



# Teachers Association of Long Beach, CTA/NEA

4362 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807-2818

TELEPHONE: (562) 426-6433 • FAX: (562) 424-9352

Web Site: [www.talb.org](http://www.talb.org)

## MEMORANDUM

DATE: April 01, 2017  
TO: TALB Association Reps  
FROM: TALB Elections Committee  
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 2017-2018 school year. Please have a non-candidate member conduct your Rep election and have proper documentation (Election Report Form) submitted to the TALB office by **May 31, 2017**. Remember that submission of a signed Election Report Form is **REQUIRED** in order to validate your elected Reps and Alternates for the next school year. 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 (PLEASE READ)
- Generic forms that you can use to announce, conduct, and publicize the results of your site Association Rep Election

This Resource Packet 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 non-candidate 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 2017-2018

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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 31, 2017.** 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 included with this packet (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 included with this packet (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** 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** 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 Veronica 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. 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** included with this packet. 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** included with this packet. 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 only** to Veronica at the TALB Office at 4362 Atlantic Avenue, Long Beach, CA 90807 **no later than May 31, 2017**. A signed Election Report Form is **REQUIRED** in order to consider your elected Reps and Alternates for the following school year validated. It is not necessary to send ballots and Declaration of Candidacy forms to the TALB office.
- 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 Veronica 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 Veronica at the TALB Office at **562-426-6433** or email at **vcastillo@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 2017-2018

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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 2017-2018

## 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.
13. Serve as the primary school based organizer for TALB organizing efforts.
14. Conduct regular site TALB meetings.

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 person facilitating the Rep Election at your site.

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



# School Site Association Representative Election For 2017-2018

## Announcement of Candidates

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

**EDZIVSOLFBHCURKPXGWYQANTMJ**

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 2017-2018

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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 2017-2018

## Election Report Form

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

**Site Rep Election Organizer:** Please list candidates in the order of votes **received** (highest to lowest). Based on the number of Reps your site is entitled to, place a check mark in the Rep box for those who received the highest number of votes. Place a check mark in the Alt. box for the rest. These are your elected Reps and Alternates. Do not list write-in candidates. Fill out the bottom of the form and sign it. **This form must be submitted to the TALB office in order for your elected reps to be validated.**

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 Veronica at the TALB Office by May 31, 2017  
4362 Atlantic Avenue, Long Beach, CA 90807  
562-426-6433 (voice) 562-424-9352 (fax) vcastillo@talb.org (email)**



# School Site Association Representative Election For 2017-2018

## Association Rep and Alternate Information Form

**Site Rep Election Organizer:** This form is to be completed by the newly elected Rep or Alternate. Retrieve it then send this form, along with the Rep Election Report Form, back to the TALB office by **May 31, 2017**.

**Please print legibly.**

<b>Name</b>		<b>School Site</b>
<b>Home Address</b>		<b>Grade/Dept.</b>
<b>City</b>	<b>Zip</b>	<b>Home Phone</b>
<b>Personal Email Address (no lbusd emails)</b>		<b>Cell Phone</b>
<b>Has your contact info changed in the last six months?</b>		

**Elected as (check one):**     **TALB Rep**         **Alternate**

**Return to Veronica at the TALB Office by May 31, 2017**  
**4362 Atlantic Avenue, Long Beach, CA 90807**  
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