

December 20, 2023

TO: State Council Representatives  
Service Center Council Chairpersons  
Service Center Council Election Chairpersons  
Chapter Presidents

FROM: Pia VanMeter, Elections Chair *PVM*  
Grant Schuster, Board Liaison *GS*  
CTA Elections and Credentials Committee

RE: 2024 NEA Representative Assembly Elections  
Guidelines and Procedures

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The CTA Elections and Credentials Committee has compiled the following information to assist local chapters in conducting local delegate elections for the annual NEA Representative Assembly (RA).

If any questions arise after reading the provided material, please contact the CTA Governance Support Department at 650.552.5300 or via email at [RA@cta.org](mailto:RA@cta.org).

#### **NEA RA DELEGATE INFORMATION**

The 2024 NEA Representative Assembly will be held in Philadelphia, PA between July 3-7. More details to come as they are made available by NEA.

#### **ELECTION BY SECRET BALLOT**

The requirement that state and local NEA delegates be declared elected by secret ballot by the NEA membership makes either appointment or election of delegates by the representative governing body of an affiliate impermissible.

An election by secret ballot may be waived and the candidate(s) 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. For example, if a chapter or Service Center Council has five seats allocated to them and there are five (or less) NEA member candidates who submitted declaration of candidacy forms, all five members can automatically be declared elected without going through the process of an election. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice in advance of the announcement of the election. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

Since delegates are frequently unable to attend the RA, the local chapter is encouraged to report the names of all individuals receiving votes in the election, including successors. In elections where the number of candidates is equal to or less than the number of delegate positions to be filled, a separate election must be held for successor delegates, unless the nomination process requires candidates for both regular and successor delegate positions. All NEA election requirements apply to the election of successor delegates in the same manner as for delegates.

### **BLACK, INDIGENOUS, PEOPLE OF COLOR (BIPOC) GOAL**

NEA Bylaw 3-1(g) requires state delegates to the Representative Assembly (RA) reflect BIPOC participation equal to the state's BIPOC population. The 2020 Census figures indicates that the percent of the population who identify as BIPOC is 65%.

The California Teachers Association is committed to having BIPOC representation in its California delegation. We need your help so that we can reach our goal at this year's NEA convention. **Service Center Council leadership and chapter leaders are asked to encourage all known BIPOC members to be candidates.**

Candidates will have an opportunity to include their ethnic background as part of their biographical sketch, which will not count as part of the 30-word limitation on the Declaration of Candidacy form. **Please ensure that the race or ethnicity of the delegates and successors is included on NEA's election reporting forms.**

**STATE DELEGATE INFORMATION**

It is the responsibility of each member wishing to run as a state delegate to make sure they have received an automatic confirmation email after submitting their form.

Paper copies will NOT be accepted.

**CTA ELECTIONS: NEA RA STATE DELEGATE ELECTION TIMELINE**

<b>NOTE</b>	NEA RA State Delegate Declaration of Candidacy form is no longer printed in the <i>California Educator</i> ; however, the form will be available on <b>January 5, 2024</b> via <a href="https://cta.org/racandidacy">cta.org/racandidacy</a> .
<b>DEC 2023</b>	CTA to email the Guidelines and Procedures for the 2024 NEA RA Elections (for state and local elections) to local chapters.
<b>1/5/24</b>	CTA Elections begin accepting State Delegate Declaration of Candidacy forms.
<b>1/31/24</b>	Deadline to receive <i>State Delegate Declaration of Candidacy form</i> . Online submission only via <a href="https://cta.org/racandidacy">cta.org/racandidacy</a> <b>NO LATER THAN 4PM.</b>
<b>Week of 1/22/24</b>	NEA provides delegate allocations to state and local affiliates.
<b>2/21/24 through 3/18/24</b>	Voting window for NEA RA State Delegate election: → <b>February 21 - March 18, 2024</b>
<b>4/15/24</b>	Delegates who have been elected to both local and state delegate positions <b>MUST</b> notify CTA Elections (via email to <a href="mailto:RA@cta.org">RA@cta.org</a> ) of the position selected. <b>Delegates may NOT hold both positions.</b>
<b>4/22/24</b>	CTA Elections to notify local chapters of names of successor state delegates if an elected state delegate chooses to go as a local delegate.
<b>6/3/24</b>	Deadline for filing an appeal** of the CTA Board of Directors decision on a challenge with the NEA Credentials Committee regarding alleged violations of election requirements.

