ELECTION PROCEDURES AND REQUIREMENTS FOR CHAPTERS AND SERVICE CENTER COUNCILS

2021-2022
CTA Alphabetical Order

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

PREFACE

It is the purpose of these requirements to ensure the integrity of the electoral process. The principle of voting is to determine the mandate or choice as expressed by those voting. This requires that election procedures, both for candidates and for policy issues, must afford every member the opportunity to vote.

[JUNE 2013]

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CALIFORNIA TEACHERS ASSOCIATION
ELECTION PROCEDURES

These election procedures are provided to assist a unit in conducting elections in an orderly manner and inaccordance with CTA guidelines. A "unit" is defined as a Chapter, Service Center Council, UniServ Unit, ESP Unit or an entity that must conduct an election.

Chapter presidents must provide all Active members (hereinafter referred to as "members") an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shallnot be held. *[Revised 6/13]*

For Single Electoral District State Council: See the Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual.

I. Appointment of Elections Committee

A. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year.
B. It will be composed of at least three members and two alternates:
   1. who are familiar with the unit operations;
   2. who are not seeking election themselves;
   3. who are not related to someone seeking election (immediate family); and
   4. who are not voting members of the unit's governing body (i.e.: Executive Board).
C. If an appointed member of the elections committee is unable to fulfill their duty for any reason, the alternate(s) will assume those duties.
D. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.

II. Procedural Components

The Election's Committee must determine the following prior to setting the election timeline:

A. Method for the distribution of the Announcement of Vacancy(ies) and Timeline to all members.
   1. The method must ensure each member is aware of the opportunity to file a declaration of candidacy.
B. Method for the distribution and submission of Declaration of Candidacy(ies):
   1. Electronic forms are permitted
   2. If using paper forms, provision for elections committee chairperson or designee to be present to receive declaration of candidacy by filing deadline.
C. Decide if campaign statements will be distributed by the chapter. If yes, determine the method for submission of Campaign and word/character limit (CTA suggest no less than 30 words).
D. Decide if electronic flyers will be distributed by the chapter. If yes, see _____ for flyer distribution parameters.
E. Method for distribution of election guidelines/rules to candidates.
F. Method for the distribution of ballots to all eligible voting members, including members on leave, members who work at multiple locations, and members who are off track (year-round system).
G. Method for the distribution of election results to leadership, candidates, and members.

[Revised 7/21]

III. Announcement and Election Timeline

A. The chapter must provide an announcement to all members using a method that ensures allmembers are aware of the opportunity to file a declaration of candidacy.
   1. The announcement must include the following:
      a. List of all vacancies
      b. Term of office for each vacancy
      c. The CTA Alphabet
      d. Instructions for filing a declaration of candidacy with date, time, and place it is due; The election timeline *[Revised 7/21]*

B. School/work sites on alternative calendars shall be considered when preparing the timeline. *[Revised 7/21]*

C. The election begins with the announcement of vacancy(ies) and the term of office; and cannot bestopped until the conclusion of the election, including run-offs (if necessary).

IV. Sample Timeline

This is a sample of what a timeline should look like and the information to be included. Calendar days are used; Chapters should adjust dates as necessary.

March 1	Announcement of Vacancy(ies) to members*
March 10	Deadline date to file a declaration of candidacy via (insert way to submit) no later than(insert time) to (insert place/email address…).
March 13	Deadline date to acknowledge candidacy, distribute elections guidelines/rules for campaigning.
March 14	Electronic Voting: Deadline to request a paper ballot
March 14 -18	Preparation of campaign statements, ballots, and voter rosters/sign in sheets.
March 19	Deadline to inform chapter elections committee if candidate or designee will be observing.
March 19	Distribution of Ballots to all members (voting onsite, voting by mail). Distribution of Voter Credentials (username/password) (voting electronically)
March 19 – March 29 (*max of 10 calendar days)***	Electronic Voting: Voting via (insert name of CTA approved vendor). Voting by Mail (please allow the full 10 days)*** Voting at individual work sites (onsite voting) * This date must be at least 15 days after the announcement. ** Voting window must be no less than 5 and no more than 10 calendar days. *** Postmark dates are not accepted
March 29	Ballots and voter rosters/sign in sheets are due
March 29	Ballot counting
March 29	Result to leadership and candidates
March 30	Result to members (send teller's report) and announcement if a run-off is needed.
April 9	Challenge deadline for the election unless there is a run-off.

V. Sample Run-off Timeline

A run-off timeline must be included in your election timeline.

