

Fullerton Secondary Teachers Organization,

STANDING RULES (Elections section)

II. NOMINATIONS AND ELECTIONS

TERMS:

CTA Elections Manual refers to the California Teachers Association Elections Manual containing rules, regulations, and procedures for Elections by the State Council of Education for: officers and directors; representation on the State Council of Education; Elections conducted within electoral districts for representation to the NEA Representative Assembly; and Elections conducted by local affiliates of CTA.

CTA Elections Procedures refers to the California Teachers Association (Elections) Procedures and Requirements for Chapters and Service Center Councils

RELEVANT DOCUMENT LOCATIONS:

CTA Elections Elections Manual

- CTA.org website:
<https://www.cta.org/wp-content/uploads/2023/08/2023-24-CTA-Elections-Manual.pdf>
- FSTO Elections webpage: www.myfsto.org/elections

CTA Elections Procedures for Chapters

- CTA.org website:
<https://www.cta.org/wp-content/uploads/2023/08/2023-24-CTA-Proceduress-Requirements-for-Chapters-SCCs-8-16-23.pdf>
- FSTO Elections webpage: www.myfsto.org/elections

Original Election Challenge Form:

- CTA.org website: <https://www.cta.org/document/2021challenge-form>
- FSTO Elections webpage: www.myfsto.org/elections

FSTO follows the CTA Elections Procedures for Chapters.

A. Appointment of Elections Committee

1. An Elections Committee and Chair shall be appointed by the President and approved by the Executive Board at the beginning of each school year.
2. It will be composed of at least three members:
 - a) who are familiar with the unit operations;
 - b) who are not seeking election themselves;
 - c) who are not voting members of the unit's governing body (i.e.: Executive Board);
 - d) who shall abstain from participation in Elections Committee activities during the period in which their immediate family member is a candidate.
3. If more than three people volunteer, consideration shall be given to maximize the number of sites represented.
4. If an appointed member of the Elections Committee is unable to fulfill their duty for any reason, designated alternate(s) may assume those duties.
5. The President will ensure the appointed Elections Committee and Chairperson is reflected in Falcon.
6. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.

B. Procedural Components

1. Election Materials Distribution Procedures
 - a) The Elections Committee will follow the CTA Election Procedures to determine the methods and timeline for distribution and submission of all election materials including, but not limited to, announcements, campaign statements, flyers, guidelines, and results.

C. Announcement and Election Timeline

1. An Announcement will be distributed that gives all members the opportunity to file a declaration of candidacy.
 - a) Announcement will be sent via Association email
 - b) Announcement may be sent via mail for any active member who notifies the NOCUT office.
 - c) Announcement will be posted in the faculty lounge at each voting site.
2. The Announcement will include the following:
 - a) List of all vacancies
 - b) Term of office for each vacancy
 - c) The CTA Alphabet
 - d) Instructions for filing a declaration of candidacy with date, time and place it is due
 - e) The election timeline
3. In setting up the dates for the timeline, the following should be noted:
 - a) Calendar days are used.
 - b) There must be at least 15 days between the Announcement and the start of voting.
 - c) The voting window must be no less than 5 and no more than 10 calendar days.

D. Nominations

1. FSTO will follow the CTA Election Procedures regarding open nominations, qualifications for office, and declaration of candidacy forms.
2. At the close of nominations, the Elections Committee Chair shall announce the names of all candidates for FSTO offices.

E. Withdrawal of Candidacy

1. In order for their name not to appear on the ballot, any person withdrawing from candidacy may do so only by written request to the Elections Committee Chair **prior to** the final date of ballot preparation, as listed on the Timeline.

F. Campaign Materials

1. Content of Material

- a) All campaign materials must be free of any association logo(s).
 - (1) Official association names/acronyms may not be used on any endorsement list.
- b) The official association title or position may not be used in a manner that suggests the associations support the candidate.
 - (1) This includes the candidate's email addresses.
 - (2) Candidates may use association titles to indicate previous experience and position running for (no logos), however, be mindful of F.1.(b)
- c) All electronic or printed campaign materials must have the following disclaimer stated verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of FSTO, CTA, NEA or any of its affiliates."

