

**2016**

**BTU** *Broward Teachers Union*  
A Union of Education, Technical Support, Charter School and Education Support Professionals



**Steward**

**Election**

**Handbook**



## TABLE OF CONTENTS

Steward election overview	Page 1
Election rules	Page 2
Eligibility requirements and number of stewards per worksite	Page 3
Conducting the election	Page 4
Filling vacancies	Page 6
Appendix A: sample, steward election notification	Page 7
Appendix B: sample, steward election list of candidates form	Page 8
Appendix C: sample, election ballot	Page 9
Appendix D: official election announcement	Page 10
Appendix E: official results form	Page 12
Appendix F: nomination form	Page 17

## CHAPTER ONE

### 2016 STEWARD ELECTION OVERVIEW

BTU bylaws require that existing worksites hold elections for 2016-2017 worksite steward(s) no later than **5 p.m., Friday, May 20, 2016**. This handbook is your guide to structuring the election process.

Please make any necessary adjustments required to accommodate your worksite/unit-specific situation. **Providing all BTU members the opportunity to participate is essential.**

You will receive lists of your worksite members at the April 30 steward training. If you will not be attending, you may request your member lists from BTU Database Manager Holly Corless at [hcorless@btuonline.com](mailto:hcorless@btuonline.com)/954-486-6250.

## CHAPTER TWO

### ELECTION RULES

1. Stewards running for re-election are not to conduct elections, be involved in the election process or spend time in the voting area other than to cast his or her ballot.
2. The steward shall give notice for nominations to all members at least three (3) days prior to your planned elections date.
3. Only members in good standing are allowed to vote.
4. Steward(s) will provide all members with a copy of steward duties and responsibilities (Appendix A).
5. The steward or his/her designee shall prepare, by lot, a printed ballot listing all nominees. Only those who have declared themselves willing can be considered a candidate.
6. Directions for completing the ballot must be included on the ballot. **Stewards must use the ballot format contained in Appendix C of this handbook.**
7. The election shall be held on a day and time, and in a location that is convenient to the large majority of union members (before or after school, on a planning day, etc.). Ample time should be provided so that all members have the opportunity to participate in all phases of the election process.
8. Stewards may email members a reminder to vote.
9. After results are tabulated and the official results form is signed by two (2) witnesses who did not run in the steward election, **ALL winners, including stewards who were unopposed for election, are required to fax the official results form** to Holly Corless at the Broward Teachers Union (954-718-2572) **no later than 5 p.m., Friday, May 20, 2016.**
10. Worksites which have members of more than one BTU unit (i.e. EP, TSP, CSP, ESP) are encouraged to communicate and coordinate election efforts; however, each unit must conduct its election separately.
11. Steward candidates for each BTU unit must be on separate ballots and each unit must elect its own steward(s). Unit ballots cannot be mixed.
12. Although it is permissible for election-related announcements--such as the time, date and location of the election—to be sent using the district's CAB email system, under absolutely no circumstances can candidates use the CAB email system for any campaigning purpose.
13. On Election Day, a ballot shall be provided to all members in good standing.
14. Make sure you have an accurate membership list at the polling place.
15. Have members initial by their name to receive their ballot.
16. Members should mark their ballot and place it in the ballot box (manila envelope). The ballot must have specific instructions printed on it along with the names of the nominees, as provided in Appendix C.

## CHAPTER THREE

### STEWARD ELIGIBILITY REQUIREMENTS AND NUMBER OF STEWARDS PER UNIT OR WORKSITE

#### Steward eligibility requirements

1. In order to serve as steward, the member who is elected must be a member in good standing of the Broward Teachers Union
2. Steward must attend monthly meetings
3. An eligible nominee shall indicate in writing his/her acceptance of the nomination (Appendix )
4. Attend training(s) commensurate with his/her level
5. Form and participate in a functioning faculty council or leadership network
6. Distribute all materials in a timely manner
7. Conduct all elections in accordance with BTU guidelines
8. Maintain a BTU bulletin board with timely and pertinent union information
9. Organize members for action at worksites
10. Support the efforts of the Broward Teachers Union

#### Number of stewards per unit/worksite

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

EP and CSP members in good standing at each worksite elect 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

If the worksite has more than 150 faculty members, elect one steward for each 30 additional bargaining unit members or portion thereof. If the worksite does not have a steward, the field staff representative servicing that school or site will conduct the election.

