

United Academics Elections Committee

Guidelines for Candidate Statements

Adopted April 2005

Revised November 1, 2008

1. Candidates for positions which appear on the Official Ballot may prepare a single statement which will subsequently be emailed by the office staff to the current United Academics membership.
2. The statement must not exceed 200 words as determined by the word count feature of MS Word. Statements that exceed the 200 word count will not be sent. Only one statement, no matter what its length, will be sent for each candidate.
3. Candidates may include a portrait photograph of themselves. The photo must be in a size suitable for normal email distribution, not contain offensive elements and be reasonable current. Black and white or color is acceptable.
4. The master list of email recipients will be the same as the master list used to send out the Official Ballots.
5. Statements will not be sent prior to the preparation of the Official Ballot but every effort will be made to send them out quickly once the ballots are prepared or they are received. Statements will no longer be sent out after the date the Official Ballot must be postmarked.
6. The statement must be relevant to the person's candidacy and for the position sought and must not contain inappropriate or offensive language.
7. Each statement will begin with the candidate's name, MAU, and the office for which they are a candidate. These heading items do not count toward the 200 word maximum. They are required for all statements and must be included by the candidate at the top of the statement. Statements without this header information will not be sent.
8. The candidate is responsible for the entire statement, including the header items. The staff will not edit, spell check or add to any statement. Statements will merely be forwarded to the membership "as is" as an attachment with only "A statement from XXX" in the Subject box.
9. The statement must be emailed to the union office in an MS Word readable format (e.g., Word, .rtf, WordPerfect, webpage, etc.). It may be advisable to forward the statement in a webpage readable format as that format generally is visible to an email reader without necessitating that the readers open a separate attachment.
10. Each candidate's statement will be emailed separately to the membership.
11. For statewide offices, the statements will be emailed to all candidates, and for MAU specific positions, the statements will be only emailed to the members of the respective MAU.
12. The Chair of the Elections Committee will resolve any questions pursuant to the implementation of this policy.