

2017 Steward Election Instructions

Running an 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 send an email to elections@btuonline.com.

Deadline for all election results is no later than 5 pm on Friday May 19, 2017.

Request an up to date roster for your worksite. To get an updated roster please email our Database Manager Holly Corless at hcorless@btuonline.com or Administrative Assistant Shannon D'Avi at sdavi@btuonline.com. This roster will be your list of members in good standing, eligible to run in the election and/or eligible to vote in the election.

Set dates. The Election Day must allow for 7 calendar days of notice prior to election and nomination forms must be turned in 3 full school days prior to election.

Advertise the "Call to Nominations" and "Election Day" both electronically and in writing on BTU Bulletin Board. Both forms are in this handbook. Send a reminder email on Election Day.

Collect nomination forms. For EP and Charter Schools units, 5 signatures are required if a nominee has no opposition. For ESP and TSP units, two members must sign the nomination form if the nominee is unopposed.

Create a ballot using full legal names from nomination forms. Names should be placed in alphabetically order. Ballot must include directions for how to cast a vote or votes (see sample).

Find 2 neutral members. No less than 2 members at voting site should collect ballots and monitor voting. Current steward(s) are not to run the election or remain in voting area any longer than to cast their own vote.

Election Time. A member must sign next to their name on 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, no less than 2, need to place all ballots (blank and cast) and sign in sheet in voting in a secure place during any breaks.

Tally the votes with witnesses to insure a fair election. Let all members know when and where the votes will be counted. If a member is going to be absent or on leave on Election Day they may arrange for an absentee ballot and sign in on roster to acknowledge receipt of their ballot. No ballots will be accepted after the close of the election. Use "2017 BTU Vote Tally Form" to officially report the vote count for each unit at your worksite.

Report results by scanning or taking a picture of the tally form no later than 5 pm the day of the election at your worksite. Email form with official results to elections@btuonline.com. Save all documents in the ballot box/envelope, including tally form, nomination forms, email announcing the call to nominations, sign in sheet, and to turn in to Holly Corless at BTU office for safe keeping.

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.

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Sample email for announcement of internal election:

(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 the bargaining unit at our worksite for the 2017-2018 school year.

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. Holding worksite meetings and informing members of union activities monthly is encouraged. Stewards must work to organize members for action at worksites and be willing to keep up with local, FEA, AFT, and NEA news.

Most importantly, 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 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 or your own name in nomination for the position of Steward please use the attached "BTU Steward Nomination Form" by *(date, at least 3 days prior to election)*.

Sincerely,

(Current Designated Steward)

Sample Candidate List Email:

The following members of our bargaining unit have been nominated for the position of a BTU Steward/Worksite Leader for the 2017-2018 school year: *(candidate #1)*, *(candidate #2)*, *(candidate #2)*, *(candidate #3)*, *(candidate #4)*, *(candidate #5)*, and *(candidate #6)*.

Our BTU bargaining unit membership will elect *(eligible number)* of nominees listed above to be our stewards for the 2017-2018 school year. The election will take place on *(day and date)* from *(time)* to *(time)* in *(name of location)*. Our election must occur more than 24 hours after this notice.

Your voice is your vote. All members are encouraged to vote and be represented. If you have any questions, please email me. I look forward to seeing you on Election Day.

In Solidarity,

(Current Designated Steward)

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Sample Ballot:

Our BTU bargaining unit membership will elect (eligible number) of nominees to be our stewards for the 2017-2018 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.

- Jimmy Hoffa*
- Norma Rae*
- Mother Jones*
- Caesar Chavez*
- Thomas Reilly Donahue*

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

How Many Stewards

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

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

1-30 faculty members = 1 steward	61 -90 faculty members = 3 stewards
31-60 faculty members = 2 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.

Education Support Professionals Ratios (ESPs)

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

1-10 ESPs = 1 steward	21-30 ESPs = 3 stewards
11-20 ESPs = 2 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	51-75 TSPs = 3 stewards
26-50 TSPs = 2 stewards	76-100 TSPs = 4 stewards