

**CALIFORNIA TEACHERS ASSOCIATION  
ELECTIONS AND CREDENTIALS COMMITTEE**

**REQUIREMENTS  
FOR  
CHAPTER ELECTION  
PROCEDURES**

**2015 - 2016**

## TABLE OF CONTENTS

I.	Procedural Components .....	1
II.	Election Timeline .....	1
III.	Open Nomination.....	2
IV.	Term.....	2
V.	Campaign Finances and Use of Unit Resources .....	2
VI.	Candidates' Statements .....	3
VII.	Ballot .....	3
VIII.	Voting Methods.....	3
	1. On Site Voting.....	3
	2. Vote by Envelope at School/Work Site/Specified Site .....	3
	3. Voting by Mail .....	4
	4. Electronic Online Voting .....	4
IX.	Vote Requirement.....	5
X.	Counting of Ballots .....	6
XI.	Challenge Procedure.....	7
XII.	Initiative Procedures .....	10
XIII.	Referendum Procedures .....	10
XIV.	Recall Procedure .....	10
XV.	Staff Involvement.....	12
Appendix A	Sample Timeline for Elections .....	13
Appendix B	Sample Announcement.....	14
Appendix C	Sample Declaration of Candidacy Form .....	15
Appendix D	Sample Acknowledgment of Declaration of Candidacy Letter.....	16
Appendix E	Sample Cover Letter to Association Representatives .....	17
Appendix F	Sample of Statements from Candidates.....	18
Appendix G	Sample Voter Sign-in Sheet.....	19
Appendix H	Sample Ballot.....	20
Appendix I	Sample Teller's Report.....	21
Appendix J	Sample Announcement of Results .....	22
Appendix K	Sample Recall Petition .....	23
Appendix K(a)	Sample Recall Ballot .....	24
Appendix L	Blank Teller's Report.....	25
Appendix M	Signature and Ballot Verification Sheet .....	26
Appendix N	Original Election Challenge Form .....	27
Appendix O	Official CTA Appeal Form .....	30

- d. Final date to acknowledge candidates' declaration of candidacy;
- e. Date for preparation of ballots;
- f. Date on which ballots will be distributed;
- g. Date by which to request a ballot;
- h. Date(s) when voting will take place;
- i. Deadline date (date received, not date postmarked), time and place for return of ballots;
- j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
- l. Dates and timelines for run-off election, if necessary; and
- m. Deadline for filing of challenges to initial election and run-off if held (date received, not date postmarked). *(See Appendix A)*

*[Revised 6/04, 6/06, 06/07, 06/08, 6/15]*

### **III. Open Nomination**

Open nomination is defined as the opportunity of any unit member to nominate any other unit member, including himself/herself. The only qualification for office is membership in the unit. Declaration of candidacy forms shall be readily available to members. The form must state the requirements as to the deadline for time and place of filing.

### **IV. Term**

The term(s) of office shall be clearly stated on the following documents:

- 1. Announcement;
- 2. Declaration of Candidacy form; and
- 3. Ballot.

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

- 1. Monies received by a unit by ways of dues, assessment or similar levy must not be used to promote any candidate.
- 2. A unit may not state or indicate its preference for a candidate in the unit's publications.
- 3. The use of links to any Association website by a candidate is prohibited.
- 4. The Association shall not make available personal emails to candidates.
- 5. District email addresses and/or electronic systems shall not be used for campaigning. Use of district school mailboxes for campaigning must follow district policy. *[Revised 6/14]*
- 6. Candidates cannot campaign on any affiliated chapter/service center social networking sites created for association/leadership members to communicate with each other. *[Revised 6/10]*
- 7. Each candidate shall have the right to a list of the work site names and work site addresses with the number of Active members at each site for the purposes of campaigning. *[Revised 7/03, 6/04, 6/05, 6/07]*
- 8. A unit will honor all reasonable requests by a candidate to distribute campaign literature at his/her expense to all members in good standing, whether the distribution is by mail or other means. However, if distribution of campaign literature for one candidate is without charge, then distribution for all candidates must be without charge. Treating all candidates the same by refusing to honor any and all reasonable requests for distribution of campaign literature at the candidate's expenses is not permitted. The unit should inform all candidates of rules in this regard.
- 9. A candidate cannot accept direct contributions from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will or credit.
- 10. A candidate cannot use the official logo of the unit or official Association title in a way that suggests that the candidate has the support of the unit, CTA or any of its affiliates. This prohibition includes candidate email addresses. *[Revised 6/10]*

