



# Procedures for 2011-12 Association Representative Elections

To Association Representative:

April 2011

All San Diego Education Association Leadership positions are filled by election. Committee chairs are appointed. Active Members are eligible to hold or retain elective office in the San Diego Education Association (SDEA) as Association Leadership by membership vote. *Please hold elections for Site AR/CR for the 2011-12 school year and report your results to SDEA by **Friday, May 27, 2011.***

## **Basis of Representation:**

1. Each site or cost center is allowed ONE Association Representative. Please refer to NUMBER OF ELECTED REPRESENTATIVES PER SITE on the back.
2. Additional Council Representatives are apportioned for each additional twenty (20) members or major fraction thereof, starting with the 31<sup>st</sup> member. Please refer to NUMBER OF ELECTED REPRESENTATIVES PER SITE on the back.
3. Each site or cost center is to have at least **one (1) Association Representative** and **one (1) Alternate**, regardless of size.

## **Nominations:**

1. Nominations shall be taken at a site meeting or by written request. Notification of the date, time and intent to nominate must be provided to all site members at least **three (3) working days in advance**.
2. Opportunity shall be provided for **every member** to nominate or be nominated.
3. Self-nominations are acceptable.
4. Nominees for AR and/or CR **must** have been **members of SDEA for a minimum of sixty (60) calendar days** at the time of nomination.
5. **Members are eligible** to run for the positions of AR, CR or both.
6. A copy of these **Election Procedures shall be posted** on the SDEA bulletin board at least **three (3) working days** prior to nominations and remain posted until completion of the election.

## **Elections:**

1. Names of all persons nominated shall be placed on the ballot.
2. A **sample ballot**, including a space for write-ins, shall be posted at least **three (3) working days** prior to the election.
3. Notification of the **date, time and place** of the election shall be given to all site members at least three (3) working days prior to the election.
4. Election shall be by a **secret ballot**.
5. The person(s) receiving the highest number of votes shall be considered elected.
6. Any **person running for office shall not conduct elections**. Any SDEA member may conduct the election.
7. All members shall **sign a registration sheet** before receiving a printed ballot.
8. **DEADLINE FOR RETURNING THE BALLOTS, TALLY SHEETS AND REGISTRATION SHEET (S) FOR THE ELECTION IS *Friday, May 22, 2011.***

**PLEASE HOLD YOUR AR/CR ELECTION FOR 2011-12  
As Soon As Possible!**



Number of Elected Representatives per Site / Cost Center

| # Of SDEA/CTA/NEA Members at each Site | # Of AR / CR (s) to elect              |
|--|--|
| 1-30                                   | 1 - Association Rep                    |
| 31-50                                  | 1 - Association Rep<br>1 - Council Rep |
| 51-70                                  | 1 - Association Rep<br>2 - Council Rep |
| 71-90                                  | 1 - Association Rep<br>3 - Council Rep |
| 91-110                                 | 1 - Association Rep<br>4 - Council Rep |



# OFFICIAL TALLY SHEET

## SITE / COST CENTER:

\_\_\_\_\_

Please Print Site Name

Please provide personal email(s) for **NEW Reps.** \_\_\_\_\_

| <b>NEW (2011-12 school year)</b>           | Number of Votes Rec'd | <b>Old (2010-11 school year)</b> |
|--|-----------------------|----------------------------------|
|  |                       |                                  |
| Association Representative<br>Please Print |                       | Association Representative       |
|  | #                     |                                  |
|  | #                     |                                  |
|  | #                     |                                  |
|  | #                     |                                  |
|  | #                     |                                  |
| Council Representative<br>Please Print     |                       | Council Representative           |
|  | #                     |                                  |
|  | #                     |                                  |
|  | #                     |                                  |
|  | #                     |                                  |
| Alternate<br>Please Print                  |                       | Alternate                        |
|  | #                     |                                  |
|  | #                     |                                  |

**Deadline for Returning Tally Sheet is**  
***Friday, May 27, 2011.***

We, the undersigned, certify that the above returns are correct to the best of our knowledge and belief.

Association Rep (2010-11) \_\_\_\_\_

Teller \* \_\_\_\_\_

Teller \* \_\_\_\_\_

Site \_\_\_\_\_

\*Teller is an SDEA member that tallies the results and is not on the ballot.



10393 San Diego Mission Rd, #100  
San Diego, CA 92108  
(619) 283-4411  
Website: [www.SDEA.net](http://www.SDEA.net)

I declare that I am a member of the San Diego Education Association, California Teachers Association, and the National Education Association, and am eligible to vote in this election. If there is a question about my membership, I will complete and sign an ORGANIZATION DUES FORM (membership form) and return it with this election material.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_

Please return this sheet with Tally sheet by **Friday, May 27, 2011.**



# Please Post

## Election of Association Representative and Council Representative (s)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Room: \_\_\_\_\_

**Your vote makes us  
stronger!**

## **What are the skills/duties of the AR/CR?**

### **A. An effective AR/CR:**

1. Knows how to motivate unit members to take part in the Association.
2. Knows how to run a meeting.

### **B. An effective AR/CR is a good communicator.**

1. Solicits ideas & opinions from all the SDEA members frequently.
2. Maintains one-on-one contact.
3. Speaks out for visiting teachers and at faculty meetings.
4. Maintains an on-site SDEA bulletin board.
5. Actively engages in 2-way communication between SDEA members & leaders.
6. Is an effective advocate between SDEA members and administration.

### **C. An effective AR/CR is a good organizer.**

1. Recruits a cadre of people to help.
2. Knows how to get unit members to participate in union activities.
3. Understands how to unite SDEA members to build a position of strength.

### **D. An effective AR/CR is a decision maker.**

1. Is willing to take action when problems arise at the site/program.
2. Knows when to file a grievance.

### **E. An effective AR/CR is assertive.**

1. Continues to encourage non-members to join.
2. Is willing to handle grievances and problems at the site/program level.
3. Understands the grievance procedure.
4. Is willing and able to advocate for SDEA members on issues that may arise.

### **F. An effective AR/CR is a good manager of time.**

1. Knows how to delegate responsibility.
2. Knows how to prioritize tasks.

The following may be used as a master for you to conduct your site elections. Should you have any questions, please call Larry Moreno at (619) 283-4411 ext 109.

Ballot

Site / Cost Center: \_\_\_\_\_

Association Representative (vote for 1)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Council Representative (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Alternate (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Ballot

Site / Cost Center: \_\_\_\_\_

Association Representative (vote for 1)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Council Representative (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Alternate (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Ballot

Site / Cost Center: \_\_\_\_\_

Association Representative (vote for 1)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Council Representative (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

Alternate (vote for \_\_\_\_)

[ ] \_\_\_\_\_  
[ ] \_\_\_\_\_

