



ORANGE COUNTY CTA OFFICERS, DIRECTORS, AND DELEGATE NOMINATIONS AND ELECTIONS CAMPAIGN GUIDELINES

2025 ELECTION CYCLE

The CTA Elections Committee is announcing Nominations and Elections for Officers, Directors, State and Local Delegates to the National Education Association (NEA) Representative Assembly and the Florida Education Association (FEA) Delegate Assembly. The Committee has developed Election and Campaign Guidelines. The purpose of these guidelines is to encourage member candidacy for office; to assure fair and equitable treatment of all candidates; and to provide an orderly and fair procedure for the resolution of elections-related conflicts and problems. These guidelines are intended to comply with the standards for elections developed under Title IV of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). To the extent that they do not, the LMRDA standards will prevail.

<https://www.dol.gov/agencies/olms/compliance-assistance/publications/guide-for-conducting-local-union-officer-elections>

I. Candidate Eligibility

- A. All eligible candidates must be members in good standing in accordance with the CTA Bylaws.
- B. All officers and directors shall have been a member in good standing of this local for at least two (2) years prior to the beginning of the term of office.
- C. Delegates to meetings, conventions, and assemblies of affiliate organizations must be members in good standing of CTA for at least two (2) years prior to being elected.
- D. If a CTA member has been removed or recalled from office they may not run for office in this election.
- E. The Elections Committee will review the Orange County CTA membership records to determine the eligibility of all nominees. Ineligible nominees will be advised of the reason(s) they are not eligible to run for a position.
- F. No candidate for Officer or Director may seek to run for more than one Officer and/or Director position on the same ballot. Candidates for Officer or Director may choose to also run for one or multiple Affiliate Delegate Positions. Candidates seeking to hold Affiliate Delegate position(s) may also run as a delegate to one or multiple Affiliate Delegations.
- G. No write-in candidate will be permitted after the close of nominations.

II. Meeting with Candidates

- A. The Elections Committee and/or its designee(s) will meet with all Candidates, or the Candidate's designated representative, at the CTA's Office to discuss election procedures, distribution of campaign literature, and other campaign guidelines.
- B. At this meeting, a drawing will be held to determine the Candidate's position on the ballot. In the event there are slates, the slate position will be determined first. Individual candidates not affiliated with a slate will be placed in a column marked "independent". Placement of these candidates will be determined by a drawing within their category. If a candidate is absent or does not have a designated representative at the meeting, a member of the Elections Committee will represent the candidate in the drawing.
- C. At this meeting, Candidates will also be advised of the balloting procedures for this election.
- D. In the event that NEA candidates are elected by acclamation, State Delegates will be determined by drawing lots during this candidate meeting.
- E. In the event that FEA candidates are elected by acclamation, association days will be determined by drawing lots during this candidate meeting.
- F. Candidates for Officer Positions may submit a 150-word statement and a picture. Candidates for Director Positions may submit a 50-word statement and a picture. Candidates for Delegate Positions may submit a 25-word statement and picture. The candidate statement and picture will

be posted on the CTA website. Send submissions to ctavote2025@gmail.com by 5:00 pm on Thursday, February 6, 2025.

- G. During the Orange County CTA February AR meeting (or other suitable meeting as determined by the Election Committee), candidates in contested races will be introduced and have an opportunity to address the AR members as follows:

Officer positions – 3 minutes

Director positions – 2 minute

Delegate positions – Introductory Statement (stand up and state name)

- H. There shall be no demonstrations by or for candidate(s) in the CTA building.

III. Withdrawal/Ineligibility of Candidates after Close of Nominations

- A. If a properly nominated candidate withdraws from a race or becomes ineligible subsequent to the close of the nomination period but before the printing of the ballots, this candidate's name will not be placed on the official ballot.
- B. If a candidate withdraws from a race or becomes ineligible after the printing of ballots, the CTA Elections Committee will notify members of such. When votes are tabulated, only votes for the remaining candidates will be counted. If only one candidate remains in the race in this circumstance, that candidate will be deemed to have been elected to the position.

IV. Voter Eligibility and Balloting Procedures

- A. Orange CTA will make every effort to ensure that the database is up to date and will provide a current membership list to the Elections Committee.
- B. Only members who are in good standing as defined in Article III, Section 2 of the CTA Constitution for sixty (60) days prior to the election may vote. No provisions shall be made for voting by absentee ballot.
- C. Members will be provided instructions for balloting. The instructions shall indicate the timeline for voting. Members will also be given necessary information to report any difficulties with the voting procedures.

V. Ballot Count

- A. For the 2025 elections, ballots will be tabulated by the Elections Committee who may use a third-party vendor for this purpose. An official report of election results will be certified and will be sent to the Candidates and the CTA Board of Directors.
- B. The election results will be published and distributed to the membership within two (2) workdays of the count.

VI. Observers

- A. Each candidate is permitted to have one (1) observer at the election site and at the ballot counting.
- B. A candidate shall provide the Committee with the name of his/her designated observer at least two (2) days prior to the scheduled date of the ballot counting.

