

# Torrance Teachers Association



## **Elections Manual**

**Standing Rules and Procedures for Chapter Elections**



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## **PREFACE**

The purpose of this manual is to ensure the integrity of the electoral process within the Torrance Teachers Association. The democratic principle of voting is to determine the mandate or choice as expressed by those voting. To uphold the democratic principle of voting, the following rules and procedures outline a fair process that affords every member of the Association the opportunity to vote and any Association members who are candidates the ability to run a clean and fair campaign.

### **Torrance Teachers Association/California Teachers Association Election Credo**

The right and responsibility of electing leadership and representation is the very cornerstone of a democratic society. Election processes must be conducted in such a manner that voters and candidates alike can be assured that reasonable rules of ethical conduct and procedures have been adopted and are followed in spirit and in practice.

Election guidelines are necessary for fair campaigns and election practices. Although no set of guidelines can anticipate every situation or serve perfectly in every crisis, both voters and candidates have serious responsibilities to make the democratic process work.

Each voter has the responsibility to become informed about candidates' experience, goals, and stand on issues, as well as exercise wisdom in voting for the best-qualified candidate.

The election procedures and processes addressed in this document are presented with the intent to meet the highest standards for fair campaign and election practices within the Torrance Teachers Association, the California Teachers Association, and the National Education Association.

## **Torrance Teachers Association (TTA) Election Standing Rules and Procedures**

These election procedures are provided to assist the TTA Elections Committee, Elected TTA Leaders, and TTA Members in conducting and participating in elections in an orderly manner and in accordance with CTA guidelines. Chapter Leadership must provide all active members (hereafter referred to as “members”) an opportunity to vote. Chapter Leadership does not have the option of deciding that such elections shall not be held. Article VI of the TTA Bylaws dictate the general rules for holding elections.

### **TTA Bylaws: Article VI~ELECTIONS**

- Section 1 All Association elections for Officers, Executive Board and Representative Council shall be conducted with open nominations and secret ballot. Announcements to members shall reflect this information.
- Section 2 The Elections Committee shall be appointed by the President subject to ratification by the Executive Board.
- Section 3 The Elections Committee shall prepare a list of candidates for each [seat]. Such candidates shall be announced in writing to each member of the Association not less than two weeks before the regular meeting of the Representative Council in April.
- Section 4 Additional nominations for officers and Executive Board may be made at the April meeting of the Representative Council, providing nominees have given their consent, after which the nominations shall be closed.
- Section 5 Any member meeting the timelines and qualifications for candidacy shall have their name placed upon the ballot for an office of the Association at their request.
- Section 6 Each Representative Council member shall be notified of the final slate of candidates and the date of the election within one week after the April meeting of the Representative Council.
- Section 7 Ballots shall be sent to the individual members at their site and, after voting, ballots shall be placed in a locked box at the site before a date and time deadline set by the Elections Committee. Elections shall be conducted over a ~~two-day period~~ **two-to-five-day period** and the ballot boxes shall be returned to the Association office at the end of the second day.
- Section 8 The Elections Committee shall count all ballots at the Association office and results of the election shall be sent to all members within one week after the election.
- Section 9 Vote necessary to elect: If no candidate receives a majority of the votes cast, there must be a run-off election within one week after the original election in the same

manner for the two candidates receiving the highest number of votes.

Section 10 Election of *Executive* Board members shall take place in May. Election of Representative Council members shall take place before the first Representative Council meeting of the new year.

Section 11 All members must be provided with the opportunity to vote by secret ballot.

Section 12 If only one candidate has been declared after the close of nominations, the Representative Council may vote to waive the ballot and elect the lone candidate by acclamation. If no candidate has been declared for a seat, then the ballot shall be automatically waived for that seat. If the seat is still open after a special election, the President has the discretion to appoint representation for the impacted members.

Section 13 If the Elections Committee is unable to get a candidate from a particular Executive Board seat, then at-large nominations shall be sought to represent that grade level seat. Voting for these at-large candidates shall be confined to members at the grade level of the nominee. If no candidates come forward, the seat shall be declared vacant.

