



To: All Building Representatives/Designee
From: Candi Peterson, General Vice President
Cc: Elizabeth Davis, President
RE: Local School Elections for 2015-16
Date: March 24, 2015

C.P.

Dear WTU Member:

Please find enclosed the necessary forms to assist you in conducting your local school elections for the 2015-16 school year.

The union committees established in our Collective Bargaining Agreement (CBA) gives teachers a voice in our schools. Schools that don't hold elections are unable to participate in resolving local school issues, and don't have input when critical decisions are made about their local school budget, excessing and hiring, etc.

According to the WTU Constitution and By-Laws, elections of the Building Representative, the School Chapter Advisory Committee, the Personnel Committee and Representative Assembly members **shall be held during the month of May**. Elections should be held by secret ballot and there shall be no absentee balloting. The time, date and place of the election shall be decided by the SCAC with provisions made so that all members in good standing have a reasonable opportunity to vote. Once you hold elections, **please submit your results to the WTU Office ASAP**. WTU Field Representatives are available to assist you with the elections process, if needed.

For your convenience, an electronic version of the **Elections Results form** will be emailed to you. Please complete the **Election Results form** and **fax the form to: 202-517-0673**.

If you have any questions or need assistance in conducting your elections, please feel free to contact your WTU Field Representative on 202-293-8600.

As always, thank you for your continued support of WTU's initiatives.



POSITIONS TO BE ELECTED

- **Building Representative (BR) – 1 Opening**
- **School Chapter Advisory Committee (SCAC) - 7 Openings**
- **Local School Advisory Team (LSAT) – 4 Openings**
- **Personnel Committee (PC) – 4 Openings**
- **Representative Assembly (See Chart A Below)**

CHART A – Formula for Electing Delegates

Number of Teachers	Number of Representative Assembly Members to be elected	Total Delegates Elected
1 to 37	Elect (1) Building Representative	1 Alternate
38 to 62	Elect one (1) Delegate	1
63 to 87	Elect two (2) Delegates	2
88 to 112	Elect three (3) Delegates	3
113 to 137	Elect four (4) Delegates	4



ELECTION GUIDELINES AND PROCEDURES

1. Only ***full dues paying members*** (\$36.08) are eligible to nominate and vote in the election for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and members of the Representative Assembly. Field Representatives are available to assist with validating full dues paying members.
2. All bargaining unit members, including ***full dues paying members*** and ***agency fee members*** (\$30.67) are allowed to nominate and vote in the election of members to serve on the Local School Advisory Team and the Personnel Committee.
3. Elections shall be held by secret ballot and there shall be no absentee balloting.
4. The Building Representative election shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative.
5. Nominations may be submitted in writing, by the close of school, two (2) days prior to the election. Written nominations should be submitted only after verifying that the nominee is willing to serve. The Building Representative shall give written verification for any written nominations received.
6. Printed ballots shall list all names alphabetically.
7. The time, date, and place of the election shall be decided by the SCAC with provisions made so that all members in good standing shall have a reasonable opportunity to vote.
8. Use the enclosed nomination and election bulletin to specify the date, time, and place for the nominations meeting and election. The nominations meeting shall be held at least five (5) school days in advance of the election.
9. The Building Representative and SCAC must establish an Elections Tally Committee to count ballots. No person running for office can serve on the Elections Tally Committee. All candidates shall have the right to have observers when the ballots are tallied.
10. The Building Representative shall secure and hold all election materials/results until the last day of school.
11. Challenges to the elections for all positions shall be submitted in writing to the WTU Executive Board for appropriate action within fifteen (15) days after the election.



ROLES AND RESPONSIBILITIES

Local School Positions

Building Representative- The Building Representative is the elected representative for the Union in each school. He/she also serves as chairperson of the School Chapter Advisory Committee and sits on the Personnel Committee.

Alternate Delegate- The Alternate Delegate is the individual with the second highest number of votes who accepts the position and will serve in the absence of the Building Representative.

School Chapter Advisory Committee (SCAC) - SCAC consists of not more than seven (7) members of the Union in each school or school functional group (i.e. Athletic Trainers). SCAC meets regularly with the administration to discuss instructional issues, school policy and questions/clarifications regarding the implementation of the collective bargaining agreement.

***Local School Advisory Team (LSAT)** – LSAT is consensus group of administrators, parents, teachers, support staff, union representative, community representative and students who are elected and/or appointed to advise on matters of local school policy.

***Personnel Committee-** Each school will have a standing Personnel Committee who will interview and recommend all candidates for any vacant positions at the school. The members of the Personnel Committee will include: the administrator or his/her designee; the WTU Building Representative or his/her designee; the department head or grade level chairperson (or his/her designee) from the department or grade level affected by the vacancy, or a member of the appropriate non-Teacher employee group (e.g., custodians, paraprofessionals); at least one additional Teacher, but not more than (4), elected by the WTU chapter at the school; and a parent of a current student mutually selected by both WTU Building Representative and the Supervisor.

After interviewing the candidates, the Personnel Committee will rank the candidates in order of preference using a consensus method. This recommendation will be forwarded to the administrator, who will make the final hiring decision from those ranked by the committee (Reference WTU contract; page 6).

Representative Assembly- Subject to the final authority of the membership, the general governing body of the WTU shall be the Representative Assembly. This assembly shall consist of members of the WTU who are elected by the members. Elections for the Assembly shall be as follows: Representative Assembly members shall be apportioned on the basis of one for every twenty-five members, or major portion thereof, in good standing in the Union with not less than one representative per building. The Building Representative or his/her designee shall be the ranking delegate from each building.

***Note: All schools must have a Personnel Committee and Local School Advisory Team.**



ELECTIONS TALLY COMMITTEE

(NON-CANDIDATES ONLY)

School Name

Date

Print Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____



WTU SECRET ELECTION BALLOT

(FULL DUES PAYING MEMBERS ONLY)

School Name _____

Date _____

**Building Representative
Vote for One (1)**

- ☐ _____
- ☐ _____
- ☐ Write-in _____

**School Chapter Advisory Committee
Vote for Six (6)**

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____

Alternate Delegate

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____

LSAT Vote for Four (40)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____

**Personnel Committee
Vote for Four (4)**

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____

**Representative Assembly (RA)
Vote for _____ (See Chart A)**

- ☐ _____
- ☐ _____
- ☐ _____



WTU SECRET BALLOT ELECTION

(AGENCY FEE & FULL DUES PAYING MEMBERS)

School Name

Date

Local School Advisory Team (LSAT)

Vote for Four (4)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____

Personnel Committee (PC)

Vote for Four (4)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Write-in _____



WTU LOCAL SCHOOL ELECTION VOTER SIGN-IN SHEET

DATE _____

Election for 2015-16

(Make additional copies of the sign-in sheet if needed)

School

First and Last Name

First and Last Name



WTU CHAPTER ELECTION RESULTS FOR SY 2015-16

School

PRINT LEGIBLY PLEASE. PRINT FIRST AND LAST NAME.

WTU Building Representative _____

WTU Alternate Representative _____

**School Chapter Advisory
Committee**

**Representative Assembly
Member(s)**

**Local School Advisory
Team**

Personnel Committee

