

CHAPTER CHAIR VIRTUAL ELECTIONS 2021-22

Due to the school closures during the 2021 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 (this can include weekends). 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. Note that you can only have up to 100 on an account. If your school site has more than 100 members, then set up two surveys. *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
 - d. Click OK
 - e. Click on Create Survey
 - f. Click on Start from Scratch
 - g. Name Your Survey: (School) Chapter Chair Election
 - h. Survey category "Other" (drop down menu)
 - i. Click on One question at a time
 - j. Click on Create Survey
 - k. Fill out box Enter your question with this: Who should be the Chapter Chair for 2021-2022 School Year?

- l. Fill in the names in the boxes Enter an answer choice. You should randomly select the order of the names.
- m. Click Save (bottom of the page)
- n. Click on New Question if you have a second election for Co- or Vice-Chair. Otherwise, click Done.
- o. Click on Next in upper right corner
- p. You may have to click Done again. Otherwise, click Collect Responses on right hand side.
- q. Click on Send by Email
- r. They will send you a verification email—fill out the information
- s. Open up your email and click on the verification link
- t. Click on Share a survey link.
- u. Click on Copy
- v. Send the link to whoever needs to receive it
- w. To see results, click on My Surveys on the top
- x. Click on Analyze to see the results
Record total after your third day of voting.
If you need to have an election for Vice Chairs or Co Chairs you would follow the same process.

5. Here is the most important step—the Chair of the Election Committee must fill out the Notice of Chapter Chair Election (NOCCE) form and email this to Princess Sykes psykes@utla.net in order for the Chapter leaders to be official.

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.