~~Section 14 — State Council Representative Elections shall be conducted in accordance with CTA rules. NEA-RA Local and State Delegate elections shall be conducted in accordance with CTA/NEA rules.~~

Section 154 The Elections Committee duties shall be to:

1. Ensure that all Association/CTA/NEA election rules and timelines are followed.
2. Establish, develop, and carry out election timelines and procedures.
3. Prepare ballots for elections.
4. Count the ballots and certify the results.
5. Process initial challenges.

**\*Updated bylaws are pending ratification by the representative council and membership.**

# Torrance Teachers Association Elections Standing Rules

## I. Appointment of Elections Committee

- A. The Elections Committee and Chairperson shall be appointed by the President and approved by the Executive Board to which it is responsible at the beginning of each school year.
- B. The Elections Committee will be composed of at least three members and the Association *ex-officio* members (TTA President and Vice President per TTA Bylaws, Article III). The member appointees should meet the following criteria:

- 1. Who are familiar with Association operations;
- 2. Who are not seeking election themselves;
- 3. Who are not related to someone seeking election (immediate family);
- 4. Who are not voting members of the TTA Executive Board.

The *ex-officio* members must recuse themselves from any actions posing a conflict of interest.

- C. The Elections Chair can petition the Association President at any time during the year to amend the member appointments to the committee. Reasons for amending the members include but are not limited to members dropping out of participating on the committee or members coming forward expressing interest in participating on the committee. If the Elections Chair's petition is approved by the President, the President will take the amendments to the TTA Executive Board for approval at the earliest possible opportunity.
- D. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
- E. Committee members will be trained annually in all election bylaws, operations, procedures, standing rules, and guidelines.
- F. The President will ensure the appointed Elections Chairperson is reflected in Falcon (CTA's membership database).

## II. Procedural Components

The Elections Committee must do the following:

- A. Announce vacancy(ies) and election timeline to all members:
  - 1. Election announcements will be posted via the *Torrance Teacher* newsletter and placed on the homepage of the TTA Website. Election announcements may also be sent out via e-blasts, site meetings and site announcement bulletin boards.
- B. Distribute declaration of candidacy forms:
  - 1. Electronic forms are permitted directly to the Elections Chair and copied to the TTA Office by the filing deadline.
  - 2. Paper forms must be returned to the TTA Office, care of the Elections Chair, by the filing deadline.
- C. Collect for publication and distribution to members campaign statements of no more than 25 words from candidates that are submitted along with their declaration of candidacy. Any campaign statements received will be listed by office and by candidate using the CTA

alphabetical order. The candidates' statement list will be made available as a separate document from the ballot during the voting window.

- D. Prepare one campaign literature e-blast for members. Electronic flyers will be distributed to members (not using TUSD.org emails) the Friday prior to the voting window. Any candidate wishing to use this distribution method must turn in a jpeg of the flyer to the TTA Office one week prior to the mailing date. All flyers will be sent in one e-blast listing the flyers by office and CTA alphabetical order.
- E. Provide election guidelines/procedures/rules to each declared candidate via email to the email address on file with the Association. The candidates may not use TUSD.org emails for any election business.
- F. Distribute ballots to all eligible voting members, including members on leave. Members who work at multiple locations will have their ballots sent to their "home" site on file at the TTA Office. If a member does not find their name on the site roster, they will need to contact the TTA Office to determine their eligibility, verify their site, and receive guidance on obtaining a legal ballot.
- G. Election results shall be shared with candidates by the Elections Chair. The Elections Chair will then send the completed Teller's Report to Association leadership and will publish the Teller's Report on the TTA website, via e-blast, and via the *Torrance Teacher* Newsletter to the membership.

### **III. Announcement and Election Timeline**

- A. The Elections Committee must provide an announcement to all members including the following information:
  - 1. List of all vacancies;
  - 2. Term of office for each vacancy;
  - 3. The CTA Alphabet;
  - 4. Instructions for filing a declaration of candidacy and candidate statement with date, time and place it is due, including the election timeline.
- B. The election begins with the announcement of vacancy(ies) with the term of office, and it cannot be stopped until the conclusion of the election, including run-offs (if necessary).

