

BTU *Broward Teachers Union*

Education Professionals • Technical Support Professionals • Charter School Professionals • Education Support Professionals

**2009
Stewards
Elections**



**Election Deadline:
Friday, May 22**

(AMENDED)

**Election Procedures - Sample Ballot -
Nomination Form - Election Results Form -
Meeting Flyer**

Steward Elections

All schools shall hold elections for Steward(s) no later than **Friday, May 22, 2009**. Please use the following format to structure the election process. Make any adjustments you deem necessary to adapt it to your specific situation.

Clean copies of all samples have been provided for reproduction purposes.

Once your election results are tabulated and signed by witnesses, they should be faxed to Holly Corless to the Broward Teachers Union at 954-718-2572 by *Friday, May 22, 2009*. If you have any questions about this process, please contact your Field Staff Representative at the BTU office: 954-486-6250.

Eligibility

In order to serve as Steward, one must be a member in good standing of the Broward Teachers Union. An eligible nominee shall indicate in writing his/her acceptance of the nomination. Any member deciding to run for Steward must agree to the following:

- a. Attend monthly meetings
- b. Attend training commensurate with their level
- c. Form and participate in a functioning Faculty Council or Leadership Network
- d. Distribute all materials in a timely manner
- e. Conduct all elections in accordance with BTU guidelines
- f. Maintain a BTU bulletin board with timely information

Number of Stewards

No school (site) shall have less than one steward. Stewards shall be elected by BTU members in the ratio of one (1) Steward for each thirty (30) teachers. Thereafter, one steward is elected for each 30 additional bargaining unit members or portion thereof. Stewards shall be elected by the BTU members in good standing at each worksite or program 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: BTU-ESP members can elect one BTU-ESP steward for every 10 BTU-ESP dues or non-dues paying members at each worksite. For example: 1-10 ESP = 1 ESP Steward / 11-20 ESP = 2 ESP Stewards, etc.

Should a vacancy develop in the position(s) of steward(s), the members from the school (site) concerned shall fill the vacancy within two (2) weeks.

Notices

A Designated Steward is the person who receives the highest total number of votes during the election. This person shall be a contact to receive mailing packets and literature for distribution to members.

A Steward can be removed as a result of a complaint, with the BTU President and with the approval of the Executive Board, if he/she fails to meet any of the above requirements or failure to uphold duties and responsibilities. The steward and school membership will be furnished written notification, date of a hearing and shall be provided an opportunity to address the Executive Board. A majority vote of the Executive Board members will be necessary to remove a steward. If such action is taken, a school site election shall be conducted to replace the steward within two weeks.

Conducting the Election

Before the election, BTU members should each receive the notice as outlined in the procedures set forth in this booklet. The winner shall be determined by a majority vote of those voting.

If the winner does not have a majority of those voting on the first ballot, the candidate with the lowest number of votes shall be dropped and a second ballot shall be conducted. This process shall continue until the leading vote getter achieves the majority of those voting. That person shall be considered the "designated" steward. Additionally, candidate(s) with the next highest votes in the election shall be elected alternate steward(s). In event of a tie, the winner will be determined by a flip of coin. All elected stewards shall receive benefits and share responsibilities equally.

All schools shall have at least one (1) Steward.

The election should be held at a time that is convenient to the large majority of the Union members. Ample time should be provided so that all members have the opportunity to participate in all phases of the election process. **Please retain ballots for at least 20 days after the election.**

Election Procedures

- I. **BTU members should first receive a notice of election including the information provided in the sample below:**

SAMPLE

On _____ at _____, in the _____, there will be a Steward Election to determine the representative(s) for our school for the upcoming school year. The Steward's 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 importantly, Stewards act as 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 information.

Since our school has (number) teachers on staff, we are entitled to have (number) Steward(s) represent our school this year. The top vote getter in this election will be our Designated Steward.

If you are interested in placing your name or the name of another BTU member in nomination for the position of Steward at our school, please complete the attached form and return it to me by (date).

Sincerely,

BTU Steward

I wish to nominate _____ for the position of BTU
(name)

Steward at _____.
(name of school)

Each nominee must be contacted to determine acceptance of the nomination.

- II. **After the close of the nomination period, members should receive a notice listing nominees and providing pertinent election day information. Copies of this notice should also be posted.**

SAMPLE

Steward Election List of Candidates

The following teachers have been nominated for the position of Steward for the school year.

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

The BTU membership will elect (number) of the candidates listed above to be our Steward(s) for the school year. The election will take place on (day), (date), from (time) to (time) in the (location). I urge all members to attend and to participate.

Sincerely,

BTU Steward

- III. **Three to four workdays after the distribution of the preceding notice, the election will occur. Find ways to ensure that all members are verbally reminded to vote on the day of the election and be sure to make an intercom announcement just prior to the election. A high turnout adds legitimacy to the entire process.**

Make sure you have an accurate membership list at the polling place. Have teachers initial by their name to receive their ballot. Have teachers mark their ballots and place in the ballot box (a manila envelope can be used). The ballot should have specific instructions printed on it along with the names of the candidates.

Ballot

Our school is entitled to (Number) Stewards.
Please vote for ___ names by marking the respective box.

Candidate 1

Candidate 2

Candidate 3

Candidate 4

Write-in vote

If possible, ask two or three "neutral observers" to oversee the polling and counting of ballots. The ballots must be counted immediately after the polling place closes and results should then be announced. Ballots should be retained for at least 20 days after the election.

IV. It is the responsibility of the new Designated Steward to inform the membership, faculty, Principal and the BTU of the election results.

Please use the attached form correctly filled out with the required witness signatures to inform the BTU of the election results by **faxing to 954-718-2572**.

All Results Should Be Faxed to Holly Corless at the BTU Office by Friday, May 22, 2009

Steward Election

On _____, at _____, in the _____ there will be a Steward Election to determine the representative(s) for our school for the upcoming school year. The Steward's 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 importantly, Stewards act as 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 information.

Since our school has teachers on staff, we are entitled to have Steward(s) represent our school this year. The top vote-getter in this election will be our Designated Steward.

If you are interested in placing your name or the name of another BTU member in nomination for the position of Steward at our school, please complete the attached form and return it to me by

Sincerely,

BTU Steward

Nomination Form

I wish to nominate _____ for the position of Broward
(name)

Teachers Union Steward at _____
(school name)

I agree to allow my name to be placed in nomination for the position of steward.

Signature

Steward Election List of Candidates

The following teachers have been nominated for the position of Steward for the 2009 – 2010 school year.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

The BTU membership will elect _____ of the candidates listed above to be our Steward(s) for the 2009-2010 school year. The election will take place on _____, _____, from _____ to _____ in the _____. I urge all members to attend and to participate.

Sincerely,

BTU Steward

Ballot

Our school is entitled to _____ Stewards.

Please vote for _____ names by marking the respective box.

Write-in vote

Election Results Form

Please complete this tabulation form and fax (954-718-2572) to the BTU by 5:00 p.m., Friday, May 22, 2009 - Attention Holly:

School _____

Election Date _____

I hereby certify that a steward election was held on the above date and the results below are true and correct.
Note: This form must be signed by two (2) witnesses. Thank you.

(signature witness 1)

(signature witness 2)

Designated Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

Steward

Name _____

Address _____

Home Phone _____

BTU Steward Elections

Date: _____

Time: _____

Location: _____