VII. Elections Determined by Plurality

- A. Director Positions
- B. NEA Delegates
- C. FEA Delegates

VIII. Distribution of Campaign Literature

- A. No candidate may put the likeness or name of anyone else on their campaign literature without their written permission.
- B. Campaign literature may not simulate the CTA logo or logo of its affiliates. Campaign literature may use pictures of candidates wearing union apparel and/or participating in union functions that are open to the general membership.
- C. Campaign materials shall contain proper identification of the candidate and the source of the sponsorship, i.e. "Paid for by the Campaign to Elect ____." In some cases, however, carrying such identification would be impossible, e.g., where the item is too small, such as a small piece of candy. In such cases, the items in question must be distributed from a table or booth, or placed in some type of container, which clearly indicates that the campaign is their source of sponsorship.

- D. Upon nomination and certification of eligibility, a member shall be considered a candidate. Candidates will be sent an electronic list of Orange CTA members organized by worksite. The list shall be generated from an official list provided by OCPS to CTA.
- E. Candidates may at their own expense send campaign literature to members home addresses using Print Meisters, Inc. who may be contacted at 407-370-2323. Candidates will not receive member home addresses. The candidate is responsible for contacting the designated print house for pricing and distribution timelines. Once arranged the candidate will inform the Elections Committee.
- F. A candidate and/or supporters(s) is prohibited from using OCPS computers or the OCPS e-mail system to create and/or distribute any campaign material.
- G. Campaign Literature Distribution via CTA email will be available twice during the election cycle. Each candidate may submit a one-page flyer (up to two-sided PDF). The deadline to submit the flyer is 5:00 pm on Thursday, February 6, 2025.
- H. Distribution of campaign materials on school campuses shall be in accordance with provisions of the negotiated contract between CTA and OCPS.
- I. Upon request by a candidate, the Association Representative will deliver no more than one (1) piece of campaign literature provided by the candidate, to each member's mailbox at their school, upon receipt.
- J. Campaign Literature Distribution via OCPS Courier Service
 - 1. Each candidate may distribute campaign materials through the OCPS courier service from the CTA office.
 - 2. Candidates are responsible for providing campaign materials sufficiently in advance of the scheduled courier pickup
- K. There shall be no distribution of flyers or any campaign material during CTA meetings.

IX. Election Records

- A. The Committee will maintain all election materials, including the ballots, for at least one year after the election, as required by federal law.

X. Election Complaints/Challenges

- A. Any violation or improprieties during the course of the election should be referred to the Committee. They must be submitted in writing, citing specific violations or improprieties, with a statement of supporting reasons that includes specific facts as well as any documentation. The Committee will make an investigation and decide on the appropriate actions, if any, to be taken.
- B. Challenges and objections to the election results must be submitted in writing, citing specific violations, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within two (2) workdays of the count. The Elections Committee shall issue its written opinion directly to the complainant and the Board of Directors regarding the objections no later than ten (10) days after the receipt of all relevant documents regarding such objections. That decision may then be appealed to the FEA Credentials and Elections Committee within two business days after the decision was issued. The FEA Elections Committee shall be the final determiner of all disputes regarding the conduct of this election.

XI. Campaign Restrictions

- A. CTA staff shall not campaign or express support for a candidate in any manner.
- B. Privacy of members will be respected. All applicable state and federal laws will be followed. No members' information, other than work site, including but not limited to home addresses or phone numbers will be given by the union to candidates for use during the campaign. Candidates may not campaign through mass email, (except as provided for in section VIII G) phone, robocalls, texts or robotexts without obtaining permission from the recipient to opt-in. If opt-in communication is used, an opt-out and unsubscribe option must be provided.
- C. Candidates may ONLY accept monetary donations from CTA members. If any violation of this prohibition is reported to the Committee, the candidate will be notified of this impropriety and necessary action will be taken.

The following are examples of prohibited expenditures or contributions:

- A union or employer may not contribute money or anything of value (such as the use of facilities, equipment, or supplies) to promote the candidacy of any individual in a union officer election.
- The restriction on the use of union funds applies to all moneys received by the union by way of dues, assessment, or similar levy.
- The prohibition against the use of union and employer funds applies to any union and any employer, not just the union conducting the election or an employer of the union's members. For example, it is improper for a candidate to have campaign literature duplicated free of charge on a copy machine at a small business owned by a relative of the candidate.
- Any expenditure of union or employer funds on behalf of a candidate, even if the amount is small, is a violation of federal law.
- The use of union/employer funds or facilities is a violation of federal law even if union officials or the employer do not know about or approve of the use.
- The prohibition against the use of union and employer funds applies to direct expenditures from the union or employer as well as indirect expenditures including:
 - campaigning on time paid for by the union or employer
 - use of union/employer owned or leased equipment such as telephones, fax machines, and copy machines
 - use of union/employer supplies such as stamps, paper, and envelopes
 - use of union employees to prepare campaign literature while on union time
 - use of the union letterhead
 - use of union/employer property or facilities
 - printing articles which support or criticize an individual's candidacy in a union newspaper or other publication
 - giving free services or special discounts to a candidate customer such as printing, photocopying, etc.
- A union may adopt additional rules governing contributions to campaign funds such as prohibiting contributions from any person who is not a member of the union.
- Certain uses of union and employer funds which do not support one person's candidacy over another are acceptable, such as providing the use of equipment, facilities, or publications to all candidates on an equal basis after giving them notice of this opportunity.
- Campaigning by union officials which is "incidental" to union business is not a violation of federal law. For example, any campaigning by union officials which occurs as a consequence of conducting legitimate union business, such as shaking hands with members while visiting work sites on official business, is permissible.

NOTE: *The above rules and guidelines are not all inclusive, Additional rules, guidelines, and clarification may be issued by the Committee during the course of the election.*