



**UTAH
SCHOOL
EMPLOYEES
ASSOCIATION**

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Jason Lewis, President
Bryan Sprague, Executive Director

USEA STATE EXECUTIVE BOARD NOMINATION

Purpose: The **USEA State Executive Board** (“Board”) is the governing body of the organization. The Board sets direction and policy, appoints, supports and evaluates the Executive Director and oversees the mission, vision and fiscal integrity of the organization.

Individual Board members serve as liaisons between the USEA and elected local leaders.

Election and Term of Office: Board members are elected by the delegates at USEAs Annual Delegate Conference, to represent members in specific areas of the state. In the event that there are no candidates for a particular area, or a Board seat becomes vacant before the next scheduled election, the current Board may solicit nominations and appoint member(s) to fill the vacant position(s).

Board members elected at Delegate Conference serve three (3) year terms, beginning on September 1 of the election year. Board members appointed outside of Delegate Conference serve until the next regularly scheduled election for the Area they were appointed to represent, beginning at the first regularly scheduled board meeting after appointment.

Eligibility: All current Education Support Professionals who are members in good standing of their local and have been active, dues-paying members of USEA with continuous membership for at least three years as of September 1 of the nomination year are eligible. Nominees must be active members at the time the nomination is made and must maintain their membership in both their local association and USEA during the entire term of office.

Deadline: All nominations for election at Delegate Conference must be **received** by the USEA no later than 5:00pm, Mountain Time, on **March 1**. If March 1 falls on a Saturday or Sunday, the deadline shall be extended to 5:00pm, Mountain Time, on the following Monday.

In the event of a vacancy that is not filled by election at Delegate Conference, a request for nominations will be sent to all members. Each request will have a specific deadline that is no less than 14 days after the date the request is published.

Nominations by e-mail are preferred but hard copies by mail are accepted. **Faxed copies will not be accepted.**

Send to:
USEA Executive Board Nominating Committee
864 E Arrowhead Lane
Murray, UT 84107-5211

Email to:
wkesler@useautah.org
Subject: Executive Board Nomination

Questions:
Call: Lorica Pilivi – 435-230-4673
Email: lpilivi@useautah.org

Nomination and Election/Selection Procedure

Nominations: Nominations may come from any USEA chapter and must be submitted on the approved nomination form with signatures of both the local chapter president and the nominee.

Selection: All nominations must comply with the nomination guidelines. The USEA President shall appoint an Executive Board Nominating Committee to review all nominations and ensure that eligibility and submission requirements are met. The Committee will forward all eligible nominations to the USEA Vice President for consideration and action.

Nominations submitted for a specific area to be elected at Delegate Conference will be placed on the ballot and sent to delegates prior to Delegate Conference. At Delegate Conference nominees will be given an equal amount of time specified by the Vice President to address the delegates prior to the start of voting.

Nominations submitted in response to a USEA request, due to vacancy in a specific area(s), will be considered for appointment by the Board. Nominees will be interviewed by Board members.

Notification: Elected nominees will be announced at Delegate Conference once the votes have been tallied and verified. Appointed nominees will be notified of the Board's decision.

Criteria: Nominations will be assessed using the following criteria:

- **Professional Practice** – Demonstrated distinctive leadership and teamwork professionally. Such factors may include, but are not limited to:
 - ❖ Attitude and adaptability
 - ❖ Relationships with co-workers
 - ❖ Workload handled under unusual conditions
- **Advocacy & Association Involvement** - Taken an active role in local and/or state associations
- **Commitment** – Demonstrated support of USEAs Mission, Vision, Core Values & Strategic Goals
- **Rationale** – Expressed reason(s) for seeking office

Submittal requirements: Nominations are limited to five (5) pages, the Nomination Form is Page 1, the Nominee Statement is Page 2 and the Reasons for Nomination sheet is Page 3. All sheets are attached, and information should be entered using a 12-point font. Handwritten information, other than signatures, is NOT allowed.

- ❖ **Optional letter of support** – *maximum 1 letter, 1 page*
Applicants **may** include one (1) letter of support. The letter should be from someone who knows you well, must include how long the writer has known you and in what capacity the writer is able to comment on your qualifications.

Nominations that do not comply with the guidelines, as well as late, incomplete, handwritten or faxed nominations, will be disqualified.



**USEA EXECUTIVE BOARD –
OFFICER/BOARD MEMBER
NOMINATION FORM**

DEADLINE: MARCH 1st

Please use this form to submit the application. Failure to provide all requested information, including signatures, by the deadline will result in disqualification. Handwritten sheets will NOT be accepted.

NOMINEE INFORMATION

Nominee Name: _____ **Local:** _____

Office/Board Area nominated for: _____

Career Classification (*select one*) and enter position (ESL aide, kitchen manager, bus monitor, etc):

_____ Assistants	Position:	_____
_____ Maintenance	Position:	_____
_____ Child Nutrition	Position:	_____
_____ Secretarial	Position:	_____
_____ Custodial	Position:	_____
_____ Transportation	Position:	_____
_____ Allied Professionals (other)	Position:	_____

Years as a member: _____

**Nominee must be an active USEA member with continuous membership for at least three years as of September 1 of the nomination year.*

NOMINEE CONTACT INFORMATION:

School/Worksite: _____ **Position:** _____

Home Address: _____

Personal email: _____ **Phone:** _____

NOMINEE STATEMENT

As a nominee, I hereby certify and attest that:

1. I am a member in good standing of both my local association and USEA;
2. I agree to maintain my membership in both associations during my entire term of office;
3. I have the approval of my local executive board to seek the above office.

If elected/appointed, I hereby acknowledge and agree that:

1. I will be a fiduciary of USEA;
2. I will execute a confidentiality/fiduciary agreement, prepared according to the discretion of USEA and said agreement applies during and after my term of office;
3. I will keep confidential all information that I acquire while in office;
4. I will not disparage USEA, including its officers, directors and staff, to USEA members or third parties;
5. I will not solicit members of USEA to associate with, or join, any other organization which purports to be a school employee association similar in function to USEA;
6. I acknowledge and agree that the falsification of any information provided in this nomination packet will lead to the denial of my nomination by the USEA Nominating Committee.

Signature of nominee

Date

As the executive officer of the _____ Association,
I hereby verify that the nominee:

1. Is a member in good standing of both the local and state association;
2. Has received approval from the local executive board to run for this office.

Signature of local officer

Date

REASONS FOR NOMINATION

(Maximum 2 pages, double-spaced with 1-inch margins on all sides)

1. **Professional Practice:** *Describe your worksite responsibilities and any personal achievements you have made in your classification or field.*
2. **Advocacy and Association Involvement:** *Describe your association-related activities.*
3. **Commitment:** *Describe what USEAs Mission, Vision, Core Values & Strategic Goals mean to you.*
4. **Rationale:** *Why are you seeking office and what strengths/skills would you bring to the team?*

Signature of nominee

Date