



# Procedures for **2013-14** Association Representative Elections

To SDEA Association Representatives:

April **2013**

All San Diego Education Association Leadership positions are filled by election. Committee chairs and members 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(s) for the **2013-14** school year and report your results to SDEA by **Friday, May 31, 2013.***

## Basics of Representation:

1. Each site/program or cost center is allowed **ONE** Association Representative. Please refer to **NUMBER OF ELECTED REPRESENTATIVES PER SITE** flyer.
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** flyer.
3. Each site/program 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, Alternate, and/or CR **must** have been **members of SDEA for a minimum of sixty (60) calendar days** at the time of nomination.
5. **Only SDEA members are eligible** to run for the positions of AR, Alternate, or CR.
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 SHEET, AND REGISTRATION SHEET(S) FOR THE ELECTION IS **Friday, May 31, 2013.****

**PLEASE HOLD YOUR AR/CR ELECTION FOR**  
**2013-14**  
**As Soon As Possible!**