



Teachers Association of Long Beach, CTA/NEA

4362 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90807-2818

TELEPHONE: (562) 426-6433 • FAX: (562) 424-9352

Web Site: www.talb.org

MEMORANDUM

DATE: April 19, 2011
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 2011-12 school year. Please have a non-candidate member conduct your Rep election and have proper documentation (Election Report Form) submitted to the TALB office by **May 27, 2011**. Remember that submission of a signed Election Report Form is **REQUIRED** in order to validate your elected Reps and Alternates for the next school year. 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 (PLEASE READ)
- 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) so you can download and print forms for your site. Your Membership Roster for April will be included in your Site Packet from Rep Council (or contact Eric at the TALB office for another copy).

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 non-candidate 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 2011-2012

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 27, 2011.** 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 included with this packet (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 included with this packet (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 2010-11** 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 2010-11** 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** included with this packet. 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** included with this packet. 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 27, 2011**. A signed Election Report Form is **REQUIRED** in order to consider your elected Reps and Alternates for the following school year validated. It is not necessary to send ballots and Declaration of Candidacy forms to the TALB office.
- 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.**

REP ALLOCATION BY AREA

04.11.11

-	<u>Members</u>	<u>Reps Allotted</u>		
<u>JORDAN ELEMENTARY AREA</u>				
ADDAMS ELEMENTARY	44	3		
ALVARADO ELEMENTARY	21	1		
GARFIELD ELEMENTARY	48	3		
GRANT ELEMENTARY	55	4		
HUDSON SCHOOL	47	3		
MUIR ELEMENTARY	45	3		
POWELL ACADEMY	54	4		
STEPHENS MIDDLE SCH	40	3		
WEBSTER ELEMENTARY	36	2		
TOTAL JORDAN ELEM:	390	26		
<u>JORDAN SECONDARY AREA</u>				
BARTON ELEMENTARY	48	3		
C.A.M.S.	20	1		
DOOLEY ELEMENTARY	57	4		
HAMILTON MIDDLE SCH	44	3		
HARTE ELEMENTARY	45	3		
JORDAN ACADEMY	34	2		
JORDAN HIGH	121	8		
LINDBERGH MIDDLE SCH	30	2		
LINDSEY MIDDLE SCHOOL	37	2		
MCKINLEY ELEMENTARY	43	3		
STARR KING ELEMENTARY	43	3		
TOTAL JORDAN SEC:	522	35		
<u>LAKESWOOD ELEMENTARY AREA</u>				
BANCROFT MIDDLE SCH	38	3		
BUFFUM ELEMENTARY	18	1		
CLEVELAND ELEMENTARY	29	2		
GOMPERS SCHOOL	39	3		
MACARTHUR ELEMENTARY	35	2		
MADISON ELEMENTARY	25	2		
MONROE SCHOOL	47	3		
TOTAL LAKESWOOD ELEM:	231	15		
<u>LAKESWOOD SECONDARY AREA</u>				
AVALON SCHOOL	37	2		
HOLMES ELEMENTARY	25	2		
HOOVER MIDDLE SCHOOL	42	3		
LAKESWOOD HIGH	167	11		
LIBRARY SERVICES	1	0		
RILEY ELEMENTARY	28	2		
TWAIN ELEMENTARY	32	2		
TWO HARBORS ELEM	1	0		
TOTAL LAKESWOOD SEC:	333	22		
<u>MILLIKAN ELEMENTARY AREA</u>				
BURCHAM ELEMENTARY	30	2		
CARVER ELEMENTARY	28	2		
CUBBERLEY SCHOOL	51	3		
EMERSON PARKSIDE ACDY	31	2		
GANT ELEMENTARY	31	2		
HENRY ELEMENTARY	29	2		

