

**UPI Local 4100**  
**Policy for Local Elections**  
**4/26/14**

**Timeline**

The Trustees/Audit Committee will prepare a timeline for an election year that includes the following items (dates indicated are approximate, and will be changed to accommodate the calendar of the election year):

- October –year prior to the election. Publication of timeline for UPI Election in UPI publication
- October/November – year prior to the election. UPI Office to reconcile members' home addresses and share with chapters for further updates
- January 5. Timeline postcard is mailed to members.
- January 15. Each Chapter Executive Board appoints a Nominations Committee.
- January 15–February 10. The Chapter Nominations Committees solicit recommendations from members, and draw up slates of candidates for Chapter and Local offices.
- February 10–March 1. The Chapter Nominations Committees hold at least one Chapter membership meeting.
- February 17 - Deadline: To become a full member to be eligible to vote in the election.
- March 1. Chapter Nominations Committees submit all nominations and the name of the chapter observer to the Local office in Chicago. (This is a due date.)
- March 1–March 10. UPI Chicago Office prepares ballots and instructions.
- March 10–March 20. Ballots are proof read by chapter presidents, chairs of chapter nominations committees, and chair of Trustees/Audit Committee.
- March 20–March 30. Ballots are mailed.
- April 20. Postmark deadline for return of ballots.
- April 27. Counting of ballots.

**Nominations**

1. Descriptions for Local offices, including time commitment, compensation, beginning and end of terms will be prepared by the Trustees/Audit Committee and approved by the Executive Board by May of the year preceding the April election.
2. Job descriptions for Chapter offices, including responsibilities, time commitment, compensation, and beginning and end of terms will be prepared and approved by Chapter Executive Boards by October of the year preceding the April election.
3. Chapters will work with the appropriate local officers or staff to ensure the accuracy of the home mailing addresses, email addresses, and chapter-specific designations (such as constituency) of all members for the purposes of mailing the timeline postcard and ballots, and distributing information.
4. The Secretary/Treasurer will calculate the number of delegates
  - a) to the UPI House of Delegates based upon chapter membership counts
  - b) to the IFT convention upon receipt of the IFT calculations
  - c) to the AFT convention upon receipt of the AFT calculationsto which each chapter is entitled, and provide that number to the Chapter Nominations Committees.
5. Nominations must be solicited, reported, and submitted by chapter Nominations Committees according to the timeline established.
6. The chapter Nominations Committees solicit recommendations from members, and draw up slates of candidates for chapter and local offices.

7. Each chapter Nominations Committee is expected to recruit candidates for all open positions in its chapter, and may also nominate candidates for Local offices.
8. The chapter Nominations Committees hold chapter membership meetings (at least one meeting) at which candidates recruited by the Nominations Committee are presented to members, nominations from the floor are solicited (requiring a second), and nomination petitions may be accepted.
9. Anyone nominated for any office must provide a current valid email address.

### **Ballot Preparation**

1. The chapter presidents will alert the Trustees/Audit Committee and local staff involved in preparing ballots to any special provisions in the chapter bylaws that require special treatment (such as constituency group voting restrictions).
2. The chair of the Trustees/Audit Committee will provide written authorization to non-elected local staff to prepare and mail ballots.
3. Elected officers other than trustees shall not be involved in the handling of ballots.
4. Each chapter ballot and member-at-large ballot is printed on a different color paper.
5. Each ballot shall be two-sided. Local offices, IFT/AFT Convention Delegates, and proposed constitutional amendments shall be on one side. (If constitutional amendments won't fit on the same side of the ballot as offices and delegates, they should be on a separate page.) Chapter offices and chapter delegates to the UPI House of Delegates shall be on the other side.
6. The order of names for all contested offices and delegates shall be determined by lottery (drawing names out of a hat).
7. Incumbents shall not be identified as such.
8. Candidates for AFT/IFT convention delegate shall be identified by chapter affiliation.
9. Instructions for voting should be on a separate page to be enclosed with the ballot and return envelopes.
10. Return envelopes are prepared with the name of the chapter (in a color to match the ballot) and lines for signature and member's printed name on the back flap. The mailing address for the return envelope is determined by the counting location.
11. The ballot package is mailed to the home mailing address of each member.
12. The ballot package consists of:
  - 1) a stamped #10 envelope for return of the ballot, folded in thirds;
  - 2) the two-sided ballot;
  - 3) the voting instructions;
  - 4) a blank #9 envelope to insure anonymity.
13. Envelopes should be addressed one chapter at a time to insure that proper ballot and return envelope are mailed.
14. Before the ballots are duplicated, proof copies of the appropriate ballots and instructions will be sent to chapter presidents, chapter nominations committee chairs, and the chair of the Trustees/Audit Committee for proof reading.
15. The appropriate number of ballots will be duplicated, accommodating the number that need to be mailed plus about 15% of that number as potential duplicate ballots.
16. The number of each ballot that are duplicated will be counted, and records kept. Any damaged or unusable ballots will be shredded. Extra ballots will be locked in a secure location.
17. The instructions will include the statement, "If you need a duplicate ballot, you are entitled to one. To obtain a duplicate ballot, contact [appropriate staff] at [appropriate phone number]." Records will be kept of the number of duplicate ballots requested and mailed, with separate counts for each chapter.
18. After the ballot return postmark deadline, the appropriate staff will add the number of ballots mailed, the number of duplicate ballots mailed, and the number of extra ballots remaining, to ensure that the sum equals the total number of ballots printed.

