



## FTA Director-At-Large Special Election Timeline and Procedures Summer 2016

- June 15 Election timelines, procedures, and recommendations presented to FTA Executive Board.
- June 29 Announcement of Vacancy, Declaration of Candidacy form, Election Timeline and Procedures posted on FTA website, and sent via FTA Connect.
- July 7 Declaration of Candidacy forms for FTA Director-at-Large are due to the FTA Office by 5:00 p.m. Emails will be sent to candidates acknowledging receipt of self-nomination form.
- July 8 Candidate meeting at the FTA Office at 2:00 p.m. for the purpose of briefing candidates on election process and answering questions. Candidates not attending the meeting may pick up the packet at the FTA office.
- July 14 Candidate statements to be posted on the FTA website are 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](mailto:electionscommitteechair@fresnoteachers.org). 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). The following will be noted on the FTA website: Photographs and statements of candidates will appear according to the current official CTA alphabet:  
M X Q K B G R S Y O Z D I C T W J E U N A P V L H F  
If the candidate does not submit a statement, this will be noted.  
Ballots will be prepared with candidate names for proofing by Elections Chair.
- July 14 Campaign materials approved by Elections Chair and Executive Director.
- July 15 Unit members must be designated as FTA members in good standing in order to receive a ballot for this election, as of June 30, 2016. The membership list will be sent to the electronic voting vendor.
- July 20 **Electronic voting and paper balloting opens at 9:00 am. Paper ballots will be available at the FTA office during summer business hours.**
- August 1 Notification of observer due to [electionscommitteechair@fresnoteachers.org](mailto:electionscommitteechair@fresnoteachers.org) by 5:00 p.m.
- August 3 **Electronic voting and paper balloting closes at 5:00pm and results sent to the elections chair.**
- August 5 Ballot verification, counting, and posting of results will take place at FTA. Results will be posted on the FTA website. Reps will receive and post results at school sites. In addition, the Elections Chair will contact candidates.
- August 13 Any challenge to the election must be received by [electionscommitteechair@fresnoteachers.org](mailto: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.
- August 15 If a run-off election is necessary, **electronic voting and on-site (at FTA) voting opens at 9:00 a.m.**
- August 25 **RUN-OFF BALLOT DEADLINE-- Electronic and on-site (at FTA) voting closes at 5:00 p.m.; run-off ballots counted**
- August 26 Results will be posted at FTA and mailed to Reps. Reps shall post results at school sites.
- Sept 1 If a run-off election was held, and challenge must be received by the [electionscommitteechair@fresnoteachers.org](mailto:electionscommitteechair@fresnoteachers.org) no later than 5:00 p.m. using the official 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 is completed.