



## Teachers Association of Long Beach

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### MEMORANDUM

DATE: May 8, 2009

TO: TALB Association Reps

FROM: Susan Hubbs, Elections Chair  
David Streetz, Elections Liaison to Board of Directors

RE: Site Association Rep/Alternate Elections

It's that time of year again! TALB Association Reps for each site need to be **elected** for the 2009-10 school year. Please have a non-candidate member conduct your Rep election and have proper documentation (Rep Election Report Form) submitted to the TALB office by **May 29, 2009**. If more time is needed to conduct the elections, please contact the TALB office. With this memo, we are enclosing a Resource Packet for you to use in conducting your site elections. This Resource Packet includes:

- Election Procedures for conducting site elections
- Membership Roster
- Site Membership Report
- Generic forms that you can use to announce, conduct, and publicize the results of your site Association Rep Election

This Resource Packet (with the exception of the Membership Roster) will be available on-line at the TALB website ([www.talb.org](http://www.talb.org)) so you can download and print forms for your site.

According to TALB Standing Rules 6.1 and 6.2, Association Reps must be **elected EVERY YEAR**. Only TALB members are eligible to serve as Association Reps. If you are planning on running for re-election, please designate two TALB members to conduct the election at your site. Elections must:

- Include open nominations (all members are eligible and may nominate themselves)
- Be conducted through secret ballot

Finally, please remember that each site is entitled to one Rep for every fifteen **Association members** or major portion thereof (1:15). It is vital that each site have at least one Rep, but TALB hopes that you will encourage your colleagues to elect the maximum number of Reps for which your site is entitled to be fully-represented in the policy-making decisions of the Association.

**Once again, thank you for all that you have done this year  
to represent the TALB members at your site.**



# School Site Association Representative Election For 2009-2010

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## Election Procedures

*\*The following steps should be conducted by a non-candidate at your School Site (not THE TALB office)!*

### Step 1: Announce the Election

- 1) Determine who will conduct the Rep election, the date that nominations are closed, the date and place the election will be held, and the date and place the ballots will be counted. **Please conduct your election in time to submit your paperwork due by May 29, 2009.** Also determine the number of Reps your site is entitled to. Each site is entitled to 1 Rep for every 15 Association members at your site or major portion thereof (1:15). See the note on the next page or refer to the Membership Report included with this packet.
- 2) Post the **Announcement of Election** flyer (or make copies and give to each member) with the following blanks filled in: the number of Reps your site is entitled to, the date/location of the election, and the name of the person (with date) to whom the Declaration of Candidacy forms are to be returned to.
- 3) Allow Open Nominations for any and all members at your site. Make **Declaration of Candidacy** forms accessible to all interested members. Note that current Site Reps MUST RE-RUN if they would like to continue for the following school year! All Site Reps must be elected **EVERY** school year.

### Step 2: Announce the Candidates

- 1) Collect Declaration of Candidacy forms from interested members. Verify that candidates are on your Membership Roster listed as an active member. Keep these forms for your records in case there is an election challenge. It is not necessary to send them to the TALB office.
- 2) Post the **Announcement of Candidates** flyer (or make copies and give to each member) with the blanks filled in: the date and location of the election; the names of the candidates listed by last name according to the CTA 2008-09 alphabet sequence (as listed on the flyer).

### Step 3: Conduct the Election

- 1) Write the names of the candidates on the **Election Ballot** listed by last name in order according to the CTA 2008-09 alphabet sequence (as listed on the ballot). Fill in the number of candidates that members can vote for (the number of Reps your site is entitled to).
- 2) Take note of any corrections that need to be made to your membership roster. Contact Ingrid at the TALB Office for any updates and/or member verification.
- 3) Make enough photo copies of the Election Ballot for every member at your site. On the day of your site election, have each member **sign the membership roster** then give the member a ballot. Note that this election is to be done by secret ballot!
- 4) Post a sign indicating when and where the secret ballots will be counted.

## Step 4: Count the Ballots

- 1) All ballots must be counted and verified by two non-candidate TALB members. The counting process can be observed by any member and candidate.
- 2) Count the number of ballots received and make sure that it matches the number of signatures on your membership roster.
- 3) Count each ballot and tally the results.
- 4) Record the results on the **Election Report Form**. List the candidates in the order of votes received (highest to lowest). According to the number of Reps your site is entitled mark the top candidates as a Rep. The remaining candidates should be marked as an Alternate. *The number of alternates may not exceed the number of Reps your site is entitled to.*

## Step 5: Announce the Results

- 1) Record the results on the **Announcement of Election Results flyer**. Post the flyer for the members at your site (or make copies and give to each member).
- 2) The **Election Report Form** must be signed by both non-candidate TALB members who counted the ballots. Be sure to fill in the name of your site and the date of your election.
- 3) Return the **Election Report Form and the signed membership roster only** to Eric at the TALB Office at 4362 Atlantic Avenue, Long Beach, CA 90807 **no later than Friday, May 29, 2009**.
- 4) Make copies and give each newly elected Rep and Alternate an **Information Form** to fill out and remind them to send it in to Eric at the TALB office (or collect them and send them in together).

