

United University Professions

Election Procedures and Reimbursement Guidelines for Affiliate Convention Delegates to the 2010 and 2011 NYSUT Representative Assemblies and the 2010 AFT Convention

1. The certification date to determine membership and eligibility to participate in these elections shall be 35 days prior to the close of nominations.
2. Delegates elected to affiliate conventions shall serve for terms of two years.
3. All members of UUP in good standing are eligible to be nominated, elected, and serve as delegates to affiliate conventions.
4. (a) Nominations must be made on the adjacent form(s), a copy thereof, or in a letter, **and be returned to the Elections and Credentials Committee, United University Professions, P.O. Box 15143, Albany, NY 12212-5143 by a mail delivery service that provides BOTH a tracking number AND a record of the date and time of delivery. UUP recommends Registered, Certified, or Express mail (with return receipt service) as offered by the United States Postal Service. Nominations MUST be received by the close of business on Wednesday, February 4, 2009. In order to be considered valid, nomination forms must be delivered by trackable mail, AND received by the announced deadline.** Nominations received late or by any other method shall be considered invalid. In the event of a dispute over the delivery of any nomination form(s), it will be the responsibility of the sender to provide proof of valid delivery.
 - (b) Nominators must be **regular** members of UUP.
 - (c) All nominating forms must be signed by the nominator.
 - (d) Nominators must certify that nominees are willing to be nominated.
5. If the total number of nominated candidates does **NOT EXCEED** the expected UUP delegate entitlement for either the NYSUT Representative Assembly or the AFT Convention, the Secretary of UUP will cast one ballot electing all nominees as delegates to that convention.
6. If the total number of nominated candidates **EXCEEDS** the expected UUP delegate entitlement for either the NYSUT Representative Assembly or the AFT Convention, the UUP Elections and Credentials Committee shall conduct an at-large secret ballot election by mail with the regular members who are eligible to participate in the election for that convention.
 - (a) If an election is required, all valid nominations shall appear on the ballot. Ties shall be resolved by lottery. Write-in votes shall not be accepted or counted.
 - (b) Delegates shall be certified in rank order of election. Delegates shall be certified in rank order for those who do not respond in the affirmative as required below.
7. An election report, including the rank order of delegates, shall be distributed to the membership by the officer(s) charged with convention arrangements.
8. The number of delegates who may be seated at the convention may not exceed the entitlement of delegates determined by the convention.
9. Prior to each convention, delegates shall be asked by the officer(s) charged with convention arrangements to indicate their willingness to serve. To be eligible for reimbursement, delegates must respond in the affirmative to such requests by the date(s) specified. Such delegates shall be referred to as "Funded Delegates," and shall be eligible to be seated in rank order up to the entitlement determined by the convention. Those who do not so respond shall not be eligible for reimbursement, but, in rank order may attend the convention, with full voting rights if eligible.
10. Delegates are expected to attend all sessions designated by UUP. Attendance will be recorded and published in accordance with procedures adopted by the Executive Board and distributed to each delegate prior to the convention. Reimbursement will be prorated based upon the number of UUP designated sessions attended. Exceptions will be made only for illness, emergencies, or other official duties or union-associated business. For the purpose of reimbursement, participation by the funded delegate in official convention business during the session shall be considered as attendance at that session.
11. **Funding - General:**

To be eligible for any reimbursement, a funded delegate must officially register at the convention. Reimbursement will be prorated based on attendance between the time a delegate registers at and leaves the convention. In the event a delegate does not attend all sessions during that time, reimbursement shall be prorated based upon the number of sessions attended. All expenses must be vouchered for reimbursement, even if master-billed. Funded delegates who request a travel advance will be provided such an advance in accordance with established policy.

 - (a) UUP will pay actual expenses for transportation, lodging, and meals in accordance with the guidelines specified in paragraph 12, provided that the total of such payments does not exceed the amount budgeted for the Assembly or Convention.
 - (b) At the time of this call for nominations for the 2010 – 2011 conventions, no funds have been allocated for the reimbursement of delegate expenses for either the NYSUT Representative Assemblies or the AFT Convention. The amount budgeted for these conventions will be determined by the UUP Delegate Assembly through the adoption of the appropriate UUP Budget.

