

December 20, 2022

TO: State Council Representatives
Service Center Council Chairpersons
Service Center Council Election Chairpersons
Chapter Presidents

FROM: Jeanne Marks, Chairperson *J.M.*
Robbie Kreitz, Board Liaison *R.K.*
CTA Elections and Credentials Committee

RE: Guidelines and Procedures for 2023 NEA Representative Assembly Elections

The CTA Elections and Credentials Committee has compiled the following information to assist local chapters in conducting local delegate elections for the annual NEA Representative Assembly (RA).

If any questions arise after reading the provided material, please contact the CTA Governance Support Department at 650.552.5300 or via email at RA@cta.org.

STATE AND LOCAL DELEGATE INFORMATION

The 2023 NEA Representative Assembly will be held on July 2-6 in Orlando, Florida. More details to come as they are made available by NEA.

ELECTION BY SECRET BALLOT

The requirement that state and local NEA delegates be declared elected by secret ballot by the NEA membership makes either appointment or election of delegates by the representative governing body of an affiliate impermissible.

An election by secret ballot may be waived and the candidate(s) elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. For example, if a chapter or Service Center Council has five seats allocated to them and there are five (or less) NEA member candidates who submitted declaration of candidacy forms, all five members can automatically be declared elected without going through the process of an election. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice in advance of the announcement of the election. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

Since delegates are frequently unable to attend the RA, the local chapter is encouraged to report the names of all individuals receiving votes in the election, including successors. In elections where the number of candidates is equal to or less than the number of delegate positions to be filled, a separate election must be held for successor delegates, unless the nomination process requires candidates for both regular and successor delegate positions. All NEA election requirements apply to the election of successor delegates in the same manner as for delegates.

ELECTION TO MULTIPLE DELEGATE POSITIONS

Members can be nominated to and run for both state and local delegate positions. However, delegates may **NOT** hold both positions. Members elected to both state and local delegate positions are responsible for informing CTA Elections and their local, **in writing, no later than April 14, 2023** of the position accepted and the position declined. This notification will release the unused position to a successor delegate and will **relinquish** any claim to the released position.

ETHNIC MINORITY GOAL

Based on the 2020 census figures, California's ethnic minority goal is 60%. This is in keeping with the NEA's policy of achieving ethnic minority delegate representation at least equal to the proportion of identified ethnic minority population within the state.

The California Teachers Association is committed to ethnic minority representation in the California delegation. We need your help so that we can reach our goal at this year's NEA convention. **Service Center Council leadership and chapter leaders are asked to encourage all known ethnic minority members to be candidates.**

Candidates will have an opportunity to include their ethnic background as part of their biographical sketch, which will not count as part of the 30-word limitation on the *Declaration of Candidacy* form. **Please ensure that the race or ethnicity of the delegates and successors is included on NEA's election reporting forms.**

IMPORTANT DATES

The CTA Elections and Credentials Committee has established five deadlines on the 2023 CTA/NEA Election Timelines. It is mandatory that these five deadlines are followed:

- 1) **January 31, 2023, 4pm** – Deadline for CTA Elections to receive *State Delegate Declaration of Candidacy* forms.
- 2) **January 31, 2023** – Deadline for chapters to have established timelines for local delegate elections. Local delegate elections **must** be completed by **March 17, 2023**.
- 3) **April 7, 2023, 4pm** – Deadline to submit all delegate election results to RA@cta.org. **Results must be posted no later than five calendar days following ballot counting.**
- 4) **April 14, 2023** – Delegates who have been elected to both local and state delegate positions **must** notify CTA Elections and their local, in writing, by emailing RA@cta.org of the position accepted (delegates may NOT hold both positions).
- 5) **April 21, 2023** – CTA Elections to notify local chapters of names of successor state delegates if an elected state delegate chooses to go as a local delegate.

STATE DELEGATE INFORMATION

Declaration of Candidacy forms and Service Center Council office information can be found on the CTA website at www.cta.org. **CTA Elections will begin accepting State Delegate *Declaration of Candidacy* forms on January 5, 2023.**

It is the responsibility of each member wishing to run as a state delegate to make sure they have received an automatic confirmation email after submitting their form. Paper copies will NOT be accepted.

RETIRED DELEGATE ALLOCATIONS

A person who is eligible for NEA membership in both the Retired and Active membership categories shall have the option to join the Association as a Retired **or** as an Active member.

An Active Life member who is eligible for Retired membership may join the NEA as a Retired member while retaining an Active Life membership, provided that during the period of such membership, the individual shall be counted for the allocation of delegate credentials, be eligible to participate in NEA governance, be eligible to receive NEA benefits and services and be treated for all other NEA purposes as a Retired member, as required under NEA Bylaw 2-1d.

HIGHER EDUCATION

Higher Education members are entitled to state delegate representation only through their own Higher Education Service Center Council.