### **IV. Nominations**

- A. Open nomination is defined as the opportunity of any member to nominate any other member in good standing, including themselves. Open nominations occur from the floor of the TTA Representative Council at the April meeting. The nominee must be present to accept the nomination.
- B. The only qualification for any Association office is to be a member in good standing with TTA and its affiliates, CTA and NEA.
- C. Declaration of candidacy forms shall be readily available to members in both hard and soft copy formats.
- D. The form must state the requirements as to the deadline for the time and place of filing.

## **V. Withdrawal of Candidacy**

- A. For any candidate opting to withdraw their candidacy and have their name not to appear on the ballot, they must submit a written withdrawal from candidacy the Elections Chair by the time the slate is finalized at the April Representative Council meeting.
- B. If a candidate withdraws after the slate is finalized, their names will remain on the ballot. If the withdrawing candidate wins, they may vacate the seat triggering a special election to fill the vacancy.

## **VI. Campaign Materials for Association Office**

- A. Content of Material
  - 1. Candidates may print campaign materials.
  - 2. All campaign materials must be free of any Association logo(s).
  - 3. Official Association names/acronyms may not be used on any endorsement list. The official Association title may not be used in a manner that suggests the Association supports the candidate. This includes the candidate's email addresses (i.e. TTA or Torrance Teacher Association cannot be used in the email addresses of the candidates).
  - 4. All electronic or printed campaign materials larger than a credit card must have the following disclaimer stated verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of TTA, CTA, NEA or any of its affiliates."
- C. Candidate Distribution of Campaign Materials
  - 1. Candidates may distribute campaign materials at school sites outside of workday hours as established in Article VI of the Collective Bargaining Agreement and Board Policy. This means that campaigning must be on personal time. This includes sending campaign materials electronically.
  - 2. Use of district funds, services, equipment, supplies, email addresses, electronic communications systems, and mailboxes is prohibited.
  - 3. District email addresses must not be used for campaigning—either to send or receive campaign materials/literature.
  - 4. Upon request, the Elections Chair will furnish each candidate with a list of Representative Council members and the number of active members at each site for which the office they are seeking represents. This member information is solely for the purpose of campaigning. The Association shall not make available personal emails to candidates.
  - 5. Candidates may not use links to any Association website(s) and/or social media sites.
- D. Campaign Statements and Electronic Flyer (distribution by the Association)
  - 1. Flyer Distribution for the candidates by the Association will be sent via an e-blast with jpegs of submitted campaign flyers on the Friday before the voting window. See section III.D. All deadlines will be published in the election timeline.
  - 2. Candidates are responsible for assuring that the flyer is received by the Association's Election Committee by the date published on the election timeline.
  - 3. Candidate statements will be sent as a hard copy along with elections materials to each site. Candidate statement guidelines are in section III.C.
- E. Candidates will be provided a platform to give a campaign speech at the Representative Council meeting in which the election slate is finalized.

1. The speech date will be noted on the elections timeline.
  2. Any TTA member who completes and submits a Declaration of Candidacy form before the close of the Declaration of Candidacy deadline will have the opportunity to speak at the Representative Council meeting.
  3. Candidates will speak in CTA Alphabetical Order for each office.
  4. Each candidate will have a maximum of three minutes to address the Representative Council.
  5. Candidates who do not wish to speak are not required to do so.
- F. If a candidate believes that their opponent has committed campaign violations, they must lodge their written complaint with the Elections Committee, who will investigate in a timely manner. If the rules were violated, the violating candidate will be told to cease and desist from further violations and the violations will be announced via e-blast.

## **VII. Campaign Finances and Use of Unit Resources**

- A. Money from TTA by ways of dues, assessment, or similar levy, shall not be used to promote any candidate.
- B. A candidate cannot accept direct contributions from the Torrance Teachers Association's treasury or indirect contributions in the form of use of the Association's assets, facilities, staff, equipment, mailings, good will, or credit.
- C. Torrance Teachers Association may not state or indicate its preference for a candidate in the Association's publications.