##### Education Support Professionals Ratios (ESPs)

ESP stewards shall also participate in a Leadership Network team and/or a faculty council. BTU ESP members in good standing at each worksite elect 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

## CHAPTER FOUR

### CONDUCTING THE ELECTION

#### Before

- The election should be held at a time and location that is convenient to the largest majority of the union's members.
- Ample time should be provided so that all members have the opportunity to participate in all phases of the election process.
- BTU members must receive notice of the election **at least three (3) days prior** to the election date.
- Absentee ballots must be available through the members conducting the election. Please contact them as to when and where to request the absentee ballot. Members on leave must pick up their absentee ballot at the worksite or make other arrangements to receive it. Have members initial their name on the worksite's membership roster to indicate they received an absentee ballot.
- While virtually all worksites are eligible for at least two stewards, members can only vote one time for each steward. Members can vote for up to the maximum number of stewards allowed at each site. For example: if a worksite is eligible for three stewards, members at that site can either choose not to vote or vote for up to a maximum of three individual stewards. Members cannot vote three times for the same steward.
- A majority vote determines winner(s); i.e., candidates must receive the highest number of votes corresponding to the number of positions to be filled.

#### During

- Candidates for steward are not permitted to oversee the election or be in the balloting area other than to cast their own ballot. Worksites have had to repeat elections because stewards/candidates either conducted the election themselves or remained in the voting area while members were voting.

#### After

- After voting is complete, steward candidates can observe the tabulation process, but may not participate in the counting. Ask two or three other members to oversee the polling and ballot counting. **It is best if ballots are counted immediately after the polling place closes and results are announced immediately.**
- Once your results are tabulated and the official results form (appendix E) has been witnessed and signed by the required two (2) witnesses, please fax it to Holly Corless at the Broward Teachers Union (954-718-2572) **no later than 5 p.m., Friday, May 20, 2016.**
- **Stewards who run unopposed are still required to have two (2) witnesses sign the official results form, and must still fax the form to the BTU (954-718-2572) by 5 p.m., Friday, May 20, 2016. The BTU is required to have an official results form on file for every worksite.**
- Candidates must agree upon who will be the Designated Steward. If the candidates cannot reach an agreement, an election must be held. The candidate who receives the highest total number of votes during the election is the Designated Steward. *If you have any questions about this process, please contact your Field Staff Representative at the BTU office: 954-486-6250.*
- In the event of a tie, a run-off election must be held. The candidate who receives the highest total number of votes during the election is the Designated Steward.

- The Designated Steward may confer his/her title on another steward with notice to the Elections Committee via email at [communications@btuonline.com](mailto:communications@btuonline.com) by Friday, Aug. 26, 2016.
- **Please retain ballots for at least 30 days after the election.**
- A challenge may be filed with the BTU president alleging that certain election policies have been violated provided it is within 15 days after an election. The president will have the complaint investigated and render a decision. If the challenge is upheld, an election will be re-conducted. If the challenge is not upheld, the president's decision may be appealed to the executive board.

## **CHAPTER FIVE**

### **FILLING VACANCIES**

Should a vacancy develop in the position(s) of steward(s), the members from the worksite concerned shall fill the vacancy within two (2) weeks. Vacancies shall normally be filled through open nominations and election.

If a vacancy occurs after March 30, the BTU president shall appoint a temporary replacement until new stewards are elected and assume their responsibilities.



**APPENDIX A:**

**SAMPLE STEWARD ELECTION NOTIFICATION  
(post and e-mail to all dues-paying BTU members)**

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 our worksite for the 2015-2016 school year.

Steward duties include: the recruitment of new members, attendance at scheduled workshops and meetings, the distribution of official union literature, administer votes/elections and the maintenance of a current union bulletin board. Most important, stewards act as a liaison between the BTU leadership and the membership by keeping members informed, by being alert to potential issues, problems and situations, by encouraging the membership to become involved and by disseminating accurate timely information. Stewards must work to organize members for action at worksites

In addition, stewards who qualify shall receive, at the end of the school year, a monetary incentive award as per the incentive program approved by the Executive Board. To qualify for the incentive, a steward or designee shall attend all required steward functions, and shall accumulate no more than two unexcused absences per year (hardship exception defined as a non-absence). It is the responsibility of the steward or designee to sign in at all such functions.

