

SPEEA Executive Board

2022 Election Guide

Candidate Election Information & Petition

Open positions:

President

Treasurer

Secretary

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

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Election Timeline	
October 14, 2021	Council selects Candidate Position Statement questions.
December 1, 2021	Nominating Petitions, Candidate Position Statement questions and instructions are available at SPEEA offices and online at www.speea.org .
PETITION AND STATEMENT	
January 12 - 26 1 ² nd 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 and by the candidate .
January 26	Tellers validate Nominating petitions, determine order of names on ballot.
January 26	Voter list available for candidate inspection. To schedule an appointment email petitions@speea.org
January 31 2 ² 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. (Midwest, Vicki 316-682-0262, Northwest, Terry 206-674-7360) Photos due by 5:00pm in your local office.
January 31 Monday, 5pm in petitioner's region	Tellers validate required maximum length of Candidate Platform Statements. Council Officers will review Candidate Position Statement response (for 1,200-word limit). Candidate may be present for discussion.
February 1 – February 7	Staff will typeset platform and position statements.
February 7 By appointment (Before 5:00 pm)	(If desired) typeset Candidate Statements will be available for candidate's review and initials prior to printing. <u>(No changes may be made)</u>
BALLOT PREPARATION	
February 7 - February 23	Ballot packages prepared. This includes printing of ballots, candidate's statements and stuffing the envelopes.
BALLOT MAILING	
February 23 3 ³ Last Wednesday in February	Executive Board ballots mailed.
March 2	Tellers pick up undeliverable ballots from post office, verify addresses and re-mail ballots.
March 9 4 ² nd 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 23 5 ⁴ th Wednesday of March	New Executive Board members begin two-year terms.

¹SPEEA By-Laws 8.4.1.2

²SPEEA By-Laws 8.4.1.3

³SPEEA By-Laws 8.4.1.3

⁴SPEEA By-Laws 8.4.1.3

⁵SPEEA Constitution 8.4.1.1

If you have questions:

Staff Contact.....petitions@speea.org

◆ **Eligibility Requirements**

Qualifications: Nominee must have been a **regular SPEEA member** in good standing for **the preceding twenty-four-month period.**

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 petitions@speea.org. 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. 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 a Word document to petitions@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). Every word will be counted. Hyphenated words will be counted as one word.
- ◇ Are turned into the Council Officers (may also be placed in ballot box), or emailed to petitions@speea.org.

The questions are provided to you as required by the SPEEA policy and procedures manual Section V:B.

◆ **Position Statement Questions** Approved by SPEEA Council, October 14, council meeting.

1. How has your experience as a SPEEA activist prepared you for this position?
2. How have you used previous leadership positions in SPEEA to benefit our members?
3. How would you use the executive officer position for the benefit of SPEEA members?
4. How would you use the executive officer position to increase activism among our members?
5. What do you believe the Executive Board needs to focus on for the next two years, and what steps would you take to achieve this?
6. How would you handle out of sequence interim contract negotiations?

◆ **Please note the following:**

- ◆ **Answers to above questions are 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**. (See timeline on page 2). 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 petitions@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 petitions@speea.org

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

Tips for candidates:

- Petition due date January 26, 5pm in your region.
- Platform, position and qualification statements due by 5pm, January 31 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, Instant Messenger or the mail system. Additionally, the Company email system is considered an employer resource and should not be utilized for campaign purposes.

The prohibition against using employer resources, such as the email 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 including posting of campaign material in the SPEEA halls.

Petition requirement. Candidate's signature required on petition after reading the ***Federal Guidelines for Campaigning***.

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)	\$65.00 Qty 500, \$115.00 Qty 1,000
Postage (under 1 ounce)	\$ Current rate at time of mailing (rate available at usps.com) Letter 1 oz - \$.55 each, Postcard 6x4-1/4 inches by .016 thick \$.34 each Presort standard est. \$0.275 per piece -minimum 200 pieces First class presort est. \$0.39 per piece – minimum 500 pieces
Printing: Black and White	\$.15 per copy, plus \$25.00 setup fee
Printing: Color	\$.41/copy (one-sided), .51/copy (two sided), plus \$25.00 setup fee
Folding	\$10.00 per 1,000, plus \$25.00 setup fee
Mail prep: (Address, insert, mailing)	\$185.00 per 1,000

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.
- c. 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.