2. Instructions on:
  - a) Folding and placing of the ballot in the unsigned inner envelope;
  - b) Placing of the unsigned inner envelope into the outer envelope;
  - c) Signature and school/work site on the outer envelope addressed to the chapter; and
  - d) Deadline date for receipt of the voted ballot at the chapter office.
3. A small envelope (inner envelope) in which to place the voted ballot; and
4. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name. [Revised 6/10]
- c. Prior to the counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d. The outer envelope shall then be opened and put in a separate stack for safekeeping.
- e. All inner envelopes shall be placed in a separate receptacle.
- f. The inner envelopes shall be slit and the ballots removed from the envelopes, and placed in one stack for counting. [Revised 6/12]
- g. Refer to Section IX for the Counting of Ballots procedures.

### 3. Voting by Mail

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- a. A list of current official members shall be prepared, which includes the following: name, work and home address.
- b. A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- c. The voter shall be provided with:
  1. A ballot;
  2. Instructions on:
    - a) Folding and placing of the ballot in the unsigned inner envelope;
    - b) Placing of the unsigned inner envelope into the outer envelope;
    - c) Signature and school/work site on the outer envelope addressed to the chapter; and
    - d) Deadline date for receipt of the voted ballot at the chapter office.
  3. A small envelope (inner envelope) in which to place the voted ballot;
  4. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- d. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
- e. The name on the official list should be marked to show that the voter has returned a ballot.
- f. The outer envelopes shall then be opened and put in a separate stack for safekeeping.
- g. All inner envelopes shall be placed in a separate container.
- h. All inner envelopes shall be opened and the ballots removed from the envelopes, and placed in one stack for counting. [Revised 6/12]
- i. Refer to Section IX for the Counting of Ballots procedures.

*[Revised 6/04, 6/10]*

### 4. Electronic Online Voting

- a. Chapters and/or a Service Center Council (SCC) wishing to use electronic/online voting shall confer with the CTA Elections and Credentials Committee Chair or designee prior to initiating any electronic/online voting. The CTA Elections Chair or designee shall provide the Chapter and/or SCC with the contact information for CTA approved vendors and related concerns as reflected in this section. [Revised 1/13, 6/13]
- b. **The electronic/online voting vendor does not replace the Chapter/SCC's elections committee.** The Chapter and/or SCC shall appoint a standing elections committee in accordance with these *Requirements for Chapter Election Procedures*. [Revised 6/13]
  1. The committee shall be appointed and recorded in the Chapter and/or SCC minutes.

- b. If the result is still a tie, the elections committee chairperson shall:
  - 1) 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.
  - 2) 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.
  - 3) 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.
  - 4) The elections committee shall note the coin toss on the Unit’s Official Teller’s Report.
  - 5) The elections committee shall follow the established procedure in notifying the candidates of the results.
3. A two-thirds (2/3) vote means at least two-thirds (2/3) of the legal votes cast.
4. For unit officers, and at-large members of the Executive Board, the election will be by majority vote. The ballot must not be waived. *[Revised 6/14, 6/15]*
5. An election for school site representatives 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. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. *[Revised 6/14]*
6. For State Council: *(See the Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual)*
  - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
  - b. If the unit is within a multiple unit electoral district, the Service Center Council (SCC) elections committee will determine if a candidate has received a majority vote. For multiple electoral districts, the chapter elections committee returns a signature and ballot verification sheet *(see Appendix M)*, voted ballots, and voter roster/sign-in sheets to the SCC elections committee by deadline date. *[Revised 6/11, 6/12]*
7. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. **There shall be no provisions for write-in candidates in run-off elections.** A majority vote is required to win a run-off election. *[Revised 6/13]*
8. For NEA Local Delegates, the election will be by plurality vote. Results must be sent to the CTA Governance Department and to the Service Center Council. *[Revised 6/13]*
9. An election for 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. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
10. For NEA State Delegates, the election will be by plurality vote. Successor delegates (alternates) are ranked in the order of votes received. Voted ballots, signature sheets/rosters, and a signature and ballot verification sheet *(see Appendix M)* must be submitted to the Service Center Council, which will tally all the ballots and report the results to CTA. *[Revised 6/12]*
11. For additional CTA/NEA election guidelines refer to the official *CTA Elections Manual*. *[Revised and renumbered 7/03, 6/14]*

