



Procedures for 2016-17 Association Representative Elections

May 2016

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

Numbers of ARs & CRs per Number of SDEA Members at Site/Program

1-30 members	31-50 members	51-70 members	71-90 members	91-110 members
1 AR (+1 Alternate)	1 AR + 1 CR (+ 1 Alternate)	1 AR + 2 CRs (+ 1 Alternate)	1 AR + 3 CRs (+ 1 Alternate)	1 AR + 4 CRs (+ 1 Alternate)

If more than 110, please contact the SDEA office.

Step 1: Nominations

- A. 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 3 working days in advance.
- B. Opportunity shall be provided for every member to nominate or be nominated.
- C. Self-nominations are acceptable.
- D. Nominees for Association Representative (AR), Alternate, and Council Representative (CR) must have been members of SDEA for a minimum of 60 calendar days at the time of nomination.
- E. Only SDEA members are eligible to run for the positions of AR, Alternate, and CR.
- F. A copy of this page shall be posted on the SDEA bulletin board at the site at least 3 working days prior to nominations and remain posted until the election is complete.

Step 2: Elections

- A. Names of all persons nominated shall be placed on the ballot.
- B. A sample ballot, including a space for write-ins, shall be posted at least 3 working days prior to the election.
- C. Notification of the date, time, and place of the election shall be given to all site members at least 3 working days prior to the election.
- D. Elections shall be by a secret ballot.
- E. The person(s) receiving the highest number of votes shall be considered elected.
- F. Any person running for office shall not conduct elections. Any SDEA member may conduct the election.
- G. All members shall sign the Voter Check-in Sheet before receiving a ballot.

Step 3: Submit Election Results

- A. Tally the election results Official Tally Sheet.
- B. **Return ballots, the Official Tally Sheet, and Voter Check-in Sheet to the SDEA office by June 10, 2016.**

PLEASE POST



It's Time to Elect Our Association Representative!

May 2016

Nomination Period Notice

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

Please submit nominations for the offices of (choose all that apply):

- Association Representative (AR)
- Alternate
- Council Representative (CR)

Nominations shall take place (choose all that apply):

- In writing to _____ by [date] _____
- At a site union meeting:

Union Meeting Information

Date: _____

Time: _____

Location: _____

The Role of an Association Representative

Each worksite has an elected Association Representative (or AR for short). The most effective ARs are both advocates and organizers. They educate union members about our rights, advocate for members, unite members around a common purpose or problem, help members find solutions, and motivate union members to take part in union actions to solve problems and improve the workplace. *SDEA Core Trainings, Part 1: Advocacy* and *Part 2: Organizing* are offered annually to empower ARs to be strong advocates and organizers at work. ARs also attend monthly meetings of the SDEA Representative Council, a decision-making body of the union, at which ARs and Council Representatives from across SDEA come together to learn and set the direction for the union.

The Role of a Council Representative

Worksites with more than 30 members have one or more Council Representatives (or CR for short). CRs assist ARs in building the union at work and attend monthly meetings of the SDEA Representative Council as voting members. *SDEA Core Trainings, Part 1: Advocacy* and *Part 2: Organizing* are offered annually to empower CRs to be strong advocates and organizers at work.

The Role of an Alternate

It's a good idea for each work site to elect an alternate member to act in place of the AR or CR should he or she be unable to attend a Representative Council meeting.

PLEASE POST



It's Time to Elect Our Association Representative!

May 2015

Election Notice

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

Election Date(s): _____

Time(s): _____

Location(s): _____

The Role of an Association Representative

Each worksite has an elected Association Representative (or AR for short). The most effective ARs are both advocates and organizers. They educate union members about our rights, advocate for members, unite members around a common purpose or problem, help members find solutions, and motivate union members to take part in union actions to solve problems and improve the workplace. *SDEA Core Trainings, Part 1: Advocacy and Part 2: Organizing* are offered annually to empower ARs to be strong advocates and organizers at work. ARs also attend monthly meetings of the SDEA Representative Council, a decision-making body of the union, at which ARs and Council Representatives from across SDEA come together to learn and set the direction for the union.

The Role of a Council Representative

Worksites with more than 30 members have one or more Council Representatives (or CR for short). CRs assist ARs in building the union at work (see *The Role of an Association Representative*) and attend monthly meetings of the SDEA Representative Council as voting members. *SDEA Core Trainings, Part 1: Advocacy and Part 2: Organizing* are offered annually to empower CRs to be strong advocates and organizers at work.

The Role of an Alternate

It's a good idea for each work site to elect an alternate member to act in place of the AR or CR should he or she be unable to attend a Representative Council meeting.

PLEASE POST



Association Representative Election Voter Check-in Sheet

If there are more than 23 members, please make photocopies of this blank sheet.

May 2016

	Print Name	Signature
1		
2		
3		
4		
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23		

Please return the Voter Check-in Sheet, Official Tally Sheet, and all ballots to the SDEA office.



Association Representative Election Official Tally Sheet

May 2016

Site (or Program):

2016-17 Candidate Name & Home Email and Cell #	Number of Votes Received	2015-16 Office Holder(s) Name(s)
Association Representative		
Alternate		
Council Representative(s) (if applicable)		

ELECTION CERTIFICATION

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

Name	Signature	Date
Teller 1		
Teller 2		
Association Representative (2015-16)		

Please return the Official Tally Sheet, Voter Check-in Sheet, and all ballots to the SDEA office by:

June 10, 2016