

2010 Spring ON-LINE General Election Voting Instructions for Local Election



VOTING PERIOD: March 9 - 22, 2010 at 5:00 pm (receipt not postmarked)

For the Election of

LOCAL - **Online Election, ballots available online at www.CTA.org**

SDEA Officers – President, Vice President, Secretary and Treasurer
SDEA Board of Directors

Area I (Crawford, Hoover, Morse)

Seat 2 (At Large) and **Seat 3** (Elementary)

Area II (Lincoln, Mission Bay, San Diego)

Seat 5 (Secondary)

Area III (Clairemont, Henry, Kearny, Point Loma)

Seat 9 (At Large)

Area IV (La Jolla, Madison, Mira Mesa, Scripps Ranch, Serra, University City)

Seat 12 (Elementary)

CTA State Council Delegates seat(s): **4, 5, 9, 15, 18 and 19**

NEA/RA Delegates

STATE - **Paper Ballot, Ballot will be mailed home (contact SDEA if you do not receive instructions and ballot by March 11, 2010)**

CTA Service Center Council At-Large State Council Seat

NEA/RA Delegates

VOTING INSTRUCTIONS (Local)

1. **ONLY currently paid SDEA/CTA/NEA members are eligible to vote in this election.**
2. Access to the on-line ballot happens in two ways
 - A. Personal email: Access is from instructions provided to you using your personal email. Please call SDEA and update your personal email if you have not received Voting Instructions. You will receive an e-mail containing your Voter PIN number and link to the voting website. You will be asked to enter your CTA Id # or District Id # and the Voter PIN included in the e-mail.
 - i. **Email must be UNIQUE** and may not be shared with other SDEA members.
 - B. Websites: Access is also available using **SDEA.net** or **CTA.Org**. You will need your CTA Id # (on CTA Card and mailings) .
3. Voting can be done wherever there is Internet Access, including Starbucks, or by visiting SDEA.

MyCTA instructions

4. Members must register and log onto *MyCTA* following these simple steps:
 - A. Using the computer browser of choice (eg., *Internet Explorer, Yahoo.com, etc.*) sign on to www.cta.org.
 - B. On the top right hand side of the CTA website you will find the following screen:

CTA Members Login

Username:

Password:

Remember me

[Register for MyCTA](#)

[Forgot your password](#)

CTA members: Login to *MyCTA* to access information about professional development, training sessions, conferences, scholarships and a host of CTA Member Benefits programs that are available only to you.

- C. If you are **already registered** for *MyCTA* then all you will need to do is use your password and once inside *MyCTA*, look for the icon for icon San Diego Education Association election. Click on that icon and you will be connected to the ballot.

DIRECTIONS ON FRONT & BACK

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- D. If you are **not registered** for *MyCTA*, then click on "[Register for MyCTA](#)" which will take you to the following screen:

Step 1 of 2

CTA members can register for MyCTA - a special area for CTA members only. The first step is to fill out this simple form:

Are you a UTLA Member?
(United Teachers of Los Angeles)

Yes **IGNORE THIS**

All fields required

Individual ID (**see membership card**)
(UTLA Members use your Employee ID):

First name:

Last name:

Home Postal/ZIP Code:

e-mail address (for notification):

Home School

Ok Cancel

*** Individual ID number is both on membership card and on mailing label for *California Educator*. ID number does not change from previous year.

The member will complete this form and will receive a confirmation email with a link to complete their personal file, including their security question and password. Once completed, they are registered for MyCTA and can proceed to vote on-line using the directions in Section C above.

- E. The ballot directions will guide the voter on what to do. Candidate information will be available by clicking on their name. At the end of the ballot, prior to submitting their vote, the voter will have the opportunity to review their ballot selections, or return to the ballot and recast their votes. After confirming their selections they may print out their ballot for their personal record. Once the ballot is submitted, the voter will not be allowed to reenter the ballot and will receive a courteous message to that effect.

PAPER BALLOTS (SDEA local ballots)

1. Paper Ballots will be available for those voters who: (1) Cannot use computers; (2) Are new members who just recently joined; (3) Simply choose not to try voting on-line.
2. These ballots can only be obtained by the voter by visiting the SDEA office. This ballot will be cast in person. An SDEA representative will validate the member's eligibility and in which District they can vote. The CTA member Id # or District Id # that has been validated will be written on the envelope. The member will be given the authorized ballot and envelope in which to place the completed ballot. **The member is required to print and sign their full name on the envelope. These unopened envelopes will be sent to VR Election Services for tabulation protecting the voter's anonymity.**
3. Bring drivers license for verification of identity, as well as membership number. New members who just joined should bring the pink copy of their membership form and their driver's license for verification. **DEADLINE: March 22, 2010 AT 5:00 P.M. (receipt not postmarked).**

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