2. Candidate Distribution of Campaign Materials

- a) Candidates may distribute campaign materials at school sites.
 - (1) Use of district/school mailboxes for campaigning must follow district policy.
 - (2) District email addresses may not be used for campaigning.
- b) Upon candidate request, FSTO will furnish each candidate with a list of active members at each work site for the purposes of campaigning.
- c) FSTO will treat each candidate equally in preparation and distribution of a campaign statement.
 - (1) FSTO will honor reasonable requests from a candidate to distribute campaign materials to all members in good standing at the candidate's own expense, including by mail or other means.
 - (a) By the Association's email or Newsletter: Campaign statements will be distributed to members provided deadlines in the Timeline are met.
 - (b) Via Rep Council Meeting: Candidates may address the FSTO Representative body provided deadlines in the Timeline are met.

3. Campaign Statements and Electronic Flyers

- a) Candidates may provide FSTO with a campaign statement.
 - (1) Campaign statements are to be submitted with the Declaration of Candidacy.
- b) There shall be a limit on the number of words/characters allowed on the campaign statement.
 - (1) Campaign statements will be no more than 30 words.
 - (2) Any word(s) exceeding the limitation shall not be printed.

(3) The statements shall not be printed directly on the ballot.

- c) Candidates may provide a one single-sided electronic flyer in a PDF or Word document, 8.5" X 11" or smaller, to be included in the Association's email or Newsletter and sent to FSTO members.

(1) Candidates are responsible for ensuring that the campaign flyer is sent to the appropriate party by the deadline, as indicated on the election Timeline.

G. Campaign Finances and Use of Unit Resources

1. Money from the FSTO treasury may not be given to a candidate or used to promote any candidate. A candidate cannot accept indirect contributions in the form of use of FSTO's assets, facilities, staff, equipment, supplies and mailings.
2. FSTO will not state or indicate its preference for a candidate in any of its publications.
3. The use of links to any association (FSTO, CTA, NEA, OSCC etc) website or association social networking sites by a candidate is prohibited. Candidates cannot campaign on any affiliated chapter or service center social networking sites created for association/leadership members to communicate with each other.
4. FSTO will not make any personal email addresses available to candidates.
5. Use of CTA 360 for campaigning purposes is prohibited.

H. Ballot.

1. The Elections Committee will follow the CTA Election Procedures regarding:
 - a) CTA Alphabet order/Order of candidate's names on a ballot.
 - b) Items for inclusion on a ballot.
 - (1) In the event there are no declared candidates, FSTO will remove the office/position from the ballot and run the election at another time.

I. Voting Methods

1. All active members must have an opportunity to vote.
 - a) Voting notifications will be sent via email to all active members.
 - b) Voting will be conducted via CTA-approved electronic/online vendor.
 - c) Voting notification may be sent via mail or paper ballot offered to any active member who notifies the NOCUT office by the deadline listed in the election Timeline.
 - (1) The Elections Committee will follow the CTA Election Procedures regarding Voting by Mail for all paper ballots.

J. Vote Requirement

1. All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are considered valid and must be counted.
2. An election for school site representatives and NEA delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.
3. The Elections Committee will follow the CTA Election Procedures regarding:
 - a) majority vs plurality vote
 - b) a plurality election tie

- c) NEA local delegates

K. Run-Off Elections

The Elections Committee will follow the CTA Election Procedures regarding Run-Off elections.

L. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process.
 - a) 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.
 - b) The observer rules set forth by the Election Committee must be followed.
2. Paper Ballots set aside and not counted are:
 - a) Ballot(s) submitted after deadline
 - b) Voting envelopes without a signature;
3. Blank and/or illegal ballots for each office/position shall also be set aside. Examples of illegal ballots include the following:
 - a) Member not verified;
 - b) Voter's intent unclear;
 - c) Votes cast for more than number allowed;
 - d) Votes cast on unofficial ballot (e.g., reproduced);
 - e) Candidate is not a member;
 - f) Ballot that is no longer a secret (signed).
4. 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 and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
5. The Chairperson of the Elections Committee will deliver the report of the election results to the FSTO President, or their designee if the president is a candidate, and interested parties. The election results shall be made available to members no later than five calendar days following the counting of the ballots.

M. Challenge Procedure

1. A challenge cannot be initiated until after the ballots have been counted, including ballots for a run-off, if necessary.
2. Challenging party(ies) in an FSTO-run election must notify the Elections Chair of a challenge in writing using the Official Original Election Challenge Form available on the FSTO Elections website. The notification must be submitted within 10 calendar days after either the announcement of the initial election results or, in the case of a run-off election, the declaration of the run-off results
 - a) Challenges for election of **State Council Representatives, Alternates, state and local delegates to the NEA RA** are to *follow the procedures outlined in the CTA Elections Manual.*

*(1) The CTA Elections Manual is found at cta.org, and will be linked on the FSTO Elections website:
www.myfsto.org/elections*

- b) Challenges must be supported by evidence of an election violation.
3. Upon receipt of the challenge, the Chapter's Elections Committee will notify all the candidates that a challenge has been filed. The names of challengers, details of the challenge and challenge forms shall remain confidential.

4. FSTO will follow the CTA Election Procedures in regard to Challenge Procedures.
 - a) In situations where reports, findings, and recommendations need to be communicated to the FSTO President, if the president is involved in the challenge, a representative will be designated.

N. Recall Procedure

1. The active membership shall have the authority to recall from office any person(s) having been elected by the active members.
2. Any active member(s) who wish to initiate a recall process must submit a copy of the petition to be approved by the Chairperson of the Elections Committee. Signature gathering cannot begin until the petitioner(s) receive an approval notification from the Chairperson of the Elections Committee.
3. The petition must include the following information:
 - a) Name of individual(s) who is/are the subject of the recall;
 - b) Office of individual(s);
 - c) Date of petition;
 - d) Name(s) of person(s) filing petition and personal email address(es);
 - e) Reason(s) for the recall;
 - f) Notation that "each signature must be in ink"
 - g) Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. Within 10 calendar days after receipt, the Chairperson of the Chapter's Elections Committee shall determine whether the petition contains the necessary information and will instruct the petitioner accordingly.
5. FSTO will follow the CTA Election Procedures in regard to Recall Procedures
6. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25% of the active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is 25% of the members of the electing constituency.
7. If the recall leads to a new election, it will be run in accordance with our Standing Rules and CTA Election Procedures.

O. Recall Procedures – Initiated by Representative Council

1. Recall of Elected Officers
 - a) A recall election will be initiated if a 2/3 majority of the present members of the Representative Council vote in favor
 - (1) If the President is the official recommended for recall, the recommendation will be submitted to the President's designee.
 - b) A recall election shall be validated by a 2/3 vote of the FSTO Members voting in such an election.
 - c) Such an election shall be by secret ballot.
 - d) If the recall leads to a new election, it will be run in accordance with our Standing Rules and CTA Election Procedures.
2. Recall of Presidential Appointments
 - a) A recall election of such officials will be recommended to the President if a 2/3 majority of the present members of the Representative Council vote in favor
 - b) Such action shall be verified by a roll call vote of the Representative Council.

P. Special Elections

1. The Executive Board shall have the authority to call for a special election.

- a) When positions open off-schedule.
 - b) When positions are left unfilled after an election has taken place.
 - c) When there are no candidates for a position.
 - (1) The special election shall be at a later time to allow for candidates to come forward.
2. The special election must be approved by the Rep Council.
 3. The special election will be run in accordance with our Standing Rules and CTA Election Procedures.

In situations where these election procedures require additional considerations in one or more aspects, FSTO refers to the most current CTA Election Procedures.