

UTFA PRESIDENTIAL ELECTION 2026 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, Simply Voting, to conduct the presidential vote in the event that it is needed.
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.

Renewals will not be permitted from March 16 at noon to April 1 at noon (i.e. three days before voting begins).

4. The Nominations for the President open on March 1, 2026.
5. 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 1, 2026.
6. 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.
7. 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.
7. Communicate that only UTFA members paying UTFA dues shall be eligible to vote.

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

8. 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.

Simply Voting will send reminders to voters who have not voted on the following dates:

- a. Monday, March 23, March 26, March 31, at 10 a.m. (Automated eblast sent to members who have not voted).
9. The candidates may update their statements only twice during the election period. Any further updates/corrections are at the discretion of the CRO.
 10. Candidates may not use UTFA email distribution lists to conduct their campaigns, notwithstanding #15 below.
 11. Candidates may not use UTFA staff to work on or support their campaigns, notwithstanding #15 below.
 12. Candidates may not use UTFA equipment or materials to support their campaigns, notwithstanding #15 below.
 13. Candidates are encouraged to maintain a collegial tone.

The CRO will write each candidate once an election is announced, reminding them to maintain a collegial tone. They should not make any discriminatory, harassing, or offensive comments during the election campaign.

14. Two collegial Presidential Candidates Forums will be held, on Wednesday, March 18, at 5 p.m. and Thursday, March 19, 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 to all members.

UTFA staff will confirm the accuracy of the Zoom transcripts from the forums prior to posting on the UTFA website by no later than March 23 at 5 p.m.

15. UTFA staff will provide candidates with three opportunities to send communications to all members, sent out centrally (i.e. by UTFA staff), on March 20 at 12 PM, March 24 at 12 PM, and March 27 at 12 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 10, 11, and 12 above.)
16. UTFA will provide a backup IT plan for all email communications to members if the current plan is unavailable. The current eblast platform is called Sendy, and the backup platform is called MailerLite. If the back-up platform is unavailable, the further back-up plan is that UTFA will send emails using the faculty@utfa.org email account.
17. 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.
18. The cumulative voter turnout statistics will be sent to all candidates via email from the CRO on a daily basis.