



Election Procedures for 2026-27

Association Representative

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 SDEA Election Committee

Any person running for office shall not conduct elections. Any SDEA member may conduct the election.

Step 1: Nominations (page 2)

A. Nominations shall be taken at a site:

- ❖ Meeting via paper, or by
- ❖ Written request via email or [Google Form](#) (click to make your own editable copy)

Notification of the date, time and intent to nominate must be provided to all site members at least 3 working days in advance. All nominees must be confirmed by the Election Facilitator of their intentions to move forward with the election process.

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 and or emailed to all certificated staff at least 3 working days prior to nominations and remain posted until the election is complete.

Step 2: Select Voting Method & Hold Election

A. Elections shall be conducted in one of the following ways:

- ❖ Paper ballot, where all members shall sign the Voter Check-in Sheet before receiving a paper ballot
- ❖ [Acclamation](#), where only **one** member has been nominated and voters are in-person
- ❖ Simply Voting, where all ballots, tallies and results are embedded in the software*

B. If using a paper ballot, a sample ballot with names of all persons nominated shall be placed on the 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. (page 3)

D. The person(s) receiving the highest number of votes shall be considered elected.

Step 3: Submit Election Results (pages 4, 5 & 6)

A. Keep **Voter Check-in Sheet & Ballots**. Complete **Official Tally Sheet & Election Certification Form**. These [document templates](#) including a [sample ballot](#), are linked here and available for use.

B. Send all election materials to the [SDEA Election Committee](#) (via school mail or in-person) at 10393 San Diego Mission Rd #100, San Diego, CA 92108, or email at sdeaelections@sdea.net **no later than Monday, May 4, 2026.**



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 (paper/email) 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



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): _____

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PLEASE POST



Voter Check-in Sheet

	Print Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

If there are more than 20 members, please make photocopies of this blank sheet.



Official Tally Sheet

Site or Program: _____

2026-2027 Candidate Name & Work Email		Number of Votes Received	2025-2026 Office Holder(s) Name(s)
Association Representative (AR)			
Winner			
Candidate			
Candidate			
Candidate			
Alternate (ALT)			
Winner			
Candidate			
Candidate			
Candidate			
Council Representative(s) (CR) (if applicable)			
Winner			
Candidate			
Candidate			
Candidate			

Note: Please sign the **Election Certification Form** on the next page.



Election Certification Form

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

	Name	Signature	Date
Election Facilitator 1			
Election Facilitator 2			
Association Representative (2025-26)			

Please return:

- Voter Check-in Sheet
- Ballots
- Official Tally Sheet
- Election Certification Form

Send all election materials to the [SDEA Election Committee](#) (via school mail or in-person) at 10393 San Diego Mission Rd #100, San Diego, CA 92108, or email at sdeaelections@sdea.net no later than Monday, May 4, 2026.

**If using Simply Voting, please contact Election Committee designated staff, Nanette Najera at SDEA for assistance najera_n@sdea.net.*

Sample Ballot available on the next page or make your own editable copy by clicking [HERE](#).



Election Year: _____

Election Year: _____

Association Representative

Association Representative

Write in _____

Write in _____

Alternate(s)

Alternate(s)

Write in _____

Write in _____

Council Representative(s)

Council Representative(s)

Write in _____

Write in _____