\*To calculate the number of Association Reps that your site is entitled to, divide the total number of Association members at your site by 15. If the remainder is 8 or more, add one more Rep to the total that you are entitled to. If the remainder is 7 or less, do not add a Rep to your total. (Examples: If you have 52 members at your site, you are entitled to 3 Reps. If you have 53 members at your site, you are entitled to 4 Reps.)

\* If you have any questions or concerns, contact Eric at the TALB Office at **562-426-6433** or email at **eric@talb.org**.

\*All forms and flyers are also available at the TALB Web site: **www.talb.org**

**You are done!**

**Thank you for conducting your site's election to ensure that your site is fully represented.**



# School Site Association Representative Election For 2009-2010

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## Announcement of Election

Our site is entitled to \_\_\_\_\_ TALB Association Reps for next year.  
(number)

All Reps **MUST** be elected by secret ballot **EACH YEAR** in order to serve.

**The Election for Association Reps will be held:**

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

We are entitled to 1 Rep for every 15 Association members at our site. Our goal is to elect the full number of Reps that our site is entitled to so that we can have full representation in our Association's policy-making. You must be a TALB member to serve as a Rep.

If you want to be a candidate for Association Rep, you can have your name placed on the ballot by filling out the **Declaration of Candidacy** form and submit it to:

Name: \_\_\_\_\_ By date: \_\_\_\_\_

\*Declaration of Candidacy forms are also available on the TALB Web site ([www.talb.org](http://www.talb.org)).



# School Site Association Representative Election For 2009-2010

## Declaration of Candidacy

**Please Print:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ School Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext \_\_\_\_  
 School Site \_\_\_\_\_ Assignment \_\_\_\_\_  
 Email (not school district) \_\_\_\_\_

**Candidate for:**       TALB Association Representative

I understand the duties of the TALB Association Representative shall be to perform the following duties\*:

1. Communicate information and current issues pertinent to members.
2. Conduct elections according to standard operating procedure.
3. Submit to the elections committee chairperson in November, February, and June, the names of members who may be potential candidates for a committee or an office.
4. A representative may not run an election in which they are a candidate.
5. Attend Representative Council meetings regularly or send an alternate.
6. Support an on-going membership campaign.
7. Distribute materials.
8. Arrange for scheduled visitations by the President and staff; hold meetings at the site as needed.
9. Notify the TALB office in case of the serious illness or death of a staff member.
10. Maintain TALB bulletin board in a centralized location.
11. Provide resources for site members to solve employment-related problems.
12. Develop a site team to assist Association Representatives in implementing duties.

I am, and if elected will remain, a member of TALB/CTA/NEA for the duration of my term of office.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this Declaration of Candidacy form to  
the TALB member organizing the Rep Election at your site.

*\*TALB Association Representative duties are according to TALB Standing Rule 6.4b.*



# School Site Association Representative Election For 2009-2010

## Announcement of Candidates

\*\*Candidates below should be listed by last name according to the CTA 2008-09 Alphabet Sequence:

**Q Z C V M Y E H D X G T B F N P L W J S A I O U R K**

The following people have declared themselves candidates for Association Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

Our site is entitled to \_\_\_\_\_ TALB Association Reps to be elected by secret ballot .  
(number)

**The Election for Association Reps will be held:**

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

We are entitled to 1 Rep for every 15 members at our site. Our goal is to elect the full number of Reps that our site is entitled to so that we can have full representation in our Association's policy-making.





# School Site Association Representative Election For 2009-2010

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## Announcement of Election Results (POST THIS AT YOUR SITE)

The following have been elected TALB Association Reps:

Name	Rep.	Alt.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Congratulations and Thank You  
to all who participated in this election!**



# School Site Association Representative Election For 2009-2010

## Election Report Form

School Site: \_\_\_\_\_ Date of Election: \_\_\_\_\_

Please list candidates in the order of votes **received** (highest to lowest):

Candidate's Name	Votes Received	Elected Rep. Alt.	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

I/We certify that this election was held in accordance with TALB election guidelines. Our site has \_\_\_\_\_ TALB members. We are entitled to \_\_\_\_\_ Association Reps.