REP ALLOCATION BY AREA

04.11.11

	Members	Reps Allotted		
KELLER ELEMENTARY	31	2		
NEWCOMB ACADEMY	39	3		
PRISK ELEMENTARY	33	2		
TUCKER ELEMENTARY	33	2		
TOTAL MILLIKAN ELEM:	336	22		
<u>MILLIKAN SECONDARY AREA</u>				
E.P.H.S.	17	1		
L.B. ADULT SCHOOL	9	1		
MARSHALL MIDDLE SCH	43	3		
MILLIKAN HIGH	160	11		
R O P	11	1		
REID HIGH	14	1		
RENAISSANCE HIGH	24	2		
STANFORD MIDDLE SCH	44	3		
TOTAL MILLIKAN SEC:	322	21		
<u>POLY ELEMENTARY AREA</u>				
BIRNEY ELEMENTARY	33	2		
BURNETT ELEMENTARY	38	3		
BURROUGHS ELEMENTARY	14	1		
CDC OFFICE	1	0		
EDISON ELEMENTARY	39	3		
LAFAYETTE ELEMENTARY	44	3		
LONGFELLOW ELEM	42	3		
LOS CERRITOS ELEM	20	1		
ROBINSON ACADEMY	38	3		
SIGNAL HILL ELEM	30	2		
TCHR RESOURCE CNTR	25	2		
THE WILLOWS	6	0		
TOTAL POLY ELEM:	330	22		
<u>POLY SECONDARY AREA</u>				
CABRILLO HIGH	138	9		
FRANKLIN MIDDLE SCH	45	3		
HUGHES MIDDLE SCHOOL	59	4		
INTERNATIONAL ELEMENTARY	36	2		
LINCOLN ELEMENTARY	56	4		
P A A L	16	1		
POLY HIGH	163	11		
ROOSEVELT ELEMENTARY	55	4		
WASHINGTON MIDDLE SCH	37	2		
WHITTIER ELEMENTARY	45	3		
TOTAL POLY SEC:	650	43		
<u>WILSON ELEMENTARY AREA</u>				
BIXBY ELEMENTARY	23	2		
BURBANK ELEMENTARY	42	3		
BUTLER SCHOOL	30	2		
CESAR CHAVEZ	32	2		
JEFFERSON ACADEMY	41	3		
LEE ELEMENTARY	42	3		
MANN ELEMENTARY	15	1		
STEVENSON ELEMENTARY	31	2		
WILLARD ELEMENTARY	41	3		
TOTAL WILSON ELEM:	297	20		

REP ALLOCATION BY AREA

04.11.11

-	<u>Members</u>	<u>Reps Allotted</u>		
<u>WILSON SECONDARY AREA</u>				
BRYANT ELEMENTARY	14	1		
FREMONT ELEMENTARY	20	1		
HILL MIDDLE SCH	44	3		
KETTERING ELEMENTARY	19	1		
LOWELL ELEMENTARY	34	2		
NAPLES ELEMENTARY	15	1		
ROGERS MIDDLE SCHOOL	34	2		
TINCHER SCHOOL	53	4		
WILSON HIGH	162	11		
TOTAL WILSON SEC:	395	26		
<u>CDC/HEAD START</u>				
Addams CDC	3	1		
Anaheim Head Start	4	1		
Artesia Head Start	4	1		
Atlantic Head Start	6	1		
Barton CDC	5	1		
Birney Head Start	3	1		
Burbank CDC	5	1		
Burnett Head Start	3	1		
Carmelitos CDC	0	1		
Carmelitos Head Start	2	1		
Carver CDC	2	1		
Central CDC	3	1		
Coronado Head Start	5	1		
Edison CDC	5	1		
Eighth Street Head Start	9	1		
Elm Street Head Start	5	1		
Garfield CDC	3	1		
Garfield Head Start	3	1		
Gaviota Head Start	6	1		
Grant CDC	7	1		
Head Start Office	9	1		
Holmes CDC	3	1		
Hudson CDC	2	1		
Job Corps Head Start	12	1		
Kettering CDC	2	1		
King Head Start	4	1		
L.B. Adult Head Start	7	1		
Lincoln CDC	2	1		
Lindsey Head Start	6	1		
LONG BEACH BLVD HEAD START	6	1		
Mann CDC	5	1		
McKinley CDC	1	1		
McKinley Head Start	3	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	2	1		
Signal Hill Head Start	5	1		
Stevenson CDC	2	1		
Tincher CDC	2	1		

REP ALLOCATION BY AREA

04.11.11

	Members	Reps Allotted		
Tucker Head Start	3	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	2	1		
TOTAL CDC/HEAD START:	198	49		
OTHER				
ASSOCIATE MEMBERS	2	1		
BETHUNE	3	1		
COMMUNITY DAY SCHOOL	2	1		
NURSING SVCS / INT STUD REG	2	1		
OFFICE OF MULTI MEDIA	1	1		
OTHER	26	0		
PALMS OFFICE	9	1		
PRESIDENT	1	0		
TOTAL OTHER:	46	6		
<u>TOTAL AREAS:</u>	4050	280		



School Site Association Representative Election For 2011-2012

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).



School Site Association Representative Election For 2011-2012

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.
13. Serve as the primary school based organizer for TALB organizing efforts.
14. Conduct regular site TALB meetings.

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 2011-2012

Announcement of Candidates

**Candidates below should be listed by last name according to the CTA 2010-11 Alphabet Sequence:

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

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 2011-2012

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 2011-2012

Election Report Form

School Site: _____ Date of Election: _____

Please list candidates in the order of votes **received** (highest to lowest). Do not list write-in candidates.

Candidate's Name	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 27, 2011
 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 2011-2012

Association Rep and Alternate Information Form

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

Please complete the following information below:

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

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

The first TALB Rep Council meeting and training will take place near the end of August 2011. In July, we will send notification and reminders to all newly elected Reps and Alternates. The location will be at The Grand Long Beach Event Center, 4101 East Willow Street, Long Beach, CA 90815.

Return to Eric at the TALB Office by Friday, May 27, 2011
4362 Atlantic Avenue, Long Beach, CA 90807
562-426-6433 (voice) 562-424-9352 (fax) eric@talb.org (email)