., on date specified in the timelines, to qualify for candidacy. ***It is the candidate's responsibility to ensure that the USEP office has received his/her nomination form by the deadline and that all required information is complete, legible and accurate.*** Facsimile/scanned copies are not acceptable and will be deemed invalid.

c) **Candidates' Meeting** – 6:00 p.m. on 2/27/25 at the USEP office by the Elections Committee. The purpose of this meeting is to ensure that all candidates are aware of the election procedures and timelines and sign campaign procedure forms. Further, a random drawing will be held to determine the order of names on the ballot.

I do hereby affirm that I agree to the above rules of the 2024-2025 Executive Board election for USEP.

Candidate's Signature

Date

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II. Member and/or Building Rep Listing(s) – Any candidate, upon written request and the proper filing of a nomination form, shall be furnished a list of USEP members and/or Building Reps:

- a) The request for the member and/or Building Rep listing(s) must be received at the USEP office by the deadline specified in the timelines. Facsimile copies of written requests are not acceptable.
- b) Requested listing(s) will be available at the USEP office during the specified period to those candidates who have requested the listing(s) in writing.
- c) The member and/or Building Rep listing(s) shall be by worksite.
- d) Listings shall be exclusive of those members who have requested their names be kept confidential.
- e) At no time will members' home phone numbers be provided.

III. Distribution of Literature – Distribution of campaign literature is permitted if the following rules are adhered to:

- a) The candidate must have on file a valid nomination form.
- b) The literature distributed must not be slanderous or libelous in nature.
- c) All literature must show, in a clear and legible fashion, the signature of the candidate responsible for it and the following disclaimer: ***The views expressed in this USEP election campaign literature do not necessarily reflect the official position of the United School Employees of Pasco.***
- d) USEP Building Representatives or any other USEP officials are not obligated or responsible for distribution of campaign literature.
- e) Under no circumstances may any candidate use the school courier, USEP staff or District email/network for the distribution of campaign literature.
- f) Campaign literature may be placed in worksite mailboxes only between the dates specified and upon notification to the worksite supervisor.
- g) Campaign literature may **not** be posted on USEP bulletin boards in the worksites or on the USEP web page.
- h) No alterations or highlighting will be permitted on the *Election Uniter* either before distribution to members or upon posting on the USEP bulletin board.
- i) Each candidate has sole responsibility for all actions incurred and relating to his/her campaign.

IV. Candidate Censure – the USEP Elections Committee will follow the Labor-Management Reporting & Disclosures (LMDRA) standards for conducting regular elections of union officers and election of delegates who elect officers. **Candidate election violations will be handled by the Elections Committee.** Continued infractions may result in the candidate's name being removed from the ballot.

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V. Ballots

- a) The order of names on the ballots will be determined by random drawing at 6:00 p.m. at the USEP office during the **Candidates' Meeting on 2/27/25**. Candidates are invited to observe the official final selection.
- b) Each unit (SRP and Instructional) will have its own ballot as follows:

SRP Ballot
SRP Executive Board Members at Large

Instructional Ballot
Instructional Executive Board Members at Large

- c) Unopposed candidates will be declared elected by acclamation and will not appear on the ballot.
- d) Balloting results will be tabulated and certified by USEP Elections Committee.

VI. Election Requirements

- a) **Executive Board Members at Large** – The candidates receiving the greatest number of votes cast shall be declared elected. If there is a tie for the top number of votes, those names of those candidates shall appear on a second ballot.

VII. Voting Protocol

- a) Voting will be conducted by USEP Building Reps during the period specified in the timelines using USEP voting procedures
- b) Employees eligible to vote, nominate, and/or run as a candidate are those USEP members in good standing (dues paying) as of the date and time specified in the timelines.
- c) If the USEP Officers and Executive Board are elected by acclamation, balloting for convention delegates will be conducted by the USEP Elections Committee utilizing Election Buddy.
- d) Candidates may witness the tabulation of the election results as specified in the timelines at the USEP office.
- e) Current Building Reps running for an elected position may **NOT** be involved with the election process.

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VIII. Election UNITER – Candidates who wish to have a campaign statement published in the Official *Election Uniter* as specified in the timelines, must have their statements submitted to the USEP office as specified in the timelines, and comply with the following requirements.

a) Candidates must ensure that their statements do not exceed the following word limit:

1. Instructional and SRP Executive Board – 150 words

b) Electronic statements in Word or RTF file format are preferred and can be submitted via email to USEPelections@useponline.org; however, typed statements will be accepted. Handwritten statements will not be accepted.

IX. Candidates Speeches – Candidates may address the Representative Council on March 25, 2025, as indicated on the agenda. Agendas will be provided to the Building Reps in a timely fashion, and all USEP members may attend.

a) Candidates must ensure that their speeches do not exceed the following time limit. Speeches exceeding the time limit will be stopped at the applicable time limit.

1. Instructional and SRP Executive Board – 1 minute

b) An individual candidate shall use his/her amount of time for formalized speeches. There will be no question-and-answer period.

c) Candidates will be called to speak in alphabetical order by last names in the following manner:

1. SRP Executive Board

2. Instructional Executive Board

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Candidate's Signature

Date