1. Slate managers are encouraged to send an email to boardelections@seiu-uhw.org to indicate that they are the designated person from the Slate with their contact information.

2. While slates may submit forms for candidates on a rolling basis throughout the nomination period, they are strongly encouraged to include both the nomination form and petition(s) for any individual candidate at the same time. Submitting the nomination and petition forms together for each candidate will expedite the verification process.

3. Slate managers should use the Slate Candidate Tracker template (downloadable from https://www.seiu-uhw.org/2020-executive-leadership-elections/) to submit the list of candidates for their slate. If slate information is submitted in any other format, it may be difficult to provide accurate status updates.

4. The Slate Candidate Tracker will be updated by the Membership Dept. as information is verified. The tracker will be sent to the slate manager by the election committee via email on a daily basis. The information should include the following:
   a. Nomination forms that were received for any of their candidates and for what seat;
   b. The number of valid signatures for that candidate after the verification process has been completed (50+ will be the indication if they have the requisite number);
   c. If the candidate is verified; and
   d. If the candidate is not in good standing, how much they owe;
   e. If the candidate has submitted a photo (optional);
   f. If the candidate has submitted a statement (optional).

5. The Election Committee should cc: the Slate Manager in addition to the candidates when communication is issued to candidates (e.g. when they qualify as an example).

6. The Election Committee will reach out to the Slate Manager for any clarifications (e.g. if a candidate indicates they are on the Slate but were not part of the list sent by the Slate Manager) regarding whether or not someone is on the slate.