**IT IS MANDATORY TO ADHERE TO THE JANUARY 31, MARCH 18 and APRIL 22 TIMELINES.**

\* The above timeline dates supersede any previous timelines.

\*\* Send election challenges in writing to CTA President David Goldberg at [ctaelections@cta.org](mailto:ctaelections@cta.org).

## **ELECTION TO MULTIPLE DELEGATE POSITIONS**

Members can be nominated to and run for both state and local delegate positions. However, delegates may **NOT** hold both positions. Members elected to both state and local delegate positions are responsible for informing CTA Elections and their local, **in writing, no later than April 15, 2024** of the position accepted and the position declined. This notification will release the unused position to a successor delegate and will **relinquish** any claim to the released position.

## **STATE DELEGATE FUNDING**

At the time of this notice, the reimbursement amount (with appropriate itemized receipts) for state delegates is not known. The reimbursement information will be immediately provided once it is available.

## **HIGHER EDUCATION**

Higher Education members are entitled to state delegate representation and now part of their respective Service Center Council.

## **RETIRED DELEGATE ALLOCATIONS**

A person who is eligible for NEA membership in both the Retired and Active membership categories shall have the option to join the Association as a Retired **or** as an Active member.

An Active Life member who is eligible for Retired membership may join the NEA as a Retired member while retaining an Active Life membership, provided that during the period of such membership, the individual shall be counted for the allocation of delegate credentials, be eligible to participate in NEA governance, be eligible to receive NEA benefits and services and be treated for all other NEA purposes as a Retired member, as required under NEA Bylaw 2-1d.

**PLEASE NOTE:** The Declaration of Candidacy form for State Delegates, Retired Delegates, Higher Education and ESP Members are to be filed online only. Click [here](#) to file a declaration form for the State Delegates election conducted by the CTA Elections and Credentials Committee.

### LOCAL DELEGATE INFORMATION

It has been tentatively scheduled for NEA to communicate delegate allocation numbers to chapter presidents between January 22-25, 2024. Emails will come from the [RASupport@nea.org](mailto:RASupport@nea.org).

### LOCAL DELEGATE ELECTION REQUIREMENTS

- 1) A chapter or cluster of chapters must follow these requirements when conducting local delegate elections for the NEA RA:
  - a) There must be open nominations. All NEA members are eligible to nominate or be nominated for office.
  - b) The Declaration of Candidacy form must be readily available to members and must state requirements as to time and place of filing. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THIS DOCUMENT IS RECEIVED BY THE DUE DATE.**
  - c) No less than 15 calendar days prior to an election, the local chapter shall notify members of the election.
  - d) Candidates must not use any portion of dues money of the local, Service Center Council, CTA or NEA to promote the candidacy.
  - e) District email addresses and/or systems shall not be used for campaigning.
  - f) All NEA members within the chapter or cluster of chapters shall be eligible to vote.
  - g) The time and place of the election must be designated.
  - h) Candidates may run as both state and local delegates but must decide which position to accept and notify CTA Elections and local chapter, in writing, **no later than April 15, 2024** of the position selected. This will relinquish all claims the delegate has to the released position.
  - i) Elections shall be by secret ballot.
  - j) There shall be a provision for write-in candidates.
  - k) **The election shall be by plurality vote.**
  - l) When there is a tie in a plurality election, the following procedure shall be followed:
    1. When there is a tie, the ballots shall be recounted.
    2. If the result is still a tie, the Elections Committee chairperson shall:
      - (a) Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.