March 30	Announcement of the Run-off (sent with the results to members)
March 31	Deadline for new paper ballot requests (prior paper ballot requests will be honored)
March 31 – April 2	Preparation of ballots and voter rosters/sign in sheets.
April 3	Deadline to inform chapter elections committee if candidate or designee will be observing
April 3	Distribution of Ballots to all members (voting onsite, voting by mail). Distribution of Voter Credentials (username/password) (voting electronically)
April 3 – April 13 *(max of 10 calendar days)**	Electronic Voting: Voting via (insert name of CTA approved vendor). Voting by Mail (please allow the full 10 days)** Voting at individual work sites (onsite voting) * Voting window must be no less than 5 and no more than 10 calendar days. ** Post mark dates are not accepted
April 13	Ballots and voter rosters/sign in sheets are due
April 13	Ballot counting
April 13	Result to leadership and candidates
April 14	Result to members (send teller's report)
May 24	Challenge deadline for the election

VI. Nominations

A. Open nomination is defined as the opportunity of any unit member to nominate any other unitmember, including himself/herself.
B. The only qualification for office is membership in the unit.
C. Declaration of candidacy forms shall be readily available to members.
D. The form must state the requirements as to the deadline for time and place of filing.

VII. Withdrawal of Candidacy

In order for his/her name not to appear on the ballot, any person withdrawing from candidacy may do so only by written request to the chapter's elections committee chairperson prior to the ballots being printed. *[Revised 6/17]*

VIII. Campaign Materials for Chapter Office

A. Content of Material
   1. Candidates may print campaign materials.
   2. All campaign materials must be free of any association logo(s).
      a. Official association names/acronyms may not be used on any endorsement list.
   3. The official association title may not be used in a manner that suggests the associationsupports the candidate.
      a. This includes the candidate's email addresses.

4. All electronic or printed campaign materials (larger than a credit card) must have the following disclaimer stated verbatim: *"The views and opinions expressed are those of the candidate andnot necessarily those of the unit, CTA, NEA, or any of its affiliates."*

B. Candidate Distribution of Campaign Materials
   1. Candidates may distribute campaign materials at school sites.
      a. Use of district/school mailboxes for campaigning must follow district policy.
      b. District email addresses must not be used for campaigning.
   2. The chapter will furnish each candidate with a list of work site names, work site addresses, and the number of Active members at each site for the purposes of campaigning.

C. Campaign Statements and Electronic Flyer (distribution by chapter)
   1. Should the chapter decide to, candidates may provide the chapter with a campaign statement.
      a. Each candidate must be treated equally in preparation and distribution of a campaign statement.
      b. There shall be a limit on the number of words/characters allowed on the campaign statement.
         i. Each word shall be counted.
         ii. Any word(s) exceeding the limitation shall not be printed.
         iii. The statements shall not be printed on the ballot.
   2. Should the chapter decide, candidates may provide the chapter with one single-sided electronic flyer in a PDF or Word document, 8.5" X 11" or smaller, to be included in the Association email.
      a. Candidates are responsible for assuring that the flyer is received by the association's election committee by the date published on the election timeline. *[Revised 7/21]*

IX. Campaign Finances and Use of Unit Resources

A. Money from the chapter treasury may not be given to a candidate or use to promote any candidate. A candidate cannot accept indirect contributions in the form of use of a unit's assets, facilities,staff, equipment, supplies, and mailings.

B. A unit may not state or indicate its preference for a candidate in any unit publications.

C. The use of links to any Association website or association social networking sites by a candidate is prohibited. Candidates cannot campaign on any affiliated chapter or Service Center social networking sitescreated for association/leadership members to communicate with each other. *[Revised 7/21]*

D. The Association shall not make any personal email addresses available to candidates.

X. Ballot

A. The CTA alphabet must be used to determine the order of the candidate's names.
   A. In the event that the last name of more than one candidate begins with the same letter or morethan one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name, including the first name.

B. The 2021-2022 CTA Alphabet is:

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

C. The ballot shall include the following:
   1. Name of the office/position
   2. Term of Office
   3. Number of votes allowed for each office/position (i.e. vote for no more than_____).
   4. Name(s) of each declared candidate who filed a *Declaration of Candidacy* within the timeline.

5. A write-in provision for each office/position, except in a run-off election.
   a. For most elections the number of write in spaces should be equal to the number of votes allowed for the office/position.
6. In the event there are no declared candidates, the chapter may do one of the following:
   a. Prepare a write-in only ballot for the office/position.
   b. Remove the office/position from the ballot and run the election at another time.

[Revised 7/21]

XI. Voting Methods

A. All Active members must have an opportunity to vote.
   1. Active members who are off-track or on a dues paying leave shall be notified by mail/email in order to provide them an opportunity and right to vote.
   2. Active members on Association/Affiliate business may request a ballot by mail/email.

