



Washington Teachers' Union

Local School Elections Packet for SY 2019-20

Date: May 1, 2019
To: All Building Representatives/Designees
From: Jacqueline Pogue Lyons, General Vice President
Cc: Elizabeth Davis, President

Please find enclosed the necessary forms to assist you in conducting your local school elections during the month of May. We are requesting that all Building Representatives adhere to the timeframes 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 your School Chapter Advisory Committee (SCAC). All members in good standing shall have reasonable opportunity to vote.

Please submit your results to the WTU Office no later than June 3, 2019.

Timeframe:

- **By Friday, May 3, 2019.....Post Notice of Nominations and Elections**
- **By Friday, May 10, 2019.....Conduct Nominations Meeting**
- **By Friday, May 17, 2019.....Conduct Secret Ballot Voting**
- **By Friday, May 31, 2019..... Submit Election Results to the WTU Office**

For your convenience, an electronic version of the *Elections Results Submission Form* will be e-mailed to you and posted at www.wtulocal6.org.

Please complete the *Election Results Submission Form* and email the results to Valerie Kilby at vkilby@wtulocal6.net or fax to WTU @ 202-517-0673.

If you have any questions or need assistance, contact your WTU Field Representative, who is listed on the last page of this packet.

As always, thank you for your continued support of your union.



POSITIONS TO BE ELECTED FROM EACH SCHOOL

- One (1) Building Representative (BR)
- Six (6) School Chapter Advisory Committee (SCAC) Members
- Four (4) Local School Advisory Team (LSAT) Members
- Four (4) Personnel Committee (PC) Members
- Delegates to Representative Assembly. For the number to be elected, see chart below:

Representative Assembly Delegates

Number of Teachers	Number of Delegates To Representative Assembly To be Elected:
1 to 25	One (1) Delegate & One (1) Alternate Delegate
26 to 50	Two Delegates (2)
51 to 75	Three Delegates (3)
76 to 100	Four Delegates (4)
101 to 125	Five Delegates (5)
126 to 150	Six Delegates (6)



ELECTION GUIDELINES AND PROCEDURES

1. Only WTU members are eligible to nominate and vote in elections for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and delegates to the Representative Assembly.
2. WTU members and non-members are allowed to nominate and vote in the elections for members to serve on the Local School Advisory Team (LSAT) and the Personnel Committee (PC).
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 School Chapter Advisory Committee, which shall establish procedures 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 (see page 8). 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. Results of the elections shall be shared with all teachers on the date of the ballot counting. The Building Representative shall secure and hold all election materials and voting results until **September 6, 2019.**
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 Of Local School Elected Positions

Building Representative- An elected representative for the Union, or a Union designee in each school, school administrative unit, or school functional unit who serves as chairperson of the School Chapter Advisory Committee (SCAC) and as the ranking delegate from each building to the Representative Assembly.

School Chapter Advisory Committee (SCAC) Members - SCAC committees meet with building supervisors once a month to discuss instructional issues, school policy and questions pertaining to the implementation of the WTU-DCPS collective bargaining agreement. [SEE ARTICLE 9, WTU-DCPS CONTRACT]. SCACs 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 (LSAT) Members – An LSAT is 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 (PC) Members - Personnel Committee Members interview and recommend all candidates for any vacant positions at the school except the position of principal. 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 from the department or grade level affected by the vacancy (or his/her designee), 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.

Delegates to Representative Assembly- The general governing body of the WTU shall be the Representative Assembly. Delegates to this Assembly shall consist of members of the WTU who are elected by the members at their schools. Delegates to the Representative Assembly shall be apportioned on the basis of one for every twenty-five members or major portion thereof, with not less than one representative per building.

**NOTE: All buildings must have a Personnel Committee
and a Local School Advisory Team.**



NOTICE OF NOMINATIONS AND ELECTIONS FOR
Building Representative
School Chapter Advisory Committee
Delegates to the Representative Assembly
Local School Advisory Team
Personnel Committee
Elections Bulletin SY 2019 – 2020

To: Washington Teachers' Union Members

From: _____
WTU Building Representative

NOTICE OF NOMINATIONS MEETING

A meeting will be held on _____ at _____ in room _____
Date Time

for the purpose of nominating persons to serve in the following local school positions for SY 2019-2020:

- Building Representative (only WTU members are eligible to run for this office and vote in the election)
- School Chapter Advisory Committee Members (only WTU members are eligible to run for this office and vote in the election)
- Delegates to the Representative Assembly (only WTU members are eligible to run for this office and vote in the election)
- Local School Advisory Team Members (WTU members and non-members can run for this office and vote in the election)
- Personnel Committee Members (WTU members and non-members can run for this office and vote in the election)



NOTICE OF ELECTIONS

The elections will be conducted by secret ballot

on _____ at _____ in room _____
Date Time

For further information contact your WTU Building Representative
or the WTU Field Representative listed on the last page of this packet.