## X. Counting of Ballots

1. 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. Electronic devices of any kind (cell phone, computer, tablet, etc.) are not allowed in the counting area. *[Revised 6/04, 6/05, 6/13]*
2. The Elections Committee shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots. *[Revised 6/04, 6/09]*
3. Ballots set aside and not counted are:
  - a. More ballots than signatures;

- f. Fully and objectively interview every witness identified by the challenger.
  - g. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
  - h. Analyze the issues of the challenge based on the unit's bylaws and election standing rules to determine if there is a violation.
  - i. Determine whether identified violation(s) may have affected the outcome of the election.
  - j. Confirm that the resolution recommendations address each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
  - k. Submit a written report including issues, findings, and recommendations to the chapter president and the Executive Board within the same ten (10) calendar day period.  
[Revised and renumbered 6/12, 6/15]
5. Any member of the Executive Board/Representative Council who was a candidate in the office/position that has been challenged, was named in the challenge, member of the elections committee, signed an individual witness documentation form, or whose immediate family member is a candidate in the office/position that has been challenged, shall recuse themselves from discussion of and voting on the challenge.  
[Revised 6/14, 6/15]
  6. If in the case where the majority of the Executive Board is unable to act on the challenge the decision shall move to the Representative Council. In the absence of a Representative Council, the unit shall contact the CTA Elections and Credentials Chairperson through the Governance Support Department to determine the next step.  
[Adopted 6/05, Revised 6/11, 6/12]
  7. The governance body shall render a decision and issue that decision in writing to the challenging party and all candidates on the ballot no later than ten (10) calendar days following receipt of the written report of the Elections Committee in accordance with CTA Challenge Procedures as described in the CTA Challenge Procedures – Local /Service Center Council Elections on the next page. The names of challengers, details of the challenge, and challenge forms shall remain confidential.  
[Revised 6/05, 6/06, 6/08, 6/13, 6/15]
  8. If the governance body fails to act within twenty (20) calendar days of the original challenge deadline, the challenging party may file an appeal on the official CTA Appeal Form to the CTA President.  
[Revised 6/15]
  9. The challenging party or candidate for the office/position being challenged affected by the decision of the unit's governance body may file an appeal on the official CTA Appeal Form to the CTA President within ten (10) calendar days from the date of the decision of the unit's governance body. The appeal shall include the information requested on the official CTA Appeal Form located in Appendix O.  
[Revised 7/12, 6/13, 6/15]
  10. Upon receipt of an appeal, the CTA Elections and Credentials committee chairperson will send a request to the chapter for information pertaining to the election. The chapter will have a maximum of fourteen (14) calendar days from the date of the request to submit the information. In the event the chapter does not submit the information, the CTA Elections and Credentials committee will proceed with their investigation using only the information submitted by the individual(s) appealing the chapter's decision.  
[Revised 6/15]
  11. In the circumstance where an election has been conducted to elect one or more officers, and the elections results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.  
[Revised 6/04]  
[Revised 6/10, 6/11, 6/13, 6/15]

## **XII. Initiative Procedures**

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within three (3) calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

*[Revised 6/13]*

## **XIII. Referendum Procedures**

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds (2/3) vote of that body at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) calendar days and no more than thirty (30) calendar days after action by the referring body, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

*[Revised 6/12]*

*[Revised 6/10, 6/13]*

## **XIV. Recall Procedure**

1. The Active membership shall have the authority to recall from office any person(s) having been elected thereto by the Active members.
2. Any Active member(s) desiring to recall a unit officer must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
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"; and
  - g. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.