- (b) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose “heads” or “tails” in the coin toss.
  - (c) 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.
  - (d) The Elections Committee shall note the coin toss on the CTA Official Teller’s Report.
  - (e) The Elections Committee shall follow the established procedure in notifying the candidates of the results.
- m) If there is a tie among three or more candidates, contact the CTA Elections and Credentials chairperson through the Governance Support Department at 650.552.5300.
  - n) All candidates shall be ranked in order of the number of votes received.
- 2) A chapter or cluster of chapters may waive the requirement for secret ballot election for NEA RA local delegates and candidates declared elected only if the following conditions have been met prior to the election being held:
- a) The chapter or cluster of chapters has adopted a governing provision or election policy allowing the practice for waiving the NEA RA local delegate elections secret ballot when the number of candidates is equal to or less than the number of delegate positions to be filled.
  - b) The period for open nominations shall be no less than 15 calendar days.
  - c) This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
- 3) Each ballot shall list names of candidates in the current CTA official alphabet order:
- 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**
- 4) The announcement of election results shall be made the next day after the votes are counted.
  - 5) The local shall retain all ballots and election records until the expiration of the term to which the delegate was elected.

- 6) Terms for local delegates may range from one to three years. There is no limit on the number of terms an individual may serve as a delegate. The terms may be staggered. **If a delegate has been elected to more than a one-year term and they have not yet completed the term, please include their names and the term they are serving on the local delegate election reporting form.**
- 7) A successor delegate is the candidate with the next highest votes after the winners have been declared. The successor delegate will automatically be declared a delegate when a vacancy occurs. Only those members reported and certified as a successor delegate are eligible to serve as successor delegates. All candidates shall be ranked in order of votes received.

When the results of the local delegate elections are determined, please complete the election reporting forms. **Please do not send the election reporting forms to the NEA** as it will only delay the process. NEA will only send them back to the CTA Governance Support Department, which will **delay** the process.

### **LOCAL DELEGATE ELECTIONS**

Local CTA chapters are strongly encouraged to follow the same timeline as the state so that elections can be consolidated. Consideration must be given for vacations, spring breaks and year-round school calendars.

- 1) The specific timelines for elections for NEA local delegates shall be determined by each chapter or cluster of chapters, provided that names of delegates are reported to the CTA Elections and Credentials Committee by scanning and emailing the appropriate elections paperwork to [RA@cta.org](mailto:RA@cta.org) no later than **4PM on Monday, April 8, 2024**.
- 2) The timeline shall include dates for:
  - a) Deadline for receiving the Declaration of Candidacy form by members.
  - b) Preparation of ballots: the ballot shall state the name of the office, the term and the name of the candidate(s) who have filed declarations of candidacy within the timeline. The ballot shall include space for a write-in candidate, except in a run-off election.
  - c) Election in chapter.
  - d) Counting of ballots by chapter elections committee.
  - e) Delegates who have been elected to both local and state delegate positions must notify the chapter and CTA Elections of the position accepted by **April 15, 2024**. **DELEGATES MAY NOT HOLD BOTH POSITIONS**.
  - f) Chapter presidents must notify CTA of name of successor local delegate if an elected local delegate chooses to go as a state delegate.

- g) Challenges to local delegate elections must be filed with the CTA President at [ctaelections@cta.org](mailto:ctaelections@cta.org) using the official CTA Original Election Challenge Form located in Appendix R of the [2023-2024 CTA Elections Manual](#) within four calendar days after the date the ballots are counted, including any run-off, if necessary. The challenge and all of the requested documentation must be received by the CTA President at [ctaelections@cta.org](mailto:ctaelections@cta.org) no later than 5pm on or before the fourth day.
- h) **June 3, 2024** is the deadline for filing an appeal of the state's decision on a challenge with the NEA Credentials Committee.

### **LOCAL DELEGATE FUNDING**

The local shall determine funding for local delegates. Regardless of the funding amount, the election for NEA RA local delegates must be held in accordance with the requirements stated herein below.

