

UUP Policies and Procedures for Distributing Campaign Literature in UUP Elections

To provide equal and uniform access to all candidates for the distribution of campaign literature UUP will include the following policies and procedures in the conduct of its elections.

These policies and procedures provide equal and uniform access to all candidates for the distribution of campaign literature. Equally important, they insure members' privacy and meet reasonable organizational needs to fulfill UUP's obligation to conduct fair and honest elections.

UUP will honor reasonable requests by candidates for elected office to distribute campaign literature to members at the candidate's expense. Properly prepared material will be accepted within specified time periods to be determined at each election cycle.

All duly declared candidates shall have equal access to appropriate membership information, to mailing privileges and to publications of UUP in accordance with procedures issued by the UUP Elections and Credentials Committee.

Duly declared candidates may request mailing labels for distribution of campaign literature. Candidates shall sign a statement governing the use of mailing labels and limiting their use to UUP elections. Such signed statements shall be submitted to the Office of the Secretary of UUP, which shall check eligibility and the parameters of the mailing labels. All declared candidates may obtain mailing labels by contacting the UUP Secretary's Office in writing (or by email). Such requests must specify the category (ies) of eligible members for whom they wish labels. Candidates will cover the cost of labels and mailing.

Duly declared candidates requesting distribution of campaign literature shall sign a statement governing the use of mail files and limiting the use of each file containing names and home addresses to UUP elections. Such signed statements shall be submitted to the Office of the Secretary of UUP, which shall check eligibility and the parameters of the mail files requested.

All declared candidates may obtain mail campaign literature at their own expense through the UUP mailing house under contract at the time of the election. UUP will provide mail files containing names and home addresses directly to the mailing house for all declared candidates who request them. This cost will be determined and announced at the beginning of each election cycle. The candidate must contact the mailing house under contract at a specific election cycle for all other costs and mailing details. UUP cannot guarantee a specific mailing date.

Mailing files will include only UUP members Regular (Active) and Retired in good standing as of the certification date for eligibility to participate in a given election.

Candidates must specify in their formal requests which of the following categories of eligible members they wish to receive their mailings.

Chapter:

- All Chapter Members (Regular and Retired)
- Regular Chapter Members Only (Academic and Professional)
- Retired Chapter Members Only (Academic and Professional)
- All Academic Chapter Members (Regular and Retired)
- Regular Academic Chapter Members Only
- Retired Academic Chapter Members Only

All Professional Chapter Members (Regular and Retired)
Regular Professional Chapter Members Only
Retired Professional Chapter Members Only

Retirees:

Retired Delegate to the Delegate Assembly:

All Retirees
Academics Only
Professionals Only

Each Region: All options listed below are available in each Region

All Members
Academics Only
Professionals Only
Capital District - Region A: (Albany, System Administration, Cobleskill, New Paltz, NYSTI)
Long Island - Region B: (Farmingdale, Old Westbury, Stony Brook, Stony Brook HSC)
North Country - Region C: (Canton, Plattsburgh, Potsdam)
Western New York - Region D: (Alfred, Brockport, Buffalo HSC, SUC-Buffalo, SUNY Buffalo, Fredonia, Geneseo)
Central New York - Region E: (ESF, Morrisville, Oswego, Upstate Medical, Utica/Rome)
Metropolitan - Region F: (Brooklyn HSC, Maritime, Optometry, Purchase)
Southern Tier - Region G: (Binghamton, Cortland, Delhi, Oneonta)
Empire State Chapter Retirees will be included in the Region in which such member's primary work site prior to retirement was located.

Executive Board:

All Elected Delegates (Regular and Retired)
Regular Elected Delegates Only (Academic and Professional)
Retired Elected Delegates Only (Academic and Professional)
All Academic Elected Delegates (Regular and Retired)
Regular Academic Elected Delegates Only
Retired Academic Elected Delegates Only
All Professional Elected Delegates (Regular and Retired)
Regular Professional Elected Delegates Only
Retired Professional Elected Delegates Only

Affiliate Convention Delegates:

All Regular Members
Regular Academic Members Only
Regular Professional Members Only

UUP will not be involved in any other distribution of campaign literature for candidates, except for official publications that provide for candidate statements on an equal and uniform basis.

UUP and NYSUT provide a variety of lists and labels of members' home addresses necessary for UUP to conduct its programs and business. Candidates may not access or use these in the distribution of campaign literature, except for the printed list available in the Chapter office provided by Elections and Credentials committee and/or the Leadership Directory.


In election years, UUP will publish these policies and procedures in the *VOICE* prior to the beginning of the election cycle. A copy will be in each Chapter Office and upon request to the UUP Secretary.

The UUP Secretary and the Elections and Credentials Committee will be responsible for implementing these policies and procedures. Questions should be directed the UUP Secretary.

Process for Requesting Labels for UUP Elections:

1. Candidate will make a written request to UUP Secretary (email or fax form).
2. Candidate will indicate the category (ies) of membership (as they appear in the Policy for Distribution of Campaign Literature) for which labels are requested.
3. Candidate will provide home address to which set of labels will be sent.
4. Candidate will indicate labels to be sent certified, return receipt (US mail) or overnight (US mail or UPS only). UUP will not waive a signature required.
5. Candidate will receive an invoice from the Director of Finance for both the cost of labels and the cost of sending said labels.
6. UUP Secretary will forward each request to Membership Specialist with cc to Candidate, Mailing Services Coordinator and Director of Finance.
7. Once printing is complete, Membership Specialist will deliver labels to Mailing Services Coordinator, with notification to Candidate, UUP Secretary and Director of Finance.
8. Mailing Service Coordinator will notify Candidate, Director of Finance, Membership Specialist and UUP Secretary when labels are sent.

2011 Rates for Labels: \$0.2120 per sheet of 30, plus shipping



Retiree Elections
Request for Labels

Print Name _____ Academic Professional

Phone Number _____ Email Address _____

Address (Include Street, City, State, Zip) _____

I am a candidate for _____ Date Requested _____

Indicate categories of eligible RETIRED MEMBERS for labels. (Check All Boxes That Apply)

<input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only Capital District - Region A: (Albany, System Admin., Cobleskill, New Paltz, NYSTI) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only Long Island - Region B: (Farmingdale, Old Westbury, Stony Brook, Stony Brook HSC) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only North Country - Region C: (Canton, Plattsburgh, Potsdam) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only	Western New York - Region D: (Alfred, Brockport, Buffalo (All), Fredonia, Geneseo) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only Central New York - Region E: (ESF, Morrisville, Oswego, Upstate, Utica/Rome) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only Metropolitan - Region F: (Brooklyn HSC, Maritime, Optometry, Purchase) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only Southern Tier - Region G: (Binghamton, Cortland, Delhi, Oneonta) <input type="checkbox"/> All Retirees <input type="checkbox"/> Academics Only <input type="checkbox"/> Professionals Only	
--	--	--

Empire State Chapter Retirees will be included in the Region in which such member's primary work site prior to retirement was located.

I certify that I have read, understand, and agree to the provisions of UUP Policies and Procedures for Distributing Campaign Literature in UUP Elections. I request labels in accordance with UUP Policies and Procedures. I understand that each set of labels of names and home addresses, provided by UUP, is limited to use in a UUP election.

Print Name _____ Signature _____ Date _____

Please FAX or Mail this Request to UUP

Fax Number: 1-866-812-9446 PO Box 15143, Albany, New York 12212-5143