We have elected \_\_\_\_\_ Reps with \_\_\_\_\_ Alternates. (# of Alternates cannot exceed the # of Reps)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE TALB OFFICE:  
Return to Eric at the TALB Office by Friday, May 29, 2009  
4362 Atlantic Avenue, Long Beach, CA 90807**



# School Site Association Representative Election For 2009-2010

## Association Rep and Alternate Information Form

*Congratulations on your recent election as an Association Rep or Alternate!*

**Please complete the following information below:**

Name		Site
Home Address		Grade/Dept.
City	Zip	Track (if applicable)
Home Phone		Cell Phone
Personal Email Address (no lbusd emails)		

Elected as (check one):     TALB Rep     Alternate

**The first TALB Rep Council meeting and training will take place on Saturday, August 29, 2009 from 8:30 AM- 3:00 PM. You will be notified of the location and other details in the summer. Please mark your calendar!**

Please check one:

- I will attend the Rep Council meeting on August 29th.
- I will not attend the Rep Council meeting on August 29th.

Return to Eric at the TALB Office by May 29, 2009  
4362 Atlantic Avenue, Long Beach, CA 90807  
562-426-6433 (voice) 562-424-9352 (fax) eric@talb.org (email)

# REP ALLOTMENT PER SITE BY AREA

5-7-09

	<u>Members</u>	<u>Reps Allotted</u>
<b><u>JORDAN ELEMENTARY AREA</u></b>		
ADDAMS ELEMENTARY	48	3
ALVARADO ELEMENTARY	25	2
GARFIELD ELEMENTARY	47	3
GRANT ELEMENTARY	63	4
HUDSON ELEMENTARY	54	4
MUIR ELEMENTARY	50	3
POWELL ACADEMY	51	3
STEPHENS MIDDLE SCH	41	3
WEBSTER ELEMENTARY	41	3
<b>TOTAL JORDAN ELEM:</b>	<b>420</b>	<b>28</b>
<b><u>JORDAN SECONDARY AREA</u></b>		
BARTON ELEMENTARY	45	3
C.A.M.S.	15	1
DOOLEY ELEMENTARY	59	4
HAMILTON MIDDLE SCH	45	3
HARTE ELEMENTARY	53	4
JORDAN ACADEMY	40	3
JORDAN HIGH	127	8
LINDBERGH MIDDLE SCH	41	3
LINDSEY MIDDLE SCH	34	2
MCKINLEY ELEMENTARY	42	3
STARR KING ELEMENTARY	43	3
<b>TOTAL JORDAN SEC:</b>	<b>544</b>	<b>36</b>
<b><u>LAKESWOOD ELEMENTARY AREA</u></b>		
BANCROFT MIDDLE SCH	45	3
BUFFUM ELEMENTARY	27	2
CLEVELAND ELEMENTARY	37	2
GOMPERS ELEMENTARY	45	3
MACARTHUR ELEMENTARY	43	3
MADISON ELEMENTARY	33	2
MONROE ELEMENTARY (K-8)	48	3
<b>TOTAL LAKESWOOD ELEM:</b>	<b>278</b>	<b>19</b>
<b><u>LAKESWOOD SECONDARY AREA</u></b>		
AVALON SCHOOL	34	2
DEMILLE MIDDLE SCH	43	3
HOLMES ELEMENTARY	30	2
HOOVER MIDDLE SCHOOL	44	3
LAKESWOOD HIGH	161	11
LIBRARY SERVICES	1	0
RILEY ELEMENTARY	37	2
TWAIN ELEMENTARY	37	2
TWO HARBORS ELEM	0	0
<b>TOTAL LAKESWOOD SEC:</b>	<b>387</b>	<b>26</b>

# REP ALLOTMENT PER SITE BY AREA

5-7-09

	<u>Members</u>	<u>Reps Allotted</u>
<b><u>MILLIKAN ELEMENTARY AREA</u></b>		
BURCHAM ELEMENTARY	28	2
CARVER ELEMENTARY	31	2
EMERSON PARKSIDE ACDY	40	3
GANT ELEMENTARY	39	3
HENRY ELEMENTARY	22	1
KELLER ELEMENTARY	30	2
PRISK ELEMENTARY	33	2
TUCKER ELEMENTARY	33	2
<b>TOTAL MILLIKAN ELEM:</b>	<b>256</b>	<b>17</b>
<b><u>MILLIKAN SECONDARY AREA</u></b>		
CUBBERLEY ELEMENTARY	52	3
E.P.H.S.	16	1
L.B. ADULT SCHOOL	16	1
MARSHALL MIDDLE SCH	44	3
MILLIKAN HIGH	161	11
NEWCOMB ELEMENTARY	46	3
REID HIGH	14	1
RENAISSANCE HIGH	25	2
ROP	11	1
STANFORD MIDDLE SCH	44	3
<b>TOTAL MILLIKAN SEC:</b>	<b>429</b>	<b>29</b>
<b><u>POLY ELEMENTARY AREA</u></b>		
BIRNEY ELEMENTARY	36	2
BURNETT ELEMENTARY	48	3
BURROUGHS ELEMENTARY	18	1
CDC OFFICE	1	0
EDISON ELEMENTARY	44	3
LAFAYETTE ELEMENTARY	43	3
LONGFELLOW ELEM	46	3
LOS CERRITOS ELEM	26	2
ROBINSON ELEMENTARY	39	3
SIGNAL HILL ELEM	42	3
TCHR RESOURCE CNTR	40	3
THE WILLOWS	13	1
<b>TOTAL POLY ELEM:</b>	<b>396</b>	<b>26</b>
<b><u>POLY SECONDARY AREA</u></b>		
CABRILLO HIGH	139	9
FRANKLIN MIDDLE SCH	44	3
HUGHES MIDDLE SCHOOL	58	4
INTERNATIONAL SCHOOL	38	3
LINCOLN ELEMENTARY	59	4
P A A L	18	1
POLY HIGH	151	10
ROOSEVELT ELEMENTARY	55	4
WASHINGTON MIDDLE SCH	39	3
WHITTIER ELEMENTARY	47	3
<b>TOTAL POLY SEC:</b>	<b>648</b>	<b>43</b>

