

**UNITED TEACHERS
OF
NEW ORLEANS
(UTNO)**



**NOMINATIONS
AND
ELECTIONS
RULES & PROCEDURES**

Adopted April 1, 2022

UTNO Executive Council Election 2025

Important Dates

Friday, February 28, 2025	Email Announcement Election of Officers
Wednesday, March 5, 2025	Nominating Petitions and Election Procedures packets are available through UTNO website and will be emailed to all members. Petitions shall not be circulated prior to this date.
Wednesday, March 19, 2025	Official nomination of candidates for office at the General Membership Meeting that will be held at 5:30 p.m.
Friday, April 11, 2025	Nominees are notified if they qualify as candidates. (Mail will be postmarked no later than this date.)
Monday, April 14, 2025	Official campaigning begins.
Tuesday, April 15, 2025	Deadline for Candidates to designate observers
Wednesday, April 16, 2025	Notice of election mailed to UTNO members
Wednesday, April 30, 2025	Official Election of Officers at UTNO General Membership Meeting at 5:30 at the UTNO office
Monday, May 5, 2025	Release the Election results

Nominations and Election Procedures

1. Overview

- a. The Nominations and Elections Committee shall prepare rules and procedures that shall govern elections, to be approved by the Executive Council, and shall conduct elections. (*UTNO Constitution, Article IX, SECTION IX-A*)
- b. The Nominations and Elections Committee shall consist of five members in good standing selected by the Executive Council. Any member of the Nominations and Elections Committee nominated for or seeking office must vacate their position, and shall be replaced by the Executive Council. (*UTNO Constitution, Article IX, SECTION IX-B*)
- c. Beginning with the 2025 election, nominations for officers shall take place at the regular membership meeting in March of every third year. (*UTNO Constitution, Article IX, SECTION IX-C.*)
- d. Beginning with the 2025 election, election of officers shall take place in April of every third year. (*UTNO Constitution, Article IX, SECTION IX-D.*)
- e. Beginning with the 2010 election, the term of office shall be for three (3) years. (*UTNO Constitution, Article IX, SECTION IX-F.*)
- f. The officers of this organization shall be: President, Executive Vice President, Vice President of Membership, Vice President of Professional Development, Vice President of Political Action/Education, Vice President of Community Engagement, Secretary-Treasurer, Recording Secretary, (which shall comprise the Executive Board), two (2) teacher members-at-large, one (1) Paraprofessionals and School-Related Personnel (PSRP) member-at-large, one Higher Education member-at-large and one (1) representative from each Charter School Bargaining Unit (CSBU) of 25 members or more that has gained legal recognition for UTNO as its exclusive collective bargaining representative. (*UTNO Constitution, Article V, SECTION V-A.*)
- g. The representative from each Charter School Bargaining Unit (CSBU) shall be elected by its respective members.
- h. The Executive Council shall consist of at least the following thirteen(13) individuals:

1. The officers of this organization (8)
 2. Two (2) teacher members-at-large
 3. One (1) PSRP member- at- large
 4. One (1) Higher Education member-at-large
 5. The chairperson of the Retiree Chapter
 6. One representative from each school with a collective bargaining agreement
- i. Members-at-large will be elected concurrently with the other candidates.
 - j. No member shall be eligible to hold office who has not been a regular member in continuous good standing for at least one (1) year immediately preceding the final date for nominations. Good standing is defined as being current in dues payments. No member shall be a candidate for more than one elective position in any single election. Any member of the Executive Board who retires from active employment during his/her term of office shall be eligible to hold any Executive Board office by retroactively paying in one lump sum regular member dues for one (1) year preceding the final date for nominations. *(UTNO Constitution, Article IX, SECTION IX-I.)*
 - k. All nominations for an office shall be by petition signed by at least two percent (2%) of the members eligible to vote for that position based on the membership as of January 1 of the election year. No more than ten (10) signatures may be obtained from any one worksite. *(UTNO Constitution, Article IX, SECTION IX-G.)*
(Petitions may be picked up from the office. As of January 1, 2025, the minimum number of signatures needed on a petition is seven (7).)
 - l. Voting shall be by secret ballot. For each position being filled the candidate receiving the majority of the valid ballots cast shall be declared elected. In the event that no candidate receives the majority of votes cast, there shall be a run-off election between the two candidates receiving the highest number of votes. The Executive Council may select an outside entity to conduct the election and count votes. *(UTNO Constitution, Article IX, SECTION IX-E.)*

2. Duties of the Nominations and Elections Committee

- a. Notify the membership of election procedures through an email to UTNO members.