B. All ballots cast must be by secret ballot.

C. Electronic Online Voting
   1. The electronic/online voting vendor does not replace the Chapter's Election Committee.
   2. The following must occur in order for a chapter to conduct elections using an electronic platform:
      a. Email ctaelections@cta.org to request a list of CTA approved electronic-voting vendors. In order to protect a Chapter or SCC's membership information, any chapter and/or SCC that has made the decision to conduct an electronic/online election in accordance with these requirements shall conduct elections using only a CTA approved electronic-voting vendor. Any costs associated with the work done by a CTA approved electronic-voting vendor shall be borne by the Chapter/SCC.
      b. Notify the CTA Elections Chairperson (via email at ctaelections@cta.org) of the designee of the name of the chosen vendor.
      c. Chapter may request to have a conference call with the CTA Elections Chairperson to answer electronic/online voting-related questions.
   3. Any Chapter that elects to conduct electronic/online voting shall be required to meet the following additional minimum standards in the election procedures:
      a. Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election.
      b. The Chapter and/or SCC shall ensure that there is an alternative ballot procedure for use by those members who:
         i. Does not have access or use an electronic/online environment;
         ii. Who do not have the necessary equipment for electronic/online activities; or
         iii. Who do not wish to vote electronically or vote online.
         iv. The alternative ballot procedure shall comply with one of the methods described Sections D and E below.
      c. Should the CTA Elections Committee discover, during the course of certifying a State Council Representative and/or Alternate election, that a chapter did not use a CTA approved electronic-voting vendor to conduct an election, the election shall be immediately declared null and void; and the chapter must re-run the election using a paper ballot method.
      d. Any challenge filed in an electronic/online voting election which does not reflect the use of one of the CTA approved vendors by any chapter and/or SCC shall have the election immediately declared null and the election shall be re-run using a paper ballot method.
      e. CTA strongly discourages the use of a school district's Internet system, lines, and equipment for electronic/online voting.
      f. Chapters and/or SCC's must adhere to all elections requirements as defined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
      g. Chapters and/or SCC's election instructions for both electronic/online and paper ballots must be distributed to the chapter's voting members using both

electronic/online and paper communication as established by the Unit's governance documents.

h. In the event that any challenge(s) filed to an election conducted electronically can be processed in accordance with the CTA Elections Challenge Procedures, Chapters or SCC's should maintain all hard copies (as well as electronic copies) of all voting related documents and records for one year after the election.

[Revised 7/21]

D. Onsite Voting
   1. Each voter must sign or initial the voter sign-in sheet before receiving a ballot. Voter sign-in sheet is a list of eligible voters which includes a place for signature.
   2. The marked ballot must be returned by the voting member to a designated ballot box.
   3. Campaign materials are not allowed in or near the polling area, nor should campaign materials bedistributed with the ballots.
   4. Preliminary counts shall not be completed at school/work sites.
   5. Site representatives must return all voter sign-in sheets and ballots to the Chapter Elections Committee by the designated date and time. Ballots must be secured and unopened. Sign-in sheets and ballots from each site must be kept together until verified by the Chapter Elections Committee.
   6. Refer to Section XI for the Counting of Ballots procedures.
   7. After verification of signatures, all ballots shall be placed in one stack for counting.

E. Voting by Mail or Double Envelope Onsite
   1. Special care should be taken in all phases of handling of the ballots to ensure accuracy and secrecy of voting by mail/double envelope onsite. The following procedures and guidelines have been developed for this situation:
   2. A list of current official members shall be prepared which includes name and work site.
      a. If voting by mail, include name, work site, and home address
   3. The voter shall be provided with:
      a. A ballot;
      b. Instructions on folding and placing of the ballot in the unsigned inner envelope;
      c. Placing of the unsigned inner envelope into the outer envelope;
      d. Signature and school/work site on the outer envelope. If voting by mail, address to the chapter;
      e. Deadline date for receipt of the ballot at the chapter office
      f. small envelope (inner envelop) in which to place the voted ballot;
      g. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs their name.
      4. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
      5. The name of the official list should be marked to show that the voter has returned the ballot.
      6. The outer envelopes shall then be opened and put in a separate stack for safekeeping (one year after the election).
      7. All inner envelopes shall be placed in a separate container.
      8. All inner envelopes shall be opened and the ballots removed from the envelopes, and placed in one stack for counting.
      9. Refer to Section XI for the Counting of Ballots procedures.

XII. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

A. Majority means more than half of the legal votes cast for any candidate or issue on the ballot.
B. Plurality means the largest number of votes cast for any candidate or issue.

C. When there is a tie in a plurality election and it is not feasible to conduct the election again because of the time factor, the ballots shall be recounted.

D. If the result is still a tie, the local elections committee chairperson shall:

1. Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.
2. If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose "heads" or "tails" in the coin toss.
3. The local elections committee chairperson shall designate the time and place for the coin toss and inform the candidates, who may have an observer present. The observer may be the candidate.
4. The elections committee shall note the coin toss on the Unit's Official Teller's Report.
5. The elections committee shall follow the established procedure in notifying the candidates of the results.

E. A two-thirds (2/3) vote means at least two-thirds (2/3) of the legal votes cast for an issue.

F. For unit officers, and at-large members of the Executive Board, the election will be by majority vote. The ballot must **not** be waived. *[Revised 6/14, 6/15]*

G. An election for school site representatives may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. *[Revised 6/14]*

XIII. Run-Off Elections

If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. There shall be no provisions for write-in candidates in run-off elections. A majority vote is required to win a run-off election.

A. In the event there is only write in candidates for a run-off, the chapter will do the following:
   1. Contact each write in, starting with most votes received (if all are tied, use CTA Alphabet) to ask if they would like to be a candidate in the run-off.
   2. Give each write in a minimum of 48 hours to respond.

B. In the event there is only one candidate to place on the ballot for a run-off election, the chapters representative governing body, may waive the run-off ballot, provided that all potential candidates for the run-off have been contacted and given time to respond.

