

Executive Board

2024 Election Guide

Candidate Election Information & Petition

Open position:

Interim Northwest Vice President (1)

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*Please read all instructions contained in this booklet.
If you have questions, petitions@speea.org.*

2024 Interim Northwest Regional Vice President Election Timeline

Petition and Statement Due Dates	
Tuesday, April 23, 2024	Nominating petitions, candidate position statement questions and instructions are available at SPEEA offices and online at www.speea.org .
April 18-May 21, 2024 <u>Deadline:</u> 4:30 p.m. (PT), Tuesday, May 21, 2024.	Petitions accepted by SPEEA Staff at petitions@speea.org up until the deadline.
Tuesday, May 21, 2024	Tellers validate nominating petitions, determine order of names on ballot.
Tuesday, May 21, 2024 4:30 p.m. (PT)	Candidate platform statement, qualification statement and position statement due to petitions@speea.org by 4:30 p.m. (PT). No exceptions.
Tuesday, May 21, 2024	Tellers validate required maximum length of candidate statements.
Wednesday, May 22, 2024	Staff will typeset candidate's qualification, platform and position statements.
Thursday, May 23, 2024 8 a.m. to 4:30 p.m. (PT)	Typeset statements available for candidate review.
Wednesday, June 5, 2024 Special Northwest Council meeting	<ul style="list-style-type: none"> · Candidates address the Northwest Council. · Council elects Interim Northwest Vice President. · Newly elected Northwest VP takes office immediately.

If you have questions:

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** Petition (signed by candidate at the top *and* bottom) must be in the Tellers' hands no later than **4:30 p.m. (PT), Tuesday, May 21, 2024.**

Candidate Statements

- Submit statements in a MS Word document to petitions@speea.org by **4:30 p.m. (PT), Tuesday, May 21, 2024.**
- Proofing statements for spelling and grammar accuracy is the responsibility of the candidate.

Platform statement:

- 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.

Position statement:

- Are a response to questions from the Council (page 4)
- 1,000-word limit for all questions combined
- Submit to petitions@speea.org in MS Word

The questions are provided to you as required by the SPEEA Northwest Policy and Procedure Manual Section V, Sub-section B.

Proofing Statements (optional)

Candidate platform statements will be typeset and ready to proof by each candidate (or their designated representative) by appointment. See page 2 for the proofing deadline. Proofing will be for accuracy only (as compared to the original statement). No changes to the original statement permitted. Any statement that exceeds 250 words will be truncated at the 250th word. Staff will proof for typos as compared to the original statement only. To schedule an appointment to review your platform statement, email amberg@speea.org.

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 includes company phones and email, and union facilities at general purpose union meetings: SPEEA does not and never has permitted campaigning at Council or other union meetings, including (but without limitation) distributing campaign materials personally or by placing them on tables at the meeting site. The only exception is when SPEEA offers equal opportunity to all candidates to address a union group. 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 or campaigning at union meetings, either by personal solicitation or distribution of campaign materials, 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.***

2023 Northwest Vice President Position Statement Questions (1,000-word limit, see instructions below)

1. How do you propose to grow and strengthen the SPEEA union?
2. What do you see as the primary challenges the NW region faces and what are your solutions?
3. What experience and skills would you bring to the Executive Board?
4. How will you represent the NW region as a regional Vice President?
5. Why are you interested in the Vice President position?
6. How would you handle out of sequence interim negotiations?

Please note the following:

- **Answers to the 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 1,000 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 1,000-word limit."*
- Responses to these questions are due at the SPEEA office no later than **4:30 p.m. (PT), Tuesday, May 21**. (See timeline on page 2). After 4:30 p.m. the Council Officers will review the responses and organize the position statement mailing.
- Responses must 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 timeline 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 Northwest Council, not the Tellers Committee. All responses and/or questions should be directed to the Northwest Council Officers.

Staff Responsibility

The SPEEA Staff is authorized to collect Nominating petitions beginning Thursday, April 18 and up until 4:30 p.m., on Tuesday, May 21. Submit petitions to **petitions@speea.org**.

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

Tips for candidates:

- Petition deadline: 4:30 p.m., (PT), Tuesday, May 21, 2024.
- Platform, position, and qualification statements deadline: 4:30 p.m. (PT), Tuesday, May 21, 2024.
- **Proof your statements** for spelling and grammar accuracy prior to submitting to SPEEA.
- Observe the guidelines for campaigning on company time to avoid election challenges,
- Read the Executive Board Election Guide for detailed instructions on running for office.

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: 4:30 p.m. (PT), Tuesday, May 21

Candidate request for endorsement:

Hello (name of member),

I, (name of petitioner), am submitting my name for consideration as Northwest Regional Vice President.

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.

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.

8.1. Composition

The Executive Board shall consist of the Executive Officers of SPEEA and all Regional Vice Presidents. These officers shall be elected as defined in this Constitution. There shall be at least four Regional Vice Presidents on the Executive Board. There shall be at least one Regional Vice President per Region, with additional allocations proportional to the number of represented employees in the Regions as defined in the SPEEA By-Laws.

8.2.4. Regional Vice Presidents

Duties and responsibilities of the Regional Vice Presidents are to represent their Regions, coordinate between the Executive Board and the Regional Council, oversee legislative actions, assist the Regional Council in interacting with the employer and assist in coordination and communications between the Members, Executive Board and Negotiations Teams within their Regions. Additional duties may be assigned at the direction of the President subject to Board review.

**Reference SPEEA Constitution*

*Additional information can be found on the SPEEA website, at
www.speea.org/Contact_Us/Executive_Board.html.*

