

SPEEA

EXECUTIVE BOARD ELECTION

INFORMATION & PETITION

for

2018 EXECUTIVE BOARD CANDIDATES

Open Positions:

President

Treasurer

Secretary

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*Please read all instructions contained in this booklet. If you have questions please contact:
Terry Hall 206-674-7360 terryh@speea.org*

Election Timeline

October 12, 2017	Council selects Candidate Position Statement questions.
December 1, 2017	Nominating Petitions, Candidate Position Statement questions and instructions are available at SPEEA offices and online at www.speea.org .
January 2, 2018	Council Officer's Meeting (Reference eligibility requirements page 4)
PETITION AND STATEMENT DUE DATES	
January 10 - 24 **2nd Wednesday of January to 4th Wednesday of January Deadline 5:00 p.m. in petitioner's region.	Petitions accepted by SPEEA Staff. They must be delivered to a SPEEA union hall signed by 20 or more members <u>and by the candidate</u> .
January 24	Tellers validate Nominating petitions, determine order of names on ballot.
January 24	Voter list available for candidate inspection. To schedule an appointment: NW contact: Terry Hall 206-674-7360, MW contact: Vicki McKenna 316-682-0262
January 29 **Monday (BEFORE 5:00 p.m. in petitioner's region)	Candidate Platform Statement, Qualification Statement, Position Statement and Photo due at SPEEA by 5pm. NO EXTENSIONS permitted. Photos will be taken at SPEEA for those who wish. Contact your local office for an appointment. (MW, Vicki 316-682-0262, NW, Terry 206-674-7360) Photos due by 5:00pm in your local office.
January 29 Monday, 5pm in petitioner's region	Tellers validate required maximum length of Candidate Platform Statements. Council Officers will review Candidate Position Statement response (for 1200-word limit). Candidate may be present for discussion.
January 30 - February 2	Staff will typeset platform and position statements.
February 6 By appointment (Before 5:00 pm)	(If desired) typeset Candidate Statements will be available for <u>candidate's review</u> and initials prior to printing. (<u>No changes may be made</u>)
BALLOT PREPARATION	
February 7 - February 28	Ballot packages prepared. This includes printing of ballots, candidate's statements and stuffing the envelopes.
BALLOT DUE DATES	
February 28 * Last Wednesday in February	Executive Board ballots mailed.
March 7	Tellers pick up undeliverable ballots from post office, verify addresses and re-mail ballots.
March 14 *2nd Wednesday of March (Noon)	Ballots Due at the post office. Ballots will be picked up at the post office at noon local time. Tellers count Executive Board ballots in Northwest and Midwest regions following the ballot pick up.
March 28 *4th Wednesday of March * <i>SPEEA Constitution 8.4.1</i> ** <i>By Laws 8.4.1</i>	New Executive Board members take office.

If you have questions:

Staff Contact NW Region Terry Hall (206) 674-7360
Staff Contact MW Region Vicki McKenna (316) 682-0262
Northwest Teller Chair Steve Karich (425) 965-2303
Midwest Teller Chair RG Reser (316) 523-6362

◆ **Eligibility Requirements**

Qualifications: Nominee must have been a **regular SPEEA member** in good standing for **the preceding twenty-four month period**. If a candidate was on an approved Leave of Absence during this twenty-four month period, the candidate must obtain a waiver from the SPEEA Council, in accordance with the SPEEA Constitution, section 2.3.2. A waiver requires a two thirds majority vote of the SPEEA Council, in accordance with 2.3.2 of the SPEEA By-Laws. Request for waiver must be submitted to the SPEEA council officers prior to the start of the council officer meeting in January. (See schedule, page 3).

No Exceptions ALL petitions (signed at the bottom) must be in the Tellers' hands no later than 5:00 p.m. in the petitioner's region, the 4th Wednesday in January. If the petition is faxed verify receipt.

◆ **Candidate Platform Statements**

Submit statements by email. **Proofing the statement for spelling and grammar accuracy is the responsibility of the candidate.**

The Platform Statement:

- ◇ Accompanies candidate's photo in ballot package
- ◇ Has a 250 word limit (will be cut off if over 250 words)
- ◇ May also contain an additional 25-word "Qualification Statement" (*offices held, etc*); not part of the 250 word limit.

- ◇ Regardless of length every word will be counted. Hyphenated words will be counted as one word. In addition to the 250 word statement, a "Qualification Statement" not to exceed 25 words will be allowed. [If you are close to the limit, don't depend on your computer to give an accurate count.]