## **VIII. Ballot**

- A. The CTA Alphabet must be used to determine the order of the candidate's names.
  1. If the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA Alphabetical order shall continue to be applied throughout the name, including the first name.
- B. The 2023-24 CTA Alphabet is: O G Y V E F X I B C J H P D U W S T Z N K M L Q R A C. The ballot shall include the following:
  1. Name of the office/position;
  2. Term of Office;
  3. Number of votes allowed for each office/position (e.g., vote for no more than XX);
  4. Name(s) of each declared candidate who filed a Declaration of Candidacy within the timeline;
  5. A write-in provision for each office/position, except in a run-off election; and
    - a. For most elections, the number of write-in spaces should be equal to the number of votes allowed for the office/position.
    - b. In the event there are no declared candidates after the slate has been finalized, the Association will hold a special election to fill the seat in the following school term to minimize the amount of time that members are unrepresented.

## IX. Voting Methods

- A. All active members shall have an opportunity to vote.
  - 1. Active members who are on dues-paying leave shall be notified by mail/email in order to provide them with an opportunity and right to vote.
  - 2. Active members not present because they are on association/affiliate business may request a ballot by mail/email.
- B. All ballots cast must be by secret ballot.
- C. Electronic Online Voting will only be used if Association business must be conducted in a virtual setting to maintain the health and safety of the members (ex. COVID pandemic).
  - 1. If a virtual election must be held, the entire election will be conducted online. There will be no “mixed” voting in which some ballots are cast in person while others are cast online.
  - 2. The electronic/online voting vendor does not replace the Election Committee. CTA Guidelines will be followed in the selection and use of an electronic/online voting vendor.
- D. Onsite Voting
  - 1. Each voter must sign the voter sign-in sheet for their assigned site before receiving a ballot. Voter sign-in sheet is a list of eligible voters at each site which includes a place for signature.
  - 2. The marked ballot must be returned by the voting member to the designated ballot box for their assigned site.
  - 3. Campaign materials and electioneering are not allowed in or near the polling area, nor should campaign materials be distributed with the ballots.
  - 4. Preliminary counts shall not be completed at school/work sites.
  - 5. Site representatives must return all voter sign-in sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and unopened. Sign-in sheets and ballots from each site must be kept together until verified by the Chapter Elections Committee.
  - 6. Refer to Section XIV for the Counting of Ballots procedures.
  - 7. After verification of signatures, all ballots shall remain divided by site because each site’s ballot typically has different seats up for election.
- E. Voting by Mail or Voting at the Association Office
  - 1. A list of current official members shall be prepared which includes name, work site, and home address of any member who is eligible to vote by mail. To be eligible to vote by mail, a member must be on a dues-paying leave.
  - 2. Members who vote by mail shall be provided with:
    - a. A ballot;
    - b. Instructions for voting that includes: how to fold and place their marked ballot in the unsigned inner envelope before placing the inner envelope into the outer envelope; signing the outer envelope; and mailing to the Elections Committee care of the Association office.
    - c. Deadline date for receipt of the ballot to arrive at the Association office;
    - d. Small envelope (inner envelop) in which to place the voted ballot; and
    - e. A larger envelope (outer envelope) addressed to the Elections Committee at the Association office, on which the voter prints and signs their name.
  - 3. At the time of counting, the names on the outer envelopes shall be checked against the official list of voters.

4. The names of the vote by mail voters shall be marked on their home site voter sign-in sheet to show that the voter has returned the ballot.
5. The outer envelopes shall then be opened and put in a separate stack for safekeeping (one year after the election).
6. All inner envelopes shall be opened, and the ballots removed from the envelopes and placed in their home site stack for counting.
7. Refer to Section XIV for the Counting of Ballots procedures.

