



# Teachers Association of Long Beach, CTA/NEA

4362 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807-2818

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Web Site: [www.talb.org](http://www.talb.org)

## MEMORANDUM

DATE: May 6, 2010  
TO: TALB Association Reps  
FROM: TALB Elections Committee  
RE: Site Association Rep/Alternate Elections

It's that time of year again! TALB Association Reps for each site need to be **elected** for the 2010-11 school year. Please have a non-candidate member conduct your Rep election and have proper documentation (Rep Election Report Form) submitted to the TALB office by **May 28, 2010**. With this memo, we are enclosing a Resource Packet for you to use in conducting your site elections. This Resource Packet includes:

- Election Procedures for conducting site elections
- Membership Roster
- Site Membership Report
- Generic forms that you can use to announce, conduct, and publicize the results of your site Association Rep Election

This Resource Packet (with the exception of the Membership Roster) will be available on-line at the TALB website ([www.talb.org](http://www.talb.org)) so you can download and print forms for your site.

According to TALB Standing Rules 6.1 and 6.2, Association Reps must be **elected EVERY YEAR**. Only TALB members are eligible to serve as Association Reps. If you are planning on running for re-election, please designate two TALB members to conduct the election at your site. Elections must:

- Include open nominations (all members are eligible and may nominate themselves)
- Be conducted through secret ballot

Finally, please remember that each site is entitled to one Rep for every fifteen **Association members** or major portion thereof (1:15). It is vital that each site have at least one Rep, but TALB hopes that you will encourage your colleagues to elect the maximum number of Reps for which your site is entitled to be fully-represented in the policy-making decisions of the Association.

**Once again, thank you for all that you have done this year  
to represent the TALB members at your site.**



# School Site Association Representative Election For 2010-2011

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## Election Procedures

*\*The following steps should be conducted by a non-candidate at your School Site (not THE TALB office)!*

### Step 1: Announce the Election

- 1) Determine who will conduct the Rep election, the date that nominations are closed, the date and place the election will be held, and the date and place the ballots will be counted. **Please conduct your election in time to submit your paperwork due by May 28, 2010.** Also determine the number of Reps your site is entitled to. Each site is entitled to 1 Rep for every 15 Association members at your site or major portion thereof (1:15). See the note on the next page or refer to the Membership Report included with this packet.
- 2) Post the **Announcement of Election** flyer (or make copies and give to each member) with the following blanks filled in: the number of Reps your site is entitled to, the date/location of the election, and the name of the person (with date) to whom the Declaration of Candidacy forms are to be returned to.
- 3) Allow Open Nominations for any and all members at your site. **Make Declaration of Candidacy** forms accessible to all interested members. Note that current Site Reps MUST RE-RUN if they would like to continue for the following school year! All Site Reps must be elected **EVERY** school year.

### Step 2: Announce the Candidates

- 1) Collect Declaration of Candidacy forms from interested members. Verify that candidates are on your Membership Roster listed as an active member. Keep these forms for your records in case there is an election challenge. It is not necessary to send them to the TALB office.
- 2) Post the **Announcement of Candidates** flyer (or make copies and give to each member) with the blanks filled in: the date and location of the election; the names of the candidates listed by last name according to the **CTA 2009-10** alphabet sequence (as listed on the flyer).

### Step 3: Conduct the Election

- 1) Write the names of the candidates on the **Election Ballot** listed by last name in order according to the **CTA 2009-10** alphabet sequence (as listed on the ballot). Fill in the number of candidates that members can vote for (the number of Reps your site is entitled to).
- 2) Take note of any corrections that need to be made to your membership roster. Contact Ingrid at the TALB Office for any updates and/or member verification.
- 3) Make enough photo copies of the Election Ballot for every member at your site. On the day of your site election, have each member **sign the membership roster** then give the member a ballot. Note that this election is to be done by secret ballot!
- 4) Post a sign indicating when and where the secret ballots will be counted.

## Step 4: Count the Ballots

- 1) All ballots must be counted and verified by two non-candidate TALB members. The counting process can be observed by any member and candidate.
- 2) Count the number of ballots received and make sure that it matches the number of signatures on your membership roster.
- 3) Count each ballot and tally the results.
- 4) Record the results on the **Election Report Form**. List the candidates in the order of votes received (highest to lowest). According to the number of Reps your site is entitled mark the top candidates as a Rep. The remaining candidates should be marked as an Alternate. *The number of alternates may not exceed the number of Reps your site is entitled to.*

## Step 5: Announce the Results

- 1) Record the results on the **Announcement of Election Results flyer**. Post the flyer for the members at your site (or make copies and give to each member).
- 2) The **Election Report Form** must be signed by both non-candidate TALB members who counted the ballots. Be sure to fill in the name of your site and the date of your election.
- 3) Return the **Election Report Form only** to Eric at the TALB Office at 4362 Atlantic Avenue, Long Beach, CA 90807 **no later than Friday, May 28, 2010**.
- 4) Make copies and give each newly elected Rep and Alternate an **Information Form** to fill out and remind them to **send it in** to Eric at the TALB office (or collect them and send them in together).