Prior to the election, the local will determine the amount of funding that will be provided to delegates elected to the NEA RA and this information must be included on the ballot. If partial funding is provided, funding will be based on the election results. For example, if four delegates are elected, but funding will only be provided for two delegates, funding will go to the top two candidates with the most votes. If the ballot is waived, the CTA Elections and Credentials chairperson must be contacted through the Governance Support Department for direction on how to determine partial funding.



**LOCAL CHAPTERS: NEA RA LOCAL DELEGATE ELECTION TIMELINE**

<b>NOTE</b>	Local Chapters are responsible for conducting Local Delegate elections. The Declaration of Candidacy form must be readily available to members, and they must state requirements as to time and place of filing.
<b>DEC 2023</b>	CTA to email the Guidelines and Procedures for the 2024 NEA RA Elections (for state and local elections) to local chapters.
<b>1/31/24</b>	Local Chapters must establish a deadline to receive the <i>Local Delegate Declaration of Candidacy form</i> .
<b>Week of 1/22/24</b>	NEA sends delegate allocations to state and local affiliates.
<b>2/21/24 through 3/18/24</b>	<b>Election Window for Local Chapters:</b> → February 21 - March 18 Local Chapters must conduct Local Delegate elections during this period. Elections must be completed by <b>March 18, 2024</b> .
<b>4/8/24</b>	Deadline for local chapters to submit all delegate election results to CTA is <b>April 8, 2024 at 4PM</b> . Scan and email election paperwork to <a href="mailto:RA@cta.org">RA@cta.org</a> . Local Chapters must post election results to their members no later than five (5) calendar days after the ballots are counted. Deadline for filing a challenge to the election with the CTA President is within four (4) calendar days after the ballots are counted, including any run-offs if necessary.**
<b>4/15/24</b>	Delegates who have been elected to both local and state delegate positions <b>MUST</b> notify CTA Elections (via email to <a href="mailto:RA@cta.org">RA@cta.org</a> ) of the position selected. <b>Delegates may NOT hold both positions.</b>
<b>4/22/24</b>	CTA Elections to notify local chapters of names of successor state delegates if an elected state delegate chooses to go as a local delegate.
<b>6/3/24</b>	Deadline for filing an appeal of the CTA Board of Directors decision on a challenge with the NEA Credentials Committee regarding alleged violations of election requirements.

**IT IS MANDATORY THAT THE JANUARY 31, MARCH 18, APRIL 8, APRIL 15 and APRIL 22 TIMELINES BE FOLLOWED.**

\* The above timeline dates supersede any previous timelines.

\*\* Send election challenges in writing to CTA President David Goldberg at [ctaelections@cta.org](mailto:ctaelections@cta.org).

**SAMPLE FORMS**

Included are sample forms to assist local chapters in conducting elections for its NEA RA local delegates.

- SAMPLE A Sample Ballot
- SAMPLE B Chapter signature and ballot verification sheet
- SAMPLE C Notification of local delegate elections from chapter president to building representatives
- SAMPLE D Requirements for election of local delegates
- SAMPLE E Sample declaration of candidacy form for local delegates
- SAMPLE F Sample biographical sketch page
- SAMPLE G Sample voter sign-in sheet for ballots
- SAMPLE H CTA Official Teller's Report

PVM/JR:tb

- c: CTA Executive Officers
- CTA Board of Directors
- NEA Board of Directors
- Service Center Council Staff Consultants
- Service Center Council Associate Staff
- CTA Staff

# SAMPLE A

## OFFICIAL BALLOT FOR LOCAL DELEGATES TO THE 2024 NEA REPRESENTATIVE ASSEMBLY

Chapter Name:	
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All members of the National Education Association are eligible to vote. To vote for a candidate, check the box (left of the name) for whom you wish to vote for. Candidates are listed in the order of the current CTA Alphabetical Order.

**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**

Vote for no more than the number of candidates indicated. Any ballot that has more votes than allowed will not be counted.