Most importantly, all duly elected stewards shall qualify to sit on the Stewards Council. It is the duty of the Stewards 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 Stewards Council shall meet four times annually or additionally as deemed necessary.

Since our 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 in nomination for the position of Steward at our school, please submit the written nomination to me no later than (date, at least 3 days prior to election).

Sincerely,

(Your name)  
BTU Steward

**Clip form below to nominate a steward candidate and return form to me by (day and date)**

I wish to nominate \_\_\_\_\_ for the position of BTU steward  
at \_\_\_\_\_.

**ALL NOMINEES MUST ACCEPT NOMINATION FOR ELECTION IN ORDER TO RUN BY  
COMPLETING FORM FOUND ON PAGE 16**

**APPENDIX B:**

**SAMPLE STEWARD ELECTION CANDIDATE LIST**

The following members have been nominated for the position of BTU (EP, CSP, ESP, TSP) steward(s) for the 2016-2017 school year.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

The BTU membership will elect (eligible number) of the nominees listed above to be our stewards for the 2016-2017 school year. The election will take place on (day and date) from (time) to (time) in (name of location). I strongly urge all members to vote so that your voice can be represented to the union and in turn to Broward Public Schools.

Sincerely,

(Your name)  
BTU Steward

**NOTE: The election must occur no less than three (3) work days after the distribution of the preceding notice. A high vote turnout adds legitimacy to the entire process; therefore, stewards should make every effort to inform and remind all members of the upcoming election.**

**APPENDIX C:**

**SAMPLE BALLOT**

**ELECTION BALLOT**

**Instructions: place an "x" in the box preceding the name of the person(s) you wish to vote for to represent you as 2016-17 steward(s). You may vote for a maximum of (number of) stewards.**

**(Candidate 1 name)**

**(Candidate 2 name)**

**(Candidate 3 name)**

**(Candidate 4 name)**

**(Candidate 5 name)**

**Write-in candidate** \_\_\_\_\_

**APPENDIX D:**

**OFFICIAL ELECTION ANNOUNCEMENT FOR POSTING AND DISTRIBUTION**

**(continue to next page)**

# ***BTU*** *Broward Teachers Union*

A Union of Education, Technical Support, Charter School and Education Support Professionals

## **STEWARD ELECTION ANNOUNCEMENT 2016**

**Date:**

**Time:**

**Location:**



**APPENDIX E:**

**OFFICIAL RESULTS FORM**

**Complete this results form for your unit only. Fax the form to Holly Corless at the Broward Teachers Union (954-718-2572) by 5 p.m. Friday, May 20, 2016.**

Worksite: \_\_\_\_\_ BTU UUnit: \_\_\_\_\_  
(EP / TSP / CSP / ESP)

Election date: \_\_\_\_\_

Were the steward(s) listed on this form elected without opposition? YES / NO (circle one)

**Place an X next to the correct statement below:**

I hereby certify that a steward election was held on the above date and the results below are true and correct.

I hereby certify that a steward election was NOT held because I was unopposed and the results below are true and correct.

**Note:** This form **must be signed by two (2) witnesses who are members.** Forms signed by the candidate(s) only, that are not signed, or that have been witnessed and signed by non-BTU members will NOT be accepted.

\_\_\_\_\_  
Printed Name of Witness 1

\_\_\_\_\_  
Signature of Witness 1

\_\_\_\_\_  
Printed Name of Witness 2

\_\_\_\_\_  
Signature of Witness 2

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**Designated Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

---

**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_



Personal Email Address \_\_\_\_\_

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**Steward**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Personal Email Address \_\_\_\_\_

**APPENDIX F:**

**STEWARD NOMINATION FORM**

I, **(full legal name)**, hereby:

- accept the nomination as a candidate for BTU (name of unit) steward**
- nominate myself as a candidate for BTU (name of unit) steward**

**at (name of school/center) for 2016-17.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Designated steward signature

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Designated steward printed name