\*To calculate the number of Association Reps that your site is entitled to, divide the total number of Association members at your site by 15. If the remainder is 8 or more, add one more Rep to the total that you are entitled to. If the remainder is 7 or less, do not add a Rep to your total. (Examples: If you have 52 members at your site, you are entitled to 3 Reps. If you have 53 members at your site, you are entitled to 4 Reps.)

\* If you have any questions or concerns, contact Eric at the TALB Office at **562-426-6433** or email at **eric@talb.org**.

\*All forms and flyers are also available at the TALB Web site: **www.talb.org**

**You are done!**

**Thank you for conducting your site's election to ensure that your site is fully represented.**





# School Site Association Representative Election For 2010-2011

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## Announcement of Election

Our site is entitled to \_\_\_\_\_ TALB Association Reps for next year.  
(number)

All Reps **MUST** be elected by secret ballot **EACH YEAR** in order to serve.

**The Election for Association Reps will be held:**

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

We are entitled to 1 Rep for every 15 Association members at our site. Our goal is to elect the full number of Reps that our site is entitled to so that we can have full representation in our Association's policy-making. You must be a TALB member to serve as a Rep.

If you want to be a candidate for Association Rep, you can have your name placed on the ballot by filling out the **Declaration of Candidacy** form and submit it to:

Name: \_\_\_\_\_ By date: \_\_\_\_\_

\*Declaration of Candidacy forms are also available on the TALB Web site ([www.talb.org](http://www.talb.org)).





# School Site Association Representative Election For 2010-2011

## Declaration of Candidacy

**Please Print:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ School Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext \_\_\_\_  
 School Site \_\_\_\_\_ Assignment \_\_\_\_\_  
 Email (not school district) \_\_\_\_\_

**Candidate for:**       TALB Association Representative

I understand the duties of the TALB Association Representative shall be to perform the following duties\*:

1. Communicate information and current issues pertinent to members.
2. Conduct elections according to standard operating procedure.
3. Submit to the elections committee chairperson in November, February, and June, the names of members who may be potential candidates for a committee or an office.
4. A representative may not run an election in which they are a candidate.
5. Attend Representative Council meetings regularly or send an alternate.
6. Support an on-going membership campaign.
7. Distribute materials.
8. Arrange for scheduled visitations by the President and staff; hold meetings at the site as needed.
9. Notify the TALB office in case of the serious illness or death of a staff member.
10. Maintain TALB bulletin board in a centralized location.
11. Provide resources for site members to solve employment-related problems.
12. Develop a site team to assist Association Representatives in implementing duties.

I am, and if elected will remain, a member of TALB/CTA/NEA for the duration of my term of office.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this Declaration of Candidacy form to  
the TALB member organizing the Rep Election at your site.

*\*TALB Association Representative duties are according to TALB Standing Rule 6.4b.*





# School Site Association Representative Election For 2010-2011

## Announcement of Candidates

\*\*Candidates below should be listed by last name according to the CTA 2009-10 Alphabet Sequence:

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

The following people have declared themselves candidates for Association Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

Our site is entitled to \_\_\_\_\_ TALB Association Reps to be elected by secret ballot .  
(number)

**The Election for Association Reps will be held:**

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

We are entitled to 1 Rep for every 15 members at our site. Our goal is to elect the full number of Reps that our site is entitled to so that we can have full representation in our Association’s policy-making.









# School Site Association Representative Election For 2010-2011

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## Announcement of Election Results (POST THIS AT YOUR SITE)

The following have been elected TALB Association Reps:

Name	Rep.	Alt.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**Congratulations and Thank You  
to all who participated in this election!**





# School Site Association Representative Election For 2010-2011

## Election Report Form

School Site: \_\_\_\_\_ Date of Election: \_\_\_\_\_

Please list candidates in the order of votes **received** (highest to lowest):

	Votes Received	Elected Rep. Alt.	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

I/We certify that this election was held in accordance with TALB election guidelines. Our site has \_\_\_\_\_ TALB members. We are entitled to \_\_\_\_\_ Association Reps.

