CONDUCTING ELECTIONS

AR ELECTION
The school’s AR election should be conducted by the last week of school or preplanning. The election form must be turned into CTA for the AR/s to be recognized.

Faculty Advisory Committee – elect during pre-planning
Placement Review Committee – elect during pre-planning
School Advisory Council – FAC oversees election of teacher representatives
Budget Advisory Committee

Directions, sample emails and contract language are on the following pages.
ASSOCIATION REPRESENTATIVE ELECTIONS

CTA Association Representatives are elected by their faculty every two years. Elections should take place during the last four weeks of school and no later than the last week of school. The lead AR conducts the election by noticing all CTA members of the deadline to submit their intention to run. The election must be held by secret ballot. One AR can be elected “for every 20 CTA members or major fraction thereof” according to the CTA Bylaws.

If there is a vacancy or no AR at a school or work site, an AR election should be conducted immediately. All elections must be documented on the AR Election form and submitted to CTA via courier or scanned and emailed to OrangeCTA@gmail.com.

It is very important that there is at least one AR at each school or worksite to coordinate the work of the union. If you need help in holding an election, please contact your Uniserv Director. Without a proper election, CTA will not recognize a member as being an AR.

The members at your school or work site put their trust and confidence in you as a union leader. Being elected to any office or position carries responsibilities and commitment. As the Association Representative you have a responsibility to the members who elected you. You owe it to the members to represent them at AR Council meetings and provide updates after each one; to advocate on their behalf; and to be the voice of the union at your school or worksite.

If you are transferred or otherwise must resign from the AR position, contact CTA, make sure you identify a committed replacement and hold an election immediately to fill the unexpired term, as provided in the CTA bylaws.

Do not forget to send the AR Election form to CTA after the election so that the Association Representatives and alternates at you school are recognized. CTA is working to keep AR information updated to ensure that important information and materials are sent to the correct contact. If the form is not received, CTA does not recognize the AR.

Sample Email for AR Election (send to CTA members only)

Dear CTA Members:

In accordance with the contract between the OCPS School Board and the CTA, I am announcing the election of the 2017 - 2018 (name of school) CTA Association Representative/s. Any CTA teacher or instructional personnel may sign up to run. If you are interested in running, please email me by (date) ________ (time) _________. We can elect (number) _____ ARs and (number) _____ alternates.

An election will be conducted on (date) _____________ in accordance to the requirements of the contract.

Sincerely,
(Name of Lead AR)
(Include all of the FAC contract language at the bottom of the email.)
From the CTA Bylaws:

SECTION VII: ASSOCIATION REPRESENTATIVES

Each school shall elect, by secret ballot, no later than the last week of the school year, at least one representative plus one additional representative for each twenty (20) members or major fraction thereof. Each school shall be guaranteed at least one (1) representative. Vacancies may be filled by election at the site as needed.

A. Eligibility of Representatives
   All candidates for the position of Association Representative in this Union must be members of the Union.

B. Term of Service of Representatives
   Each representative shall serve for a term of two (2) years. In case of vacancy, the CTA members of that school faculty where such vacancy occurs shall elect, by secret ballot, a representative to fill the un-expired term.

C. The Representatives shall:
   1. Serve as a member of the Representative Council.
   2. Organize a CTA leadership team at his/her worksite and serve as its worksite leader.
   3. Attend Monthly AR Council meetings.
   4. Report the business and activities of the Union to his/her faculty.
   5. Present to the Representative Council the concerns and issues of his/her faculty.
   6. Be assisted by the Alternate Representative in performing his/her duties.
   7. Recruit members and send required forms to the CTA office.

From the CTA Contract:

ARTICLE IV ASSOCIATION RIGHTS

B. Site Association Representatives
   4. The Association will provide each site administrator the name of the CTA Association Representative at his/her school within six weeks of the beginning of each school year. Notification will be given of any changes throughout the year.