*[Revised 6/15]*

## **XV. Staff Involvement**

Elections and elections procedures are the responsibility of the Association membership, in particular the elections committees. Association staff provides support and assistance to the local and Service Center Council membership and elections committee in meeting these responsibilities. Associate staff assistance shall be in the areas of maintaining a reference copy of the election calendar established by the elections committee, preparing drafts of the various elections documents, and based on the decisions of the elections committee, preparing those documents selected for use by the elections committee for distribution. Professional staff responsibility shall be commensurate with their consultant role to either the local chapter or the service center council. Neither Associate staff nor Professional staff shall take on responsibility for the decision-making or physical handling of the actual elections procedures and processes.

*[Revised 7/03]*

*[Renumbered 6/15]*

## Appendix B - Sample Announcement

A unit may choose to notify its members of upcoming vacancies through an announcement in its newspaper, newsletter or notice to its members.

The announcement should include the name of the office(s), the qualifications for each office, the starting and ending date of the term, and the deadline date, time and place where the declaration of candidacy should be filed.

### *Sample Announcement*

#### **ANNOUNCEMENT OF ELECTION**

The CT/XYZ Unit will be holding its election for the offices of Unit President, Unit Vice President, Unit Secretary and Unit Treasurer during the second week of May. Nominations are open (which means that anyone who is a unit member is eligible to nominate any other unit member, including himself/herself for office). The term for each office is from September 1, 201\_, to August 31, 201\_. Anyone wishing to run for office should file a declaration of candidacy form so that it is received at the unit office, 123 Main Street, Anytown, **no later than 5:00 p.m. on Wednesday, April 25, 201\_.** (Postmarked date not accepted.)

## Appendix D- Sample Acknowledgment of Declaration of Candidacy Letter

To: Candidate's Name  
From: CTA/XYZ Unit  
Re: Election  
Date: April 28, 201\_

This is to acknowledge receipt of your declaration of candidacy for the position of CTA/XYZ Secretary.

The unit will publish campaign statements of candidates to members via a newsletter. Each candidate is eligible to submit a statement of no more than thirty (30) words regarding his/her candidacy. The statement must be received in the CTA/XYZ Unit office, 123 Main Street, Anytown, no later than 5:00 p.m. on Friday, May 5. Please note that the unit will print only the first thirty (30) words (not including your name) of the statement; in the event there are more than thirty (30) words, words thirty-one (31) and on will be omitted.

A candidate may not accept direct contributions from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will or credit.

The election will be held at each school/work site between May 15 and 18.

Each office requires a majority vote of the ballots cast in order for a candidate to win. If no candidate receives a majority vote on the first ballot, a run-off election will be held between the candidates receiving the two highest votes. The run-off election, if necessary, will be held from June 1-5.

You may have one observer when the ballots are counted at the unit office on May 19, starting at 5:15 p.m. Please let our office know the name of your observer before the counting begins.

The announcement of the results will be made to leadership, candidates and members on May 20.

*[Revised 6/11]*

## Appendix F- Sample of Statements from Candidates

Names are listed in the order of the CTA Alphabet:

**M X Q K B G R S Y O Z D I C T W J E U N A P V L H F**

*(Please note: the CTA Alphabet changes annually.)*

CTA/XYZ Unit

Campaign statements have been received from candidates for office for 201\_ - 201\_.