Obtain virtual signatures from the members in your region.

Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. This includes company phones and email.

Reach out to members at work either by phone or email and tell them you have union business to discuss with them using a personal address to keep the information off company email.

Example:

“Hello,
I would like to communicate with you regarding a SPEEA-related item, however I need to send it to your personal email address to keep the information from company email. Please reply or send an email to <insert your personal email here> with your personal email address I would appreciate it.”

Using personal contact information, the candidate will request the member to directly email petitions@speea.org with the information below to 'sign' the petition.

Petition deadline: 5pm, January 26, 2022

Candidate request for endorsement:

Hello (name of member)

I (name of petitioner) am submitting my name for consideration as [INSERT POSITION HERE].

Please forward this email by the petition deadline to petitions@speea.org with your:

1. Full name _____

2. Employee ID _____

as nomination endorsement. Response to this email will serve as an alternative to the normal signature petition sheet.

Thank you,
(Your name)

attachment: copy of your petition

Submit your completed petition and statement by the posted deadline.

SPEEA CONSTITUTION

8. EXECUTIVE BOARD

The Executive Board shall have executive control and administrative responsibility for SPEEA. The Executive Board shall administer the affairs of SPEEA according to this Constitution, By-Laws, and Policies established by the Regular Membership of SPEEA and the Councils.

The Executive Officers of SPEEA are the President, Treasurer and Secretary.

8.2. Duties and Responsibilities

8.2.1. President

The President is the chief executive of SPEEA and shall be responsible for coordinating all activities of SPEEA; presiding at SPEEA meetings, except where otherwise specified by this Constitution; presiding as Chairman of the Executive Board; and recommending appointments and removals from all Executive Board committees, subject to Executive Board approval. The President is an ex-officio member of all Executive Board and SPEEA Council committees. In addition, the President, or the President's designee, may serve as an observer on all Negotiation Teams.

As Chairman of the Executive Board, the president's purpose is to serve the will of the assembly rather than to restrain it, to facilitate the expression of its deliberative sense. The Chairman should set an example of courtesy and shall be impartial on any issue before the assembly. The Chairman is entitled to vote only when the vote is by ballot (but not after the ballots have commenced to be counted), and in all other cases where the Chairman's vote would change the result.

8.2.2. Treasurer

The Treasurer shall be responsible for insuring that all funds paid to SPEEA from all sources are received and disbursements made as authorized, shall supervise the collection and records of membership dues, and shall report the current financial condition of SPEEA at regular meetings of the SPEEA Council and provide a report for regular meetings of the membership.

The Treasurer shall ensure coordination with the Regional Council Treasurers and SPEEA Council Treasurer and provide periodic reports on the current financial condition of SPEEA to all Regional Council Treasurers and the SPEEA Council Treasurer.

The Treasurer shall perform the duties of the President and/or Secretary in the absence of either of these officers.

8.2.3. Secretary

The Secretary is the recording officer of SPEEA and the custodian of its records, except for those specifically assigned to others. It is the duty of the Secretary to keep a register, or roll, of the members of SPEEA, to notify officers of their appointment, and to furnish committees with all papers referred to them.

The Secretary shall be responsible for the records of all correspondence in the name of SPEEA. The Secretary shall perform the duties of the Treasurer in the absence of the Treasurer.

The Secretary shall perform the duties of both the President and Treasurer in the absence of both of these officers.

The Secretary shall have the responsibility to ensure that accurate and accessible files are maintained which will contain a record of all SPEEA referendums and Constitutional amendments. A separate file containing the decisions of the Judicial Review Committee shall also be maintained.

Prior to each meeting, the Secretary should make out an order of business for the Chairman's use showing in order what is necessary to come before the assembly.