   5. The Association shall provide and maintain a current list of site Association Representatives and provide such a list and updates to Employee Relations.
ORANGE COUNTY CTA
Association Representative Election

School/Workplace: ____________________________

AR election contract language: Each school shall elect, by secret ballot, no later than the last week of the school year, at least one representative plus one additional representative for each twenty (20) members or major fraction thereof. Each school shall be guaranteed at least one (1) representative.

The following were elected as the 2018 - 2019 Orange County CTA Association Representatives from the above school/workplace. Open nominations were held. If the number of nominees exceeded the number of seats available for our school/workplace, a vote was taken by secret ballot.

<table>
<thead>
<tr>
<th>Elected</th>
<th>Date of Election ________________</th>
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<tbody>
<tr>
<td>REP 1</td>
<td></td>
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<tr>
<td>Name</td>
<td>Employee ID</td>
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<tr>
<td>T-Shirt Size (Please Check One)</td>
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<td>S (<strong>) M (</strong>) L (<strong>) XL (</strong>) 1X (<strong>) 2X (</strong>) 3X (__)</td>
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<td>Personal Email</td>
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| REP 2   |                                 |
| Name    | Employee ID | Cell Phone |
| T-Shirt Size (Please Check One) |
| S (__) M (__) L (__) XL (__) 1X (__) 2X (__) 3X (__) |
| Personal Email |         |

| REP 3   |                                 |
| Name    | Employee ID | Cell Phone |
| T-Shirt Size (Please Check One) |
| S (__) M (__) L (__) XL (__) 1X (__) 2X (__) 3X (__) |
| Personal Email |         |

| REP 4   |                                 |
| Name    | Employee ID | Cell Phone |
| T-Shirt Size (Please Check One) |
| S (__) M (__) L (__) XL (__) 1X (__) 2X (__) 3X (__) |
| Personal Email |         |

| ALT REP 1 |                                 |
| Name    | Employee ID | Cell Phone |
| T-Shirt Size (Please Check One) |
| S (__) M (__) L (__) XL (__) 1X (__) 2X (__) 3X (__) |
| Personal Email |         |

| ALT REP 2 |                                 |
| Name    | Employee ID | Cell Phone |
| T-Shirt Size (Please Check One) |
| S (__) M (__) L (__) XL (__) 1X (__) 2X (__) 3X (__) |
| Personal Email |         |

Person Conducting Election: ____________________________
Witness: ____________________________
Witness: ____________________________

PLEASE RETURN THIS COMPLETED FORM TO THE CTA OFFICE

By courier: Attn: CTA, 1020 Webster Ave. or email to orangeta@gmail.com
ORGANIZING SCHOOL COMMITTEES

Among the main responsibilities of an Association Representative are to oversee the elections of the school's Faculty Advisory Committee (FAC), the Placement Review Committee, and the Budget Advisory Committee. There is contract language outlining procedures for the establishment and charges of all school-based committees.

It is suggested that all elections be conducted by secret ballot on numbered ballots specifically made with water marks. Online voting sites such as Survey Monkey allow participants to vote multiple times and cannot be considered valid. Administrators are not to be allowed to participate in, or to influence such elections.

The following pages contain some information, contract language and sample emails to help you in organizing these committees at your school. Ideally, notices should be sent during pre-planning so the elections can be completed and committees established before classes begin.

FACULTY ADVISORY COMMITTEE

A democratically elected and well-functioning Faculty Advisory Committee (FAC) allows teachers to have a voice in the operations of their school. The FAC is an advisory committee of no less than five and no more than eleven teachers. The goal of the FAC is to have shared decision-making.

The FAC should meet once a month to hear recommendations and concerns from the faculty. Issues or concerns might include workload, abuse of planning time, discipline of students, substitutes, breaks, monitoring during lunches, testing schedules, PLCs, fundraisers, field trips, etc. Typically, the committee discusses the concerns and then the Chair and one other selected FAC member presents the issues and recommendations to the administration in a face-to-face meeting. It is important that issues are discussed confidentially and presented to the administration in a manner that ensures confidentiality. The issues discussed, all recommendations from the FAC, and the administration's responses are all included in the minutes, which are sent to all faculty as soon as the principal or administrator responds. In some schools, the issues and recommendations are sent electronically to the principal or administrator so they can respond back in writing after the face-to-face meeting.