### **CTA/XYZ Unit President**

BROWN, MARY - (statement here)

RED, HERMIONE - (statement here)

### **CTA/XYZ Unit Vice President**

GREEN, DAVID- (statement here)

GRAY, LETITIA - (statement here)

### **CTA/XYZ Unit Secretary**

BLACK, ELIZABETH - (statement here)

PURPLE, DAN - (statement here)

### **CTA/XYZ Unit Treasurer**

BLUE, JOHN - (statement here)

ORANGE, BRIGETTE - (statement here)

WHITE, BEN- (statement here)

## Appendix H- Sample Ballot

CTA/XYZ UNIT  
201\_ BALLOT FOR OFFICERS

To vote for a candidate, place a cross (X) in the square to the right of the name of the candidate for whom you wish to vote. If you wish to vote for a write-in candidate, write in the name space provided and place a cross (X) in the square to the right of the name.

CTA/XYZ UNIT PRESIDENT	VOTE FOR
Term of Office:	ONE
MARY BROWN	<input type="checkbox"/>
HERMIONE RED	<input type="checkbox"/>
WRITE-IN CANDIDATE	<input type="checkbox"/>

---

CTA/XYZ UNIT VICE PRESIDENT	VOTE FOR
Term of Office:	ONE
DAVID GREEN	<input type="checkbox"/>
LETITIA GRAY	<input type="checkbox"/>
WRITE-IN CANDIDATE	<input type="checkbox"/>

---

CTA/XYZ UNIT SECRETARY-TREASURER	VOTE FOR
Term of Office:	ONE
ELIZABETH BLACK	<input type="checkbox"/>
DAN PURPLE	<input type="checkbox"/>
WRITE-IN CANDIDATE	<input type="checkbox"/>

---

CTA/XYZ UNIT AT-LARGE DIRECTOR	VOTE FOR NO
Term of Office:	MORE THAN
	THREE
JOHN BLUE	<input type="checkbox"/>
BRIGETTE ORANGE	<input type="checkbox"/>
BEN WHITE	<input type="checkbox"/>
WRITE-IN CANDIDATE	<input type="checkbox"/>

---

Return this ballot to your building representative no later than 4:15 p.m. on May 18. Your association representative must turn in the ballots to the CTA/XYZ Unit office, 123 Main Street, Anytown, no later than 5:00 p.m. on May 19 in order for the ballots to be counted.

## Appendix J- Sample Announcement of Results

The CTA/XYZ Unit Elections Committee is announcing the results of the election held between May 15-18, 201\_, for Unit Officers for 201\_.

### CTA/XYZ UNIT PRESIDENT:

Total Ballots Cast	300
Blank Ballots	10
Illegal Ballots	7
Legal Votes Cast	283
Number of Votes Needed to Elect	142
<b>Mary Brown - Elected</b>	175
Hermione Red	102
Kitty Yellow (write-in)	6

### CTA/XYZ UNIT VICE PRESIDENT:

Total Ballots Cast	300
Blank Ballots	6
Illegal Ballots	0
Legal Votes Cast	294
Number of Votes Needed to Elect	148
<b>David Green – Run-off</b>	145
<b>Letitia Gray – Run-off</b>	146
Colonel Mustard (write-in)	3

A run-off election will be held between Letitia Gray and David Green since no candidate received a majority of the votes cast on the first ballot.

The run-off election will be held between June 1-5 at the individual school/work sites.

### CTA/XYZ UNIT SECRETARY-TREASURER

Total Ballots Cast	300
Blank Ballots	0
Illegal Ballots	0
Legal Votes Cast	300
Number of Votes Needed to Elect	151
Elizabeth Black	100
<b>Dan Purple - Elected</b>	200

### CTA/XYZ UNIT AT-LARGE DIRECTOR (3 SEATS):

Total Ballots Cast	300
Blank Ballots	6
Illegal Ballots	5
Legal Votes Cast	289
Number of Votes Needed to Elect	145
<b>John Blue – Elected</b>	203
<b>Brigette Orange – Elected</b>	146
<b>Ben White – Elected</b>	151

## Appendix K(a)- Sample Recall Ballot

CTA/XYZ UNIT  
201\_ RECALL ELECTION

### **OFFICIAL BALLOT**

To vote on the recall, place a corresponding mark ("X", "✓", etc.) in the box to the left of the word "YES" or "NO".

