**UTW OFFICER ELECTION GUIDELINES**

**SPRING 2021**

*Candidate Information*

* Candidate information will be made available on the UTW website. Each candidate will have the opportunity to prepare a brief sketch.
* The sketch will be submitted to <https://docs.google.com/forms/d/e/1FAIpQLSeXOIBfAKVK00JjQYsm9Y4mM5YQphclUvZBLWyaAgJLl3nG3g/viewform?usp=sf_link> The sketch will include ONLY the following:
  + Name/current position in the district/school
  + Statement of 150 words or fewer.
* The above information will be printed as submitted. This information must be completed on the electronic form provided and submitted to the UTW office no later than 8:00 AM, January 26, 2021. ***This deadline is firm. Anything received after 8:00am on the 26th will not be published.***

*Newsletter*

* The February *Newsletter* will explain the procedure for election as well as give the names and schools of the candidates.

*Pro Rep Information*

* Upon written request (hand-written with original signature required) to the UTW office, the following will be provided:
  + One copy of the Pro Rep names, addresses, phone numbers and school
  + One set of school building labels with the number of members
  + One set of mailing labels to the Pro Rep’s homes.

Each item must be specifically requested and allow the UTW office a minimum of three business days to complete the request. Candidates shall make arrangements to pick up materials at the UTW office.

*Distribution by Inter-School Mail*

* **INTER-SCHOOL MAIL MAY NOT BE USED BY INDIVIDUAL CANDIDATES!**
* Candidates will be responsible for creating and packaging their campaign flyers for distribution by UTW.
* Candidate flyers distributed by interschool mail must be bundled by school with the appropriate number of flyers and school name. These flyers must be given to UTW in school alphabetical order by 4:45 PM on Friday, February 5, 2021.

*Speeches*

* Candidate speeches will be given at the January UTW Pro Rep Meeting, scheduled for January 25.
* Candidate speeches shall be limited to three minutes.
* Only the candidate may speak on his/her behalf unless approved by the election committee (or the committee chair).

*Members Names*

* Candidates may request member names, addresses, phone numbers and schools. Candidates will be charged 5 cents per sheet.
* Candidates may request mailing labels at 30 cents per sheet (or partial sheet) of labels.
* All requests must be specifically requested in writing (original signature required) and allow the UTW office a minimum of three business days to complete. Candidates shall make arrangements to pick up materials at the UTW office

***FINAL REMINDERS:***

* ***Inter-school mail may not be used by individual candidates***
* ***No office staff may use any office time or equipment to assist a candidate, except as expressly stated above.***
* ***Use of school building equipment for the purpose of this election, including district e-mail and copiers, is strictly forbidden.***

***Violation of these rules will be taken to the UTW Executive Board for action.***