

CHAPTER CHAIR VIRTUAL ELECTIONS 2020-21

Due to the school closures during the 2020 school year in response to the novel COVID-19, a virtual process for the election of school site chapter leaders has been developed. This virtual process continues to provide the opportunity for any interested member at the school site to be a UTLA leader as chapter chair, co-chair or vice chair. For further information see Election Virtual Rules. It is based on the following UTLA principles:

- Every member is provided the information for the nomination process
- Every member who is eligible has the right to run for chapter chair and other positions
- When there is more than one candidate, elections must be democratic, and overseen by a neutral third party (election chair)

If your chapter chair receives notification by UTLA that more than one candidate turned in a self-nomination form, an election process is needed:

1. Appoint a three person Election Committee (fewer for small schools).
Candidates for election cannot be on the committee.
2. At the next virtual faculty meeting, followed up by an e-mail to your members, explain the process. Provide your members with the e-mails of all three election committee members.
3. If two or more members self-nominate, you will need to conduct a virtual election. Set up a three-day window for the election. UTLA will provide the names for the ballot.
4. In order to assure a fair and anonymous election, you will use Survey Monkey for the election. You'll set up a free account, following the steps below exactly. *It's very easy!!!! Just go step by step:*
 - a. Go to [surveymonkey.com](https://www.surveymonkey.com)
 - b. Click on Sign up in upper right hand corner
 - c. Click on Create a FREE Account page, fill out the information or log in with Facebook (or one of the others if you don't have Facebook—the easiest alternative)
 - d. Click OK
 - e. Click on Create Survey
 - f. Click on Build it myself
 - g. Click on Start from Scratch
 - h. Name Your Survey: (School) Chapter Chair Election
 - i. Survey category "Education"
 - j. Click on One question at a time
 - k. Click on Create Survey
 - l. Fill out box Enter your question with this: Who should be the Chapter Chair for 2020-2021 School Year

- m. Fill in the names in the boxes Enter an answer choice. You should randomly select the order of the names.
 - n. Click Save
 - o. Click on New Question if you have a second election for Co- or Vice-Chair. Otherwise, click Done.
 - p. Click on Next in upper right corner
 - q. You may have to click Done again. Otherwise, click Collect Responses on right hand side.
 - r. Click on Send by Email
 - s. Click Add Recipients.
 - t. Choose the program they're in, or if none exist, choose Manual
 - u. Copy and paste the emails of each of your members. (Be sure to not include those who are NOT UTLA members). Press return after each email. Click on ADD on bottom.
 - v. On next page, for Subject type in (School) Chapter Chair Election. Click Next on bottom.
 - w. Click Next on invitation page
 - x. Click Send Now on bottom. You're done.
 - y. You will receive an email as people vote. When you receive it, click on See Responses.
 - z. Click on Analyze Results (close ad that pops up)
Record total after your third day of voting.
5. Here is the most important step—the Chair of the Election Committee must upload the fillable Chapter Chair Election Form on the website, fill it out, and send.

<https://www.utla.net/sites/default/files/Chapter%20Chair%20Notice%20of%20Election%20Form%202019-20%20rev042219.pdf>

Remember, using SurveyMonkey ensures that all votes remain anonymous. If you have any questions, or need assistance on this process contact your Area Representative, Area Chair, or UTLA Secretary.