

## HCTA Officer and Board of Directors 2017-18 Board Election and Campaign Procedures

### 1. Qualifying for Office Phase 1 (Except VP and Delegates)

- a. **Qualifying Opens** for the 2018 HCTA Board of Directors Elections on **Friday, December 1, 2017**. **Qualifying Closes** at the beginning of Representative Council on **Thursday, January 18, 2018**. The following positions are open for qualifying during this period:
  - i. President (All members eligible)
  - ii. Secretary-Treasurer (All members eligible)
  - iii. District 2 Director (Teacher)
  - iv. District 4 Director (Teacher)
  - v. District 6 Director (Teacher)
  - vi. District 8 Director (ESP)
  - vii. District 10 Director (ESP)
  - viii. FEA Governance Board Seat 1 (All members eligible)
  - ix. FEA Governance Board Seat 2 (All members eligible)
  - x. FEA Governance Board Seat 3 (All members eligible)
  
- b. Members interested in qualifying to run for office may request a qualifying form Sherry Gunn at [sherry.gunn@floridaea.org](mailto:sherry.gunn@floridaea.org). Ms. Gunn may also be reached in person at the HCTA office, 3102 N. Habana Ave., Tampa, Fl. or by calling (813)238-7902. Qualifying forms will also be available on the HCTA website ([www.hillsboroughcta.org](http://www.hillsboroughcta.org)).
  
- c. The HCTA Constitution and By-laws provide the following rules for qualifying:
  - i. Candidates for officer positions shall be members in good standing, who at the time of filing for office are at least in their fourth consecutive year of membership.
  - ii. Candidates for all other positions shall be members in good standing, who at the time of filing for office are at least in their second consecutive year of membership.
  - iii. The office of President and Secretary-Treasurer shall be open to candidates from both teacher and ESP members. All members (Teacher and ESP) shall be eligible to vote.
  - iv. The office of Vice-President shall be filled by a vote of the membership during a separate election following the election of the President. Candidates for Vice-President must be from the membership category (Teacher or ESP) not

represented by the newly elected President. All members (Teacher and ESP) shall be eligible to vote. See VP Election Qualifying Information in #2 below.

- v. No individual may qualify as a candidate for office who holds another elective office, the term of which or any part thereof runs concurrently with the term of office for which they seek to qualify.

## **2. Qualifying for Office Phase 2—VP and NEA or AFT Delegates**

- a. **Qualifying Opens** for the 2018 HCTA Vice-President and both AFT and NEA Convention Delegates on **Thursday, February 22, 2018**. **Qualifying Closes** at the beginning of Representative Council on **Thursday, March 8, 2018**. The following positions are open for qualifying during this period:
  - i. Vice-President (must be from the bargaining unit the President is not in)
  - ii. Delegates to the NEA Representative Assembly
  - iii. Delegates to the AFT Convention.
- b. All other information in sections 1b and 1c apply, except that convention delegates do not have a membership time requirement. Members wishing to qualify as delegates must simply be members in good standing.

## **3. Election**

- a. The 2018 Elections will be conducted electronically using Votenet.com.
- b. Voting for Phase 1 of the election will be open for a ten (10) day period beginning on Monday, February 12, 2018 at noon and ending on Wednesday, February 21, 2018 at noon. Voting for Phase 2 of the election will be open for a ten (10) day period beginning on Monday, April 16, 2018 at noon and ending on Wednesday, April 25, 2018 at noon.
- c. All union members will receive information regarding accessing their ballot via the Votenet online voting system. Members will receive notice via e-mail and regular mail in advance of the voting period. All information will also be displayed on the HCTA website, the HCTA Facebook page and the HCTA member app.
- d. Election Results for Phase 1 will be open and certified by the Election Committee at 5:30 p.m on Wednesday, February 21, 2018. Candidates and/or their designees may attend this meeting. Election Results for Phase 2 will be open and certified by the Election Committee at 5:30 p.m on Wednesday, April 25, 2018. Candidates and/or their designees may attend this meeting. Election related meetings will be held at the HCTA offices at 3102 N. Habana Ave., Tampa, FL 33607 unless otherwise specified.

