

PROCEDURES FOR ELECTING A SITE REPRESENTATIVE

YOU ARE ALLOWED **ONE (1) REPRESENTATIVE PER TWENTY-FIVE (25) MEMBERS** AT YOUR SCHOOL. **TWENTY-SIX (26) MEMBERS** MAKES YOUR SITE ELIGIBLE FOR A **SECOND REPRESENTATIVE, FIFTY-ONE (51) MEMBERS** A THIRD, ETC.

YOU CAN VOTE TO DURING A STAFF MEETING USING THE PROVIDED BALLOTS OR OTHERS OF YOUR CHOICE. ANY ONE MEMBER CAN CONDUCT THE ELECTION, WITH THE EXCEPTION OF THOSE WHO ARE RUNNING TO BE A REPRESENTATIVE. ONCE THE VOTE HAS BEEN TALLIED PLEASE HAVE THE PERSON WHO WON FILL OUT THE FORM WITH THEIR CORRECT **PERSONAL EMAIL ADDRESS, CELL PHONE NUMBER AND HOME ADDRESS**. THESE THREE DATA POINTS ARE OF MAJOR IMPORTANCE FOR COMMUNICATION WITH OUR OFFICE.

PLEASE SUBMIT THE REPRESENTATIVE FORM TO THE FTA OFFICE ASAP. YOU CAN EMAIL IT, SEND IT VIA DISTRICT MAIL TO FTA OR DROP IT OFF AT THE OFFICE.

IF YOU HAVE ANY QUESTIONS PLEASE READ THE EXCERPT BELOW FROM THE FTA BYLAWS PAGE 4 SECTION VII.

I. **FACULTY/SITE/SITE-UNIT REPRESENTATIVES**

- A. Representatives shall be elected by and from the Active dues-paying membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Representatives shall serve a term of one year.
- C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each 25 Active dues-paying members on the staff, or fraction thereof.
- D. Active dues-paying members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- F. Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active dues-paying members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the dues-paying members;
 - 3. Represent the views and input of the Active dues-paying membership in votes taken in the Representative Council, conducting frequent and regular polls of such dues-paying membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Representative shall not conduct an election in which he/she is a candidate.

FTA REPRESENTATIVE BALLOT

I nominate the following person to be our FTA representative.

1. _____

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