Chapter or Cluster of Chapters Local Delegate:

Vote for:

- Candidate 1
- Candidate 2
- Candidate 3
- Candidate 4
- Write-in

Deadline to receive this ballot is:

Date:	
Time:	

THIS BALLOT MUST BE RECEIVED AT:

Chapter Name:	
Attention:	
Address:	

**THIS BALLOT MAY NOT BE REPRODUCED**

# SAMPLE B

## SIGNATURE AND BALLOT VERIFICATION SHEET

### Signature and Voted Ballot Verification

Please attach to voter rosters and ballots from each voting site. Copy if needed.

Signatures on the roster \_\_\_\_\_

Number of **Voted** Ballots Received \_\_\_\_\_

Verified by: \_\_\_\_\_

# SAMPLE C

(CHAPTER LETTERHEAD)

TO: BUILDING REPRESENTATIVES  
FROM: (NAME), CHAPTER PRESIDENT \_\_\_\_\_  
SUBJECT: ELECTION OF LOCAL DELEGATES TO THE 2024 NEA RA  
DATE: \_\_\_\_\_

The 2024 NEA Representative Assembly will be held on July 3-7 in Philadelphia, Pennsylvania.

Delegates will be expected to arrive at the convention site in time to ensure registering as an official delegate to the Representative Assembly (RA) with **both** the California delegation and with the NEA. The last Representative Assembly meeting may go into the evening hours. Only NEA members can vote to elect state and local delegates to the NEA Convention. Our chapter has been allocated \_\_\_\_ local delegates to elect.

Any NEA member may be a local delegate candidate by filing a declaration of candidacy form with the chapter president no later than \_\_\_\_\_ on \_\_\_\_\_. A supply of declaration forms is enclosed. Please contact \_\_\_\_\_, the chapter president, if more forms are needed.

The NEA has informed CTA that California's Black, Indigenous, People of Color (BIPOC) goal is 65% based on 2020 census figures. This is in keeping with the NEA's policy of achieving BIPOC delegate representation at least equal to the proportion of identified BIPOC population within the state. The California Teachers Association is committed to including BIPOC representation in the California delegation. We need your help in order for us to attain our goal at this year's RA. You are encouraged to identify and recruit BIPOC members to be candidates.

## **NEA ELECTION REQUIREMENTS, ARTICLE II, SECTION K - ELECTION OF DELEGATES**

An election by secret ballot 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. This means that if a chapter had five seats allocated to them, and there were five (or less) NEA member candidates who submitted declaration of candidacy forms, all five members could be declared elected without going through the process of an election. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice in advance of the announcement of the election. Your chapter Representative Council must declare by voice vote that the candidate(s) are elected by acclamation. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

In elections where the number of candidates equals the number of delegate positions to be filled, a separate election should be held for successor delegates. All NEA election requirements apply to the election of successor delegates in the same manner as for delegates.

The requirement that state and local NEA delegates be elected by secret ballot by the NEA membership makes either appointment or election of delegates by the representative governing body of an affiliate impermissible.

The chapter elections committee will prepare a ballot, which will be delivered to you in a quantity sufficient for the NEA members in your building.

The election in your building should be held between the dates of \_\_\_\_\_ and \_\_\_\_\_. Please have each voter sign the voter sign-in sheet upon receipt of the ballot. Also, make arrangements to insure that the voter is assured of secrecy in marking the ballot.

All voted ballots must be returned to the chapter elections committee at (address) \_\_\_\_\_ no later than \_\_\_\_\_ p.m. on (date) \_\_\_\_\_ in order to be counted.

The chapter elections committee will count the ballots and notify the chapter president, who will notify the candidates and the CTA Elections and Credentials Committee of the results. If you have any questions, please contact the chapter president.

PLEASE POST A COPY OF THE GUIDELINES, WHICH WILL GOVERN THE ELECTIONS, THE TIMELINE AND THE DECLARATION OF CANDIDACY FORM.

State delegates are being asked to sign the following statement on the Declaration of Candidacy form. It is provided here as a sample in case local chapters wish to adopt a similar procedure.

