



ELECTION AND CAMPAIGN GUIDELINES ORANGE COUNTY CTA -- 2017 ELECTION CYCLE

The CTA Election Committee is running the Orange CTA's elections for the 2017 Election Cycle. The Committee has developed Election and Campaign Guidelines.

The purpose of these guidelines is to encourage member candidacy for office, to assure fair and equitable treatment of all candidates, and to provide an orderly and fair procedure for the resolution of elections-related conflicts and problems. These Election and Campaign Guidelines are intended to comply with the standards for elections developed under Title IV of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). To the extent that they do not, the LMRDA standards will prevail.

I. Candidate Eligibility

- A. As provided for in Article IV, Section III of the CTA Bylaws, all eligible candidates for office must be members of the Union for two years prior to the date the term of office will begin.
- B. Officer and Director Positions are subject to term limits (no more than two (2) three (3) year terms).
- C. The Committee will review Orange County CTA membership records to determine the eligibility of all nominees. Ineligible nominees will be advised of the reason(s) they are not eligible to run for office.
- D. Candidates may run for only one office (Executive Officer or Board of Director positions). Members will, however, be permitted to simultaneously run for an office and delegate positions.
- E. No write-in candidates will be permitted after the close of nominations.

II. Meeting with Candidates

- A. A copy of the election procedures, guidelines, and timelines will be given to all certified nominees. Each certified nominee will sign acknowledging receipt of the candidate information packet before campaigning.
- B. The Committee and/or its designee(s) will meet with all interested candidates or the candidate's designated representative at the CTA's Office for an orientation meeting to discuss election procedures, distribution of campaign literature, and other campaign guidelines.
- C. At this meeting, a drawing will be held to determine candidate position on the ballot. If a candidate is absent or does not have a representative at the meeting, an election official will represent the candidate in the drawing.
- D. At this meeting, candidates will also be advised of the date, time, and place for the preparation and distribution of ballots; information about the date,

time, and place of the balloting, and their right to have observers at each of these activities.

III. Withdrawal/Ineligibility of Candidates after Close of Nominations

- A. If a properly nominated candidate withdraws from a race or becomes ineligible for CTA office subsequent to the close of the nomination period, but before the printing of ballots, this candidate's name will not be placed on the official ballot. If more than one nominated candidate remains in the race, all remaining candidates will be placed on the ballot. If only one candidate remains in the race following withdrawal or ineligibility of a candidate, the remaining candidate will be deemed to have been elected to the position immediately upon the close of balloting.
- B. If a candidate withdraws from a race or becomes ineligible for CTA office after the printing of ballots, the Committee will notify members of such. When votes are tabulated, only votes for the remaining candidates will be used to determine a majority. If only one candidate remains in the race in this circumstance, that candidate will be deemed to have been elected to the position at the close of balloting.

IV. Voter Eligibility and Balloting Procedures

- A. The Orange County Service Unit staff responsible for maintaining the CTA 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.
- B. In order to vote in a CTA election, an individual must be a dues-paying member in good standing as of the date that the membership database is provided for ballot preparation as specified in the elections timelines. Current dues-paying members who are on leave shall be included in balloting.
- C. A ballot will be prepared for each dues-paying member of the Association whose membership is verified by the Committee from official membership records.
- D. Members will be provided instructions for balloting. The instructions shall indicate the timeline for voting. Members will also be given the necessary information to report any difficulties with the voting procedures.

V. Ballot Count

- A. For the 2017 election, ballots will be tabulated by the CTA Elections Committee. The Committee will present a final and official report of elections results to the candidates and the CTA Board of Directors.
- B. Elections results will be announced once the candidates and CTA President have been notified.

- C. Elections results will be placed on the CTA website, within 2 working days of the election results.

VI. Observers

Candidates are entitled to be present at the tally of ballots or they may designate an observer to be present on their behalf. A candidate shall provide the Committee with the name of his/her designated observer at least two (2) days prior to the scheduled date of the vote tally.

VII. Elections Determined by Majority Vote

- A. Executive Officer Positions

VIII. Elections Determined by Plurality Vote

- A. Board of Director Positions and FEA Directors
- B. FEA Delegates
- C. NEA Delegates (State and Local Delegates)
- D. AFT Delegates

NOTE If the number of nominees is equal to or less than the number of seats, the elections committee will declare the nominees elected without balloting.

IX. Runoff Balloting – Officers and Directors

- A. For those positions requiring a majority, if no candidate receives a majority of the votes cast on the first ballot, the two candidates with the highest number of votes shall be placed on a run-off ballot.
- B. When there is a two-way tie for first place, those two candidates will be in a runoff election.
- C. In the absence of a majority, when there is two-way tie for second place, the second runoff candidate will be decided by a coin flip.
- D. Runoffs will be conducted in the same manner as the first election, or by mail ballot.

X. Method for Determining a Majority

A majority is determined by the number of valid votes cast on the ballot as printed. A majority is defined as more than 50% of the valid votes.