C. For NEA Local Delegates, the election will be by plurality vote. Results must be sent to the CTA Governance Support Department at ctaelections@cta.org.
   1. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
   2. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

XIV. Counting of Ballots

A. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place. Electronic devices of any kind (cell phone, computer, tablet, smart watch, etc.) are not allowed in the counting area. *[Revised 6/04, 6/05, 6/13]*

B. The Elections Committee shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots. *[Revised 6/04, 6/09]*

C. Ballots set aside and not counted are:
   1. More ballots than signatures;
   2. Ballot(s) submitted after deadline;
   3. Voting envelopes without a signature; and
   4. Ballots that are separated from voter sign-in sheet. *[Revised 6/13]*
4. After verification of signatures, ballots shall no longer be separated by site.
5. Each office/position on the ballot shall be treated as a separate rate. *[Revised 6/10]*
6. Blank and/or illegal ballots for each office/position shall be set aside. It is possible that blank or illegal ballots for one race may still be counted in the remaining positions on the ballot. Examples of illegal ballots include the following:
   1. Member not verified;
   2. Voter's intent unclear;
   3. Votes cast for more than number allowed;
   4. Votes cast on unofficial ballot (probably reproduced);
   5. Candidate is not a member;
   6. Ballot that is no longer a secret (signed)
7. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 6(a-e) above, and make a note of the decision. The ballots should remain separate. *[Revised 6/10, 7/21]*
8. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 6(a-e) above, and make a note of the decision. The ballots should remain separate. *[Revised 7/21]*
9. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
10. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be made available to members no later than five (5) calendar days following the counting of the ballots. Specific to County office of Education chapters only – election results shall be posted electronically as soon as possible following the election. *[Revised 6/10, 6/11]*

XV. Challenge Procedure

A. A challenge cannot be initiated until after the ballots have been counted, including any run-offs if necessary.
B. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to the NEA RA follow procedures in the *CTA Elections Manual.* A challenge to an NEA RA State or Local delegate election is to be filed with the CTA President only. Email the challenge form to ctaelections@cta.org.
C. Challenging party(ies) must notify the elections chair of a challenge in writing, using the official Original Election Challenge Form, no later than ten (10) calendar days after the counting of ballots. In the event any office/position on the ballot requires a run-off, a challenge may only be filed in writing no later than ten (10) calendar days after the counting of the run-off ballots. *[Revised 7/21]*
D. Upon receipt of the challenge, the unit's Elections Committee will notify all the candidates that a challenge has been filed. The names of challengers, details of the challenge, and challenge forms shall remain confidential.
E. Within ten (10) calendar days after the challenge deadline, the Elections Committee shall determine if the challenge is valid, using the following procedures:
   1. Read and understand the elements of the challenge.
   2. Review all documents, directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the *CTA Elections Manual*

requirements.

3. Review the unit's bylaws and election standing rules for procedures and practices as theyrelate to the issues raised in the challenge.
4. Review the *CTA Elections Manual* for requirements that relate to the issues raised in thechallenge that the chapter's governance documents do not address.
5. Fully and objectively interview the challenger.
6. Fully and objectively interview every witness identified by the challenger.
7. Inquire and gather the names and contact information of other chapter members who couldor do have insight into the elements of the challenge.
8. Analyze the issues of the challenge based on the unit's bylaws and election standing rulesto determine if there is a violation.
9. Determine whether identified violation(s) may have affected the outcome of the election.
10. Confirm that the resolution recommendations address each point raised by the challengerand that these recommendations have been reached in a fair and objective manner.
11. Submit a written report including issues, findings, and recommendations to the chapterpresident and the Executive Board within the same ten (10) calendar day period.
    a. In the event that the Executive Board is part of a challenge (as noted in F below) the Elections Committee Chair will present the report to the Representative in a closed meeting.

F. Any member of the Executive Board/Representative Council who was a candidate in the office/position that has been challenged, was named in the challenge, member of the elections committee, signed an individual witness documentation form, or whose immediate family member is a candidate in the office/position that has been challenged, shall recuse themselves from discussion of and voting on the challenge. *[Revised 6/14, 6/15]*
G. In the case where the majority of the Executive Board is unable to act on the challenge, the decision shall move to the Representative Council. In the absence of a Representative Council, the unit shall contact the CTA Elections and Credentials Chairperson through the Governance Support Department to determine the next step. *[Adopted 6/05, Revised 6/11, 6/12]*
H. The governance body shall render a decision and issue that decision in writing to the challenging party and all candidates on the ballot no later than ten (10) calendar days following receipt of the written report of the Elections Committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local /Service Center Council Elections. The names of challengers, details of the challenge, and challenge forms, shall remain confidential on the report.
I. If the governance body fails to act within twenty (20) calendar days of the original challenge deadline, the challenging party may file an appeal on the official CTA Appeal Form to the CTA President at ctaelections@cta.org. The appeal shall include the information requested on the official CTA Appeal Form -- Appendix K.
J. Upon receipt of an appeal, the CTA Elections and Credentials Committee chairperson will send a request to the chapter for information pertaining to the election.
    1. The chapter will have a maximum of fourteen (14) calendar days from the date of the request to submit the information.
    2. In the event the chapter does not submit the information, the CTA Elections and Credentials Committee will proceed with their investigation using only the information submitted by the individual(s) appealing the chapter's decision.
K. In the circumstance where an election has been conducted to elect one or more officers, and the elections results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.