### **DUTIES OF THE DELEGATE TO THE NEA REPRESENTATIVE ASSEMBLY**

1. Each delegate will be expected to attend all caucuses of the California delegation. The caucus usually begins at 7a.m. daily. Delegates must be registered with the California delegation to sit with and participate in the caucus. Delegates are expected to remain through the convention.
2. Each delegate shall attend all business meetings of the RA.
3. Each delegate is strongly encouraged to attend NEA Budget Committee Hearings, Resolutions Committee Hearings, Bylaw Committee Hearings, and speeches by prominent national figures, etc.
4. Each delegate should take into consideration CTA State Council and caucus policy when voting.
5. Each delegate is encouraged to participate fully in all activities of California's delegation.
6. Each delegate, state and local, will be expected to sit with his or her Service Center Council delegation on the RA floor or to inform the appropriate person where he or she will be seated. This is to ensure communication regarding RA business and/or personal emergency information of concern to the delegate, as well as to verify attendance.

I understand that, as a local delegate, my attendance is being directly funded, at least partially, by membership dues. I accept my responsibility to carry out the above-specified duties.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

# SAMPLE D

(LETTERHEAD - NAME OF CHAPTER OR CLUSTER OF CHAPTERS)

## REQUIREMENTS FOR ELECTION OF LOCAL DELEGATE(S)

2024 NEA REPRESENTATIVE ASSEMBLY

1. The election for local delegate(s) will be held between (date) \_\_\_\_\_ and (date) \_\_\_\_\_.
2. The election will be held at (place) \_\_\_\_\_.
3. The hours of the election are (time) \_\_\_\_\_ to (time) \_\_\_\_\_.
4. A declaration of candidacy form will be filed with the chapter elections committee, (address) \_\_\_\_\_ no later than \_\_\_\_\_ p.m. on (date) \_\_\_\_\_.
5. It is NEA policy that each state includes BIPOC delegates in numbers commensurate with the population of the state. The percentage for the year 2023-2024 is 65%.
6. It is CTA policy that the Association is committed to BIPOC representation in the California delegation.
7. A chapter and a cluster of chapters must follow the same requirements, as follows:
  - a. There must be open nominations. All NEA members are eligible to nominate or be nominated for office.
  - b. Declaration of Candidacy forms shall be readily available to members, stating requirements as to time and place of filing. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THIS DOCUMENT IS RECEIVED BY THE DUE DATE AND TIME AT THE PROPER LOCATION.**
  - c. No less than fifteen (15) calendar days prior to an election, the local chapter shall notify members of the election.
  - d. Candidates must not use any portion of the dues money of the local, service center council, state or national level to promote the candidacy.
  - e. District email addresses and/or systems shall not be used for campaigning.
  - f. All NEA members within the chapter or cluster of chapters shall be eligible to vote.
  - g. The time and place of the election must be designated.
  - h. Candidates may run as both state and local delegates, but must decide which position to accept and notify CTA Elections and the local chapter, **in writing, no later than April 15, 2024** of the position selected. This will relinquish all claims the delegate has to the released position.
  - i. Elections shall be by secret ballot.
  - j. There shall be a provision for write-in candidates.
  - k. The election shall be by plurality vote.
  - l. When there is a tie in a plurality election, the following procedure shall be followed:
    1. When there is a tie, the ballots shall be recounted.
    2. If the result is still a tie, then the elections committee chairperson shall:
      - (a) Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.
      - (b) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose "heads" or "tails" in the coin toss.
      - (c) The elections committee chairperson 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.
      - (d) The elections committee shall note the coin toss on the CTA Official Teller's Report.
      - (e) The elections committee shall follow the established procedure in notifying the candidates of the results.

