**UTR Elections**

**Timeline   
*General UTR Local Election, CTA State Council election, and NEA delegate election***

***February 3rd – April 6th, 2020***

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| **Date** | **Timeline Event** |
| February 3rd | Announcement of vacancies to members via publications through email and paper form. |
| February 14th | Declarations of candidacy must be received in the UTR CTA/NEA unit office, 700 Crestview Drive, Pinole, no later than 5:00 pm on February 14th |
| February 14th | Acknowledgment of declarations of candidacy due to all candidates |
| February 25th – 28th | Distribution of voting materials to individuals at sites. Voting will be electronic, if any member chooses/wants to vote through paper ballot, they must inform the UTR office at (510)222-5112 by no later than February 28th at 5:00 PM. |
| February 26th | Forum for candidates from 4:00 to 4:30 PM at Korematsu Middle School. Forum taking place at the beginning of REP Council. |
| March 2nd – 6th | Voting begins. Link to vote will be sent by a 3rd party CTA approved vendor on Monday, March 2nd. A reminder will be sent on March 5th and March 6th for those who have not voted. If there are any individuals that do not get the link they can call the UTR office at (510)222-5112 or email UTR by no later than March 6th at 1:00 PM to be added to our roster and get the link to vote. Only current UTR members may participate in the election. They may also vote in person at the UTR office (700 Crestview Drive, Pinole CA). |
| March 6th | Paper ballots must be received in the UTR office by 5:00 pm on March 6th. (Postmarked date not accepted.) Ballots will be counted at the unit office starting at 5:15 pm on Friday, March 6th by the UTR Elections Committee. |
| March 9th – 13th | Announcement of results to leadership, candidates, members, and posted at each work site, which date shall be no later than five (5) calendar days following the counting of ballots. Therefore results will be posted online on March 9rh and school sites will have results posted March 9th – 13th. If a run-off election is necessary, this will be included in the announcement. |
| March 9th – 13th | Run-off materials prep. Distribution of materials to school sites |
| March 23rd | If there is no run off, challenge(s) must be received in the UTR CTA/NEA unit office, 700 Crestview Drive, Pinole, no later than 5:00 pm on March 23rd unless a run-off is necessary then no challenge is accepted until after the run-off. |
| March 16th – 20th | Run-off election window. Voting begins. Link to vote will be sent by a 3rd party CTA approved vendor on Monday, March 16th. A reminder will be sent on March 19th and March 20th for those who have not voted. If there are any individuals that do not get the link they can call the UTR office at (510)222-5112 by no later than March 20th at 1:00 PM to be added to our roster. |
| March 20th | Paper ballots must be received in the unit office by 5:00 pm on March 20th. (Postmarked date not accepted.) Ballots will be counted at the unit office starting at 5:15 pm by the UTR Elections Committee. |
| March 23rd | Run-off results will be posted online on March 23rd and posted at the school sites on March 23rd – 27th. |
| April 6th | Challenge must be received in the UTR CTA/NEA office, 700 Crestview Drive, Pinole, no later than 5:00 pm on April 6th. |