CTA Challenge Procedures – Local/Service Center Council Elections

"Challenges for election of State Council Representatives and Alternates and State and Local delegates to NEA RA follow procedures in the CTA Elections Manual."

Local/Service Center Council Level
Challenge filed at local unit level following local unit procedures provided in local governance documents no later than fifteen (15) calendar days after the counting of the ballots.

Local Elections Committee
The local elections committee has ten (10) calendar days after the challenge deadline to investigate and report their recommendations to the unit's governance body based on the results of the investigation.

Local Governance Body
The local governance body has ten (10) calendar days to render a decision and to issue that decision in writing to the challenging parties, all candidates on the ballot, and the elections committee chair.

CTA Level
If the governance body fails to act within the ten (10) calendar days, the challenging party(ies) may file an appeal on the official CTA Appeal Form to the CTA President at ctaelections@cta.org who shall refer the challenge to the Chairperson of CTA Elections and Credentials Committee.

The challenging party or candidate for the office/position being challenged affected by the written decision of the unit's governance body may file an appeal on the official CTA Appeal Form within ten (10) calendar days from the date of the decision of the unit's governance body to the CTA President at ctaelections@cta.org who shall refer the challenge to the Chairperson of CTA Elections and Credentials Committee. Such appeal shall include the information requested on the official CTA Appeal Form.

The challenge appeal and all required documentation shall be received by the CTA President at ctaelections@cta.org no later than 5:00 P.M. on or before the tenth (10th) day.

CTA Elections Committee Level
The CTA Elections and Credentials Committee investigates the challenge and determines actions to be recommended to the President**.** At the direction of the CTA President, the CTA Elections and Credentials Committee initiates appropriate action and submits a report of findings and recommendations to the CTA President and the CTA Board.

CTA Board of Directors Level
CTA Board shall send approved directives to the Local President/Service Center Council Chairperson, and to the appealing party(ies). The CTA Elections and Credentials Committee report to the Board and documents obtained in regards to the challenge are confidential.

Monitoring
CTA Elections and Credentials Committee will provide follow-up contact with the local chapter as necessary concerning progress of directives.

CTA Geographic Director Level
If a chapter does not respond to the directives in a timely manner, the Board Liaison of the CTA Elections and Credentials Committee will contact the Geographic Director.

Follow-Up Contacts
When the CTA Geographic Director makes follow-up contact with the local unit, notification will be made to the CTA President.

CTA President and CTA Board of Directors
Whenever the Board Liaison and the Geographic Director have been unsuccessful in working with the chapter to implement directives, the CTA President and Board of Directors will be notified for action.

[Revised 6/04, 6/06, 6/08, 6/10, 7/12, 6/13, 6/15, 6/17]

XVI. Recall Procedure

A. The Active membership shall have the authority to recall from office any person(s) having been elected thereto by the Active members.
B. Any Active member(s) desiring to recall a unit officer must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
C. The petition must include the following information:
   1. Name of individual(s) who is/are the subject of the recall;
   2. Office of individual(s);
   3. Date of petition;
   4. Name(s) of person(s) filing petition and personal email address(es);
   5. Reason(s) for the recall;
   6. Notation that “each signature must be in ink”; and
   7. Space must be provided for the printed name, signature, work site, and date of signing for each name on the petition
D. The petition must be filed with and approved by the Chairperson of the Elections Committee. Signature gathering may not begin until the petitioner(s) receive notice from the Chairperson of theElections Committee.
E. Within fourteen (14) calendar days after receipt, the Chairperson of the Local Association Elections Committee shall determine whether the petition contains the necessary information. *[Revised 6/15]*
   1. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s).
   2. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures, and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
   3. The Chairperson of the Elections Committee shall send written notification to the unit officer(s) whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed. *[Revised 6/15]*
F. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
G. No unit may state or indicate its preference in the unit's newspaper, newsletter, social networkingsite or other communications to its members. *[Revised 6/15]*
H. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent(25%) of the members of the electing constituency. *[Revised 6/05, 6/10]*
I. The signed petitions must be received by the Chairperson of the Elections Committee by the specified deadline date.
J. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.
K. If there are insufficient signatures, the Chairperson of the Elections Committee shall notify the petition circulator(s) by mail, within five (5) calendar days of verifying signatures that the petition failed for a lack of signatures.
L. Immediately upon verification of the signatures, the Chairperson of the Elections Committee shall:
   1. Notify the president/designee of the fact that a recall has been initiated.
   2. Prepare an election announcement, timeline (in accordance with the requirements for chapter elections), and declaration of candidacy form for replacement officers if recall passes.

