



# Teachers Association of Long Beach, CTA/NEA

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## Elections Guidelines for all 2011 TALB Local Elections

1. No Association dues or assessments shall be used to promote any candidate.
2. Any active member may nominate any active member, including himself or herself, for office. Within published timelines, nominations may be made from the floor of the Representative Council for any elected position. Candidates must file the appropriate "Declaration of Candidacy" form with the TALB office by Friday, March 4<sup>th</sup> @ 4:30 p.m.
3. All candidates are required to file a Declaration of Candidacy form with the TALB office before being placed on the ballot.
4. All candidates have the option of filing a Candidate's Statement. A limitation on the number of words depends on the position sought. Candidates for TALB Officers and TALB Board Area Directors are limited to 250 words. Candidates for CTA State Council and NEA – RA Local Delegates are limited to 25 words. Candidate's Statements will be printed in identical type and in CTA Elections Alphabetical order. Statements are due in the TALB office on Friday, March 4<sup>th</sup>, 2011, by 4:30 PM.
5. Candidates' names shall be placed on the ballot in CTA Elections Alphabetical order:

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

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

10. The Association shall treat all candidates equitably in campaigning. The Association shall provide access to membership summary lists (member name, school site, site rep., number of members at each site) to those candidates who request them. Personal telephone numbers and personal emails will not be provided by TALB for campaign purposes. District email addresses shall not be used for campaign purposes. Candidates shall not use their (sender) talb.org email addresses for campaign purposes. Candidates are encouraged to use a personal email address for campaign purposes. All campaign emails must have a link or return address so that the recipient can have their email address removed for future e-mailings. Removal requests shall be honored within 48 hours.
11. Ballots will be distributed at the March 22<sup>nd</sup>, 2011, Rep Council meeting. Ballots will be sent to sites on March 23<sup>rd</sup>, 2011.
12. Ballots are due back at the TALB office no later than 4:30 PM on Friday, April 8<sup>th</sup>, 2011. Post-mark dates will not be accepted.
13. Ballots will be counted on Saturday, April 9<sup>th</sup>, 2011, and candidates will be notified by phone on Saturday, April 9<sup>th</sup>, 2011. Results will be posted on the TALB Website on Monday, April 11<sup>th</sup>, 2011.
14. Avalon and Outdoor Education School votes received by telephone or electronically are accepted as true and valid.
15. Any candidate may have one observer present while the ballots are counted. The candidate will inform the Election Chair of the name of the person serving as his/her observer. The observer shall not disrupt the counting process or he/she may be asked to leave by the Elections Chair.
16. Candidates for TALB Officers and TALB Board Area Director must be elected by a majority of votes cast. If no candidate receives the majority of votes cast, a run-off will be held between the two candidates who receive the most votes. The run-off election schedule (if necessary) and candidates will be announced at the Representative Council meeting on Tuesday, April 19<sup>th</sup>, 2011.
17. Candidates for CTA Representative Council must be elected by a majority of votes. If no candidate receives the majority of votes cast, a run-off will be held between the candidates who receive the most votes. The run-off election schedule (if necessary) and candidates will be announced at the Representative Council meeting on Tuesday, April 19<sup>th</sup>, 2011.
18. Candidates for NEA-RA are elected by a plurality of votes.