# REP ALLOTMENT PER SITE BY AREA

5-7-09

	<u>Members</u>	<u>Reps Allotted</u>
<b><u>WILSON ELEMENTARY AREA</u></b>		
BIXBY ELEMENTARY	25	2
BURBANK ELEMENTARY	35	2
BUTLER	30	2
CESAR CHAVEZ K-5	30	2
JEFFERSON ACADEMY	44	3
LEE ELEMENTARY	50	3
MANN ELEMENTARY	19	1
STEVENSON ELEMENTARY	36	2
WILLARD ELEMENTARY	35	2
<b>TOTAL WILSON ELEM:</b>	<b>304</b>	<b>20</b>
<b><u>WILSON SECONDARY AREA</u></b>		
BRYANT ELEMENTARY	19	1
FREMONT ELEMENTARY	25	2
HILL MIDDLE SCH	45	3
KETTERING ELEMENTARY	24	2
LOWELL ELEMENTARY	36	2
NAPLES ELEMENTARY	14	1
ROGERS MIDDLE SCHOOL	33	2
TINCHER ELEMENTARY	60	4
WILSON HIGH	166	11
<b>TOTAL WILSON SEC:</b>	<b>422</b>	<b>28</b>
<b><u>CDC/HEAD START</u></b>		
Addams CDC	3	1
Anaheim Head Start	6	1
Artesia Head Start	4	1
Atlantic Head Start	6	1
Barton CDC	4	1
Burbank CDC	5	1
Carmelitos CDC	2	1
Carmelitos Head Start	3	1
Carver CDC	2	1
Central CDC	4	1
Coronado Head Start	6	1
Edison CDC	4	1
Eighth Street Head Start	10	1
Elm Street Head Start	6	1
Fourth Street Head Start	4	1
Garfield CDC	4	1
Garfield Head Start	4	1
Gaviota Head Start	5	1
Grant CDC	7	1
Head Start Office	3	1
Holmes CDC	3	1

# REP ALLOTMENT PER SITE BY AREA

5-7-09

	<b>Members</b>	<b>Reps Allotted</b>
Hudson CDC	2	1
Job Corps Head Start	12	1
Kettering CDC	3	1
King Head Start	4	1
L.B. Adult Head Start	7	1
L.B. Blvd. Head Start	7	1
Lincoln CDC	2	1
Lindsey Head Start	6	1
Mann CDC	4	1
McKinley CDC	1	1
Monroe CDC	3	1
Muir CDC	2	1
North CDC	3	1
Pacific Head Start	5	1
Pine Head Start	5	1
Plymouth Head Start	5	1
Reid CDC	3	1
Riley CDC	1	1
Signal Hill Head Start	3	1
Stevenson CDC	1	1
Tincher CDC	2	1
Twain CDC	6	1
Webster CDC	1	1
Webster Head Start	4	1
West CDC	4	1
Whittier CDC	4	1
Whittier Head Start	1	1
<b>TOTAL CDC/HEAD START:</b>	<b>196</b>	<b>48</b>
<b><u>OTHER</u></b>		
ASSOCIATE MEMBERS	2	0
BETHUNE	2	0
COMMUNITY DAY SCHOOL	3	0
HI HILL OUTDOOR EDUC	1	0
LBUSD OFFICE	1	0
LEAVE OF ABSENCE	1	0
NURSING SVCS / INT STUD REG	2	0
OFFICE OF MULTI MEDIA	2	0
OTHER	24	2
PALMS OFFICE	5	0
PRESIDENT	1	0
<b>TOTAL OTHER:</b>	<b>44</b>	<b>3</b>
<b>TOTAL AREAS:</b>	<b>4324</b>	<b>300</b>