



Teachers Association of Long Beach, CTA/NEA

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General Election Guidelines 2024



1. No Association dues or assessments shall be used to promote any candidate.
2. Any active member may nominate any active member, including themselves, for office. Within published timelines, nominations may be made from the floor of the Representative Council for any elected position. Candidates must file the appropriate “Declaration of Candidacy” form with the TALB office by Friday, April 5, 2024 @ 4:30 p.m.
3. All candidates are required to file a Declaration of Candidacy form with the TALB office before being placed on the ballot.
4. All candidates may provide TALB with a statement in PDF format. All candidates will be limited to 250 characters. Characters are letters, numbers and punctuation. Example: **I love TALB!** = 10 characters. The candidate statement must be in PDF format and emailed to Ingrid Perez at ingrid@talb.org Statements are due in the TALB office on Friday, April 5, 2024, by 4:30 P.M. Declarations of Candidacy forms are available at www.talb.org, or at the TALB office.
5. Candidates’ names shall be placed on the ballot in the 2023-24 CTA Elections Alphabetical order:

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

6. All campaign materials, printed or electronic, must state, *“The content of this material is solely the responsibility of the candidate. TALB does not endorse or accept responsibility for any information contained on campaign materials”*.
7. A copy of all campaign materials (including, but not limited to, fliers, emails, website, etc.) needs to be provided to the TALB Elections Committee prior to, or concurrent with, distribution.
8. TALB shall not participate in distribution of campaign materials, which shall be the responsibility of the candidate and their volunteers. Distribution of candidate campaign materials by Site Association Representatives shall be voluntary and not placed in site packets.
9. Information on candidate campaign material (including, but not limited to, fliers, emails, website, social media, etc.) is solely the responsibility of the maker of the flier; TALB does not accept any responsibility for any information contained on campaign fliers. The official logo of TALB, CTA, or NEA, may not be used in any way. Ballot supporters named on campaign materials shall be included with permission of the named supporter, and it is recommended that candidates maintain written endorsement cards before using any name or group as a part of each separate campaign.

10. The Association shall treat all candidates equitably in campaigning. The Association shall provide access to membership summary lists (member name, school site, site rep., number of members at each site) to those candidates who request them. Personal telephone numbers and personal emails will not be provided by TALB for campaign purposes. District email addresses (ex. lbschools.net) shall not be used for campaign purposes. Candidates shall not use their (sender) talb.org email addresses for campaign purposes. Candidates are encouraged to use a personal email address for campaign purposes. All campaign emails must have a link or return address so that the recipient can have their email address removed for future e-mailings. Removal requests shall be honored within 48 hours.
11. On Monday, April 8, 2024 a list of all candidates will be emailed to the membership.
12. Ballots will be distributed to electors' personal email address. Voting shall begin on Wednesday, April 24, 2024 @ 6:00 a.m. and conclude at 4:30 PM on Friday, May 3, 2024.
13. Members may vote electronically or in person with a paper ballot at the TALB office. The TALB office is located on 4362 Atlantic Avenue, Long Beach. Office hours are Monday – Thursday 8:00 a.m. - 5:00 p.m. and on Friday's 8:00 a.m. to 4:30 p.m.
14. Ballots will be counted on Friday, May 3, 2024, after 4:30 p.m. and candidates will be notified by phone on Friday, May 3, 2024. Results will be sent to the membership on Monday, May 6, 2024.
15. Candidates for Executive Officers, Executive Board Members and CTA State Council Representatives must be elected by a majority of votes. If no candidate receives the majority of votes cast, a run-off will be held between the candidates who receive the most votes. The run-off election schedule, if necessary, will be announced on Monday, May 6, 2024. The runoff election shall begin on Wednesday, May 8, 2024 @ 6:00 a.m. and conclude on Friday, May 17, 2024 at 4:30 p.m.
16. A challenge to a local chapter/unit must first go to the local elections committee chairperson. If the findings of the local elections committee did not satisfy the challenger(s), within 10 days of those findings, then the exact same challenge may be appealed to the CTA president at ctaelections@cta.org, along with the official CTA Appeal Form located in the CTA Elections manual.

*Challenges to any Local or State election must be filed directly with the CTA President ctaelections@cta.org.

Majority – “More than half.”

Majority Vote – More than half of the votes cast by person legally entitled to vote, excluding blank or illegal ballots. For example:

- If 19 votes are cast, a majority (more than $9\frac{1}{2}$) is 10.
- If 20 votes are cast, a majority (more than 10) is 11.
- If 21 votes are cast, a majority (more than $10\frac{1}{2}$) is 11.

Run-off Election – A run-off election is conducted when no candidate achieves the required majority vote. A run-off election is conducted among the candidates receiving the highest number of votes. The names on the run-off ballot will be one more than the number of vacancies to be filled. There shall be no provisions for write-in candidates on a run-off ballot. A majority vote is required to win a run-off election.