



# FAIR CAMPAIGN PRACTICE CODE

5/9/2013  
PGCEA NECC

## FAIR CAMPAIGN PRACTICE CODE

In an attempt to ensure that PGCEA elections are conducted fairly and properly, and to ensure that Association campaigns do not interfere with the instruction of students, the NEC Commission hereby adopts this Fair Campaign Practice Code. All potential candidates are required to review these codes prior to submitting their Letter of Intent to Run & Nomination Form.

### **I. Nomination Submission**

- A. By September 30 of each year the NECC will declare vacant positions and post General Election schedule and deadlines on the PGCEA website.
- B. Self-Nomination and Letter of Intent to Run forms will be posted on the website for electronic submission. The submission deadline will be posted on the NECC schedule.
  - 1. All required questions must be answered
  - 2. The Letter of Intent to Run must be completed

### **II. Campaigning**

- A. A candidate may not campaign during the professional workday as defined in the Negotiated Agreement. This would include the use of telephone, email, and other electronic medium.
- B. Campaigning may not begin until after the slate is announced at the January Representative Council meeting. Literature may be passed out at any Representative Council meeting following the announcement of the slate of nominees.
- C. Endorsement of candidates is permitted.
- D. Candidates may be endorsed by individuals or groups.
  - 1. Endorsements of candidates may be made by any PGCEA officer and Board member only if they do so as individuals, independent of the Association.
  - 2. A candidate may not use material written or spoken by a Board member or an officer of the Association as part of his/her campaign if the material refers to or bears the letterhead of the officer's title. However, candidates or their

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designees may only speak for themselves during their speeches to the Representative Council.

- E. Candidates should stress issues in their campaign.
- F. A candidate is responsible for any materials circulated by his/her campaign workers or campaign committee. All campaign materials shall bear the signature of the candidate certifying his/her approval of said material. Materials without a signature shall not be distributed.
- G. The use of all technology by candidates for campaign purposes must follow the technology policy for Prince George's County Public Schools. The complete document can be found on the internet at <http://www.pgcps.org>.
- H. Use of the Prince George's County Educators' Association's email system for campaigning is expressly prohibited.
- I. A candidate running for President, Vice President, Treasurer or Board of Directors shall only declare for one (1) office.

### **III. Withdrawals**

Any candidate wishing to withdraw shall submit in writing to the NEC Commission his/her decision to do so. If a candidate withdraws on the date designated for the NECC to announce the names of eligible candidates, ballots must be reproduced to reflect the names of the official candidates only. The cost of reproducing previously printed ballots must be borne by the candidate that withdraws. In the event a candidate withdraws after the announcement date, the NECC reserves the right to reschedule an election.

Refer to Nominations and Elections Schedule for withdrawal date.

### **IV. Finances**

Monetary limits for expenditures for campaign purposes shall be \$1500 per candidate for all offices such as President, Vice President, Treasurer and Board of Directors.

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- A. Contributions from individuals and supporting groups (other than the PGCEA flier) shall be included in these monetary limits.
- B. Contributions or anything of value, goods or services donated to or made available to candidates shall be included in these expenditure limits.
  - 1. Examples: printing costs, graphic work, photography, hall rental(s), and refreshments.
  - 2. Donated volunteer time is not included.
- C. A financial statement must be received by the Commission on the form provided. Forms must be delivered to Prince George's County Educators' Association (PGCEA) by 5:00 p.m. on the date stated in the Schedule of Nominations and Elections.
  - 1. Candidates shall use the designated financial statement form sent out by the NEC Commission.
  - 2. Only one financial statement is required; however it shall be complete and inclusive of all campaign expenses including contributions and other sources of funds.
  - 3. All candidates must submit a financial statement regardless of the amount spent.

### **V. Publicity**

Check Schedule for Regular Nominations and Elections of PGCEA Officers for necessary dates. Deadline dates will be strictly enforced.

- A. For the PGCEA Election "*Educator*" publication, only those candidates who have submitted Letters of Intent to run for office by the specified deadline and who have been certified as eligible to run by the NECC may submit a biographical sketch with a photograph and a statement explaining why he/she is seeking the office. **Said biographical sketch and statement will total no more than 500 words.**
  - 1. The PGCEA Election "*Educator*" shall not contain biographical sketches, statements, or photographs of write-in candidates.