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12. Reimbursement Guidelines and Allowances for NYSUT Representative Assemblies and the AFT Convention:

The following order of priorities for reimbursement will be observed: a. transportation; b. lodging; c. meals. Unless otherwise noted, no expense will be reimbursed, until those in the categories listed before it have been paid:

(a) Transportation: Transportation expenses will be reimbursed in accordance with the UUP Expense Reimbursement Policy. The maximum reimbursement for airfare will be the lowest available air fare to and from the city of the convention by way of the most direct route from the delegate's home. Such fare will be determined by UUP on the date delegates are required to indicate their willingness to serve. Air travel will not be reimbursed if the mileage from the delegate's home to the convention city is 150 miles or less.

(1) Travel by Car: Delegates traveling by car shall be eligible for reimbursement of tolls and a maximum reimbursement of \$35 per day to cover parking fees at the site of the convention. Receipts for such expenses must be included with the driver's voucher. The reimbursement of tolls and parking shall be in addition to the usual UUP rate for mileage from the delegate's home to the convention city. In no case shall the total reimbursement for tolls, parking, and mileage be greater than the amount the delegate would have been reimbursed for air travel.

(2) Public Transportation: Delegates traveling by public transportation shall be eligible for reimbursement of tolls and a maximum reimbursement of \$15 per day to cover parking fees at the place of departure, or a maximum reimbursement of \$50 (\$25 each direction) for transfers between their home and the place of departure. Delegates shall also be eligible for a maximum reimbursement of \$50 (\$25 each direction) for transfers to and from the place of arrival in the convention city and the convention hotel. Receipts for such expenses must be included with the delegate's voucher. The reimbursement of tolls, parking, and transfers shall be in addition to the usual UUP rate for mileage from the delegate's home to and from the place of departure.

(b) Lodging: UUP will reimburse for lodging at the site of the convention at the rate of one-half the cost of a double room at the convention hotel. For organizational purposes, one or more delegates, with prior authorization, may be housed in single accommodations. No lodging payments will be made for delegates staying in other than hotels or motels.

(c) Meals: UUP will reimburse delegates for meals at the rates specified in the UUP Expense Reimbursement Policy in effect at the time of the convention. If receipts are not provided, the reimbursement will be for one-half of the specified rates. For conventions housed at locations where an "American Plan" (meals included) or "Modified American Plan" (certain meals included) is in effect and included in the room cost, no separate lodging or meal expenses for those meals will be allowed unless authorized. Reimbursement will not be allowed for meals that are provided to the UUP Delegation by UUP.

13. Vacation Reimbursement:

Within the parameters of paragraphs 10 and 11 above, the funds to reimburse vacation leave shall come from a dedicated budget line separate from the amount budgeted for the convention to reimburse delegates who are employed on a calendar-year or college-year basis who have to charge their accrued time (vacation) to attend affiliate conventions. To the extent that funds are available, this reimbursement will be equal to the individual's daily salary as paid by the State of New York as documented by an approved leave slip.

14. Day Care Expenses:

A maximum of \$50 per day plus an added \$20 for overnight child care shall be available for child care services arranged by a parent or guardian upon submission of verifiable documentation. If a child accompanies a parent or guardian, there shall be available funds to allow the child to stay in the same room without added cost. These funds shall be reserved for cases where arrangements are made in advance. The funds to reimburse child care shall come from a dedicated budget line separate from the amount budgeted for the convention.

15. Miscellaneous Provisions:

(a) Where authorization is called for in any part of this policy, the authorization must come from the officer(s) charged with convention arrangements.

(b) No expenses connected with attendance of spouses or children or others may be vouchered, except as noted.

(c) The cost of all telephone calls will be deducted from reimbursement payments or will be billed to the delegate.

(d) Where expenses for more than one delegate are included in a single item, that fact should be noted on the voucher; this includes joint travel by automobile.

(e) Delegates are advised to obtain receipts for as many convention expenses as possible; this is in accordance with recommendations from the auditors and may be needed for Internal Revenue purposes.

(f) Delegates registering at the convention late or leaving the convention early will have reimbursement adjusted accordingly.

(g) **Expense vouchers must be received by the close of business on the 30th calendar day following the date on which the convention adjourned. Vouchers received after that date will not be reimbursable, so early mailing is advised.**

(h) The officer(s) charged with convention arrangements may make adjustments to one or more parts of this policy, provided that any such adjustments are made in an equitable and nondiscriminatory manner. Under this provision, adjustments for UUP delegation meals shall be for the amount specified in these guidelines for the corresponding meals.

16. This policy shall be printed in its entirety and mailed at least one month prior to the deadline for receipt of nominations to each member of UUP as of the certification date for the election.

Adopted by the UUP Executive Board October 17, 2008