

2019-2022 BTU Steward Elections Checklist

- ✓ **Set dates.** The Election Day must allow for 7 calendar days of notice **prior to the election** and nomination forms must be submitted 3 full school days prior to election. If the worksite does not have a steward, a BTU staff member or designee may conduct the election. If you need any assistance please call 954-486-6250 or e-mail elections@btuonline.com.
- ✓ **Request an up to date roster for your site** by sending an e-mail to Holly Corless at hcorless@btuonline.com or Shannon D'Avi at sdavi@btuonline.com. This roster will be your list of members in good standing. **Only** members on this list are eligible to vote in the election.
- ✓ **7 days prior to election day**, send the “**ANNOUNCEMENT OF BTU STEWARD ELECTION**” (see sample) via email and post “**ANNOUNCEMENT BTU Steward Elections**” on BTU Bulletin Board (see sample.) *** Be sure to cc elections@btuonline.com in the e-mail.*** Clearly state the nominations deadline. Members interested in running must email their nomination to the steward or member running the election.

NOTE: To be eligible to be a steward for 2019-2022 (3 year term), candidates must have been a member in good standing for two years or be a steward for 2018-2019.
- ✓ **3 days prior to election day, Create a ballot** with the full names of eligible nominees listed in alphabetical order. Ballot must include voting directions (see sample).
- ✓ **At least 24 hours before election day, announce nominees** by sending an e-mail to BTU members at your site announcing names of nominees and a reminder of the date/time/ location of the election (see sample).
- ✓ **Absentee ballots** may be cast prior to the Election Day by members who will be absent or on leave on Election Day. They must sign the roster to acknowledge receipt of their ballot prior to the election. No ballots will be accepted after the close of the election.
- ✓ **Before election day, find two (2) neutral members who are NOT nominees** to monitor voting, collect ballots, and tabulate/witness results. A candidate running for steward is not permitted to remain in the voting area any longer than it takes to cast their own vote.
- ✓ **On election day**, a member must sign next to his/her name on the roster in order to receive a ballot. Each member gets only one ballot. Have ballots, pens and a ballot box or manila envelope for casting ballots in election area. Election monitors must place all ballots (blank and cast) and sign in sheet in a secure place during any breaks.
- ✓ **Tally the votes** with at least 2 neutral witnesses counting and monitoring the counting to insure a fair election. Inform members when and where the votes will be counted. Use “*2019-2022 BTU Vote Tally Form*” to tally the votes for each nominee. This form will be stored with the ballots and sign in sheets at the work site and be available for inspection.
- ✓ **E-mail the 2019-2022 BTU Steward Election Results Form** listing names and contact info for each elected steward to elections@btuonline.com immediately after votes are tallied on election day. Save all documents in the ballot box/envelope, including tally form, nomination forms, and ballots, at worksite location with elected Designated Steward.

NOTE: Even if the election is not contested, a completed form must be returned with signatures of 2 member witnesses who are not nominees.
- ✓ **Challenges to the elections** must be made in writing only to elections@btuonline.com no more than 15 calendar days after results are tallied. Challenges shall not be made in a phone call or in person. All concerns must be documented.

2019-2022 BTU Steward Elections (Results must be submitted to BTU by 5 PM, Thursday May 9, 2019)

Sample email: ANNOUNCEMENT OF BTU STEWARD ELECTION (7 days prior to election)

NOTE: Email announcement to all dues-paying BTU members 7 days prior to Election Day AND send cc: to elections@btuonline.com

On (day of week and date) from (time of day to time of day) at (location), there will be a Steward Election to vote for the (eligible number of) stewards allowed to represent the bargaining unit at (name of worksite) for the 2019-2022 school years.

As a steward, you are a liaison between the BTU leadership and staff and the members of your unit. You must be willing to be alert to potential issues, encourage the membership to become empowered and disseminate accurate timely information. Attendance at meetings, trainings and workshops is expected as well as holding monthly worksite meetings and informing members of union activities. Stewards must work to organize members for action at worksites and be willing to keep up with local, FEA, AFT, and NEA news.

All duly elected stewards shall qualify to sit on the Steward Council. It is the duty of the Steward Council to help formulate the policies of the union and to assist the Executive Board and the President in acting upon matters pertinent to the purposes and activities of the union. The Steward Council meets four times annually or additionally as deemed necessary.

Since (name of worksite) has (number of) bargaining unit dues and non-dues paying members on staff, we are entitled to have (number of) stewards represent our school this year. The person who receives the highest number of votes in this election will be our Designated Steward.

If you are interested in placing a name or your own name in nomination for the position of Steward send an email to me stating such by (date, at least 3 days prior to election).

Sincerely,
(Current Designated Steward)
(name of worksite)

Sample Ballot (Create 3 days prior to election)

Our BTU membership will elect (eligible number) stewards for the 2019-2019 school year. Please place an **X** next to your selected candidate(s). The person with highest number of votes will be our Designated Steward. In the case of a tie we will have a run-off election to determine the Designated Steward for our worksite.

- Caesar Chavez
- Jimmy Hoffa
- Mother Jones
- Norma Rae

Select only (eligible number) and place your ballot in ballot box.

Sample Email: ANNOUNCEMENT OF NOMINEES FOR BTU STEWARD

(must be sent at least 24 hours before election date/time)

The following BTU members have been nominated for the position of a BTU Steward for the 2019-2022 school years: *(candidate #1), (candidate #2), (candidate #3), (candidate #4), (candidate #5), and (candidate #6).*

Our BTU membership will elect *(eligible number)* stewards for the 2019-2022 school years (3 year term). The election will take place on *(day and date)* from *(time)* to *(time)* at *(name of location)*.

All members are encouraged to vote and be represented. If you have any questions, please email me.

In Solidarity,
(Current Designated Steward)

How Many Stewards is Our Site Entitled to?

Education Professionals and Charter School Professionals Ratios (EPs/CSPs)

BTU EP and CSP members in good standing at each worksite may vote for steward(s) as follows:

- 1- 30 faculty members = 1 steward**
- 31- 60 faculty members = 2 stewards**
- 61- 90 faculty members = 3 stewards**
- 91-120 faculty members = 4 stewards**
- 121-150 faculty members = 5 stewards**

NOTE: If the worksite has more than 150 faculty members, elect one steward for each 30 additional bargaining unit members or portion thereof.

Education Support Professionals Ratios (ESPs)

BTU ESP members in good standing at each worksite may vote for steward(s) as follows:

- 1-10 ESPs = 1 steward**
- 11-20 ESPs = 2 stewards**
- 21-30 ESPs = 3 stewards**
- 31-60 ESPs = 4 stewards**

Technical Support Professionals Ratios (TSPs)

TSP employees in a single department or job classification who are assigned to a variety of worksites across the district may combine the worksites for representation purposes by providing written notice to the Elections Committee. The BTU Technical Support Professional members in good standing shall elect steward(s) as follows:

- 1-25 TSPs = 1 steward**
- 26-50 TSPs = 2 stewards**
- 51-75 TSPs = 3 stewards**
- 76-100 TSPs = 4 stewards**