## **X. Vote Requirement**

All elections that go to ballot (i.e. election not determined by waiving the ballot and voting by acclamation), will be decided by majority vote. Write-in votes are valid and must be counted.

- A. Majority means more than half of the legal votes cast for any candidate or issue on the ballot.
- B. Plurality means the largest number of votes cast for any candidate or issue on the ballot that does not reach majority status.
- C. A two-thirds vote means that at least two-thirds of the legal votes cast are FOR the issue.
- D. In an election where there are two or more candidates and a majority is not reached, but there is a tie among candidates holding a plurality, the winner will be determined by a coin toss if there's not enough time remaining in the school year to conduct a run-off election.
  1. If tied, the Elections Committee Chair will contact the candidates in CTA Alphabet Order to inform them of the coin toss. The coin toss will be held in person.
  2. If the first candidate wishes to remain in the race, the Chair shall ask the candidate to choose "heads" or "tails" in the coin toss.
  3. The Elections Committee Chair shall designate the time and place for the coin toss and inform the candidates who may have an observer present. The observer may be the candidate.
  4. The coin toss outcome will be noted on the Official Teller's Report.
  5. If a run-off election can be held, but only one candidate of the two tied wishes to remain on the ballot, the lone candidate can be declared the winner by waiving the ballot and voting by acclamation.
  6. NEA Local Delegate elections are held by plurality vote if there are more candidates than seats. The top vote earners are named to the delegate positions without a run-off. If the number of candidates is equal to or less than the number of delegate positions, the ballot may be waived and voted by acclamation.
- E. All TTA Executive Board Seats, including officers, State Council, and any at-large seats, per TTA bylaws, may be elected by waiving the ballot and voting by acclamation.
- F. Site Representatives may be elected by waiving the ballot and voting by acclamation if the number of candidates is equal to or less than the number of seats to be filled.

## **XI. Counting of Ballots**

- A. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place. The observer may not bring in electronic devices of any kind (including cell phones, tablets, smart watches, etc.).

- B. Ballot Counters may be volunteer members from rank-and-file membership. These ballot counters will assist members of the Elections Committee with the ballot counting process.
- C. All ballot boxes are due to the specified location, usually the TTA Office, by the date and time assigned to that election. If for some unforeseen reason a Site Representative cannot return the ballot box at the specified date and time, the Site Rep shall contact the TTA Office and make arrangements for collection. Ballot boxes shall not be counted after the time in which the Elections Committee begins counting ballots.
- D. Once the ballot counting session begins, no one may enter the room. If an observer exits the room, they will not be allowed to re-enter the room. Ballot counters may only exit to use restroom facilities and may not take any materials with them.
- E. Ballot Counters will participate in a short training once the session begins.
- F. Signature sheets will be required by each voting site and placed into/accompanied with each ballot box to be counted. The number of accepted/counted votes shall be equal to the number of valid signatures on the accompanying signature sheet.
- G. Ballot Counters shall verify signature sheets with ballots received. The verification process is as follows:
  - 1. Ballot Counter will count the number of signatures and the number of ballots cast.
  - 2. A second Ballot Counter will count the number of signatures and the number of ballots cast.
  - 3. If there is a discrepancy between the two counters, a third counter will count the number of signatures and the number of ballots.
  - 4. An Elections Committee member will sign off on the verification.
- H. When a ballot box contains more marked ballots than the number of valid signatures on the signature sheet, the ballot counters shall fold each ballot to conceal the vote, shuffle the folded ballots, and select the ballots to be counted matching the number of valid signatures on the signature sheet. The excess ballot(s) shall be set aside and not counted.
- I. Ballots will also be set aside and not counted if:
  - 1. Ballot(s) are submitted after the voting window and deadline to be returned to the TTA Office (see item C).
  - 2. Voting envelopes do not have a signature.
  - 3. Ballot(s) are separated from the voter sign-in sheet.
  - 4. No voter sign-in sheet accompanied the ballots.
- J. Ballots in candidate elections often have different seats being voted upon dictated by site or area. Because these ballots differ, they will remain sorted by site and the votes for each seat will be tallied and reported to the recorder who is recording the tally of votes. The tallies will be verified by a member of the Elections Committee.
- K. Write-in candidates must have 50% plus one, of all votes cast for the office they are seeking during the election. When a write-in candidate is elected, they shall have three working days after they are notified to accept the office. Notification may be done by email, text, telephone, or in-person. If the elected write-in candidate does not reply and/or does not accept the office within the three working day timeline, the office shall be given to the declared candidate with the most votes. If no declared candidate exists, the office will be considered vacant.
- L. Blank and/or illegal ballots for each office/position shall be set aside, making it possible for those blank or illegal ballots for one race to potentially still be counted in any remaining positions on the ballot. Examples of illegal ballots include the following:
  - 1. The member is not verified.
  - 2. The voter's intent is unclear.

