Do’s and Don’ts

UW-Madison Classified Staff Executive Committee election campaigns

To communicate with the voters, each candidate will be provided with an 8 ½ x 11” single sided candidate profile document allowing them the space to provide information, (in 300 words or less) as well as the option of a photo. The office of the Secretary of the Classified Staff will make itself available to assist candidates in preparation of this document, including assistance as it relates to literacy. The office of the Secretary will seek assistance in accommodations for those with special needs. The Secretary’s office will provide assistance in translation and language services upon request. No candidate is required to complete the candidate profile as a condition of their candidacy. Upon request, the office of the Secretary will also provide candidates with a quantity of up to 50 copies of the completed profile at no cost to the candidate. The office of the Secretary will seek to post completed candidate profiles in all available campus spaces devoted to work related notices affecting classified staff. The office of the Secretary will also seek to utilize all other available methods of mass communication at the disposal of the UW-Madison in order to provide voter education.

Distribution of literature and other campaign-related activities must comply with all UW-Madison Facility Use Guidelines and Board Regent Policy. In order to ensure that all candidates have the ability to display materials in designated locations any posters in the workplace will be a single sided 8 ½” x 11” sheet or smaller. Candidates may distribute any number of single sided flyers by hand as long they are 8 ½” by 11” or smaller. Wisconsin Law prohibits candidates from providing food, beverages or other incentives to vote for a candidate.

In regards to all the previously described campaign activities, candidates or their supporters may engage in campaigning as long as they remain in full compliance with existing UW-Madison workplace, personnel and facilities rules. In order to minimize the disruption of university business, candidates should confine campaign activities prior to or at the conclusion of work times or at designated break times. Candidates should also be mindful and respectful of other candidates exercising these same rights in competition for seats as well as the desire of some employees not to participate in the process or receive campaign materials.

In addition to the campaign activities previously described, it would be considered a violation of the rules if candidates were to accept from supporters, endorsers, or anyone acting on their behalf, anything prohibited to candidates themselves or have supporters act on their behalf to distribute materials or communicate with voters in a manner that is prohibited by the instructions above.

Candidates must take no action that will disrupt instruction or the regular operations of the University of Wisconsin-Madison or its associated organizations.

Complaints regarding the violation of any of these rules may be lodged with the office of the Secretary of the Classified Staff.

(facilities use policy link) http://www.vc.wisc.edu/VCAFacilitiesUsePoliciesandGuidelines.html

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If you have questions, please contact:

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