To vote for a candidate, place a corresponding mark ("X", "✓", etc.) in the box to the left of the name of the candidate for whom you wish to vote. If you wish to vote for a write-in candidate, write in the name space provided and place a corresponding mark ("X", "✓", etc.) in the box to the left of the name.

**Shall DAN PURPLE be recalled (removed) from the office of  
CTA/XYZ Unit President upon certification of a majority  
vote to recall the President by the Elections Committee?**

VOTE FOR ONE

YES

NO

**Candidates to succeed DAN PURPLE as  
CTA/XYZ Unit President if he is recalled:**

Term of office:

VOTE FOR ONE

MARY BROWN

HERMIONE RED

WRITE-IN CANDIDATE

\_\_\_\_\_

Voted ballot must be received in the envelopes provided at the CTA/XYZ Unit office, 123 Main Street, Anytown, USA, no later than 5:00 p.m. on May 19. Ballots received after this deadline will not be counted.

[Adopted 6/13]

**Appendix M – 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: \_\_\_\_\_

*[Adopted 6/12]*

**Witnesses:** Individuals who can serve as witnesses, what they can attest to, and contact information for each:

<b>Witness 1 Name</b>	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
<i>Personal Email Address:</i>	Fax #:

<b>Witness 2 Name</b>	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
<i>Personal Email Address:</i>	Fax #:

(If there are more witnesses, please include their information on a separate page and attach.)

**Chapter Information:**

<b>Chapter Name:</b>	Office #:
Chapter Email:	Fax #:

<b>Chapter President Name:</b>	President's Phone #:
President's Email Address:	

<b>Chapter Elections Committee Chair Name:</b>	Elections Chair Phone #:
Elections Chair's Email Address:	

Attach the following:

1. Cite the local bylaws, standing rules, and/or *CTA Elections Manual* section(s) and then summarize how and when they were violated.
2. Copies of election materials, for example: timelines, instructions, chapter literature related to the election, campaign flyers, etc.
3. Local unit bylaws and standing rules.
4. Individual Witness Documentation form(s) if any witnesses are reported above.

[Revised 6/11, 6/13, 6/14, 6/15]

## Appendix O – Official CTA Appeal Form

TO: CTA President

I/we wish to file an appeal to the decision of my unit's governance body in response to an election challenge. (Please check):  I am the original challenger.

I am not the original challenger, but I am a candidate affected by the decision of my unit's governance body in response to an election challenge.

Appealer Name	Day Phone:
Street #:	Evening Phone:
City/Zip	Mobile Phone:
Personal Email Address:	Fax #:

### Chapter Information:

Chapter Name:	Office phone & email:
Chapter President:	President phone & email:
Chapter Elections Committee Chair:	Elections Committee Chair phone & email:

<b>Type of Election/Officer position(s) being challenged (check only those that are being challenged):</b>	
<input type="checkbox"/> President	<input type="checkbox"/> Director(s)
<input type="checkbox"/> Vice President	<input type="checkbox"/> State Council Representative <input type="checkbox"/> Other _____
<input type="checkbox"/> Secretary and/or Treasurer	<input type="checkbox"/> State Council Alternate
Election Dates:	_____
	Date(s) Election Held
	Date Ballots Counted (including any run-offs if necessary)
Challenge Dates:	_____
	Date Original Challenge Filed with Local
	Date Local Decision was Made
Result of Local Decision: (Check all that applies)	<input type="checkbox"/> Challenge denied <input type="checkbox"/> Challenge upheld <input type="checkbox"/> Election results upheld <input type="checkbox"/> Election to be re-run <input type="checkbox"/> Other: (please specify)

### Attach the following:

1. If you are the original challenger, attach your original challenge form. If you are not the original challenger, you may submit this form by itself.
2. Copies of election materials, for example: timelines, instructions, chapter literature related to the election, campaign flyers, etc.
3. Local chapter executive board's written decision.

[Adopted 6/13, Revised 6/15]