Deadline is 5:00 p.m. the Monday following the fourth Wednesday of January. Statements can be e-mailed to Terryh@speea.org (Northwest), Vickim@speea.org (Midwest)— call to verify it's been received and please be certain to allow time to meet the 5:00 p.m. deadline.

◆ **Proofing Statements** (optional)

Candidate Platform Statements will be typeset and ready to proof by each individual candidate (or their designee) by appointment (in the Northwest call Terry, 206-674-7360, in the Midwest call Vicki (316-682-0262 to schedule an appointment). See schedule on page 2 for deadline for proofing.

If you plan to send a designee to proof your statement, please give them a written request signed by you (the candidate) to give to the Tellers (or staff designee).

Proofing will be for accuracy only (as compared to your original statement submitted by the deadline) -- **no changes** may be made to your original statement at this time. Any statements that exceed 250 words will be truncated at the 250th word. If you choose not to show up to proof, Staff will proof for typos only as compared to your original statement.

◆ **Candidate Position Statements** (Answers to Questions on page 5)

Statements can be submitted by e-mail as word documents to: Terryh@speea.org or Vickim@speea.org

The Candidate Position Statements:

- ◇ Are a response to questions from the Council
- ◇ Are mailed with the ballot package
- ◇ Have a 1,200 word limit for all questions combined (cut off if over 1,200 words)
- ◇ Are turned into the Council Officers (may also be placed in ballot box), or emailed to: Terryh@speea.org in the Northwest, Vickim@speea.org in the Midwest.

The questions are provided to you as required by SPEEA Policy (Section V.B.4a) for this year's Executive Board Elections, which states: ". . . the Council shall select five or six questions and give each candidate for the SPEEA President, Treasurer or Secretary an opportunity to respond to them in writing in a SPEEA-paid publication, mailed to each member of SPEEA so as to arrive just before or at the same time as the election ballot."

◆ **Position Statement Questions** [SPEEA Council votes on questions at October council meeting].

2018 President, Treasurer, Secretary Candidate Questions (1,200 word limit, see instructions below)

1. Why are you running for this position?
2. What can you contribute to the Membership in this position?
3. What do you perceive to be SPEEA's primary challenges and what are your solutions?
4. Problem solving, teamwork and conflict resolution skills are critical for the position. Please give personal examples where you have demonstrated them.
5. How have you helped an organization achieve an important goal?

◆ **Please note the following:**

- ◆ **Answers to above questions are completely separate from the 250-word Platform Statement and the 25 word qualification statement, which you are allowed to write to accompany your photo in the ballot package.**
- ◆ There is a maximum of 1,200 words for your total response, to be split among the questions as you wish. You may choose *not* to respond to a question. Any words over 1,200 will be omitted and we will insert the phrase: "*Balance of platform statement deleted by Council Officers because it exceeded the 1,200-word limit.*"
- ◆ Responses to these questions are due at the SPEEA office no later than **5:00 p.m. PST and 5:00 p.m. CST, on the Monday following the 4th Wednesday in January**. After 5:00 p.m. the Council Officers will review the responses and organize the position statement mailing.
- ◆ It is requested that your responses be in a typewritten format - single-spaced, Arial font 10, using MS Word. All statements should be included in one document identified in this order: *Qualification, Platform, Position*. Include your name and position you are petitioning for in the Word document (this will not count against your word limit). Please email responses to Terryh@speea.org, allowing time to meet the deadline.
- ◆ "*Proof*" copies of your answers will be available for you to check and initial, at SPEEA (see calendar on page 2). **Only typographical and punctuation errors may be corrected.** No words, phrases, or sentences will be added or deleted. (Council Officers, or designee, supervise this event.)
- ◆ Position Statement Questions are a function of the SPEEA Council, not the Tellers Committee. All responses and/or questions should be directed to the Council Officers.

Staff Responsibility

Staff is authorized to collect Nominating petitions beginning the 2nd Wednesday in January and up until 5:00 p.m., on the **fourth Wednesday in January**. Submit petitions to the SPEEA hall in your region: Terry Hall in the NW region or Vicki McKenna in the MW region.

Responsibility for assuring an accurately completed petition lies with the candidate.