#### 4. Election Committee

- a. The Election Committee Chair will send a letter and an e-mail to members on or about January 22, 2018 informing them of election procedures, the candidates for each office or board seat and alerting them that they may access their ballot during the applicable voting window on Votenet.com
- b. The Election Committee will certify all election results on the dates described in Section 3. A candidate or his/her designee may attend the meetings of the Election Committee where results will be accessed and certified.
- c. The Election Committee will rule on any questionable ballots and /or questions of membership. Please note, the voter list will be uploaded to Votenet on February 1, 2018. Individuals must be members in good standing as of February 1, 2018 to be eligible to vote.
- d. The election committee will rule on issues or allegations raised by members and/or candidates regarding the election.

#### 5. Rules for Candidates--Please Read the Following Information Carefully.

- a. Candidates will be provided a copy of election procedures and a letter confirming receipt of their qualifying form upon receipt of their form.
- b. Votenet Information and Statements

Candidates will be given the opportunity to submit a statement and photograph to be displayed with the ballot on **Votenet**. The statement is limited to **100 words or less, excluding vitae. Anything in excess of 100 words will be deleted.**

- i. The deadline for submission of candidate photos and statements for Phase 1 of the election is **5:00 p.m., Friday, January 26, 2018 to [s.baxter-jenkins@floridaea.org](mailto:s.baxter-jenkins@floridaea.org) and [sherry.gunn@floridaea.org](mailto:sherry.gunn@floridaea.org)**. Statements and photos should be submitted electronically. It is the responsibility of the candidate to provide this information, **no further notification will be sent.**
- ii. The deadline for submission of candidate photos and statements for Phase 2 of the election is **5:00 p.m., Friday, March 30, 2018 to [s.baxter-jenkins@floridaea.org](mailto:s.baxter-jenkins@floridaea.org) and [sherry.gunn@floridaea.org](mailto:sherry.gunn@floridaea.org)**. Statements and photos should be submitted electronically. It is the responsibility of the candidate to provide this information, **no further notification will be sent.**

- c. Use of any HCTA logo is prohibited on campaign material, including but not limited to, paper, e-mail, websites, and all forms social media. This is so that campaign material is clear and distinguishable from union publications. This rule shall not prevent candidates from sharing or forwarding union information, which may include a logo (ie: retweeting the union or sharing information from our FB page).
- d. Member Mailings

Candidates will not have direct access to HCTA mailing lists, equipment or staff for campaign purposes. However, HCTA has arranged to provide our member address list to GoUnion Printing, our preferred vendor. Candidates will have a variety of options for mailings. We will generally provide the mailing list to GoUnion on or about February 1, 2018 so that it reflects the full voter list. Please contact Stephanie Baxter-Jenkins if you are considering an earlier mailer and we will forward a current list to GoUnion.

GoUnion Information:

\*web site: [www.gounionprinting.com](http://www.gounionprinting.com)

\*Contact person at GoUnion: Zac Sitzberger.

\*Email: [zac@gounionprinting.com](mailto:zac@gounionprinting.com) or phone: 813-438-4464 EXT: 7026

Candidates may provide their own artwork or pay Go Union for design services. Candidates may also have their material printed elsewhere and just have Go Union do the mailing, as long as the material meets the specifications required for mailing (i.e. space for printing name and address, etc.).

Information will be provided to GoUnion so that candidates may request mailings to the following groups:

- i. All members
- ii. Teachers Only
- iii. ESPs Only
- iv. All Reps
- v. Teacher Reps Only
- vi. ESP Reps Only

Postage, mail service fees, and printing will vary and should be discussed directly with the printer.

- e. CANDIDATES MAY NOT USE SCHOOL MAIL OR EMAIL FOR PERSONAL CAMPAIGN PURPOSES. The union will provide all candidates with a list of personal email addresses for HCTA reps only.

- f. HCTA App. Candidates and other members may not post election related material on the App. Such material will be deleted by App administrators.
- g. Candidates will be given **three minutes** to speak at **the February 8, 2018 (Phase 1) or April 12, 2018 (Phase 2) Representative Council Meeting**. If you plan to address the Rep Council, please notify Stephanie Baxter-Jenkins, Election Committee HCTA Staff Liaison, so you can be scheduled on the agenda. Stephanie Baxter-Jenkins may be reached at [s.baxter-jenkins@floridaea.org](mailto:s.baxter-jenkins@floridaea.org) or at the HCTA office 813-238-7902.
- h. HCTA will host a candidate meet and greet in advance of the February and April Council Meetings.