3. Votes are cast for more than the number allowed.
  4. Votes are cast on an unofficial ballot (probably reproduced).
  5. Candidate is not a member.
  6. The voter signed their ballot making it no longer secret.
- M. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make note of the decision. The ballots shall remain separate.
- N. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue, including write-in candidates, and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by the Elections Committee Chair. All ballot counters and Elections Committee members present will be listed on the report as well. The Teller's Report shall not contain a site-by-site breakdown report.
- O. The Elections Committee Chair will deliver the official Teller's Report of the election results to the President and interested parties no later than one week after the election.

## **XII. Challenge Procedure**

- A. A challenge for any seat on the Executive Board cannot be initiated until after the ballots have been counted and the teller's report has been issued—including any run-offs if necessary.
- B. Challenging party(ies) must notify the Elections Committee Chair of a challenge in writing no later than ten (10) calendar days after the teller's report has been posted. The challenger needs to use the TTA Election Challenge Form to submit the challenge.
- C. The challenge must be supported by prima facie evidence of a violation. In other words, the evidence presented must be sufficient on its face to support the fact until it is contradicted and overcome by other evidence.
- D. Upon receipt of the challenge, the Elections Committee Chair will notify all the candidates for all seats that a challenge has been filed for. The names of the challenger(s) and the challenge forms will remain confidential to all except the Elections Committee and the TTA President.
- E. Within ten (10) workdays after the challenge deadline, the Elections Committee shall determine if the challenge is valid, using the following procedures:
1. Read and understand all elements of the challenges
  2. Review all documents, directions, and procedures related to the election in question for conforming to TTA's Elections Manual and/or CTA's Elections Manual.
  3. Review TTA's bylaws as they relate to the issues raised in the challenge.
  4. Fully and objectively interview the challenger.
  5. Fully and objectively interview every witness identified by the challenger.
  6. Inquire and gather names and contact information of other chapter members who could or do have insight into the elements of the challenge.
  7. Analyze the collected information to determine if a violation has occurred.
  8. Determine whether the identified violation(s) might have affected the outcome of the election.
  9. Ensure that a fair and objective set of resolution recommendations address the points raised by the challenger.

10. Submit a written report outlining the findings of the Elections Committee to the President and Executive Board. If the Executive Board is named in the challenge, then the report will be issued to the Representative Council in a closed meeting.
11. Any member of the Executive Board and/or Representative Council who was a candidate in the office that has been challenged, any member of the Elections Committee named in the challenge, any witness in the challenge, any family member of a challenger, witness, or challenged candidate shall recuse themselves from discussion and voting on the challenge.
12. If a majority of the Executive Board is unable to act on the challenge, the decision shall be moved to the TTA Representative Council. In the absence of the Representative Council, the Elections Committee shall contact the CTA Elections and Credentials Chair to determine the next step.
13. The TTA Executive Board shall render a decision in writing to the challenging party and all candidates on the ballot no later than 10 workdays following the receipt of the written report from the Elections Committee. The names of the challengers, details of the challenge, and the challenge forms shall remain confidential in the report.
14. If the TTA Executive Board does not act within the 20 workdays of the original challenge deadline, the challenging party may file an appeal on the official CTA Appeal Form to the CTA President at [ctaelections@cta.org](mailto:ctaelections@cta.org).
15. If an election has been challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.