19. The dates and location on which the ballots will be duplicated and mailed will be published to the membership. All candidates for office are entitled to observe the process (at their own expense).
20. The instructions will indicate that voting should be done with a mark, like an "X", that indicates the clear intent of the voter. Clear intent of the voter will be the standard for judging the validity of a vote. The instructions will also indicate that not voting in any race will not invalidate a ballot.

### **Campaigning and Information**

1. The chair of the Trustees/Audit Committee will arrange, through the IFT, for two printing firms to be provided with the UPI Local membership mailing list. Any candidate who wants literature mailed can contact one of the firms to make arrangements to have literature printed and mailed at the candidate's expense.
2. The Local staff will work with the Trustees/Audit Committee to develop a clearly organized Web page that can be used to access brief biographical and position information for each candidate. This Web page will be accessible through links from the Local 4100 Web site and each chapter Web site.
3. Each candidate may provide a brief biography and statement for posting on this site, subject to the following limitations:
  - a) Word count will be limited to 150 words. Submissions longer than that will be truncated.
  - b) The statements will not be edited.
  - c) The statement may include one link to another site where additional information is provided, but the Local is not responsible for the link being accurate or active.
4. Statements will be presented on the Local Web site and in any other forum in the order in which the names will appear on the ballot.
5. Chapter Web sites will include a prominent link to the local page, but will not have independent biography, position, or campaigning pages different from the local Web page.
6. The Local will provide, upon request, all the biographies relevant to a particular chapter to the president of that chapter in a form suitable for duplication and distribution on paper. A chapter choosing to distribute such information on paper at its expense will not edit or alter the content of the statements, nor reorder them.
7. Chapters will publicize the existence and location of the candidate statements to their members.
8. Chapter/Local listserv may not be used for distribution of any campaign materials.
9. The Trustees/Audit Committee will set a deadline for candidates to submit statements. The Local staff will make all of the statements available at the same time. A candidate may request that his or her entire statement be removed from the site.
10. All campaign literature must clearly indicate the author or sponsor of the material (such as the campaign organization of a candidate or slate, or an individual).
11. Candidates must not falsely claim or imply endorsement by any individual or group. In particular, if several candidates appear together on campaign material as a slate, the permission of all candidates so listed must be obtained. (This provision does not apply to endorsements by third parties.)
12. The University Professionals of Illinois does not, as an organization, endorse candidates for Local or Chapter Office; therefore, the UPI Logo shall not appear on campaign literature, and the UPI name shall not be used in a manner that suggests endorsement by the organization. (The UPI name may, of course, be used in the context of describing the candidate's views and experience or the position for which the candidate is running.)

### **Counting**

1. The services of the IFT will be used for counting ballots.

2. The IFT will provide two Post Office box addresses, one for return of ballots, and one for the return address to be used on the envelopes that are used to mail the ballot package.
3. The IFT counting procedure should include the following steps:
  - a) Retrieve the ballots from the PO boxes.
  - b) Divide the returned ballot envelopes by chapter.
  - c) Validate the ballots by checking the names against the membership roster and verifying that the ballot envelope is signed.
  - d) An invalid or challenged ballot envelope is placed unopened into a challenge container (box or large envelope).
  - e) The outer envelopes of all valid ballots are opened and the inner blank envelope removed intact; the outer envelopes are placed in a container as a second verification of those voting. If no inner envelope is present (or if it is not blank), the ballot will be counted; its outer envelope is placed in the same container as the others.
  - f) Valid ballots are opened without damaging the ballot, the local and chapter votes are tabulated, a ballot ID number is written on the ballot, and the processed ballot is placed into a processed-ballot envelope.
  - g) Valid ballots that are challenged are set aside. Unchallenged races are tabulated, and challenged races are not. The challenged ballots are counted, and compared to the difference between the candidates in contested elections. If the challenged ballots might make a difference in a contested race, the Trustees present will examine the challenged ballots by hand for the contested election. If the trustees agree that the voter's intent is clear in that race, the vote will be counted by hand.
  - h) Results are tabulated and reported. All of the ballots will be sealed in a box, and a Trustee will sign over the seal. The IFT will store the sealed ballots.
4. The Trustees/Audit Committee oversees the counting. Each chapter is encouraged to provide an observer at the Local's expense.
5. The date and location of the counting of the ballots will be published to the membership. All candidates for office are entitled to observe the process (at their own expense).
6. A ballot spoiled for one race (for example, too many votes) will not be considered spoiled for other races.
7. Trustees will settle ties in elections for the House of Delegates by drawing names.

### **Reporting Results**

1. The names of winners will be posted on the Local 4100 Web site as soon as is practical.
2. The number of votes received by each candidate will be reported to the Executive Board and Trustees/Audit Committee. The chapter presidents can determine how those results can be provided to members of the chapter.