

ELECTION AND CAMPAIGN GUIDELINES

ASSOCIATION OF BAY COUNTY EDUCATORS – 2020 ELECTION CYCLE

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 in Article IV, Section III of the ABCE Bylaws, all eligible candidates for office must be members in good standing.
- B. As provided in Article III, Section IA of the ABCE Bylaws, all candidates for President and Vice President shall have been a local member for two years.
- C. No write-in candidates will be permitted after 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 qualified 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 ABCE Office/Member Hall for an orientation meeting to discuss election procedures, distribution of campaign literature, and other campaign guidelines.
- C. At this meeting, candidates will also be advised of the date, time, and place for the preparation and mailing of ballot package; the date time and place of ballot pick up and tally; 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 ABCE 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 candidates remain in the position 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.

- B. If candidate withdraws from a race or becomes ineligible for ABCE 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 by acclimation.

IV. **Voter Eligibility and Balloting Procedures**

- A. The Miracle Strip Service Unit staff responsible for maintaining the ABCE 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 an ABCE election, an individual must be a dues-paying member in good standing as of the date that the membership database is provided to candidates by the Elections Chair.
- 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 dates for voting. Members will also be given the necessary information to report any difficulties with the voting procedures.
- E. Walk-in ballots will only be accepted by members receiving a mailed ballot and only during voting.

V. **Ballot Count**

- A. Ballots will be verified and counted by the Committee. The Committee will present a final and official report of elections results to the candidates and the ABCE President.
- B. Elections results will be announced once the candidates and ABCE President have been notified.
- C. Elections results will be placed on the ABCE website, within 2 working days of the election results.

VI. **Observers**

- A. 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 should provide the Committee with the name of his/her designated observer at least one (1) day prior to the scheduled date of the vote tally.

VII. **Elections Determined by Plurality Vote**

- A. All elections are determined by plurality vote.

VIII. **Distribution of Campaign Literature**

- A. 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 for Executive Office will also be provided with a USB drive that includes electronic list of ABCE members organized by worksite.
- B. All campaign material must be sent to the Committee for review and approval prior to distribution.
- C. 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.
- D. Candidates may provide copies of their campaign materials in either hard-copy or electronic form. Hard copies may be delivered or faxed to (850-769-7833), or emailed to Jennifer Collier, Chair of the ABCE Elections Committee (jennyzcollier@gmail.com). The Committee will make every effort to confirm receipt and approval of the material within two business days of receipt.
- 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 ABCE Logo or the logo of its affiliates.
- G. Distribution of campaign materials on school campuses shall be in accordance with provisions of the negotiated contract between ABCE and BDS.
- H. 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 10 days of the conclusion of the election cycle.

IX. **Candidate Statements**

- A. During the ABCE's March AR/Member meeting (or other suitable meeting as determined by the Elections Committee), candidates in contested races will be introduced and have an opportunity to address the members as follows:
 - 1. Executive Board positions-3 minutes
 - 2. All other contested positions (conferences)-Introductory Statement (stand up and state name)
 - 3. ***NOTE***any demonstration time by candidate(s) leading up to his/her statement to the members will be deducted from the allotted time.

4. “Listening Tours/Town Hall” forums are not to be used for campaign speeches.
- B. Candidate statements for ABCE publication will be supervised and approved by the Committee according to the following guidelines:
1. Deadline for submission of statements will be included in the elections timetables.
 2. The candidates’ statement must only be reflective of the office the candidate is seeking.
 3. Candidate statements must be approved by the Committee before official publication and distribution.
 4. Election statements will be 12-point Times Roman font, single-spaced and in black ink, arranged alphabetically.
Only the office sought and candidate name are to be in **bold** print.
 5. All statements are to be submitted electronically in a Microsoft Word document to Jennifer Collier, Chair of the ABCE Elections Committee (jennycollier@gmail.com).
 6. The Committee will make every effort to acknowledge receipt of candidate statements within 2 business days.
 7. Candidate statements will be posted in the Election section of the ABCE website (abceteach.org) and on the Official ABCE Facebook page, and sent electronically to members via email.
 8. ***Please note – the Committee will NOT be responsible for grammar or spell checking of any submitted candidate statements.**

X. **Campaign Restrictions**

- A. Candidates for office may not campaign on time paid for by the union or employer.
- B. Service Unit or ABCE staff shall not campaign or express support for a candidate in any manner.
- C. Current ABCE officers and members 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 (in accordance with Article II, Section 2.5 of the Master Contract, electronic resources are permitted outside of the student day).
- D. Candidates may ONLY accept monetary donations from ABCE 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 funds 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 (except as permitted by the Master Contract e.g., during faculty meeting);
 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 property or facilities (except as permitted by the Master Contract);
6. use of union/employer letterhead;
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.

XI. **Election Records**

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

XII. **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. Appeals are subject to FEA policies and rulings.

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.*