



Teachers Association of Long Beach, CTA/NEA

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Elections Manual 2025-26

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ELECTIONS MANUAL

This Elections Manual constitutes the ongoing rules by which the elections described below are conducted. This Manual has been adopted by the TALB Executive Board of Directors and may only be modified by the TALB Executive Board in accordance with TALB Standing Rules. This Manual does not supersede or modify the TALB Election Standing Rules. This Manual provides rules to implement TALB/CTA/NEA elections to ensure that those elections are conducted in a way that is fair and in accordance with rules that are known to all candidates and members.

I. Elections Covered

This Elections Manual is applicable to all elections for the offices of TALB, CTA State Council and NEA Representative Delegates.

II. Elections Committee

A. Composition, election and terms

1. The TALB Elections Committee is a standing special committee of TALB, nominated by the TALB President and appointed by the TALB Executive Board.
2. The Committee shall have no fewer than 5 members.
3. The TALB Executive Board shall appoint 5 Elections Committee members to three-year terms no later than the end of August of August 31st each calendar year.
4. Committee members will begin their term September 1st in the calendar year in which they are elected, per the TALB Standing Rules, and shall serve a term of three years. Members may be appointed to serve consecutive terms with no term limits.
5. Any vacancies, for any reason, may be filled by Presidential nomination and appointment at any TALB Executive Board.
6. The Chair or Co-Chairs of the Elections Committee shall be nominated by the TALB president and appointed by the TALB Executive Board.

B. Eligibility

1. Any member of TALB may be elected to the Committee provided they have been a member for at least one year.
2. No Officer or Area Director may serve on the Elections Committee.

C. Meetings

1. Due to the sensitive nature of the committee's work, all meetings of the committee shall be conducted in executive session, except when the committee declares otherwise.
2. The committee shall meet at the call of the chair or co-chairs.

D. Members of the Elections Committee

1. Members shall conduct themselves in a non-partisan fashion; keeping in mind at all times the best interests of TALB and shall at all times endeavor to ensure that TALB elections are conducted in a manner that provides no unfair advantage to any candidate and encourages the full participation of the membership in the election process.
2. No member of the Elections Committee shall be a candidate for office in the election that they are supervising, nor shall they be the spouse, partner, parent, child, or sibling (full or half) to any candidate for office. If a member of the Elections Committee chooses to run for an office, when the member files a declaration for candidacy, they must notify the TALB Executive Board and resign their Election Committee post.

3. The Elections Committee members shall not endorse, discuss, nor participate in any campaign or candidacy during the election process.
4. After the Elections Committee has determined the dates and offices of those elections that are required by the TALB Standing Rules, the Elections Committee shall establish all dates for administering of the election, including the deadline for the filing of Declaration of Candidacy forms, the date of emailing of ballots, and the date by which ballots must be returned. The Elections Committee shall work with TALB staff to ensure that notice of these dates is provided to the membership no later than 60 calendar days after the start of the school year in which elections are to take place.
5. The Elections Committee (and not the Executive Board—including the Officers) shall have the authority to supervise the conduct of the election in a manner that is consistent with this Manual and the TALB Standing Rules. The authority of the Elections Committee shall include, but is not limited to, the following:
 - a) After the Elections Committee has determined the dates and offices of those elections that are required by the TALB Standing Rules, the Elections Committee has the authority to determine all other dates and procedures pertaining to the election.
 - b) The authority to retain an election services company, an authorized vendor by the California Teachers Association (CTA) to facilitate electronic voting. (Paper ballots will be available to members at the TALB office.)
 - c) The authority to conduct an election for any vacant position, only after the Executive Board has declared a vacancy.
 - d) The authority to review and resolve any challenges pertaining to the conduct of an election, including challenges regarding the intent of any ballot.
 - e) The authority to hear and decide any charges alleging violations of the TALB Standing Rules or this Manual in the conduct of an election.
 - f) The authority to determine that a violation of the TALB Standing Rules or of this Manual may have affected the outcome of an election. The TALB Representative Council is the final arbiter in determining whether an election must be upheld, rerun, in whole or in part.
 - g) The authority to adopt procedures during an election to remedy unanticipated problems that arise during the election, provided that such remedies will be adopted only if there are no material disputed facts regarding that problem and the fairness of the election might be compromised if a remedy were not adopted. Furthermore, such remedies may be adopted only if approved by a majority vote of the Elections Committee when a quorum is present.
 - h) The authority to determine voter eligibility, in accordance with this Manual and the TALB Standing Rules.
 - i) The authority to determine candidate eligibility.

- j) The authority to present a report to the TALB Executive Board regarding elections that are being challenged, so that candidates who have been elected may be seated, and the authority to present a report to the Executive Board when elections have been completed so that candidates who have been elected can be certified and take the oath of office.

