



To: All Building Representatives/Designee
From: Candi Peterson, General Vice President
Cc: Elizabeth Davis, President
RE: Local School Elections for 2016-17
Date: April 5, 2016

GP

Please find enclosed the necessary forms to assist you in conducting your local school elections during the month of May. We are aware that some schools were unable to conduct local elections according to schedule due to city-wide excessing of staff. We are requesting that all Building Representatives adhere to the timeframes/notice period set forth in our WTU Constitution and By-Laws to ensure that your elections are completed. The time, date and place of the election shall be decided by the SCAC with provisions made so that all members in good standing have a reasonable opportunity to vote. **Please submit your results to the WTU Office by no later than May 31, 2016.**

Sample Timeframe:

- **By Friday, May 6, 2016.....Post Notice of Nominations and Elections**
- **By Friday, May 13, 2016.....Conduct Nominations Meeting**
- **By Friday, May 20, 2016.....Conduct Secret Ballot Voting**
- **By Tuesday, May 31, 2016.....Submit Election Results to the WTU Office**

For your convenience, an electronic version of the **Elections Results Submission Form** will be emailed to your WTU email account and posted on the WTU Website.

Please complete the **Election Results Submission Form** and **fax it (202-379-3404)** to the WTU office. Or email election results to: info@wtulocal6.net.

If you have any questions or need assistance, please feel free to contact your WTU Field Representative on 202-517-1477.

As always, thank you for your continued support of WTU's initiatives.



POSITIONS TO BE ELECTED

- **Building Representative (BR).....1**
- **School Chapter Advisory Committee (SCAC).....6**
- **Local School Advisory Team (LSAT).....4**
- **Personnel Committee (PC).....4**
- **Representative Assembly.....(see chart “A” below)**

CHART “A”

Number of Teachers	Number of Representative Assembly Members to be elected	Total Delegates Elected
1 to 37	Elect (1) Building Representative	1 Alternate
38 to 62	Elect one (1) Delegate	1
63 to 87	Elect two (2) Delegates	2
88 to 112	Elect three (3) Delegates	3
113 to 137	Elect four (4) Delegates	4



ELECTION GUIDELINES AND PROCEDURES

1. Only **full dues paying members** (\$36.08) are eligible to nominate and vote in the election for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and members of the Representative Assembly.
2. All bargaining unit members, including **full dues paying members** and **Agency fee members** (\$30.67) are allowed to nominate and vote in the election of members to serve on the Local School Advisory Team and the Personnel Committee.
3. Elections shall be held by secret ballot and there shall be no absentee balloting.
4. The Building Representative election shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative.
5. Nominations may be submitted in writing, by the close of school, two (2) days prior to the election. Written nominations should be submitted only after verifying that the nominee is willing to serve. The Building Representative shall give written verification for any written nominations received.
6. Printed ballots shall list all names alphabetically.
7. The time, date, and place of the election shall be decided by the SCAC with provisions made so that all members in good standing shall have a reasonable opportunity to vote.
8. Use the enclosed nomination and election bulletin to specify the date, time, and place for the nominations meeting and election. The nominations meeting shall be held at least five (5) school days in advance of the election.
9. The Building Representative and SCAC must establish a Tally Committee to count ballots. No person running for office can serve on the Tally Committee. All candidates shall have the right to have observers when the ballots are tallied.
10. The Building Representative shall secure and hold all election materials/results until **September 6, 2017**.
11. Challenges to the elections for all positions shall be submitted in writing to the Executive Board for appropriate action within fifteen (15) days after the election.



ROLES AND RESPONSIBILITIES

Local School Positions

Building Representative- An elected representative for the Union, or a Union designee in each school, school administrative unit, or school functional unit shall serve as chairperson of the School Chapter Advisory Committee.

Alternate Delegate- The elected alternate delegate will attend Representative Assembly meetings when the Building Representative is unable to attend.

School Chapter Advisory Committee- The SCAC committee should consist of not more than seven (7) members of the Union in each school, school administrative unit, or school functional unit. There shall be only one School Chapter Advisory Committee in each school, school administrative unit, or school functional unit regardless of the number of bargaining units represented by the Union, except where there is more than one supervisor.

Local School Advisory Team- A consensus group of administrators, parents, teachers, support staff, union representative, community representative and students who are elected and/or appointed to advise on matters of local school policy.

Personnel Committee- Each school will have a standing Personnel Committee who will interview and recommend all candidates for any vacant positions at the school. The members of the Personnel Committee will include: the administrator or his/her designee; the WTU Building Representative or his/her designee; the department head or grade level chairperson (or his/her designee) from the department or grade level affected by the vacancy, or a member of the appropriate non-Teacher employee group (e.g., custodians, paraprofessionals); at least one additional Teacher, but not more than (4), elected by the WTU chapter at the school; and a parent of a current student mutually selected by both WTU Building Representative and the Supervisor.

After interviewing the candidates, the Personnel Committee will rank the candidates in order of preference using a consensus method. This recommendation will be forwarded to the administrator, who will make the final hiring decision from those ranked by the committee (Reference WTU contract; page 6).

Representative Assembly- Subject to the final authority of the membership, the general governing body of the WTU shall be the Representative Assembly. This assembly shall consist of members of the WTU who are elected by the members. Elections for the Assembly shall be as follows:

- A. Representative Assembly members shall be apportioned on the basis of one for every twenty-five members, or major portion thereof, in good standing in the Union with not less than one representative per building.
- B. The Building Representative or his/her designee shall be the ranking delegate from each building.