3. The declaration period must be no less than ten (10) calendar days and no more than fifteen (15) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count. *[Revised 6/12, 6/13]*

M. When preparing the ballot, please reference Appendix H(a) for a sample. *[Revised 6/13]*
N. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
O. The election must be conducted with provisions for a secret ballot and voter sign-in sheets, double envelop system or electronic voting. *[Revised 6/13]*
P. The election shall be certified in accordance to the unit's bylaws.
Q. The Chairperson of the Elections Committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

XVII. Staff Involvement

Elections and elections procedures are the responsibility of the Association membership, in particular the elections committees.

A. Association staff provides support and assistance to the local and Service Center Council membership and elections committee in meeting these responsibilities.
B. Associate staff assistance shall be in the areas of:
   1. Maintaining a reference copy of the election calendar established by the elections committee;
   2. Preparing drafts of the various elections documents; and
   3. Based on the decisions of the elections committee, preparing those documents selected foruse by the elections committee for distribution.
C. Professional staff responsibility shall be commensurate with their consultant role to either the local chapter or the Service Center Council.
D. Neither Associate staff nor Professional staff shall take on responsibility for the decision-making or physical handling of the actual elections procedures and processes. *[Revised 7/03]*

Appendix A – Sample Announcement

A unit may choose to notify its members of upcoming vacancies through an announcement in its newspaper, newsletter or notice to its members.

The announcement should include the name of the office(s), the qualifications for each office, the starting and ending date of the term, and the deadline date, time and place where the declaration of candidacy should be filed.

Sample Announcement

ANNOUNCEMENT OF ELECTION

The CTA/XYZ Unit will be holding its election for the offices of:

- Unit President
- Unit Vice President
- Unit Secretary
- Unit Treasurer

during the second week of May. Nominations are open (which means that anyone who is a unit member is eligible to nominate any other unit member, including himself/herself for office). The term for each office is from September 1, 202_, to August 31, 202_. Anyone wishing to run for office should file a declaration of candidacy form so that it is received at the unit office, 123 Main Street, Anytown, **no later than 5:00 p.m. on** Wednesday, April 25, 202_. (Postmarked date not accepted.)

Appendix B – Sample Declaration of Candidacy Form

CTA/XYZ UNIT
DECLARATION OF CANDIDACY FOR OFFICE

I hereby declare that I intend to be a candidate for the office of:

	OFFICE	**TERM OF OFFICE**
_____	CTA/XYZ Unit President	_____
_____	CTA/XYZ Unit Vice President	_____
_____	CTA/XYZ Unit Secretary	_____
_____	CTA/XYZ Unit Treasurer	_____

I certify that I am a member in good standing of CTA/XYZ Unit.

Date_____ Signed_____

Please print:

Name _____
(As you wish it to appear on the ballot)

School/Work Address	_____	Home Address	_____
City/Zip	_____	City/Zip	_____
School/Work Phone	_____	Home Phone	_____

This declaration must be received at the CTA/ABC Unit, 123 Main Street, Anytown, **no later than 5:00 p.m. on Wednesday, April 25, 202_.** (Postmarked date not accepted.)

This declaration may also be sent via email to (enter email address here).

Appendix C – Sample Acknowledgment of Declaration of Candidacy Letter

To: Candidate's Name

From: CTA/XYZ Unit

Re: Election

Date: April 28, 202_

This is to acknowledge receipt of your declaration of candidacy for the position of CTA/XYZ Secretary.

The unit will publish campaign statements of candidates to members via a newsletter. Each candidate is eligible to submit a statement of no more than thirty (30) words regarding his/her candidacy. The statement must be received in the CTA/XYZ Unit office, 123 Main Street, Anytown, no later than 5:00 p.m. on Friday, May 5. Please note that the unit will print only the first thirty (30) words (not including your name) of the statement; in the event there are more than thirty (30) words, words thirty-one (31) and on will be omitted.

A candidate may not accept direct contributions from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will or credit.

The election will be held at each school/work site between May 15 and May 18.

Each office requires a majority vote of the ballots cast in order for a candidate to win. If no candidate receives a majority vote on the first ballot, a run-off election will be held between the candidates receiving the two highest votes. The run-off election, if necessary, will be held from June 1-5.

You may have one observer when the ballots are counted at the unit office on May 19, starting at 5:15 p.m. Please let our office know the name of your observer before the counting begins.

The announcement of the results will be made to leadership, candidates, and members on May 20.

[Revised 6/11]

Appendix D – Sample Cover Letter to Association Representatives

To: *Association Representatives*

From: *CTA/XYZ Unit*

Re: *Unit Elections*

Date: *May 10, 202_*

Enclosed with this mailing is a supply of the following election materials for the CTA/XYZ unit members:

Campaign Statement - one for each member
Ballot - one for each member, plus 3 extra*
Voter Registration Roster/Sign-in Sheet(s) - appropriate number on which work site members may sign

Please arrange to have the election conducted at your work site between the dates of May 15 - 18. Each voter must sign the Voter Roster/Sign-in Sheet before receipt of a ballot. Each voter should have an opportunity to cast a secret ballot.