III. Timeline of Elections for Local, State & National offices.

1. Election ballots of any regular election shall be counted before the end of May for TALB and CTA offices. The Elections Committee, in consultation with the election Services Company and TALB staff, shall set the exact date. NEA Representative Assembly elections are subject to their own policies. The TALB Elections Committee will make every effort to comport election guidelines, policies and timelines so the elections may be held concurrently.
2. No later than 60 calendar days after the start of the school year in which elections are to take place, the Elections Committee shall establish all dates for the conduct of the election, including the deadline for the filing of Declaration of Candidacy forms, the date of emailing ballots, and the date by which ballots must be returned. The Elections Committee shall work with TALB staff to ensure that notice of these dates is provided to the membership.
3. The Elections Committee shall set the date of Run-off elections or Rerun elections (that is, elections conducted after a determination by the Elections Committee that a violation of the applicable rules has invalidated an election).
4. The Elections Committee, with the assistance of TALB staff, shall assure candidate eligibility within 24 (twenty-four) hours of receipt of candidate declarations. Candidates shall have five (5) business days to appeal the decision of the Elections Committee to the Elections Committee, or correct deficiencies in eligibility. The Elections Chair shall be present when the declaration of candidacy window closes.

IV. Candidates & Voter Eligibility

- 1) For TALB officer(s), Area Director(s) and California Teachers Association (CTA) State Council elections, the candidate must receive a majority of the number of votes. If one officer candidate does not receive a majority of votes cast in the first balloting, a runoff election shall be held between the two candidates receiving the highest number of votes.

Definition of **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 ½) is 10.*
- *If 20 votes are cast, a majority (more than 10) is 11.*
- *If 21 votes are cast, a majority (more than 10 ½) is 11.*

- 2) For National Education Association (NEA) Representative Assembly elections, the candidate must receive a plurality of the vote. Definition of **Plurality Vote** – The greatest number of votes cast by persons legally entitled to vote, excluding blank or illegal ballots.

- 3) Certification The official Election Teller's report must be completed by the Chairperson of the Elections Committee and members of the Election Committee before elections results are sent to the TALB membership.
- 4) Voter eligibility In order to vote in any TALB/CTA/NEA election, voters must be active members. Members not assigned to a single work site will be assigned to a TALB Area based on the majority of the time their assignment is performed in.
- 5) Candidate Eligibility

A. Membership in good standing. Any person who is an active member and up-to-date in paying their dues shall be eligible to run for office.

B. Declaration of Intent to Run.

1. Any eligible member wishing to run for office must file the appropriate Declaration of Candidacy form with the TALB office, 4362 Atlantic Avenue no later than the time and date established by the Elections Committee.
2. For Vacancy Elections, eligible members may declare their candidacy as soon as a Vacancy is declared by the TALB Executive Board.

C. Place of principal employment and category requirements.

1. A member must be qualified to hold the office by location, and/or category for which that person is running.
2. Area Board of Directors candidates shall be principally employed (at least 50% of the time or the largest percentage of hours in a multi area assignment) at any site or sites in the area in which they are seeking election.
3. Special Directors are qualified through their job assignment and/or credential or professional license.

D. One office only:

1. A member shall file for no more than one office in each local, state or national election.

V. Campaign Materials

A. All candidates have the right to distribute campaign materials to TALB members at any location (including school sites and in school mailboxes), subject to the restrictions provided in this Manual or restrictions imposed by the employer. The cost of distribution of those materials shall be borne by the candidate. Campaign materials shall be deemed to be distributed by a candidate if those materials are distributed: (1) by the candidate; (2) by a slate of candidates that the candidate has joined; and/or (3) at the request of a designee.

B. All campaign media distributed by, or for, a candidate shall include the following statement: *"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".*

C. Campaign materials distributed by the candidate, or by anyone else, shall not have printed upon them, the official logo of TALB, CTA, or NEA logo.

D. Distribution of campaign literature by TALB.

1. At no charge to the candidate, TALB will post to the TALB website one "flyer" no larger than 8-1/2 by 11 inches, equivalent to one side of a letter size page, in PDF form per candidate, in a designated area, accessible to members. Candidate's flyer should, preferably, be submitted

as a pdf file but may be emailed or delivered in person to TALB staff or the Elections Committee chair or co-chairs.

2. A flyer submitted by a candidate may be a flyer for a slate of candidates or otherwise endorse other candidates. The candidate must maintain verification of endorsements.

E. Candidate Speeches

1. TALB Officers & Directors: Candidates are permitted to give a speech, limited to two (2) minutes.

2. CTA State Council Representatives are permitted to give a speech, limited to one (1) minute.

3. NEA/RA: Candidates for the NEA Representative Assembly will not be allowed to give a speech.

All speeches for TALB Officers and Directors will be filmed at the Representative Council meeting and subsequently embedded into a TALB media platform for members to access.

F. Access Strategy

1. 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 (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 emailing. Removal requests shall be honored within 48 hours.