We have elected \_\_\_\_\_ Reps with \_\_\_\_\_ Alternates. (# of Alternates cannot exceed the # of Reps)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED TO THE TALB OFFICE:**

Return to Eric at the TALB Office by Friday, May 28, 2010

4362 Atlantic Avenue, Long Beach, CA 90807

562-426-6433 (voice) 562-424-9352 (fax) eric@talb.org (email)





# School Site Association Representative Election For 2010-2011

## Association Rep and Alternate Information Form

***Congratulations on your recent election as an Association Rep or Alternate!***

**Please complete the following information below:**

<b>Name</b>		<b>Site</b>
<b>Home Address</b>		<b>Grade/Dept.</b>
<b>City</b>	<b>Zip</b>	<b>Track (if applicable)</b>
<b>Home Phone</b>		<b>Cell Phone</b>
<b>Personal Email Address (no lbusd emails)</b>		

**Elected as (check one):**     **TALB Rep**         **Alternate**

The first TALB Rep Council meeting and training will take place on Saturday, August 28, 2010 from 8:30 AM- 3:00 PM at The Grand Long Beach Event Center, 4101 East Willow Street, Long Beach, CA 90815.

**Please mark your calendar!**

**Please check one:**

- I will attend the Rep Council meeting on August 28th.**
- I will not attend the Rep Council meeting on August 28th.**

**Return to Eric at the TALB Office by Friday, May 28, 2010  
4362 Atlantic Avenue, Long Beach, CA 90807  
562-426-6433 (voice) 562-424-9352 (fax) eric@talb.org (email)**



## SITE REP ALLOTMENT BY AREA

5-7-10

	<u>Members</u>	<u>Reps Allotted</u>
<b><u>JORDAN ELEMENTARY AREA</u></b>		
ADDAMS ELEMENTARY	47	3
ALVARADO ELEMENTARY	23	2
GARFIELD ELEMENTARY	49	3
GRANT ELEMENTARY	60	4
HUDSON SCHOOL	50	3
MUIR ACADEMY	52	3
POWELL ACADEMY	53	4
STEPHENS MIDDLE SCH	42	3
WEBSTER ELEMENTARY	39	3
<b>TOTAL JORDAN ELEM:</b>	<b>415</b>	<b>28</b>
<b><u>JORDAN SECONDARY AREA</u></b>		
BARTON ELEMENTARY	46	3
C.A.M.S.	15	1
DOOLEY ELEMENTARY	61	4
HAMILTON MIDDLE SCH	44	3
HARTE ELEMENTARY	47	3
JORDAN ACADEMY	37	2
JORDAN HIGH	115	8
LINDBERGH MIDDLE SCH	34	2
LINDSEY MIDDLE SCHOOL	38	3
MCKINLEY ELEMENTARY	42	3
STARR KING ELEMENTARY	45	3
<b>TOTAL JORDAN SEC:</b>	<b>524</b>	<b>35</b>
<b><u>LAKEWOOD ELEMENTARY AREA</u></b>		
BANCROFT MIDDLE SCH	42	3
BUFFUM ELEMENTARY	22	1
CLEVELAND ELEMENTARY	35	2
GOMPERS SCHOOL	45	3
MACARTHUR ELEMENTARY	42	3
MADISON ELEMENTARY	32	2
MONROE SCHOOL	48	3
<b>TOTAL LAKEWOOD ELEM:</b>	<b>266</b>	<b>18</b>
<b><u>LAKEWOOD SECONDARY AREA</u></b>		
AVALON SCHOOL	37	2
DEMILLE MIDDLE SCH	29	2
HOLMES ELEMENTARY	29	2
HOOVER MIDDLE SCHOOL	42	3
LAKEWOOD HIGH	162	11
LIBRARY SERVICES	1	0
RILEY ELEMENTARY	35	2
TWAIN ELEMENTARY	36	2
TWO HARBORS ELEM	1	0
<b>TOTAL LAKEWOOD SEC:</b>	<b>372</b>	<b>25</b>

# SITE REP ALLOTMENT BY AREA

5-7-10

	<b>Members</b>	<b>Reps Allotted</b>
<b><u>MILLIKAN ELEMENTARY AREA</u></b>		
BURCHAM ELEMENTARY	32	2
CARVER ELEMENTARY	31	2
EMERSON PARKSIDE ACDY	35	2
GANT ELEMENTARY	35	2
HENRY ELEMENTARY	22	1
KELLER ELEMENTARY	28	2
PRISK ELEMENTARY	31	2
TUCKER ELEMENTARY	40	3
<b>TOTAL MILLIKAN ELEM:</b>	<b>254</b>	<b>17</b>
<b><u>MILLIKAN SECONDARY AREA</u></b>		
CUBBERLEY SCHOOL	53	4
E.P.H.S.	19	1
L.B. ADULT SCHOOL	15	1
MARSHALL MIDDLE SCH	37	2
MILLIKAN HIGH	165	11
NEWCOMB ACADEMY	46	3
REID HIGH	14	1
RENAISSANCE HIGH	24	2
ROP	18	1
STANFORD MIDDLE SCH	44	3
<b>TOTAL MILLIKAN SEC:</b>	<b>435</b>	<b>29</b>
<b><u>POLY ELEMENTARY AREA</u></b>		
BIRNEY ELEMENTARY	33	2
BURNETT ELEMENTARY	42	3
BURROUGHS ELEMENTARY	15	1
CDC OFFICE	1	0
EDISON ELEMENTARY	42	3
LAFAYETTE ELEMENTARY	45	3
LONGFELLOW ELEM	45	3
LOS CERRITOS ELEM	24	2
ROBINSON ACADEMY	39	3
SIGNAL HILL ELEM	40	3
TCHR RESOURCE CNTR	39	3
THE WILLOWS	1	0
<b>TOTAL POLY ELEM:</b>	<b>366</b>	<b>24</b>
<b><u>POLY SECONDARY AREA</u></b>		
CABRILLO HIGH	135	9
FRANKLIN MIDDLE SCH	45	3
HUGHES MIDDLE SCHOOL	61	4
INTERNATIONAL ELEMENTARY	39	3
LINCOLN ELEMENTARY	54	4
P A A L	19	1
POLY HIGH	161	11
ROOSEVELT ELEMENTARY	55	4
WASHINGTON MIDDLE SCH	40	3
WHITTIER ELEMENTARY	47	3
<b>TOTAL POLY SEC:</b>	<b>656</b>	<b>44</b>

