

## STANDING RULES NOMINATIONS AND ELECTIONS

### A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee **and Chairperson** shall be appointed **by the president and approved by the Board of Directors to which it is responsible at the beginning of each school year**
3. The Elections Committee shall be composed of at least three members **who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.**
4. **The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner** ~~The chair of the Elections Committee shall be appointed by the President.~~
5. ~~Members of the Elections Committee shall be approved by the Board of Directors.~~
6. A member shall abstain from participation in Elections Committee activities during the period in which he/she or his/her immediate family member is a candidate.

### B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). ~~The Only reasonable qualifications for office such shall be as Active membership in the chapter may be required.~~
2. Every **Active** member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all **Active** member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all **Active** members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. **An Active** member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.  
If a roster of **Active** members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

### C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

### D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.

2. The timeline for the election shall include dates for:
  - a. **Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy.** ~~Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.~~
  - b. **At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;** ~~Date for acknowledgment of declarations from candidates.~~
  - c. **Place, time, and date of receipt (date received, not post-marked date) for declaration of candidacy forms;**
  - d. **Final date to acknowledge candidates' declaration of candidacy;**
  - ee. Date for preparation of ballots.
  - ef. Date on which ballots will be distributed.
  - eg. **Deadline date for requesting absentee ballot** ~~moved up from old f, new h below~~ ~~Date(s) when voting will take place.~~
  - fh. **Date(s) when voting will take place.** ~~Moved down from old e, new g above~~ ~~Deadline date for requesting absentee ballot.~~
  - gi. **Deadline date (date received, not post-marked date), time and place for return of ballots, including absentee ballots.**
  - hj. **Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;** -
  - ik. **Date(s) that announcement of results will be made to leadership, candidates and members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;** -
  - jl. **Dates and timelines for run-off election, if necessary and,**
  - km. **Deadline for filing of challenges to initial challenge and run-off if held (date received, not post-marked date).**

## E. Finances

1. **Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate.**
2. **A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.**
3. **A unit cannot state or indicate its preference for a candidate in the unit's publications.**
4. **The use of links to any Association website by a candidate is prohibited.**
5. **Candidates cannot campaign on any chapter, Service center Council, UniServ or district-created social networking site.**
6. **District email addresses and/or systems shall not be used for campaigning.**
7. **The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates. This prohibition includes candidate email addresses.**

## F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right of access to a list containing the names and last known addresses school site of all members **as well as the number of active members at each site for the purposes of campaigning.**
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

## G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA election alphabet. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.  
**In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.**
2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

## H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot. **Active members who are off-track or on a dues-paying leave shall be notified by mail in order to provide them an opportunity to vote.**
2. Voting shall be by one or a combination of the following methods:
  - a. At School Site/Specified Voting Site  
If a Site Representative is a candidate, refer to *A. Elections Committee, 6.*

### 1). Voting At School Site(s)/Specified Voting Site – Using Ballot Box

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
  - (1) Voter Roster – List of eligible voters.
  - (2) Voter Sign-up Sheet – List of eligible voters that includes a place for a signature.
- b). The marked ballot must be returned to a designated site representative or ballot box.
- c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.

**Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.**

- d) **Preliminary counts shall not be completed at school/work sites.**
- e) **Refer to Section K for the Counting of Ballots procedures.**

- 2). Voting At School Site(s)/Specified Voting Site Using Envelopes  
When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a). A list of current **Active** members shall be prepared, which includes each member's name, **and** school/~~work and home~~ address.
- b). The voter shall be provided with the following:
  - (1). A ballot;
  - (2). Instructions on folding of the ballot in the **unsigned** inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and deadline date for receipt of the voted ballot at the chapter office;
  - (3). A small envelope (inner envelope) in which to place the voted ballot; and,
  - (4). A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c). At the time of counting of the ballots, the names on the ~~outer envelope~~ shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d). The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e). All inner envelopes shall be placed in a separate receptacle.
- f). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

b. By mail

When the voting is conducted by mail, the procedure shall be as follows:

Members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail.

The following procedures and guidelines have been developed for this situation:

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address. **A determination shall be made prior to the election whether the ballots shall be sent to the school/worksite or to the member.**
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
  - a). A ballot;
  - b). Instructions on:
    - (1). Folding and placing of the ballot in the unsigned inner envelope;
    - (2). Placing of the unsigned inner envelope into the outer envelope;
    - (3). Signature and school on the outer envelope addressed to the chapter; and
    - (4). Deadline date for receipt of the voted ballot at the chapter office.
  - c). **A small envelope (Inner envelope) in which to place the voted ballot;**
  - d). Outer return envelope, addressed to the chapter; and
  - e). Instructions on returning of the voted ballot, including the signature.
- 4). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- 5). At the time of counting, the names on the outer envelope shall be checked against the official list of ~~teachers who are off-track~~ **eligible voting members. The name on the official list should be marked to show that the voter has returned a ballot.**

- 6). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7). All inner envelopes shall be placed in a separate receptacle.
- 8). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