2. TALB shall provide free of charge, one joint notification, informing candidates' constituents, during the election cycle, where they will find flyers, statements, and other relevant information about the election that will help voters learn about candidates and encourage engagement in the election process.

3. A candidate may not use union resources, to access member contact information for the purposes of campaigning.

VI. Procedures pertaining to the emailing and counting of ballots

A. The Election Company will email out ballots to eligible voters at their personal email address.

B. Voting may be done electronically or by paper ballot.

C. Observers may be present throughout the counting process, provided, however, those observers shall be required to observe all rules of decorum and procedure that may be established by the Elections Committee.

1. The names of all Election Day observers, and the names of candidates for whom they are acting as observers, must be provided to an individual designated by the Elections Committee no later than the time established by the Elections Committee, or they will not be permitted to function as observers.

2. The Elections Committee may limit the number of observers if there are more designated observers and candidates than space permits.

3. No photography, video or audio recording of these proceedings are permitted.

4. The interpretation and application of these rules, and any other issues pertaining to counting ballots or election procedures shall be made by the Elections Committee only.

D. Accuracy Certification

The elections services company will test the ballot counting system for accuracy. If the test properly demonstrates the accuracy and program logic of the system, the elections services company will certify the ballot tabulation. After the electronic tabulation is completed, if there are paper ballots, they will be added for tabulation.

E. Election Results Storage

The elections results will be scanned and archived on to the TALB server for record keeping purposes. These records will be expunged after 3 years. The election services company will maintain their own records.

VII. Other Campaign Rules

A. The Elections Manual shall be made available through the TALB Website to all TALB members and hard copies (paper) upon request.

B. The E-Update Newsletter, prior to any Declaration of Candidacy, shall publish election procedures, rules, forms and the calendar. The election timeline shall be published in each issue and on the TALB Website until the close of the election.

C. Local, state, and/or national affiliate organizations shall not endorse, permit the provision of, or provide facilities or services to, financially contribute to, or be materially involved in any way with the campaign of any candidate. The TALB President shall request affiliates to honor this election rule.

D. TALB staff and employees shall not be involved in any candidate's campaign except as specifically provided for in this manual and the Standing Rules.

E. The TALB office, materials, or other resources of TALB shall not be used to support candidates. These resources include, but are not limited to TALB copiers, telephones, computer systems, TALB sponsored/affiliated websites (except as otherwise provided for in these rules).

F. Speech content/media, oral or written, shall not include language or references that are racist, sexist, homophobic, xenophobic or otherwise offensive, as determined by the Elections Committee.

G. TALB committees shall not endorse any candidates during the election process.

VIII. Challenges to the Election

A. Only candidates may file challenges, and only to the office in which they are running.

B. In the event that any candidate claims any violation of any provision of this Manual or of the Standing Rules has taken place in connection with an election in which that person is a candidate, that candidate may request a hearing by the Elections Committee by filing a written challenge, using the form approved by the Elections Committee, no later than 5:00 p.m. on the fifth working day after election results are posted for the round of the election in which the candidate claims that there has been a violation, setting forth with reasonable certainty the nature of the alleged violation and the facts constituting the alleged violation including specific references to the TALB Standing Rules and/or Elections Manual which are believed to have been violated.

C. No later than 10 working days after the final election results for the position for which the challenge has been filed, the Elections Committee shall set a time and place for a fact-finding hearing. That fact-finding hearing shall take place no more than 30 working days following the final election results. The fact-finding hearing shall not take place until after all run-off elections for the position for which the challenge has been filed.

D. The challenger shall submit to the Elections Committee, prior to, or at, the fact-finding hearing, the details of the alleged violation(s) and demonstrate how the alleged violation(s) would have changed the outcome of the election.

E. At least a majority of the Elections Committee must attend each day of the fact-finding hearing and only those members who attend each day of the fact-finding hearing may participate in the decision to recommend the findings for final arbitration by the TALB Representative Council.

F. The Elections Committee shall function in a manner similar to a committee of a legislative body and therefore shall be entitled to consider all facts and witnesses that the Committee, in its discretion believes would inform it of those facts relevant to a decision, including facts and circumstances that it becomes aware of outside of the fact finding hearing itself.

G. The Elections Committee may make a recommendation to the TALB Representative Council which shall declare the election for any specific position void and shall direct and set procedures for the conduct of a rerun election if there has been a violation that may have affected the outcome of that election.

H. In any rerun/run-off election ordered by the Elections Committee after a challenge, the election rules of this Manual shall be applicable.

I. As soon as a decision by the Committee is made regarding a challenge, the Elections Committee shall immediately inform all affected candidates of the decision. The Committee shall provide that notice by Certified Mail and by any other reasonable means that the Committee believes will ensure that the member has actual notice of the decision.

J. A candidate who has filed a claim of an election violation with the Elections Committee may withdraw that claim at any time before a decision by the Elections Committee.