# SITE REP ALLOTMENT BY AREA

5-7-10

	<u>Members</u>	<u>Reps Allotted</u>
<b><u>WILSON ELEMENTARY AREA</u></b>		
BIXBY ELEMENTARY	24	2
BURBANK ELEMENTARY	35	2
BUTLER SCHOOL	29	2
CESAR CHAVEZ	32	2
JEFFERSON ACADEMY	39	3
LEE ELEMENTARY	48	3
MANN ELEMENTARY	18	1
STEVENSON ELEMENTARY	35	2
WILLARD ELEMENTARY	35	2
<b>TOTAL WILSON ELEM:</b>	<b>295</b>	<b>20</b>
<b><u>WILSON SECONDARY AREA</u></b>		
BRYANT ELEMENTARY	18	1
FREMONT ELEMENTARY	25	2
HILL MIDDLE SCH	44	3
KETTERING ELEMENTARY	24	2
LOWELL ELEMENTARY	35	2
NAPLES ELEMENTARY	14	1
ROGERS MIDDLE SCHOOL	34	2
TINCHER SCHOOL	57	4
WILSON HIGH	164	11
<b>TOTAL WILSON SEC:</b>	<b>415</b>	<b>28</b>
<b><u>CDC/HEAD START</u></b>		
Addams CDC	2	1
Anaheim Head Start	5	1
Artesia Head Start	4	1
Atlantic Head Start	6	1
Barton CDC	4	1
Birney Head Start	3	1
Burbank CDC	6	1
Burnett Head Start	2	1
Carmelitos CDC	2	1
Carmelitos Head Start	3	1
Carver CDC	2	1
Central CDC	3	1
Coronado Head Start	5	1
Edison CDC	3	1
Eighth Street Head Start	9	1
Elm Street Head Start	7	1
Fourth Street Head Start	2	1
Garfield CDC	4	1
Garfield Head Start	4	1
Gaviota Head Start	6	1
Grant CDC	8	1

# SITE REP ALLOTMENT BY AREA

5-7-10

	<b>Members</b>	<b>Reps Allotted</b>
Head Start Office	5	1
Holmes CDC	2	1
Hudson CDC	1	1
Job Corps Head Start	11	1
Kettering CDC	2	1
King Head Start	4	1
L.B. Adult Head Start	6	1
L.B. Blvd. Head Start	7	1
Lincoln CDC	2	1
Lindsey Head Start	5	1
Mann CDC	5	1
McKinley CDC	1	1
McKinley Head Start	2	1
Monroe CDC	2	1
Muir CDC	3	1
North CDC	3	1
Pine Head Start	5	1
Plymouth Head Start	5	1
Reid CDC	3	1
Riley CDC	1	1
Signal Hill Head Start	4	1
Stevenson CDC	2	1
Tincher CDC	2	1
Twain CDC	6	1
Webster CDC	1	1
Webster Head Start	4	1
West CDC	3	1
Whittier CDC	4	1
Whittier Head Start	1	1
<b>TOTAL CDC/HEAD START:</b>	<b>192</b>	<b>50</b>
<b>OTHER</b>		
ASSOCIATE MEMBERS	2	0
BETHUNE	2	0
COMMUNITY DAY SCHOOL	3	0
LBUSD OFFICE	0	0
NURSING SVCS / INT STUD REG	2	0
OFFICE OF MULTI MEDIA	2	0
OTHER	47	3
PALMS OFFICE	8	1
PRESIDENT	1	0
<b>TOTAL OTHER:</b>	<b>67</b>	<b>4</b>
<b>TOTAL AREAS:</b>	<b>4257</b>	<b>294</b>