- b. Prepare all election materials, information, a copy of the Constitution and Bylaws and the Nominations and Election Procedures for potential candidates. Disseminate information and answer questions concerning the election.
- c. Appoint two (2) Sergeants-at-Arms and a Timekeeper to assist during the April General Membership meeting.
- d. Presides over the portion of the April General Membership meeting pertaining to nominations of officers.
- e. Provide for the preparation of ballots.
- f. Identify the designated persons who will receive and count the ballots.
- g. Certify the election results.
- h. Release the election results no later than three (3) days following the tabulation of the ballots.
- i. Seek legal counsel from the UTNO attorney throughout the election.
- j. Monitor all election procedures and guidelines.
- k. Review all complaints and allegations of violations of the nominations and elections procedure, and issue rulings.
- l. Attend to any other duties, which may arise that are related to the election.

3. Eligibility for Candidacy

- a. No member shall be eligible to hold office who has not been a regular member in continuous good standing for at least one (1) year immediately preceding the final date for nominations. Good standing is defined as being current in dues payments. No member shall be a candidate for more than one elective position in any single election. Any member of the Executive Board who retires from active employment during his/her term of office shall be eligible to hold any Executive Board office by retroactively paying in one lump sum regular member dues for one (1) year preceding the final date for nominations. (*UTNO Constitution, Article IX, SECTION IX-I.*)
- b. Individuals serving on the Nominations and Elections Committee shall not seek office in the election over which they are presiding;

nor shall they support and/or endorse any candidate or slate of candidates. These individuals are to conduct themselves in an unbiased manner.

4. Nominations of Officers

- a. Nominations will be taken by petition.
- b. All persons interested in seeking an office in UTNO shall contact the UTNO office for information and a copy of the Constitution and Bylaws.
- c. The date for nominations shall be at the General Membership meeting in March of the election year. **All requirements and required information must be met in order to qualify for candidacy.**

d. Positions

1. The following positions are to be filled in the upcoming election:

President
 Executive Vice President
 Vice President of Membership
 Vice President of Professional Development
 Vice President of Political Action/Education
 Vice President of Community Engagement
 Secretary-Treasurer
 Recording Secretary
 two (2) teacher members-at-large
 one (1) PSRP member-at-large
 one (1) higher ed member-at-large

e. Nominations Meeting

1. Nominations for the various UTNO offices shall take place at the March Membership Meeting.
2. The Nominations and Elections Committee shall preside over the portion of the meeting pertaining to the nominations of officers.
3. Two (2) sergeants-at-arms and one (1) timekeeper will be appointed by the Nominations and Elections Committee to assist during the General Membership meeting.

4. The Nominations and Elections Committee shall open the floor for formal nominations of candidates. The process of nominations shall be governed by Robert's Rules of Order.
5. Persons nominating candidates shall present to the Nominations and Elections Committee the candidate's official nominating form (petition form) at the time the nomination is made. The nominees' signature at the bottom of the form certifies that he/she is allowing his/her name to be placed into nomination, and, if all requirements and information are satisfactorily completed, that he/she accepts the nomination.
6. Nominees will have the opportunity to address the general membership following the nominations. Each nominee shall adhere to the following schedule:

President	3 min.
Executive Vice-President	2 min.
Vice President of Membership	1 min.
Vice President of Professional Development	1 min.
Vice President of Political Action/Education	1 min.
Vice President of Community Engagement	1 min.
Secretary-Treasurer	1 min.
Recording Secretary	1 min.
Teacher Members-at-Large	1 min.
PSRP Member-at-Large	1 min.
Higher Ed Member-at-Large.....	1min.