The FAC is also responsible for conducting the election of the teacher representatives of the School Advisory Committee. This should be done at the first FAC meeting.

Who can serve? Only teachers and other members of the instructional bargaining unit are elected as members of the FAC, as most issues pertain specifically to teachers. Your faculty may also vote each year to decide if you want to allow representation from the classified ranks to serve on the committee. That vote should precede the FAC election.
The lead AR should call all faculty to a meeting and they should vote by a show of hands as to whether to allow representation by classified personnel.

**How is the FAC elected?** The lead AR should send out an email to all faculty to see who would like to serve on the FAC. Five is the minimum number of members and 11 is the maximum number of members that can serve. If less than 11 teachers sign up to run, then there is no need for an election. If more than 11 teachers sign up to run than an election by secret ballot must be conducted. It is advisable that the lead AR encourage 11 or more excellent candidates to run so the make-up of the FAC is not left to chance.

Ideally, the election should be held during pre-planning. The best way to hold an election is by secret ballot. Online voting sites such as Survey Monkey allow participants to vote multiple times and cannot be considered valid. The lead AR should print up the ballots. Putting a watermark on the ballot is a good way to ensure the ballots are valid. You can collect the ballots in a locked ballot box. Count the ballots in front of other CTA members and faculty. Announce the results by email. Be sure to inform the administration of the results. (A sample email that the lead AR can use to notice the faculty of the election is provided in this section.)

**Administrators are not FAC members.** Administrators should not interfere with FAC member selection or the election. They cannot ‘appoint’ or ‘select’ members. They should not suggest who should serve on the committee. They should not ask teachers to serve. They should not sit in on meetings unless they are *invited* to provide information.

**The First Meeting** - At the first meeting the members should elect a Chairperson and Secretary; decide on future meeting dates, time and room; and select FAC members who will meet with the Principal or administration after each meeting to discuss issues and the FAC recommendations. Also, at this first meeting, the election to determine the School Advisory Committee teacher representatives should be planned and executed.

**Communication** - For shared–decision making to succeed, the FAC should seek input from the faculty and provide prompt feedback. Put out advance notice of FAC meeting dates and request suggestions. Input from faculty can be collected with a locked suggestion box, surveys, or written teacher requests put in the Chair or FAC members’ mailboxes. Reports and minutes should *not* cite teacher names to protect the confidentiality of those bringing issues to the committee.
FAC COMMITTEE ROLES

Role of the Chair
1. Conduct meetings
2. Develop agenda
3. Maintain open lines of communication with faculty
4. Meet with administration with another selected FAC member to share issues/concerns and FAC recommendations
5. Promote teamwork
6. Keep members informed of the status of issues and concerns
7. Follow-up or designate someone to follow-up on unresolved issues and concerns

Role of the Secretary
• Record proceedings including attendance and dates of meetings
• Print and distribute minutes (usually by email to the entire faculty and administration)
• Handle correspondence
• Maintain all files, including correspondence, meeting notes and minutes, and issues and concerns at site

Role of FAC Member
• Attend meetings
• Accept ideas from others
• Promote collegiality
• Maintain professionalism and confidentiality
• Work for the good of the school
• Seek facts and encourage colleagues to put their ideas in writing
• Keep Chair informed

Role of the Principal
• Meet at mutually agreed upon times with the Chair and another FAC member to discuss suggestions, concerns and the committee’s recommendations. Respond to all recommendations.
• Participate in the discovery process for solutions to issues
• Respect the FAC and its members
Sample FAC Minutes:  

XXX SCHOOL  
FAC Minutes  
August X, 20XX  

Meeting convened at 2:30 pm  

Present:  
(teachers’ names)  

Issues:  

1. LUNCH SUPERVISION: There is a concern that the hallways are not locked during lunches and are filled with unsupervised and noisy students, even when classes are occurring. The lack of supervision and the liability issue needs to be addressed.  