Note: All schools must have a Personnel Committee and Local School Advisory Team.

NOTICE OF NOMINATIONS AND ELECTION

**Building Representative, School Chapter Advisory Committee,
Representative Assembly, Local School Advisory Team, and
Personnel Committee
Elections Bulletin
2016 - 2017**

To: Washington Teachers' Union Bargaining Unit Members

From: _____
WTU Building Representative

NOTICE OF NOMINATIONS MEETING

A meeting will be on _____ at _____
(Date) (Time)
in room _____ for the purpose of nominating persons to serve in the
following local school positions for school year 2016-2017:

- Building Representative (full members only)
- School Chapter Advisory Committee (full members only)
- Representative Assembly (full members only)
- Local School Advisory Team (full and agency members)
- Personnel Committee (full and agency members)

NOTICE OF ELECTIONS

The elections will be conducted by secret ballot on _____ at _____
(Date) (Time)
in room _____.

For further information contact the WTU Building Representative or Field Representative.



WTU NOMINATION FORM

School Name

Building Representative (BR)
Alternate Delegate (AD)
School Chapter Advisory Committee (SCAC)
Representative Assembly Delegate (RA)
(Full Members Only)

I nominate _____ for the position of _____.

Nominator's Signature _____

Print Name _____

I accept this nomination for the position of _____.

Nominee's Signature _____

Print Name _____

Local School Advisory Team (LSAT)
Personnel Committee (PC)
(Full and Agency Fee Members)

I nominate _____ for the position of _____.

Nominator's Signature _____

Print Name _____

I accept this nomination for the position of _____.

Nominee's Signature _____

Note: Use a separate form for each nomination.



ELECTION TALLY COMMITTEE

(NON-CANDIDATES ONLY)

School Name

Date

Print Name

Signature

1. _____

2. _____

3. _____

4. _____

5. _____



WTU SECRET ELECTION BALLOT

(FULL MEMBER)

School Name

Date

LSAT (Vote for Four (4))

**Building Representative
Vote for One (1)**

- _____
- _____
- Write-in _____

- _____
- _____
- _____
- _____
- Write-in _____

**School Chapter Advisory Committee
Vote for Six (6)**

- _____
- _____
- _____
- _____
- _____
- _____
- Write-in _____

**Personnel Committee
Vote for Four (4)**

- _____
- _____
- _____
- _____
- Write-in _____

Alternate Delegate

- _____
- _____
- _____
- Write-in _____

**Representative Assembly (RA)
Vote for _____**

- _____
- _____
- _____



WTU SECRET BALLOT ELECTION

(AGENCY FEE MEMBERS)

School Name

Date

Local School Advisory Team (LSAT)
Vote for Four (4)

- _____
- _____
- _____
- _____
- Write-in _____

Personnel Committee (PC)
Vote for Four (4)

- _____
- _____
- _____
- _____
- Write-in _____



SCHOOL PERSONNEL COMMITTEE

SY 2016-2017

School

Please print or type clearly:

_____ Principal

_____ Building Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Parent

Note: The Personnel Committee must also include the Department Head or Grade Level Chairperson from the applicable department or grade level affected by the vacancy, or a member of the appropriate non- Teacher employee group.

Signature of Newly Elected Building Representative for 2016-2017

Date _____

Signature of the Current Building Representative for 2015-2016

Date _____



LOCAL SCHOOL ADVISORY TEAM SY 2016-2017

School

Note: Please complete this form for all positions that are currently filled on your LSAT for school year 2016-2017.

Please print or type clearly:

- _____ Principal
- _____ Building Representative
- _____ President Parent Organization
- _____ Elected Teacher Representative
- _____ Elected Teacher Representative
- _____ Elected Teacher Representative
- _____ Elected Teacher Representative
- _____ Elected Parent Representative
- _____ Elected Parent Representative
- _____ Elected Parent Representative
- _____ Elected Parent Representative
- _____ Elected Support Staff Representative
- _____ Community Representative
- _____ Student Representative (SHS)
- _____ Optional
- _____ Optional

LSAT Chairperson _____

LSAT Secretary _____



SCAC COMMITTEE SY 2016-2017

School

Please print or type clearly:

_____ Building Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

_____ Elected Teacher Representative

Signature of Newly Elected Building Representative for 2016-2017

Date _____

Signature of the Current Building Representative for 2015-2016

Date _____



REPRESENTATIVE ASSEMBLY SY 2016-2017

School

Please print or type clearly:

_____ Building Representative (1-37 teachers)

_____ Alternate Delegate for Building Representative
(1-37 teachers)

_____ Elected Delegate (38-62 teachers)

_____ Elected Delegate (63-87 teachers)

_____ Elected Delegate (88-112 teachers)

_____ Elected Delegate (113- 137 teachers)

Signature of Newly Elected Building Representative for 2016-2017

Date _____

Signature of the Current Building Representative for 2015-2016

Date _____



WTU CHAPTER ELECTION RESULTS FOR SY 2016-2017

School

WTU Building Representative _____

WTU Alternate Representative _____

**School Chapter Advisory
Committee**

**Representative Assembly
Member**

**Local School Advisory
Team**

Personnel Committee