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2. A biographical sketch should include current position, number of years in other school systems, NEA, MSEA, PGCEA and other organizational activities.
  3. Along with the biographical sketch, candidates may submit a small headshot photograph electronically.
  4. All materials must be submitted electronically. Reasonable efforts will be made to provide each candidate the opportunity to proofread the election "Educator" publication for content specific to their entry only.
  5. The NECC reserves all rights to review and approve all submitted materials. For continuity purposes, the original format and fonts are subject to change to coincide with the publication.
- B. At the Association's expense, flyers will be reproduced according to the number of PGCEA faculty representatives at each site. The faculty representative will be responsible for distributing or posting the flyer. PGCEA will be responsible for providing each site, one flyer per Faculty Rep. entitlement based on the formula in use at that time.
1. All materials must be submitted electronically to [NECC@pgcea.org](mailto:NECC@pgcea.org) or the email address specified by the NECC.
  2. Candidates may provide layout material to go on 8 ½ x 11 one page one sided flyer. Material must be complete ready to be copied.
  3. PGCEA staff may not be used to help set up the flyer.
  4. All candidate flyers reproduced by PGCEA will all be packaged together and sent out at the same time via email.
- C. All campaign literature will be properly identified as official literature from the candidates or from the candidates' campaign committee and bear the signature of the candidate certifying his/her approval of said material.
- D. The PGCEA logo or facsimile may not be used on the flyers or any campaign literature.
- E. All campaign materials to go through the Pony must be sent from PGCEA Center and must be Pony ready. (Must be ready for delivery placed in proper pony envelope.)
- F. One copy of all campaign materials must be emailed to [NECC@pgcea.org](mailto:NECC@pgcea.org) or the email address specified by the NECC.

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G. Candidates must follow the current policy established by the PGCEA Board of Directors on use of pgcps emails, mailing and phone lists. (See PGCEA Policy handbook, page 5, Number 5 – Mailing Lists.)

### H. Candidate Speeches

1. At the appropriate Representative Council meeting, candidates for office will be introduced and allowed to speak for three (3) minutes each.
2. In the event a candidate cannot be present to speak, the candidate may select a designee to speak on his/her behalf. However, the NEC Commission must be notified in writing before the start of the Rep Council meeting.

All oral communications must be followed by written confirmation.

Representatives will be allowed to ask questions of the candidates. These procedures will be handled by the NEC Commission.

## VI. Results

### A. Notification

1. Candidates will be notified of election results via email or other form of communication indicated by the NECC

### B. Appeals

In accordance with Article 10, Section 3 of the By-laws of PGCEA, Inc., the following will be adhered to:

“Any member may request a hearing before the Nominations, Elections, and Credentials Commission to appeal its denial of his/her nominations, to report any election irregularities, or challenge any other Commission action within ten (10) school days of the act or incident. Upon receipt of a proper appeal, the Commission shall hold a hearing within ten (10) school days and render a decision. The Commission chairperson may request legal counsel or other assistance through the President.” All appeals must be made in writing to the NECC, c/o PGCEA Center, 8008 Marlboro Pike, Forestville, Maryland 20747., or emailed to [NECC@pgcea.org](mailto:NECC@pgcea.org) or other email indicated by the NECC. .

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### C. Challenges/Recount

Any candidate who desires a recount must put the request in writing to the NECC Chairperson at the PGCEA Center, 8008 Marlboro Pike, Forestville, Maryland 20747 within five (5) days after the candidates for the same office has been notified of his/her status.

1. Any concerns must be submitted in writing. [NECC@pgcea.org](mailto:NECC@pgcea.org) or any email indicated by the NECC

If there is a difference of 1% or less in the vote count between and/or among candidates, the Association must bear the expense of any recount requested. If the difference is more than 1%, the candidate(s) bringing the challenge must bear the expense.

### D. Election Violations and Disqualification

1. The NEC Commission, an arm of the Representative Council, may declare null and void the election of a candidate who violates this Fair Campaign Practice Code, after appropriate notice and hearing was afforded the candidate. Such hearing must be made prior to certification of the election results. The NEC Commission can declare the candidate disqualified or the election null and void. If the candidate is declared disqualified, he/she shall be so notified at the conclusion of the hearing. The candidate shall have the right to appeal to the Representative Council and shall notify the NEC Commission of such intent in writing within five (5) days of his/her notification of the decision of the NEC Commission. If the appeal is denied by the Representative Council, the NEC Commission will conduct another election, if needed, immediately for the office left vacant.

Adopted by the Nominations, Elections and Credential Commission on December 14, 1981.

Revised and Approved: May 9, 2013