

Campaign Guidelines for Candidates for VEA District F and PWEA Directors and Officers

- 1) Eligibility – all nominees for the Board of Directors are exclusive members of PWEA for at least the past two (2) continuous years prior to taking office. Exclusivity shall be defined as not belonging to any organization that would be considered competitive with PWEA (PWEA Constitution and By-Laws).
- 2) Positions - PWEA Members may be candidates for only one office at a time with the exception of candidates running for VEA Director whom may also run for another office.
- 3) Official Start Date – A person may become a declared candidate on August 1 of the year prior to the beginning of the office.
- 4) Official End Date – The date that the ballots are due back to the PWEA office shall be the official end date.
- 5) Events - A candidate may campaign only at the following events: PWEA Association Training, any PWEA Board of Directors' meeting, any PWEA Association meeting or event, and the VEA pre-convention caucus in Prince William held prior to the VEA Delegate Assembly. If the VEA Delegate Assembly is held prior to balloting for any PWEA local election, the candidate may campaign only at the on-site PWEA pre-convention caucus. No campaign may take place on the Delegate Assembly floor.
- 6) Services – PWEA will provide the following services:
 - a) Work site location and email addresses of all PWEA Association Representatives will be given to each candidate. During the course of the campaign, candidates may send up to two (2) emails to this contact person for distribution during the election.
 - b) The candidate may provide a written narrative and photograph for publication and distribution to members.
 - i) The narrative must be turned in to the PWEA office no later than the close of business on the last Friday in January of the election year.
 - ii) The narrative may not exceed 200 words. Any narrative in excess of 200 words or submitted in a format other than paragraph form will be returned to the candidate for editing, provided that there is time to do so before the January deadline.
 1. Any portion after the 200 word mark shall not be published.
 2. Narratives that are not in paragraph form will not be published.
 - iii) PWEA will not edit the content of any narrative.
 - iv) PWEA shall publish, verbatim, and distribute each narrative received within the guidelines. This information shall be sent once by PWEA to the e-mail contact at each worksite for distribution to members. This will take place not less than twenty-five (25), nor more than fifty (50) days prior to the beginning of the elections.
- 7) Campaign Materials – All campaign materials must be accompanied by an authorization line giving authorship or responsibility for the materials to the candidate. For example, authorized by Jane Smith candidate for PWEA president.
 - a) Campaign materials may include, but not be limited to, posters, brochures, biographical sketches, position papers, electronic media/communications, buttons, or any other printed material bearing the name of the candidate or promoting the candidacy of an individual for VEA office.

- i) An identification of source and/or sponsorship shall appear on or with all campaign materials. Pins and buttons shall be excluded from this requirement.
- ii) Distribution by a candidate or designee of written and/or printed materials shall constitute a campaign activity, and actual expenses incurred must be reported.
- b) Campaign costumes include vest, hats, buttons, armbands, ribbons, and other items of clothing.
- c) The candidate may use an endorsement in his/her own literature; e.g., "I have been endorsed by so-and-so or by the members of Jones ES." Candidates should receive release of pictures or personal endorsements.
- d) Materials produced by the PWEA, VEA and/or NEA cannot be used as handouts, campaign materials or giveaways.

8) FINANCIAL STATEMENT OF CANDIDATE

- a) Each candidate is required to send to PWEA an itemized accounting of his/her campaign expenditures postmarked no later than 30 days after the last PWEA scheduled date of voting. (See Financial Statement of Candidate.)

NOTE: "Information for completing the Financial Statement is attached."

- b) Each candidate's Financial Statement will be available, upon request, for review by any PWEA member.
- c) If an additional election (run-off or another election) is called, an addendum to the Financial Statement must be filed to report additional expenditures and must be postmarked no later than 30 days after the additional election.
- d) The Elections and Campaign Practices Committee will review each candidate's Financial Statement and report its finding to the PWEA Board of Directors.
- e) Failure to file a Financial Report may result in a successful candidate being removed from the office to which he/she was elected.

9) CHALLENGE AND APPEALS PROCEDURE

- a) Any alleged violation of this policy shall be formally reported by a member or candidate to the Elections Committee as soon as possible after the alleged infraction or no later than 30 days after certification of the election. The candidate in question will be informed immediately of the allegation.
- b) The Elections Committee shall review the alleged violation(s), report its findings, and recommendations to the PWEA representative Assembly as per PWEA by-laws Article V, Section 5. (*In the event of disputes concerning alleged irregularities or violations of election rules, the Representative Assembly shall be the final judge, and shall have the authority to order new elections if deemed necessary.*)

For Office Use: Date Received: _____

FINANCIAL STATEMENT OF CANDIDATE

NAME: _____

OFFICE SOUGHT: _____

SOURCE OF CAMPAIGN FUNDS:

Personal Funds	\$ _____
VEA Member Contributions	_____
Other Income from Fund-raising Activities	_____
Donations in Kind (Retail Value)	_____
TOTAL	\$ _____

EXPENSES:

Printing	\$ _____
Mailing	_____
Telephone	_____
Hospitality & Entertainment*	_____
Campaign Committee Expense	_____
Give-aways (pins, buttons, food, etc.)	_____
Fund-raising Activity	_____
Travel*(rate same as VEA Board)	_____
Lodging and Meals*	_____
Other (please explain on reverse side)	_____
TOTAL	\$ _____

* If a candidate uses as a part of his/her campaign, lodging facilities, travel, meals, etc., that are paid by PWEA/VEA/NEA, a charge must be made for the portion dealing with campaigning and reported on this form.

This financial statement must be received no later than 30 days after the last PWEA scheduled date of voting.

Send this statement and supporting information to PWEA.

INFORMATION FOR COMPLETING THE FINANCIAL STATEMENT

I. INCOME

Personal Funds: Any funds that the candidate contributes to his/her own campaign.

PWEA Member Contributions: All funds contributed by VEA members. (Only VEA members can contribute to a VEA Candidate's Campaign.)

Other Income: All funds received as a result of fund-raising activities such as raffles, dances, etc.

Donations in Kind: The monetary value (retail) of contributions made such as food items for a reception, items for give-away, etc.

II. EXPENSES

Receipts for all expenditures must be attached to this report. When receipts are unavailable, such as donation in kind, documentation of the retail cost of each item must also be attached.

Printing: The cost of printing letters, brochures, stationery, envelopes, including art layouts, graphics, photographs, etc.

Mailing: The cost of mailing permits, postage, etc.

Telephone: The cost of all long distance telephone calls that concern the campaign in any way. A copy of the telephone bills should be attached with an indication of the calls that were for campaign purposes.

Hospitality and Entertainment: Includes the cost of the room/suite, food (including in-kind contributions), beverages, bands, give-away items, etc.

Campaign Committee Expense: Meeting costs, stationery, etc.

Give-aways: Pins, buttons, hats, food, etc.

Fund-raising Activities: The cost of conducting a raffle, dance, or any other activity that raises money for the candidates. Items such as item to be raffled, raffle tickets, etc., would be included.

Travel: Itemized listing of miles traveled per day indicating origins to destination at the PWEA Board rate.

Lodging and Meals: Receipts for all lodging and meals during travel that was for campaign purposes.

NOTE: If supporting committees and individuals operate in a candidate's campaign, all the income and expenses incurred must be reported on the Financial Statement.