



**UTAH  
SCHOOL  
EMPLOYEES  
ASSOCIATION**

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Michael Evans, President  
Greg Burrow, Interim Executive Director

## **USEA BOARD OF DIRECTORS NOMINATION**

**Purpose:** The **USEA BOARD OF DIRECTORS** (“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 the elected Local Affiliate Leaders.

**Election and Term of Office:** Board members are elected by the delegates at USEA’s Delegate Conference, to represent members. If 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 USEA Education Support Professionals members in good standing of their local and have been active, dues-paying members of USEA. Nominees must be 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 4:00pm, Mountain Time, on **March 1**. If March 1 falls on a Saturday or Sunday, the deadline shall be extended to 4:00pm, 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  
PO Box 241  
Roy, UT 84067

**Email to:**  
[gburrow@useautah.org](mailto:gburrow@useautah.org)  
Subject: Executive Board Nomination

Questions:  
Call: Mike Evans 801-643-4419  
Email: [mevans@useautah.org](mailto:mevans@useautah.org)

## Nomination and Election/Selection Procedure

**Nominations:** Nominations may come from any USEA member in good standing and must be submitted on the approved nomination form with signatures of USEA Local Affiliate Officer (President, Vice President, Secretary/Treasurer) and the nominee.

**Selection:** All nominations must comply with the nomination guidelines. The USEA Vice president shall be the chair of the USEA Nominations and Election Committee. This committee shall review every nomination to ensure that all eligibility and submission requirements are met. This committee will place all nominations that meet the established criteria on a ballot for consideration for election by the Delegates.

Nominations submitted for a specific area to be elected at Delegate Conference will be sent to delegates prior to Delegate Conference, so that Delegates are appropriately notified of who the candidates are. 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 USEA's 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 is not preferred, however, if you do not have access to a computer or someone that can assist you, please contact Mike Evans and he will help find assistance for you.

- ❖ **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.



# USEA BOARD OF DIRECTORS NOMINATION FORM

**DEADLINE: MARCH 1st**

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

Please use this form to submit the application. Failure to provide all requested information, including signatures, by the deadline will result in disqualification.

## NOMINEE INFORMATION

Nominee Name:	
Local Affiliate:	
Office/Board Area Nominated for:	
Career Family Classification: (select one) and enter the title that your employer has assigned to you ie: aide, kitchen manager, bus monitor, etc.	
<input type="checkbox"/> Clerical Services	Title:
<input type="checkbox"/> Custodial Services	Title:
<input type="checkbox"/> Food Services	Title:
<input type="checkbox"/> Health and Student Services	Title:
<input type="checkbox"/> Paraeducators	Title:
<input type="checkbox"/> Security Services	Title:
<input type="checkbox"/> Skilled Trades/Maintenance Services	Title:
<input type="checkbox"/> Technical Services	Title:
<input type="checkbox"/> Transportation Services	Title:

### When did you join USEA?

\_\_\_\_\_  
*MM/DD/YYYY* – If you don't know please contact USEA

**\*Nominee must be a USEA dues paying member of record at the time the nomination is submitted.**

## 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;

**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 Nomination and Election Committee.

\_\_\_\_\_  
Signature of nominee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of USEA Local Affiliate Officer (President, Vice president, Secretary/Treasurer).

Failure to provide this signature will not exclude this nomination from proceeding. A signature is preferred as an indication that the USEA Local Affiliate is aware that one of their members have been nominated and accepted the nomination for a position on the USEA Board of Directors.

## **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?*