## I. Counting of Ballots

- ~~1. A preliminary count may take place at the voting sites.~~
2. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
3. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
  - a. Blank ballot;
  - b. More ballots than signatures;
  - c. Ballot ~~submitted~~ **received** after deadline;
  - d. Voter not a member;
  - e. Voter's intent unclear;
  - f. Votes cast for more than number allowed;
  - g. Vote cast on unofficial ballot;
  - h. Vote cast for ineligible candidate/**candidate is not a member.**
  - i. Voting envelopes without a signature; and**
  - j. Ballots that are separated from Roster/Signup sheet.**
4. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
5. The Elections Committee shall prepare the Final Report, recording the following information:
  - a. Total number of ballots cast.
  - b. The number of set aside ballots with an explanation for each category of ballot not counted.
  - c. The number needed to win or pass.
  - d. The number of votes received by each candidate or issue.
  - e. A notation whether the set aside votes would affect the outcome.
  - f. **The Final Report shall not contain a school-by-school or site-by-site breakdown report.**
  - ~~g.~~ Signature of each Elections Committee member present during the preparation of the report. *Old f from above.*
6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
7. The President shall announce the results as prescribed by the timelines.
8. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
  - a. to count the votes which have been set aside;
  - b. not to count the votes which have been set aside; or

- c. if the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

- 9. The ballots and voter sign-up sheets shall be retained for one year after the election.

## J. Observers

- 1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
- 2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results. **The observer must maintain the confidentiality of the election process.**

## K. Challenge Procedure

- 1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
- 2. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual. *Moved up from old #5 below.*
- 23. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election. **If the unit president is a candidate on the ballot, please see item number 5.**

**The notification must be on the official CTA Challenge Form. (See Appendix M of the CTA Elections Manual – may be accessed on MyCYA.)**

The notification must:

- a. Specify which requirement has been violated.
- b. Include evidence, insofar as possible.
- c. List names and addresses of parties who can give evidence.
- 34. **Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed.** Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged and determine whether or not the challenge: ~~election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and~~
  - a. Issue a decision regarding the validity of the challenge.
  - b. **Is supported by the appropriate documentation.**
  - c. **Requires more information. The information will be obtained via the most feasible method.**
  - d. **Identified based on whether the alleged violations that may have affected the outcome of the election.**
  - e. Within the same ten (10) calendar day period, the unit's Elections Committee shall submit a written report including issues and recommendations ~~A copy of the recommendation will be sent to the~~ **chapter president and Executive Board** of the unit for disposition.
- 45. **Any member of the Executive Board who was a candidate in the race that is challenged, or whose immediate family member is such a candidate, shall abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge, the decision shall move to the next highest decision – making body according to the unit's governance documents.**

6. **The Executive Board shall act on the report no later than ten (10) calendar days following receipt of the written report of the elections committee in accordance with the CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Election Manual. The Executive Board must issue its decisions in writing to the challenger(s) and the Elections Committee Chair.**
7. **If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal as described below within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President. The appeal shall be the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board’s decision.**
- ~~5. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual. Moved up to new #2 above.~~

## 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 ~~45~~ **fifteen (15) calendar school** days shall be permitted to obtain the signatures of at least ~~40~~ **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 ~~5 school~~ **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 shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.~~
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 ~~school~~ 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.

## 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 vote of the Representative Council 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 15 school days after action by the Representative Council, 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.

## N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
2. **An Active member(s) desiring to recall a unit officer or other elected office holder must file a copy of a petition thereto by the chapter's Active members.**
- ~~2. A member shall file a notice of the intent to circulate a petition to recall 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 recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.~~
3. **The petition must include the following information:**
  - a. **Name of individual who is the subject of the recall;**
  - b. **Office of Individual;**
  - c. **Date of petition;**
  - d. **Name(s) of person(s) filing petition;**
  - e. **Notation that "Each signature must be in ink"; and**
  - f. **Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.**
- ~~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. **Within fourteen (14) working days after receipt, the Chairperson of the Elections Committee shall determine whether the petition contains the necessary information.**
  - a. **If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s). (See number two (2) above.)**
  - b. **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.**
  - c. **The Chairperson of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall notify the other officers of the unit. A copy of the petition shall be enclosed.**
- ~~4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.~~
5. **Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, goodwill and credit, or in-kind services must not be used in the recall process.**

- ~~5. The circulators shall present to the chapter president the petition(s) containing original signatures.~~
- 6. No unit may state or indicate its preference in the unit's newspaper, newsletter, or communications to its members.**
- ~~6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.~~
- 7. The timeline for gathering of signatures will commence the day that the notice of intent is registered.**
- ~~7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.~~
- 8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five (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.**
- ~~8. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.~~
- 9. The signed petition(s) must be received by the Chairperson of the Elections Committee by the specified deadline date.**
- ~~9. Regular election procedures (e.g., election of officers) shall be followed including voting times.~~
- 10. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.**
- ~~10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.~~
- 11. 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 the signatures that the petition failed for a lack of signatures.**
- ~~11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.~~
- 12. Immediately upon verification of the signatures, the Chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.**
- 13. The chapter president, or chapter vice president if the chapter president is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.**
- 14. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.**
- 15. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.**
- 16. The election shall be certified in accordance to the unit's bylaws.**
- 17. 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.**