WTU NOMINATION FORM

School Name

The following positions can be filled by WTU members only and only WTU members can vote for nominees to these positions:

- **Building Representative (BR)**
- **Delegates to Representative Assembly**
- **School Chapter Advisory Committee (SCAC) Members.**

I nominate _____ for the position of _____

Nominator's signature _____

Print Name _____

I accept the nomination for the position of _____

Nominee's signature _____

Print Name _____



**Local School Advisory Team (LSAT) Members
Personnel Committee (PC) Members**

WTU members and non-members
can run for these offices and vote in these elections

I nominate _____ for the position of _____

Nominator's signature _____

Print name _____

I accept this nomination for the position of _____

Nominee's signature _____

Print name _____

Note: Use a separate form for each nomination.



ELECTION TALLY COMMITTEE

(Individuals running for positions cannot serve on this committee)

School Name

Date

Print Name

Signature

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____



WTU SECRET BALLOT FOR WTU MEMBERS

_____ **School Name**

_____ **Date**

BUILDING REPRESENTATIVE (vote for one)

Candidates must be WTU members. NOTE: A Building Representative is also the ranking delegate to the Representative Assembly.

• _____

• Write in _____

SCHOOL CHAPTER ADVISORY COMMITTEE MEMBERS (vote for six)

Candidates must be WTU members

• _____

• _____

• _____

• _____

• _____

• _____

• Write in _____

LOCAL SCHOOL ADVISORY TEAM MEMBERS (vote for four) Candidates can be WTU members or non-members

• _____

• _____

• _____

• _____

• Write in _____

DELEGATES TO REPRESENTATIVE ASSEMBLY (See chart page 2 for number to be elected from your school) Candidates must be WTU members

• _____

• _____

• _____

• _____

• _____

• _____

ALTERNATIVE DELEGATE (For schools allowed only 1 delegate)

PERSONNEL COMMITTEE MEMBERS (vote or 4) Candidates can be WTU members or non-members.

• _____

• _____

• _____

• _____

• Write in _____



SECRET BALLOT FOR NON-WTU MEMBERS

School Name

Date

Local School Advisory Team (LSAT)

Vote for Four (4) Candidates. They can WTU members or non-members.

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

Personnel Committee (PC)

Vote for Four (4) Candidates. They can WTU members or non-members.

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



(Note: Make additional copies of this sign-in sheet if needed)

WTU LOCAL SCHOOL ELECTION VOTER SIGN-IN SHEET FOR SY 2019-2020

School Name

Date _____

NAME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

NAME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____



**ELECTION RESULTS
SCHOOL PERSONNEL COMMITTEE
SY 2019-2020**

School Name

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 SY 2019-2020

Date _____

Signature of the Current Building Representative for SY 2018-2019

Date _____



**ELECTION RESULTS
LOCAL SCHOOL ADVISORY TEAM
SY 2019 – 2020**

_____ **School Name**

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 _____



**ELECTION RESULTS
SCHOOL CHAPTER ADVISORY COMMITTEE
SY 2019-2020**

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 SY 2019-2020

Date _____

Signature of the Current Building Representative for SY 2018-2019

Date _____



**ELECTION RESULTS
DELEGATES TO
REPRESENTATIVE ASSEMBLY
SY 2019-2020**

NOTE: See page 2 for number of delegates to be elected from your school. The person elected Building Representative is the ranking delegate to the Representative Assembly.

School Name

Please print or type clearly:

_____ Elected Delegate

_____ Alternative Delegate (for schools with 1 delegate)

_____ Elected Delegate

_____ Elected Delegate

_____ Elected Delegate

_____ Elected Delegate

_____ Elected Delegate

Signature of Newly Elected Building Representative for SY 2019-2020

Date _____

Signature of the Current Building Representative for SY 2018-2019

Date _____

WTU CHAPTER ELECTION RESULTS FOR SY 2019-2020

School

WTU Building Representative _____

**School Chapter Advisory Committee
Members**

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

**Delegates to the Representative
Assembly**

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Local School Advisory Team Members

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Personnel Committee Members

- 1 _____
- 2 _____
- 3 _____
- 4 _____



WTU Field Services School Assignments SY 2018-19