FAC RECOMMENDATION: The FAC suggests that every hallway be locked during lunches and that administrators circulate to regulate and supervise. Guidance is open during both lunches for any students that would need counseling or help so there is no need to keep hallways with the ESE Office and SAFE Office open. The students can be informed that if they require assistance or a safe haven they can go to the Guidance Office during lunches.  

ADMINISTRATION’S FEEDBACK: Many hallways have either of offices or classrooms that need to be accessible for students or visitors for parent conferences, tutoring, meetings, etc. In order to maintain accessibility, we would recommend keeping doors unlocked and rotating administrators and security to monitor student behavior.  

Sample Email for FAC Election:  

Dear Teachers:  

In accordance with the contract between the OCPS School Board and the CTA, I am announcing the election of the 2017 - 2018 (name of school) Faculty Advisory Committee (FAC). Any teacher or instructional staff member may sign up to run for the FAC. The FAC may have no less than 5 and no more than 11 members. If more than 11 teachers sign up to be on the FAC, I will conduct an election in accordance to the requirements of the contract.  

The FAC serves as a committee of faculty members that discuss and make recommendations to the administration on a variety of workplace issues to ensure the smooth operation of the school and to promote student achievement. Additionally, the FAC approves school-wide fund drives that involve teachers, determines the process to select faculty representatives to serve on the SAC and the process to select the faculty members to serve on the school budget advisory committee. (Please read the list of duties in the selected contract text below.)  

If you would like to serve on the FAC please email your name to me by (time) on (date).  

Sincerely,  
(Name of Lead AR)  
(Include all of the FAC contract language at the bottom of the email.)
CONTRACT LANGUAGE: ARTICLE XIX  FACULTY ADVISORY COMMITTEE

A. The Faculty Advisory Committee shall have a membership of not less than five nor more than eleven employees elected by the employees at each school. Education Support Professionals may be included on the committee by a vote of the faculty. The Faculty Advisory Committee shall be elected by secret ballot election, conducted by the site Association representative within the first six weeks of the school year. In the absence of a site Association Representative, CTA shall assist in selecting a teacher on that school’s staff to conduct the election. A list of the members of the Faculty Advisory Committee of each school shall be sent to the Association and the administrator. The administrator shall meet with the Faculty Advisory Committee within three weeks of a request.

B. The Faculty Advisory Committee may meet during the regular duty day at such times as committee members have no student contact. The Faculty Advisory Committee may choose to meet with other employees and/or with the administrator, during the regular duty day provided the employees have no assigned instructional responsibility and that such meetings shall not conflict with previously scheduled meetings.

C. In addition to duties outlined in Article XIV, the Faculty Advisory Committee may meet to discuss and make recommendations concerning the following:

   1. A rotation plan composed of available staff to substitute in case of emergency.
   2. The purchase and distribution of instructional equipment, materials and supplies.
   3. Student discipline plans, which may include guidelines for referral of students into alternative education settings.
   4. The disposition of discipline referrals in a timely manner.
   5. Additional safeguards to deal with acts of violence, including those involving weapons, and procedures for notification of teachers when their students have been found to have carried a weapon on campus.
   6. Other concerns of the faculty, which may result in a smoother operation of the school.

D. Any school-wide drives or collection of money which involve teachers shall not be approved until such have been discussed with the Faculty Advisory Committee.

E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee.

F. Participation on the FAC shall not serve as a basis for the evaluation of any teacher.

ARTICLE XIV DUTY DAY

A. Except as otherwise provided in this Contract, the employee duty day shall be seven hours and 30 minutes including a duty-free lunch, or 37.5 hours per week total.

