

SCTA ELECTION MANUAL

The President of SCTA shall appoint an Elections Committee and chairperson to be approved by the Board of Directors. The Committee shall be composed of at least three members who are not on the Board of Directors, or family member of candidates or Board members, who are familiar with the operations of SCTA and who are not seeking election.

The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner, consistent with the policies of the Association.

~~-2012-13 Election Timelines-~~ (EXAMPLE TIMELINES)

Local NEA-RA Election

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| January 10
(Thursday) | Announcement of Local NEA Election and Candidate Forms Available at Rep Council and online. |
| January 25
(Friday) | Candidate forms, pictures, statements for local RA election due by 5:00 pm. Must either be scanned and sent electronically or brought into office for time stamping. Email sent (return receipt requested) acknowledging candidacy. |
| February 7
(Thursday) | Announce Candidates at Rep Council and also online. |
| February 25-March 1
(Mon.-Friday) | Election for NEA-RA Local Delegates online. SCTA will provide computer access in SCTA office for those who do not have computer access. Paper ballots will be available in SCTA office for those who do not wish to vote online. |
| March 1
(Friday) | All votes must be cast by 5:00 pm. Paper ballots will be counted as soon as voting closes. Results will be posted on SCTA website by 7:00 pm. |

SCTA General Election

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| February 7
(Thursday) | Announcement of SCTA General Election, including State Council, at Rep Council. Forms available online or can be picked up at SCTA office. |
| February 22
(Friday) | Candidate forms, pictures, statements due by 5:00 pm. Must either be scanned and sent electronically or brought into office for time stamping. Email sent (return receipt requested) acknowledging candidacy. Candidates for office will receive a copy of this SCTA Election manual and also receive a copy of Code of Ethics for the Education Profession. |
| March 7
(Thursday) | Announce Candidates at Rep Council and also online. |
| April 1 - 5 | SCTA General Election online. SCTA will provide computer access in |

(Mon.-Friday) SCTA office for those who do not have computer access. Paper ballots will be available in SCTA office for those who do not wish to vote online. Your online ballot will match your most updated segment in our database. (For example, if you change from middle to high school segment and do not let us know, your ballot will not reflect the change.)

April 5
(Friday) All votes must be cast by 5:00 pm. Paper ballots will be counted as soon as voting closes. Results will be posted on SCTA website by 7:00 pm.

April 11
(Thursday) Introduction of Officers at Rep Council

Run-off Election, if needed, to be determined by CTA timelines.

Campaigning

- * Candidates may begin campaigning the day after nominations have closed.
- * Before campaign literature/flyers, etc. are distributed to schools, a copy must be sent/brought, emailed, or faxed into the SCTA office 24 hours in advance for the election committee file.
- * Candidates for each office may request one set of site rep labels for free and may purchase additional sets for \$5.00 each.
- * School mailers of site Reps may not be picked up by candidates from the SCTA office.
- * No campaigning may be done at the site of the balloting.
- * As a courtesy, anyone who intends to distribute materials to SCTA members at an event sponsored by SCTA, must first present all materials to the Board of Directors or President at least 24 hours in advance. Materials will be made available to members for pickup prior to or after the event (SCTA Policy RC#1900).
- * All campaign flyers/materials must include a disclaimer stating that the view and opinions expressed are those of the candidate and not necessarily those of SCTA, CTA, or any of its affiliates.
- * A candidate may not accept direct contributions from a unit's treasury or indirect contributions in the form of use of SCTA's assets, facilities, staff, equipment, mailings, good will or credit. A candidate may not use the official logo of SCTA or official Association title in a way that suggests that the candidate has the support of SCTA, CTA, or any of its affiliates.
- * Prior to publication of endorsements, a written endorsement must be on file in the SCTA office. A sample endorsement form is included below.

- * Membership dues, assignments of special levies, shall not be used to promote any candidate.
- * All candidates shall have equitable treatment in campaigning.
- * All candidates shall have a right of access to site name, site rep, and number of active members.
- * No links to SCTA website or SCTA logo allowed.
- * No use of District email.
- * No active campaigning at Rep Council or SCTA sanctioned events. Active campaigning is any campaigning activity other than putting flyers on chairs 30 minutes before Rep Council.

ENDORSEMENT FORM

I, _____, endorse _____

For the position of _____ in SCTA.

(This form must be on file in the SCTA office before a flier including this name can be distributed.)

Elections

- Dates for the elections shall be recommended by the Elections Committee and approved by the Board of Directors.
- Elections of the SCTA shall be by online voting/secret ballot and must be completed no later than the third Friday in April.
- * An official list of all candidates shall be sent to the entire membership both by email, and through school mail, at least two (2) weeks prior to the date of election, including what portion of the membership is eligible to vote for each office.
- * Any member not wishing to vote online may come into the SCTA office anytime during the week of voting and cast their vote by paper ballot.
- * The entire membership shall have a ballot that includes the office of president, first vice president, second vice president, secretary, treasurer, and State Council Representative and Alternate.
- * The ballot for directors shall be given to only members of the group they represent. Special Ed members shall receive a Special Ed ballot. Nurses, psychologists, social workers, etc. Shall receive a Pupil Services ballot.

