



Fresno Teachers Association

FTA Officers & CTA State Council Delegates Election Timeline and Procedures Spring 2014

- Jan 13 Election Timelines and Procedures Presented to FTA Executive Board.
- Jan 21 Presentation of Election Timeline and Procedures to the Rep Council.
- Jan 22 Announcement of Vacancies, Declaration of Candidacy form, Election Timeline and Procedures sent to school sites and posted on website. Notice of vacancies will also be published in electronic newsletter.
- Jan 31 Declaration of Candidacy from any current Executive Board member wishing to run for another office on the Executive Board must be submitted to the FTA Office by 5:00 PM in accordance with Standing Rule IV, Section (C), (5), (a)
- Feb 7 Announcement of Director-at-Large positions that are vacant as a result of a current Executive Board member running for an Executive Officer position. See Standing Rule IV (C) (5)
- Mar 7 Declaration of Candidacy forms for FTA Officers and CTA State Council Delegates are due to the FTA Office by 5:00 p.m. as per Bylaws Section XIII (C), (1), (a)
Letters will be sent to candidates acknowledging receipt of self-nomination form.
- Mar 10 FTA Rep Council meeting – nominations may be made from the floor for any open position. Bylaws Section XIII (C), (1), (b) Standing Rules IV (C), (5), (a)
- Mar 13 Candidate meeting at the FTA Office at 4:00 p.m. for purpose of briefing candidates on election process and answering questions. Candidates not attending the meeting may pick up the packet. Materials will be held at the FTA office.
Distribution of candidate materials/information will be governed pursuant to FTA Standing Rules IV (E), (7), (A-F), Nominations and Elections, Candidates and Campaigning.
- Mar 13 Notification of acceptance of nomination from the floor due to FTA Office by 5:00 p.m. Letters acknowledging receipt of nomination acceptance will be sent by Elections Committee. Bylaws Section XIII (C), (1), (c)
- Mar 19 Candidate statement for inclusion in the elections edition of The Link is due to FTA by 5:00 p.m. Campaign statements must not exceed 250 words; any words in excess of 250 will be deleted. Submitted statements should be typed, proofread and emailed to electionscommitteechair@fresnoteachers.org Candidates must submit separate 250 word statements for each position for which they are running. If candidates have a photograph they wish published, it is to be submitted with the campaign statement (make sure it is clear with good contrast).

If the candidate does not submit a statement, this will be noted in The Link in the location where the candidate's name appears. Photographs and statements of candidates will appear in The Link according to the current official CTA alphabet:

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

Ballots will be prepared with candidate names for proofing by Elections Chair.

- Mar 24 Campaign materials approved by Elections Chair and Executive Director.

- Mar 31 Deadline for establishment of membership list. Bargaining unit members must be designated as FTA members in good standing in order to receive a ballot for this election, as of March 31, 2014. Bylaws Section XIII (B)
- Mar 31 Any candidate materials to be delivered by FTA courier must be at the FTA Office by 5:00 p.m.
- Apr 2 Candidate provided materials to be picked up by courier for distribution to school sites.
- Apr 7 Candidates allowed to give campaign speeches at Rep Council meeting.
- Apr 8 Mail distribution center starts filling the Official member envelopes with: one ballot, one instruction sheet, one copy of "The Link", one privacy envelope, and one postage-paid return envelope addressed to the independent agent.
- Apr 10 Elections Committee checks outgoing ballots and approves for mailing.
- Apr 11 Ballots sent via US Mail.
- Apr 24 **BALLOT DEADLINE** - Ballots must be received at the independent agent's office by the last US Mail delivery of the day in the provided postage paid envelope.
- Apr 24 Notification of observer due to electionscommitteechair@fresnoteachers.org by 5:00 p.m.
- Apr 25 Ballot verification and counting will take place at the FTA Office. The President and candidates will be called once the election results have been verified. Upon verification of the results they will be posted on the FTA Office door.
- Apr 29 Election results will be mailed to the faculty representatives. In accordance with FTA Standing Rules, faculty representatives shall post results at the school site as soon as results are received (within two school days). Standing Rules IV, (J), (3)
- May 5 Any challenge to the election must be received by electionscommitteechair@fresnoteachers.org no later than 5:00 p.m. unless there is a run-off election. *All challenges must be submitted using the official challenge form provided by the FTA Elections Committee.
- May 9 If a run-off election is necessary, the ballots will be sent via US mail.
- May 12 The Elections Committee will report the official results of the election to the Representative Council.
- May 22 **RUN-OFF BALLOT DEADLINE** - All runoff ballots must be received at the independent agent's office by the last US Mail delivery of the day in the provided postage paid envelope.
- May 22 Notification of observer due to electionscommitteechair@fresnoteachers.org by 5:00 p.m.
- May 23 Run-Off Ballots will be counted.
- May 28 Results will be posted at the FTA Office and mailed to the faculty representatives. In accordance with FTA Standing Rules, faculty representatives shall post results at the school site as soon as results are received (within two school days). Standing Rules IV, (J), (3)
- June 2 If run-off election was held, any challenge to the election must be received by the electionscommitteechair@fresnoteachers.org no later than 5:00 p.m. All challenges must be submitted using the official challenge form provided by the FTA Elections Committee.

*If a run-off is necessary for any race in this election no challenge can be initiated until the run-off has been completed.