B. As part of an ongoing program of school improvement, and in recognition of individual schools’ needs to be given increased responsibility for site-based decision making, the parties agree to the following relating to the employee duty day:

   1. The duly elected Faculty Advisory Committee and the administrator, with input from the school staff may mutually agree on scheduling arrangements for
teachers to include, teaching load(s), student contact time, planning time, duty time, extended duty assignments, compensatory time, coverage of classes in lieu of using substitutes, scheduling of elementary teachers, the use of flexible time blocks, common planning time, end of course testing schedules, scheduling of special area teachers and the implementation of any mandated school wide programs which affect any of the provisions found in this article. At the end of each school year, each teacher may submit scheduling preferences for elementary special area teachers to this process for consideration.

2. Such agreements shall be conditioned upon a majority vote of support by secret ballot of those voting from the faculty, reduced to writing and distributed to each teacher at the school. The agreement(s) shall remain in effect until the end of the school year. The FAC shall conduct the election. The faculty shall receive notice of the election in writing at least two duty days prior to the voting. The voting period shall extend for up to two duty days. The most senior Association Representative shall be present at ballot counting. If there is no Association Representative, the administrator shall contact the Association President prior to the ballot counting so that s/he or a designee may be present to observe.
SCHOOL ADVISORY COMMITTEE (SAC)

Per CTA Contract, the Faculty Advisory Committee is responsible for the election of the teacher members of the School Advisory Committee. The number of teachers elected will depend on the number of other members from the specified groups, as outlined in Florida law. The principal should advise the FAC about the membership make-up of the committee and how many teachers should be elected.

At many schools the principal appoints teachers to the School Advisory Committee or calls for volunteers. This is in violation of the law and contract. If this is happening at your school, share the following contract language and Florida Statute with the principal.

CONTRACT LANGUAGE: ARTICLE XIX FACULTY ADVISORY COMMITTEE
E. The Faculty Advisory Committee shall be responsible for establishing a process to elect teacher representatives to the School Advisory Committee.

The School Advisory Committee is mandated by Florida Statute, which outlines its members and roles.

From 1001.452 District and school advisory councils—
(1) ESTABLISHMENT—
(a) The district school board shall establish an advisory council for each school in the district and shall develop procedures for the election and appointment of advisory council members. Each school advisory council shall include in its name the words “school advisory council.” The school advisory council shall be the sole body responsible for final decision-making at the school relating to implementation of ss. 1001.42(18) and 1008.345. A majority of the members of each school advisory council must be persons who are not employed by the school district. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Career center and high school advisory councils shall include students, and middle and junior high school advisory councils may include students. School advisory councils of career centers and adult education centers are not required to include parents as members. Council members representing teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The district school board shall establish procedures to be used by schools in selecting business and community members that include means of ensuring wide notice of vacancies and of taking input on possible members from local business, chambers of commerce, community and civic organizations and groups, and the public at large. The district school board shall review the membership composition of each advisory council. If the district school board determines that the membership elected by the school is not representative of the ethnic, racial, and economic community served by the school, the district school board shall appoint additional members to achieve proper representation. The commissioner shall determine if schools have maximized
their efforts to include on their advisory councils minority persons and persons of lower socioeconomic status. Although schools are strongly encouraged to establish school advisory councils, the district school board of any school district that has a student population of 10,000 or fewer may establish a district advisory council which includes at least one duly elected teacher from each school in the district. For the purposes of school advisory councils and district advisory councils, the term “teacher” includes classroom teachers, certified student services personnel, and media specialists. For purposes of this paragraph, “education support employee” means any person employed by a school who is not defined as instructional or administrative personnel pursuant to s. 1012.01 and whose duties require 20 or more hours in each normal working week.

(b) The district school board may establish a district advisory council representative of the district and composed of teachers, students, parents, and other citizens or a district advisory council that may be comprised of representatives of each school advisory council. Recognized schoolwide support groups that meet all criteria established by law or rule may function as school advisory councils.

(c) For those schools operating for the purpose of providing educational services to youth in Department of Juvenile Justice programs, district school boards may establish a district advisory council with appropriate representatives for the purpose of developing and monitoring a district school improvement plan that encompasses all such schools in the district, pursuant to s. 1001.42(18)(a).