Tips for candidates:

- Petition due date January 24, 5pm in your region.
- Platform, position and qualification statements due by 5pm, January 29 in candidate's region.
- Proof your statement for spelling and grammar accuracy prior to submitting to SPEEA.
- Observe the guidelines for campaigning on company time to avoid election challenges,
- *Read all instructions of the Executive Board Election Info for detailed instructions on running for office.*

Observers Rights

All candidates have the right to have observers present when the ballot envelopes are stuffed, labeled and mailed, during any visits to the post office to pick up and re-mail undeliverable ballot packages and during the counting of the ballots.

Campaigning on Company Time

Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. This means it is inappropriate to campaign on company time and use employer resources such as paper, copy machines or the mail system. Additionally, the Company e-mail system is considered an employer resource and should not be utilized for campaign purposes.

The prohibition against using employer resources, such as the e-mail system, to promote candidates for union office applies to all situations where resources are used to promote a candidate(s) regardless of whether the party using the employer resource is running for union office.

Use of union bulletin boards for campaigning is prohibited.

Mailing Information

Candidates are eligible to conduct a mailing at their own expense. Pricing below is based on a mailing to Area Reps, Council Reps and Executive Board members. List varies by region. For larger mailings please contact the SPEEA hall for pricing.

Mailing list will not be disclosed to candidates. Mailings are conducted by a bonded mailing house or by SPEEA staff.

Cost for Area Rep Mailings*

Blank Envelopes - (Plain White #10)	\$50.00 Qty 500, \$90.00 Qty 1000
Postage (under 1 ounce)	\$ Current rate at time of mailing (rate available at usps.com) Letter 1 oz - \$.49 each, Postcard 6x4-1/4 inches by .016 thick \$.34 each
Printing: Black and White	\$.10 per copy, plus \$25.00 setup fee
Printing: Color	\$.39/copy (one-sided), .49/copy (two sided), plus \$25.00 setup fee
Folding	\$10.00 per 1000, plus \$25.00 setup fee
Mail prep: (Address, insert, mailing)	\$185.00 per 1000

**Mailing costs requires update from printer each election. Last update, 11/28/17.*

File may be on a disk or e-mailed.

The following statement must appear on all candidates' mailings: **"NOT FINANCED BY SPEEA FUNDS"**

SPEEA POLICY V-B - ELECTION PUBLICITY

1. General Mailings

The Executive Board shall review and approve all SPEEA general mailings to see that the content of any authorized article does not advance the candidacy of an individual for SPEEA office. SPEEA general mailings include mailings to a bargaining unit, to the total membership, and to the Area Representatives. The Executive Board may define others as "SPEEA general mailings".

2. Campaign Literature

- a. Mailing of SPEEA election campaign literature, at candidate's expense according to law, shall be permitted provided the SPEEA letterhead and/or logo are not used and the statement "not financed by SPEEA funds" is included.
- b. Mailings may be as specified by the candidate.
- c. Membership lists shall be supplied only to bonded mailers or SPEEA Staff members responsible for mailings.
- d. SPEEA copying, mailing, facilities and equipment may be used for the candidates, provided SPEEA is reimbursed for the actual cost.
- e. Candidates using the names of supporters/endorsers in election publicity shall be responsible for obtaining the authorizing signature of each supporter/endorser.

3. Procedures

The Executive Board shall prescribe procedures to assure adherence to 1 and 2 above.

4. Position Statements

- a. No later than the January Council Meeting on even years, the SPEEA Council shall select five or six questions and give each candidate for the SPEEA President, Treasurer or Secretary an opportunity to respond to them in writing in a SPEEA-paid publication, mailed to each member of SPEEA so as to arrive just before or at the same time as the election ballot.
 - (1) SPEEA Council Officers, with Council concurrence, shall establish the schedule for notifying the candidates, candidates returning their statements, and mailing the statements.
 - (2) The schedule shall be coordinated with the SPEEA Tellers Committee to ensure compatibility with their ballot schedule.
 - (3) The candidates should be allowed at least two weeks to prepare their statements if at all possible and shall be given an opportunity to proof their statements prior to publication.
- b. Each candidate shall have a maximum of 1,200 words for the position statement, to be split among the questions as the candidate wishes. If a candidate chooses not to respond to a question, the answer for that candidate shall show "No response provided by the candidate," but those words shall not count in the 1,200 words allowed.
- d. The mailing shall be structured so that each question is listed followed by all candidates' names and the individual statements. For example, start the mailing with Question No. 1: XXXXXXXX?, followed by candidate 1 name and their statement, candidate 2 name and their statement, etc., using the same order as the Tellers have determined for the ballot.