### **XIII. Recall Procedure**

- A. Active members have the authority to recall from office any person(s) having been elected by active members.
- B. Any active member desiring to recall a TTA Executive Board Member, must file a copy of a petition with the Elections Committee Chair before it can be circulated.
- C. The petition must include the following information:
  1. Name of the individual(s) who is/are subject of the recall.
  2. Office of the individual(s).
  3. Date of the petition.
  4. Name(s) of the person filing the petition with their personal email address(es).
  5. Reason(s) for the recall.
  6. Notation that “each signature must be in blue/black ink.”
  7. Space must be provided for printed name, signature, work site location, and date of signing for each name on the petition.
- D. The petition must be filed and approved by the Elections Committee Chair. Signature gathering may not begin until the petitioner(s) receive notice from the Elections Committee Chair.
- E. Persons filing to recall and signatures from members petitioning to recall may only be gathered from members who work at the sites represented by the Executive Board Member up for recall. These members are forthwith called constituency members.
- F. Per the TTA bylaws, 20% or more of the constituency members must sign the requesting petition.
- G. Within ten (10) calendar of receipt of the petition, the Elections Committee shall determine if the petition contains the necessary information. If it does not, the Elections Chair shall notify the petitioner(s). If the petition meets the requirements, the Chair shall inform the

petitioner(s) of the rules, procedures, and need to protect due process of the parties involved. And the Chair shall notify the Executive Board Member whose recall is proposed and the TTA Executive Board.

- H. Monies from the TTA Treasury or any indirect contributions in the form of use of TTA's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in any recall process.
- I. TTA Leadership may not state or indicate its preference in TTA communications, such as the newsletter, e-blasts, or social media.
- J. No more than 60 calendar days shall be permitted to obtain the signatures of the necessary 20% of constituency members.
- K. The signed petitions must be received by the Elections Committee Chair by the specified deadline date.
- L. The Elections Committee shall have 10 calendar days after receipt of the petition to verify signatures.
- M. If there are insufficient signatures, the Elections Committee Chair shall notify the petition circulator(s) by email within five (5) calendar days of verification that the petition failed for lack of signatures.
- N. If enough signatures are verified, the Elections Committee Chair shall:
  - 1. Notify the president/designated that a recall has been initiated.
  - 2. Prepare the recall election announcement, timeline, and declaration of candidacy forms for the replacement Executive Board Members if the recall passes.
  - 3. The recall and timeline must be published within 30 calendar days of the petition being received per the TTA bylaws.
  - 4. The question of recall must be submitted to the constituency members within ten (10) workdays following the official publication.
- O. The election will follow election guidelines as described in the TTA bylaws and in this manual for ballots, distribution, signatures, secret ballot voting, and counting. The election will follow the published timeline. The election will be certified as described in the bylaws and this manual with an official teller's report issued at the conclusion of the election.
- P. For a recall to be successful, two-thirds (2/3rds) of constituency members must vote to recall the Executive Board Member. If the recall is successful, the office will be declared vacant and then filled by the declared candidate with the most votes. The winner will be declared in accordance with the bylaws and the standing rules in this manual.
- Q. The Elections Committee Chair will deliver the teller's report to the candidates, Executive Board Members, and the voting constituency members within one week of the election.

#### **XIV. Staff Involvement**

Elections and elections procedures are the responsibility of the Association membership, and particularly the Elections Committee.

- A. Association staff provides support and assistance to TTA members and the Elections Committee to meet their responsibilities.
- B. Associate staff assistance shall be in the areas of:
  - 1. Maintaining a reference copy of the election timeline published by the elections committee.
  - 2. Prepared drafts of various documents.

3. Based upon the decisions of the Elections Committee, prepare needed documents for distribution.
- C. Professional staff responsibility shall be commensurate with their consultant role to TTA members and leadership.
- D. Neither Associate staff nor Professional staff shall take on the responsibilities for decision-making.