(d) Each school advisory council shall adopt bylaws establishing procedures for:
1. Requiring a quorum to be present before a vote may be taken by the school advisory council. A majority of the membership of the council constitutes a quorum.
2. Requiring at least 3 days’ advance notice in writing to all members of the advisory council of any matter that is scheduled to come before the council for a vote.
3. Scheduling meetings when parents, students, teachers, businesspersons, and members of the community can attend.
4. Replacing any member who has two unexcused consecutive absences from a school advisory council meeting that is noticed according to the procedures in the bylaws.
5. Recording minutes of meetings.

The district school board may review all proposed bylaws of a school advisory council and shall maintain a record of minutes of council meetings.

(2) Duties — Each advisory council shall perform functions prescribed by regulations of the district school board; however, no advisory council shall have any of the powers and duties now reserved by law to the district school board. Each school advisory council shall assist in the preparation and evaluation of the school improvement plan required pursuant to s. 1001.42(18). With technical assistance from the Department of Education, each school advisory council shall assist in the preparation of the school’s annual budget and plan as required by s. 1008.385(1). A portion of funds provided in the annual General Appropriations Act for use by school advisory councils must be used for implementing the school improvement plan.
PLACEMENT REVIEW COMMITTEE

The Lead AR should oversee the election of the Placement Review Committee during preplanning. If a teacher asks for a disruptive student to be removed from his/her class, the Placement Review Committee will meet to determine placement of that student.

**Florida Statute calls for the formation of this committee. F.S. 1003.32 states:**

(4) A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn. Each district school board, each district school superintendent, and each school principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

(5) If a teacher removes a student from class under subsection (4), the principal may place the student in another appropriate classroom, in in-school suspension, or in a dropout prevention and academic intervention program as provided by s. 1003.53; or the principal may recommend the student for out-of-school suspension or expulsion, as appropriate. The student may be prohibited from attending or participating in school-sponsored or school-related activities. The principal may not return the student to that teacher’s class without the teacher’s consent unless the committee established under subsection (6) determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within 5 days of the removal of the student from the classroom.

(6) (a) Each school shall establish a placement review committee to determine placement of a student when a teacher withholds consent to the return of a student to the teacher’s class. A school principal must notify each teacher in that school about the availability, the procedures, and the criteria for the placement review committee as outlined in this section.

**Sample Email for the Placement Review Committee Election:**

Dear Faculty:

I am pleased to announce the election of a teacher member to the 2017 – 2018 (Name of School) ________ Placement Review Committee as per the CTA Contract:

Article VII Teacher Rights and Responsibilities

E. 5 A Placement Review Committee shall be formed for the purpose of determining placement of a student who has been suspended from a class in accordance with F.S.1003.32 (4), (5), (6). The Placement Review Committee shall include the following: two teachers, one elected by the faculty and one appointed by the teacher referring the student to the committee and one member of the school’s staff who is selected by the principal. A teacher may appeal the decision of the Placement Review Committee to the District Superintendent.

If you would like to serve on the Placement Review Committee, please email your name to me by (time) ________on (date) ______________. If more than one teacher applies, an election will be conducted.

Sincerely,

(Name of Lead AR)
BUDGET ADVISORY COMMITTEE

The lead AR should also oversee the election of a Budget Advisory Committee during preplanning. This committee is made up of a minimum of 3 teachers and a maximum of 5 teachers. They will review the school budget and make suggestions on expenditures for the upcoming school year.

Sample Email for Budget Advisory Committee Election

Dear Faculty:

In accordance with the CTA Contract, I am announcing the formation of the 2017-2018 (school name) Budget Advisory Committee (BAC).

If you would like to be on this committee that is charged with reviewing and making suggestions regarding the school budget, please email your name to me by (time) on (date).

From the CTA Contract: ARTICLE XX SITE-BASED DECISION-MAKING

C. A minimum of three and a maximum of five teachers from each school shall serve on their school’s budget advisory committee formed for the purpose of making recommendations on the school’s general fund budget. Teacher members shall be elected by the faculty.

Sincerely,

(Name of Lead AR)