

## UTFA PRESIDENTIAL ELECTION 2024 GUIDELINES

*Article 9.1 (iii) of the UTFA [Constitution](#) calls for Council to establish guidelines for presidential elections. What follows is an amended version of Guidelines to Presidential Election first approved by Council on February 13, 2020, and amended on February 27, 2024.*

1. *UTFA Council will appoint a Chief Returning Officer (CRO) no later than the February Council meeting.*
2. At least five weeks before the election period, the CRO will ask the Executive Committee to approve engaging a specified external firm to conduct the presidential vote in the event that it is needed. The CRO will also work with the Executive Director to ensure effective communication regarding the balloting process for members who do not have an email address.
3. That there be a brief pause on membership renewals during the voting period. This will be preceded by a mini membership drive immediately prior.
4. By the close of nominations at noon on March 15, each presidential candidate must submit a statement no longer than 500 words to the CRO for posting on the UTFA website. The statement must include the name of the candidate, their academic rank, and the unit(s) in which they hold their appointment(s). This statement may contain one external link. The candidate may, in addition, provide one photograph of the candidate (alone) for posting on the UTFA site. Finally, each candidate must submit the name, email address, and mobile phone contact information of a scrutineer, who must be a member in good standing. The scrutineer must be present at the UTFA office or online platform as designated by the CRO for noon on the last day of voting—April 2, 2024.
5. If only one eligible presidential candidate is nominated, the CRO will, within twenty-four hours of the close of nominations, email all members to declare that the candidate is acclaimed. The CRO will provide a link to the candidate's statement and to the photograph (if available) on the UTFA website.
6. If more than one presidential candidate is nominated at the close of the nomination period, the CRO will, within twenty-four hours, email the membership to:
  1. Declare that an election will occur;
  2. Provide the names of the candidates, along with a link to their statements and photos (if available) on the UTFA website;
  3. Provide the dates of the election period, including the time and date on which all voting will cease;
  4. Inform the membership, including the retired, how they may vote, making sure to note that online ballots often “roll” out rather than appear in all members' inboxes at the same moment;

5. Provide contact information in the event that a member does not receive an online ballot; and
6. Communicate the approximate dates on which reminders to vote will be issued.

All of this information must also appear on the UTFa website, under a heading marked "Click here for information on the UTFa Presidential election."

7. On the UTFa website, the candidates will, initially, be listed in alphabetical order by last name, in a vertical list. The positions of the names will be shuffled every three days so that one candidate is not consistently listed first. The list will also be shuffled each time a voting reminder is sent to members. After the announcement of the candidates, three reminders should go out over the voting period.
8. The candidates may update their statements only twice during the election period. Any further updates/corrections are at the discretion of the CRO.
9. Candidates may not use UTFa email distribution lists to conduct their campaigns, notwithstanding #14 below.
10. Candidates may not use UTFa staff to work on or support their campaigns, notwithstanding #14 below.
11. Candidates may not use UTFa equipment or materials to support their campaigns, notwithstanding #14 below.
12. Candidates are encouraged to maintain a collegial tone.
13. Two collegial Presidential Candidates Forums will be held, on Tuesday, March 19, at 5 p.m. and Wednesday, March 20, at 10 a.m. (or another date or dates the candidates agree to and the CRO approves) at which presidential candidates will be invited to outline their platforms. The Forums will be conducted online. The online platform will be determined by the CRO and Executive Director (or designate). Both videos will be posted on the UTFa website but not distributed. The Speaker of the UTFa Council or their designate (as determined by the CRO, Speaker, and Executive Director) will serve as moderator. The CRO will announce the Forums to the entire membership and will send at least one reminder. Each candidate will have an opportunity to:
  - a. Make opening comments, for not more than 10 minutes.
  - b. Take questions from the audience (including as emailed) for 10 minutes each but their response to each question will not be longer than 3 minutes, and
  - c. Make a closing comment for not longer than 3 minutes.

In the case that there are more than three (3) presidential candidates, the CRO will adjust the time allocations for the forum so that each Presidential Candidate Forum runs no longer than two (2) hours.

Each candidate may provide a document of no more than 2,500 words that outlines their platforms and provides a link to their website. The document must be submitted to the CRO no later than 48 hrs before the first Forum. The document will be posted on the UTFa website prior to the first Forum and links to the documents will be emailed by [faculty@utfa.org](mailto:faculty@utfa.org) to all members.

14. UTFa staff will provide candidates with three opportunities to send communications to all members, sent out centrally (i.e. by UTFa staff), on March 21 at 4 PM, March 25 at 5 PM, and March 28 at 3 PM. Should candidates wish to take advantage of these opportunities, they must provide their communication(s) to UTFa staff three working hours prior to the times noted above. (Nothing precludes the candidates from sending additional messages directly to members, subject to paragraphs 9, 10, and 11 above.)
15. Disputes between the campaigns must first be brought before the CRO for resolution. In order to ensure consistent application of these Guidelines, the CRO will confer with the Executive Director and may bring disputes before the Executive Committee for resolution but not to the president alone.

With amendments by the UTFa Executive on February 23, 2024.