If by some chance you do not have enough ballots, please call the unit office at once. Do NOT duplicate or make your own ballots.

Please return the Voter Roster/Sign-in Sheet, all voted ballots, and unused ballots to the CTA/XYZ Unit office, 123 Main Street, Anytown, no later than 5:00 p.m. on May 19 (Postmarked date not accepted.) Ballots will be counted on May 19, starting at 5:15 p.m.

Enclosures

* If a member incorrectly marks a ballot, mark it "VOID" and give the member a new ballot. Return the Void Ballot, make a note of the circumstance, and initial the Void Ballot.

Appendix E – Sample of Statements from Candidates

Names are listed in the order of the 2021-2022 CTA Alphabet:

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

(Note: The CTA Alphabet changes annually.)

CTA/XYZ Unit

Campaign statements have been received from candidates for office for 202_ – 202_.

CTA/XYZ Unit President

RED, HERMIONE - (statement here)
BROWN, MARY - (statement here)

CTA/XYZ Unit Vice President

GRAY, LETITIA- (statement here)
GREEN, DAVID - (statement here)

CTA/XYZ Unit Secretary

BLACK, ELIZABETH - (statement here)
PURPLE, DAN - (statement here)

CTA/XYZ Unit Treasurer

WHITE, BEN- (statement here)
BLUE, JOHN - (statement here)
ORANGE, BRIGITTE - (statement here)

Appendix F – Sample Ballot

CTA/XYZ UNIT
202_ BALLOT FOR OFFICERS

To vote for a candidate, place a cross (X) in the square to the right of the name of the candidate for whom you wish to vote. If you wish to vote for a write-in candidate, write in the name space provided and place a cross (X) in the square to the right of the name.

CTA/XYZ UNIT PRESIDENT Term of Office:	VOTE FOR ONE
HERMIONE RED	☐
MARY BROWN	☐
WRITE-IN CANDIDATE _____	☐

CTA/XYZ UNIT VICE PRESIDENT Term of Office:	VOTE FOR ONE
LETITIA GRAY	☐
DAVID GREEN	☐
WRITE-IN CANDIDATE _____	☐

CTA/XYZ UNIT SECRETARY-TREASURER Term of Office:	VOTE FOR ONE
ELIZABETH BLACK	☐
DAN PURPLE	☐
WRITE-IN CANDIDATE _____	☐

CTA/XYZ UNIT AT-LARGE DIRECTOR Term of Office:	VOTE FOR NO MORE THAN THREE
BEN WHITE	☐
JOHN BLUE	☐
BRIGITTE ORANGE	☐
WRITE-IN CANDIDATE _____	☐

Return this ballot to your building representative no later than 4:15 p.m. on May 18.
Your association representative must turn in the ballots to the CTA/XYZ Unit office, 123 Main Street, Anytown, no later than 5:00 p.m. on May 19 in order for the ballots to be counted.

CTA/XYZ UNIT

Teller's Report

	CTA/XYZ Unit President		CTA/XYZ Unit Vice President		CTA/ZYX Unit Secretary-Treasurer		CTA/XYZ Unit At-Large Director (3 seats)	
Total Ballots Cast	300		300		300		300	
Blank Ballots	10		6		0		6	
Illegal Ballots	7		0		0		5	
Legal Votes Cast	283		294		300		289	
Number of Votes Needed to Elect	Majority	142	Majority	148	Majority	151	Majority	145
Candidates	Hermione Red	175	Letitia Gray	146	Elizabeth Black	100	Ben White	203
	Mary Brown	102	David Green	145	Dan Purple	200	John Blue	146
	Kitty Yellow (Write-in)	6	Colonel Mustard (Write-in)	3			Brigitte Orange	151

Date	Local Elections Committee Chair	Member	Member	Member

Appendix H – Sample Recall Petition

Pursuant to the provisions of Article IV, Section 3 of the California Teachers Association Bylaws, the undersigned members of the California Teachers Association submit this petition signed by 25% of the voting members of the State Council of Education and respectfully seek the recall and removal of _____from the office of_____.

Reason for recall:

_____

_____

_____

_____

_____

_____

Names(s) and chapter affiliate(s) of person(s) filing petition.

Name	***Chapter Affiliate***

Registered, prior to circulation, with the Secretary of the California Teachers Association on _____ and filed with the Secretary on _____ within 30 days of the end of circulation.

Each signature must be in ink.

Print Name	***Signature***	***Chapter Affiliation***	***Date***
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

[Revised 6/15]

Appendix H(a) – Sample Recall Ballot

CTA/XYZ UNIT
202_ RECALL ELECTION

OFFICIAL BALLOT

To vote on the recall, place a corresponding mark ("X", "✓", etc.) in the box to the left of the word "YES" or "NO".

To vote for a candidate, place a corresponding mark ("X", "✓", etc.) in the box to the left of the name of the candidate for whom you wish to vote. If you wish to vote for a write-in candidate, write in the name space provided and place a corresponding mark ("X", "✓", etc.) in the box to the left of the name.

Shall DAN PURPLE be recalled (removed) from the office of CTA/XYZ Unit President upon certification of a majority vote to recall the President by the Elections Committee?