- * The Elections Committee will resolve questions concerning who receives which ballot.
- * The election of officers and State Council Reps/Alternates shall be decided by a simple majority of the votes cast.
- * The election of directors shall be decided by a plurality of the votes cast.
- * When a tie affects an election result, the Representative Council shall select the inner by a majority vote.
- * Special elections shall be held in accordance with established election procedures.
- * When the appointment of an ethnic minority director-at-large is required, nominations will be submitted to the president who will appoint the director with the concurrence of the Representative Council. Notice of the intent to appoint, as appropriate according to these by-laws, will be announced at the September Representative Council meeting. The appointment shall occur at the October Representative Council meeting. Any previously appointed ethnic minority director will serve until the appointment of a new director.

Electronic Online Voting

- * Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election. SCTA shall ensure that there is an alternative ballot procedure for use by those members who cannot access and use an electronic/online environment, who do not have the equipment necessary for electronic/online activities, or who do not wish to vote electronically/online. The alternative ballot procedure complies with CTA policy.
- * SCTA has made the decision to conduct an electronic/online election in accordance with these requirements and shall conduct elections using a CTA approved company in order to protect SCTA's membership information. Any costs associated with the work done by a CTA approved company shall be borne by SCTA.
- * School District's internet system, lines and equipment shall not be used for electronic/online voting.
- * SCTA shall adhere to all election requirements as defined in the CTA Elections Manual and Requirements.
- * Election instructions for both electronic/online and paper ballot shall be distributed to voting members using both electronic/online and paper communication as established by SCTA's governance documents.
- * All records involved with any electronic/online vote conducted by SCTA shall be maintained in a hard copy as well as electronically and should be retained by SCTA for one year after the election in order that any challenge filed to an election which is conducted in an electronic/online environment can be properly processed in accordance with the SCTA Elections Challenge Procedures.

Ballot Accounting

- * Prior to each election, the Elections Committee shall designate the members who shall serve as election officials at each polling site for those schools without an official building representative.
- * Ballots must be cast by 5:00 pm on the last scheduled day of the election.
- * The ballots shall be kept for a period of one year in the SCTA office.

Counting of Ballots

- * The Elections Committee shall count all ballots and, within five (5) school days following the election, report to the membership by posting on the SCTA website the name of the candidate receiving the largest number of votes for each office.
- * By request, a member may have one (1) observer to canvass the process.

Election Report

The Elections Committee shall report the election results at the next meeting of the Representative Council.

- * The officer candidate receiving the majority of votes cast for each office shall be duly elected.
- * The director candidate receiving the plurality of votes cast for each directorship shall be duly elected. In the case of elementary directors, the two candidates who receive the highest number of votes will be elected.
- * The Representative Council shall accept the Elections Committee Report. The President shall declare the officers elected and shall order a notice to be sent to the successful candidates and to each building.

Elections Appeal Procedure

Any member who feels that there has been any substantial irregularity in an election process that might affect the results of an election, may appeal for redress by using the following procedure:

- * The first level of appeal shall be to the Elections Committee within ten (10) calendar days of announcement of results and approval of election report by Rep Council. A written statement, detailing the specifics of the problem should be addressed to the Elections Committee Chair. The Elections Committee Chair shall rule on the matter within ten (10) calendar days. The ruling shall be final unless appealed in writing to the Board of Directors within 10 days.
- * If there is an appeal from the first level, the Board of Directors, at its next regular meeting, or a special meeting, if necessary to have the appeal heard before the next Representative Council meeting, shall consider the written record of the appeal and hear testimony from the Elections Committee Chair and the appellant, if appropriate. The written record shall contain the specifics of the asserted procedural flaws(s). The Board of Directors shall rule on the matter and issue a

written decision. The Board of Director's ruling shall be final unless raised for discussion or further action by the Rep Council. Any Board member, who is a candidate in this election, shall recuse him/herself from voting on the appeal. If the majority of the Board of Directors are candidates of the appealed election, the appeal will automatically be forwarded to Rep Council.

- * Executive Session rules will apply if a person(s) is named as having violated election procedure. Related reports to Rep Council will be accomplished in such a manner so as to preserve confidentiality when appropriate.

- * A report of the Board's ruling on any appeal shall be reported to the Representative Council as a part of the Elections Report at its next meeting. By a 2/3 vote of the Council, an action of the Board of Directors related to an appeal may be brought for discussion and further action by the Representative Council. If the appeal has moved directly to the Rep Council, the Council must rule on the Election Committee's recommendation. Any action by the Representative Council is final.