5. Election Literature

- a. **Purpose:** The purpose of written election literature is to disseminate information announcing the candidacy, personal data, professional training, teaching experience, union service and platform. The Nominations and Elections Committee urges all candidates to avoid the use of defamatory, scurrilous or false information.
- b. **Distribution of Literature**
 1. No campaign literature shall be distributed to non-members of UTNO or placed in non-members' school mailboxes.
 2. For schools under Collective Bargaining Agreements, a Building Representative from that school shall place in each

member's mailbox in a timely manner any campaign literature as requested by a candidate(s).

3. **Use of the intra-school mail delivery system is prohibited for union election campaigning.**
4. The listing of each candidate's name, work location and position sought will appear in a special UTNO Election Update.
5. In order to protect the integrity of the membership roll and privacy of the membership, no candidate shall be provided membership lists bearing the name, email address, home address or home phone numbers of UTNO members.
6. No candidate shall have the right to copy or photocopy any part of the UTNO membership or mailing list for use in the campaign.
7. Candidates may share their campaign literature via their personal social media. At a candidate's request, UTNO will share the candidate's campaign literature on its official pages.

6. Voting

a. Voting Eligibility

1. Voter eligibility is limited and reserved to regular UTNO members in good standing.
2. Good standing is defined as being current in dues payments, with no impediments to membership.

b. Voting Procedures

1. Balloting Process. Each member will be allotted one (1) vote.
2. Candidates' names will be listed on the ballots by random selection.
3. Challenge ballots will not be counted unless they alter the outcome of the election.

c. Counting Ballots

1. Ballots will be counted by members of the Nomination and Election committee in the presence of candidates or their authorized observers.
2. Official Election Commissioners shall be appointed by the Nominations and Elections Committee. Each commissioner shall be provided with official identification.
3. Each candidate may have one (1) Observer present during the counting of the ballots. Candidates must designate their Observer in writing by Tuesday, March 25, 2025 to the Nominations and Elections Committee.
4. In order to be declared elected, candidates for the positions listed in Section IV-D of these procedures shall be determined by majority vote.
5. The vote(s) on a ballot in a particular race shall be voided, but all others votes on a ballot shall count, if:
 1. The voter's intention in a particular race cannot be determined due to strays marks or other causes.
 2. The voter has inserted the name of a write-in candidate.
 3. The voter has voted for more than the specified number of candidates in a particular race.
6. When the results of the Election are official, the Nominations and Elections Committee will issue a statement to the media and to the membership no later than three (3) workdays following the tabulation of the ballots.

d. **Authorized Observers**

1. Each candidate may designate one (1) official observer for the counting of the ballots.
2. Observers may remain in the vicinity of the counting process, provided they are wearing official identification. The observers **may not** interfere with or disrupt in any way the counting of the ballots. Any observer who violates this provision shall be subject to removal.
3. Names of observers and alternates must be submitted in writing to the Nominations and Elections Committee no later than Tuesday, April 15, 2025. Unregistered observers shall

not be permitted in the vicinity of the ballot counting. The burden of securing qualified observers and alternates shall be upon the candidate(s).

4. In the event an observer feels an alleged infraction of the rules has occurred, a complaint is to be lodged to the Nominations and Elections Committee immediately after the alleged infraction is witnessed.

7. COMPLIANCE

- a. All candidates for all offices are required to comply with all rules contained herein.
- b. All complaints alleging violations of these procedures shall be reported to the chairman of the Nominations and Elections Committee within forty-eight hours of the event giving rise to the complaint, or within forty-eight hours after the person filing the complaint becomes aware of the violation.
- c. All complaints alleging violations of the elections procedures shall be considered by the Committee, which shall issue a ruling as soon as practicable. The Committee is vested with authority to investigate complaints at its discretion.
- d. The Committee shall have the authority to impose penalties on any person who violates any of the rules contained herein. The penalty may include disqualification from candidacy, at the discretion of the committee.