- m. If there is a tie among three or more candidates, contact the CTA Elections & Credentials Committee Chairperson through the Governance Support Department at 650.552.5300.
  - n. All candidates shall be ranked in order of votes received.
8. A chapter or a cluster of chapters may waive the requirement for secret ballot election for NEA RA local delegates and candidate(s) declared elected only if the following conditions have been met prior to the election being held:
- a. The chapter or cluster of chapters has adopted a governing provision or election policy allowing the practice for waiving the NEA RA local delegates elections secret ballot when the number of candidates is equal to or less than the number of delegate positions to be filled.
  - b. The period for open nominations shall be no less than fifteen (15) calendar days.
  - c. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. Each ballot shall list names of candidates in the current CTA official alphabet order:
- 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**
10. The results of the election shall be made known to the members by the local association as appropriate through any procedure that allows the members to obtain the information without unusual effort.
11. The local must retain all ballots and election records until the expiration of the term to which the delegate was elected.
12. Successor delegates (alternates) shall be elected in the same manner as the regular delegates and must meet the same requirements as regular delegates. Only those members who are certified are eligible to serve as successor delegates.
13. Terms for local delegates may range from one to three years. There is no limit on the number of terms, and the terms can be staggered. The term (one, two, or three years) shall be listed on the ballot.

When the results of the local delegate elections are determined, complete the local delegate election reporting forms. **The forms must be submitted to CTA via email to [RA@cta.org](mailto:RA@cta.org) no later than 4 p.m. on April 8, 2024.**

**Please do not send the local delegate election reporting forms to NEA. They will only send them back to the CTA Governance Support Department, and thus delay the processing of your forms.**

#### **Local Delegates Elected for More Than One Year**

If your chapter has elected delegates for more than one-year terms and they have not yet completed them, please include their names, and the term they are serving again on the local delegate reporting form that you will receive from the NEA and send to the Governance Support Department.

Please keep the ballots and election records until the expiration of the term to which the delegate was elected in the event any questions arise.

If you would like additional information, please contact the CTA Elections Committee through the Governance Support Department at (650) 552- 5300.



# SAMPLE E

(THIS FORM MAY BE REPRODUCED)

\_\_\_\_\_  
NAME OF CHAPTER OR CLUSTER OF CHAPTERS

## DECLARATION OF CANDIDACY

FOR LOCAL DELEGATE TO THE NEA REPRESENTATIVE ASSEMBLY IN 2024

I am a member in good standing of the following:

\_\_\_\_\_ Chapter: \_\_\_\_\_

\_\_\_\_\_ California Teachers Association

\_\_\_\_\_ National Education Association

Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_  
(same as for "NEA Today")

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: (\_\_\_\_\_) \_\_\_\_\_

The following information is needed to complete delegate reporting forms to the NEA:

Member ID No. \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Educational Position:

\_\_\_\_ Teacher/Educational Support Professional - NEA Active (Non-Supervisory) Member

Ethnic Grouping:

\_\_\_\_ African American      \_\_\_\_ American Indian/Alaska Native      \_\_\_\_ Asian

\_\_\_\_ Caucasian      \_\_\_\_ Hispanic      \_\_\_\_ Native Hawaiian/Pacific Islander

THIS FORM MUST BE FILED NO LATER THAN \_\_\_\_\_ P.M.

DATE \_\_\_\_\_

AT \_\_\_\_\_  
(address)

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Please use the following campaign statement/biographical sketch on the flyer that accompanies the ballot. I understand that only the first 30 words will be used, but a reference to my BIPOC identification will not be counted in the limitation of words.

Please **print** name as you wish it to appear on the ballot: \_\_\_\_\_

Statement limited to 30 words.

# SAMPLE F

## SAMPLE HEADING FOR BIOGRAPHICAL SKETCH PAGE

Name of Chapter or Cluster of Chapters:	
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### BIOGRAPHICAL SKETCHES

Candidates for Local Delegates to the 2024 NEA Representative Assembly.

Name:
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Statement:
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Name:
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Statement:
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Name:
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Statement:
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# SAMPLE H

NAME OF CHAPTER: \_\_\_\_\_

## 2024 NEA RA ELECTION TELLER'S REPORT

Total Ballots Cast							
Blank Ballots							
Illegal Ballots							
Reason(s) for Illegal							
Legal Ballots Cast							
Votes Needed to Elect							
Candidate(s):							
Write-In's (If Any)							

Elections Committee Chair	Member	Member	Member	Member
Member	Member	Member	Member	Member