VOTE FOR ONE

☐ YES

☐ NO

Candidates to succeed DAN PURPLE as CTA/XYZ Unit President if he is recalled:
Term of office:

VOTE FOR ONE

☐ HERMIONE RED

☐ MARY BROWN

WRITE-IN CANDIDATE

☐ _____

Voted ballot must be received in the envelopes provided at the CTA/XYZ Unit office, 123 Main Street, Anytown, USA, no later than 5:00 p.m. on May 19. Ballots received after this deadline will not be counted.

CTA/XYZ UNIT
TELLER' S REPORT

Total Ballots Cast					
Blank Ballots					
Illegal Ballots					
Reason(s) for Illegal					
Legal Ballots Cast					
Votes Needed to Elect					
Candidate(s):					
Write-In' s (If Any)					

Elections Committee Chair	Member	Member	Member	Member
Member	Member	Member	Member	Member

Appendix J – Original Election Challenge Form

Please remember that a challenge to a local chapter/unit must first go to the local elections committee chairperson and local president. 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 Appendix K. (Note: Rules governing state council elections are located in the white manual section of the *CTA Elections Manual*.)

***Please note that challenges to any State NEA RA Delegate elections must be filed directly with the CTA President at** ctaelections@cta.org**.** (Please use the form located in Appendix K.)

In order to file a challenge to a unit election, the challenger(s) shall complete the following items and attach copies of all documents required to support the challenge:

The challenge as represented in this form, with attachments, shall first be submitted to the unit's election committee chairperson within the timelines as specified in CTA's *Requirements for Chapter Election Procedures*.

I/we wish to file a challenge to an election as follows:

Challenger 1 Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

Challenger 2 Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

(If there are additional chapter/unit members challenging the election, please include their information on a separate page & attach.)

Type of Election/Officer position(s) being challenged (check only those that are being challenged):

- ❑ President
- ❑ Vice President
- ❑ Secretary and/or Treasurer
- ❑ Director(s)
- ❑ State Council Representative
- ❑ State Council Alternate
- ❑ Local NEA RA Delegate
- ❑ Other _____

Election Dates: _____ Date(s) Election Held

_____ Date Ballots Counted (Including any run-offs if necessary)

Witnesses: Individuals who can serve as witnesses, what they can attest to, and contact information for each:

Witness 1 Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

Witness 2 Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

(If there are more witnesses, please include their information on a separate page and attach.)

Chapter Information:

Chapter Name:	Office #:
Chapter Email:	Fax #:

Chapter President Name:	President's Phone #:
President's Email Address:	

Chapter Elections Committee Chair Name:	Elections Chair Phone #:
Elections Chair's Email Address:	

Attach the following:

1. Cite the local bylaws, standing rules, and/or *CTA Elections Manual* section(s) and then summarize how and when they were violated.
2. Copies of election materials, for example: timelines, instructions, chapter literature related to the election, campaign flyers, etc.
3. Local unit bylaws and standing rules.
4. Individual Witness Documentation form(s) if any witnesses are reported above.

[Revised 6/11, 6/13, 6/14, 6/15, 6/17]

Individual Witness Documentation

Witness 1 Name (please print) _____

Do you believe you witnessed an election violation? ❑Yes ❑No
If yes, please briefly describe the election violation:

_____

_____

_____

_____

_____

_____

_____

Witness
Signature: _____ Date: _____

✂- - - -

Appendix K – Official CTA Appeal Form

TO: CTA President, (Email this form to ctaelections@cta.org.)

I/we wish to file an appeal to the decision of my unit's governance body in response to an election challenge. (Please check): ❑ I am the original challenger. Please include your original challenge form and the local chapter executive board's written decision.

❑ I am not the original challenger, but I am a candidate affected by the decision of my unit's governance body in response to an election challenge.

Appealer Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

Chapter Information:

Chapter Name:	Office phone & email:
Chapter President:	President phone & email:
Chapter Elections Committee Chair:	Elections Committee Chair phone & email:

Type of Election/Officer position(s) being challenged (check only those that are being challenged):

❑ President ❑ Director(s)

❑ Vice President ❑ State Council Representative ❑ Other _____

❑ Secretary and/or Treasurer ❑ State Council Alternate

Election Dates: _____ Date(s) Election Held _____ Date Ballots Counted (including any run-offs if necessary)

Challenge Dates: _____ Date Original Challenge Filed with Local _____ Date Local Decision was Made

Result of Local Decision: (Check all that applies)

❑ Challenge denied ❑ Challenge upheld

❑ Election results upheld ❑ Election to be re-run

❑ Other: (please specify)

Attach the following:

- If you are the original challenger, attach your original challenge form. If you are not the original challenger, you may submit this form by itself.
- Copies of election materials, for example: timelines, instructions, chapter literature related to the election, campaign flyers, etc.

[Adopted 6/13, Revised 6/15, 6/17]

Appendix L – Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within three (3) calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified. *[Revised 6/13]*

Appendix M – Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds (2/3) vote of that body at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) calendar days and no more than thirty (30) calendar days after action by the referring body, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.