XI. Distribution of Campaign Literature

- A. All campaign material must be sent to the Committee for review and approval prior to distribution.
- B. Campaign material will be reviewed only to ensure that it contains proper identification of the candidate and the source of sponsorship, i.e. "Paid for by the Campaign to Elect_____." As a general rule, all campaign materials must carry such identification. For example, signs, banners, brochures, t-shirts and other clothing must contain such identification. In some cases, however, carrying such identification would be impossible or impracticable, e.g., where the item is too small, such as a small piece of candy. In such cases, the items in question must be distributed from a table or booth, or

placed in some type of container, which clearly indicates that the campaign is their source of sponsorship.

- C. Upon nomination and certification of eligibility for office, a member shall be considered a candidate for office and will be provided with a copy of the election guidelines and the established election timelines. Candidates will also be provided with a USB drive that includes electronic list of Orange CTA members organized by worksite.
- D. Candidates may provide copies of their campaign materials in either hard-copy or electronic form. Hard copies may be delivered or faxed to (407) 290-8799. The Election Committee will make every effort to confirm receipt and approval of the material within two business days of receipt. Material should not be distributed prior to confirmation.
- E. A candidate may be subject to disqualification if campaign material is not submitted to the Committee before it is posted or distributed.
- F. Campaign flyers may not simulate the CTA logo or the logo of its affiliates.
- G. A candidate and/or supporter(s) is prohibited from using OCPS computers or the OCPS e-mail system to create and distribute any campaign material.
- H. Distribution of campaign materials on school campuses shall be in accordance with provisions of the negotiated contract between CTA and OCPS.
- I. Candidates are to keep a list of members' contributions including cash and in-kind contributions. Such lists will be turned in to the Committee within 30 days of the conclusion of the election cycle.
- J. Campaign Flyer Distribution via OCPS Courier Service
 - 1. Each candidate may distribute one (1) flyer (up to 8 1/2" X 14") per position sought and one (1) flyer if involved in run-off election through the OCPS courier service. Flyer(s) must be submitted to the Committee for its review prior to said distribution.
 - 2. Candidates are responsible for providing authorized campaign materials sufficiently in advance of the scheduled courier pickup. This pick up shall be subject to the provisions of the CTA/OCPS contract. The date of the distribution shall be established by the Election Committee and shall be conveyed to the candidates.
- K. There shall be no distribution of flyers or any campaign material during CTA meetings.
- L. The Committee will not be responsible for grammar or spell checking of any submitted candidate statements.

XII. Candidate Statements

- A. During the Orange County CTA March AR meeting (or other suitable meeting as determined by the Election Committee), candidates in contested races will be introduced and have an opportunity to address the members as follows:
 - 1. Executive Officer positions-3 minutes
 - 2. Director positions-1 minute
 - 3. All other contested positions-Introductory Statement (stand up and state name)

- B. There shall be no demonstrations, by or for candidate(s) in the CTA building.
- C. Personal Communications are not covered by these election guidelines.

XIII. Inspection of the Membership List

The membership list will be available for inspection at the CTA office between 8:00 a.m. and 5:00 p.m. beginning on April 7, 2016. Any candidate who wishes to inspect the list should contact Betsy Murphy or designee at the CTA office (betsy.murphy@floridaea.org).

XIV. Campaign Restrictions

- A. Candidates for office may not campaign on time paid for by the union or employer.
- B. Service Unit or CTA staff shall not campaign or express support for a candidate in any manner.
- C. Current CTA 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 or using union/employer resources.
- D. Candidates may ONLY accept monetary donations from CTA members. If any violation of this prohibition is reported to the Committee, the candidate will be notified of this impropriety and necessary action will be taken.
- E. The prohibition against the use of union and employer funds applies to direct expenditures from a union or employer as well as indirect expenditures including:
 - 1. campaigning on time paid for by the union or employer;
 - 2. use of union/employer owned or leased equipment such as telephones, fax machines, and copy machines;
 - 3. use of union/employer supplies such as stamps, paper, and envelopes;
 - 4. use of union employees to prepare campaign literature, unless such preparation is provided to all candidates;
 - 5. use of union/employer letterhead;
 - 6. use of union/employer property or facilities;
 - 7. printing, writing or contributing information for articles which support or criticize an individual's candidacy in a union publication;
 - 8. giving free services or special discounts to a candidate customer such as printing, photocopying, etc.

XV. Election Records

The Committee will maintain all election records for at least one year after the election, as required by federal law.

XVI. Election Complaints/Challenges

- A. Any violations or improprieties during the course of the election should be referred to the Committee. The Committee will make an investigation and decide on the appropriate actions, if any, to be taken.
- B. Any formal post-election challenges must be submitted in writing to the Committee no later than two business days after the counting of the ballots.

The 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. That decision may then be appealed to the FEA Credentials and Elections Committee within two business days after the Committee's decision was issued. The FEA Election Committee shall be the final determiner of all disputes regarding the conduct of this election.

NOTE: *The above rules and guidelines are not all inclusive. Additional rules, guidelines, and clarifications may be issued by the Committee during the course of the election.*