



Teachers Association of Long Beach, CTA/NEA

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MEMORANDUM

DATE: March 23, 2021
TO: TALB Membership
FROM: TALB Elections Committee
RE: Site Representative/Alternate Elections 21-22

It's Rep Election time again! TALB Standing Rules 6.1 and 6.2, Association Reps must be **elected EVERY YEAR**, and only TALB **members** are eligible to serve as Association Reps.

Last year, we conducted the elections electronically through our e-voting provider (Simply Voting), and we put together a package for each site. Each member had the opportunity to vote for the members interested in becoming a site representative.

Now more than ever, there is a need to work in solidarity and stay connected. This is an opportunity to become a leader at your site. Reps are an essential part of communicating with and supporting the membership.

Interested in continuing as a Rep, Alternate or would like to represent your site for the first time?
Please refer to the "Election Procedures" forms for more details.

Respectfully,

TALB Elections Committee

CC: Dr. Christine Kelly, TALB President
Chris Callopy, TALB Executive Director
TALB Executive Board Members



School Site Association Representative Election For 2021-2022

Election Procedures

**The following steps will be conducted by TALB (office) electronically via "Simply Voting."*

Step 1: Memo to current Reps, Alternates and ALL Members

- ✓ Memorandum will be included in the Rep packet on March 23, 2021. Reps and Alternates will be instructed to email Veronica if they are interested in running again as a Rep, or as an Alternate for the 21-22 school year (all Site Reps must be elected **EVERY** school year).
- ✓ Reps are to share this memo with members at their site. A copy will also go out to ALL members on Friday, March 25, 2021 in the TALB E-UPDATE.
- ✓ Email Veronica Castillo at TALB (vcastillo@talb.org) if you are interested in running as a Rep, or Alternate as soon as possible. Each site is entitled to 1 Rep for every 15 Association members at your site or major portion thereof (1:15). Interested candidates who email Veronica will be provided with a current roster of members at the site. Please return to Veronica should there be any changes.

Step 2: Announce the Candidates

- ✓ Once TALB is provided with a corrected roster, an email will be sent (from TALB) to ALL site members, announcing the candidate/s. If there is anyone else interested in running, who is not on the ballot, they are given the opportunity to reply and be added to the ballot. Election will be conducted following the CTA alphabet sequence: (BYVTINPOMWHCDFKUGASLREJQXZ).

Step 3: Conduct the Election

- ✓ The election will be facilitated via "Simply Voting" and ballots will be sent to each member's personal email. Please contact Veronica if you did not receive a ballot at: vcastillo@talb.org.

Step 4: Announce the Results

- ✓ TALB will email the election results to members at each site in PDF format when the election is complete.

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

You are done!

TALB Representative:

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 alternate.
6. Support an on-going membership campaign.
7. Distribute materials.
8. Arrange for scheduled visitations by the President and staff to hold meetings at the site.
9. Notify the TALB office in case of the serious illness or death of a staff member.
10. Maintain TALB bulletin board; updated and current.
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.

BYLAWS

Teachers Association of Long Beach/CTA/NEA

VI. POLICY-MAKING BODY

- A. The policy-making body of the association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
 1. Voting members of the Executive Board.
 2. Association Representatives elected on the basis of one-person one-vote.
 3. Alternates elected at school sites during regular association representative elections when the elected Association Representative has given notice to the Executive Board of non-attendance prior to the beginning of the Representative Council meeting. Each Alternate acting in place of an absent elected Association Representative will be entitled to vote during the Representative Council meeting.
- C. The Representative Council shall:
 1. Establish Association policies and objectives;
 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 3. Approve the establishment or discontinuance of committees recommended by the Board of Directors;
 - a. Approve the establishment or discontinuance of task forces recommended by the Board of Directors;
 4. Establish the dues of the Association; and
 5. Sustain or reject the Political Action Committee's recommendation or opposition to candidates or issues in local elections.

- D. The Representative Council shall meet at least once during each school month of the traditional school year. The number, place and time of meetings will be decided by the Board of Directors.
- E. Special meetings of the Representative Council may be called by the President, the Board of Directors, or by the petition of twenty (20%) of the Active membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting. The Representative Council shall have the authority to adopt and to change its own agenda but may not take action on items not previously sent out to the members of the Representative Council.
- H. For emergency meetings of the Representative Council during crisis situations, the Board of Directors shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- J. Members of the Representative Council shall serve a term of one year.
- K. Non-voting members shall not be entitled to make motions or vote and shall not be included in the determination of a quorum.
- L. Any Active member shall be entitled to be a non-voting member of the Representative Council.
- M. The election of Association Representatives shall take place in the Spring Semester prior to June 1st with the term of office beginning the third Monday of June.

VII. ASSOCIATION REPRESENTATIVES:

- A. Association representatives and Alternates shall be elected by and from the Active membership for each faculty school site group. Such election shall be by open nominations and by secret ballot.
- B. The active members at each site shall be entitled to elect at least one representative and shall be entitled to have one representative for each fifteen (15) Active members on the faculty, or major fraction thereof based on the membership at the time of the Spring election or in the case of new sites the site composition at the time of the election by the active membership at the site.
- C. Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- D. Association Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the school site;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;

3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose;
 4. Represent members in the initial grievance processes;
 5. Attend Representative Council meetings;
 6. Perform such additional duties as prescribed by the Board of Directors;
- E. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- F. An Association Representative may not handle ballots for an election in which he/she is a candidate.