STATE DELEGATE ELECTION TIMELINE

The timeline for NEA RA state delegate elections is included with this mailing. See Attachment "A". This timeline applies to local delegate elections as well.

STATE DELEGATE FUNDING

At the time of this notice, the reimbursement amount (with appropriate receipts) for state delegates is not known. The reimbursement information will be posted on www.cta.org once it is available.

PLEASE NOTE: *Declaration of Candidacy* forms (for State Delegates, Retired Delegates, Higher Education and ESP Members) are to be filed online at CTA.org **only**. Click [here](#) to file a *Declaration of Candidacy* form for the State Delegates election (conducted by the CTA Elections and Credentials Committee). **Submission window is January 5, 2023 through January 31, 2023 no later than 4pm.**

LOCAL DELEGATE INFORMATION

LOCAL DELEGATE ALLOCATION EMAILS

Chapter presidents will receive **two** emails directly from NEA regarding their local delegate allocation. The first email will be sent the week of January 16, 2023 (tentatively), alerting chapter presidents of the upcoming allocation email. The subject line of this alert email will be **NEA RA DELEGATE ALLOCATION NOTIFICATION**. The second email will be sent the week of January 23, 2023 (tentatively), containing the delegate allocation information. The subject line of this email will be **NEA RA ALLOCATION INFORMATION**. Both emails will come from the RASupport@nea.org.

LOCAL DELEGATE FUNDING

The local shall determine funding for local delegates. Regardless of the funding amount, the election for NEA RA local delegates must be held in accordance with the requirements stated herein below.

Prior to the election, the local will determine the amount of funding that will be provided to delegates elected to the NEA RA and this information must be included on the ballot. If partial funding is provided, funding will be based on the election results. For example, if four delegates are elected, but funding will only be provided for two delegates, funding will go to the top two candidates with the most votes. If the ballot is waived, the CTA Elections and Credentials chairperson must be contacted through the Governance Support Department for direction on how to determine partial funding.

LOCAL DELEGATE ELECTION REQUIREMENTS

- 1) A chapter or cluster of chapters must follow these requirements when conducting local delegate elections for the NEA RA.
 - a) There must be open nominations. All NEA members are eligible to nominate or be nominated for office.
 - b) *Declaration of Candidacy* forms must be readily available to members and must state requirements as to time and place of filing. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THIS DOCUMENT IS RECEIVED BY THE DUE DATE.**
 - c) No less than 15 calendar days prior to an election, the local chapter shall notify members of the election.
 - d) Candidates must not use any portion of dues money of the local, Service Center Council, CTA or NEA to promote the candidacy.

- e) District email addresses and/or systems shall not be used for campaigning.
 - f) All NEA members within the chapter or cluster of chapters shall be eligible to vote.
 - g) The time and place of the election must be designated.
 - h) Candidates may run as both state and local delegates but must decide which position to accept and notify CTA Elections and local chapter, in writing, **no later than April 14, 2023** of the position selected. This will relinquish all claims the delegate has to the released position.
 - i) Elections shall be by secret ballot.
 - j) There shall be a provision for write-in candidates.
 - k) **The election shall be by plurality vote.**
 - l) When there is a tie in a plurality election, the following procedure shall be followed:
 - 1. When there is a tie, the ballots shall be recounted.
 - 2. If the result is still a tie, the Elections Committee chairperson shall:
 - (a) Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.
 - (b) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose “heads” or “tails” in the coin toss.
 - (c) The Elections Committee chairperson shall designate the time and place for the coin toss and inform the candidates, who may have an observer present. The observer may be the candidate.
 - (d) The Elections Committee shall note the coin toss on the CTA Official Teller’s Report.
 - (e) The Elections Committee shall follow the established procedure in notifying the candidates of the results.
 - m) If there is a tie among three or more candidates, contact the CTA Elections and Credentials chairperson through the Governance Support Department at 650.552.5300.
 - n) All candidates shall be ranked in order of the number of votes received.
- 2) A chapter or cluster of chapters may waive the requirement for secret ballot election for NEA RA local delegates and candidates declared elected only if the following conditions have been met prior to the election being held:
- a) The chapter or cluster of chapters has adopted a governing provision or election policy allowing the practice for waiving the NEA RA local delegate elections secret ballot when the number of candidates is equal to or less than the number of delegate positions to be filled.

- b) The period for open nominations shall be no less than 15 calendar days.
- c) This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

3) Each ballot shall list names of candidates in the current CTA official alphabet order:

F N U V E M D P R Z C H S Y O L J A K W X I G B T Q

- 4) The announcement of election results shall be made the next day after the votes are counted.
- 5) The local shall retain all ballots and election records until the expiration of the term to which the delegate was elected.
- 6) Terms for local delegates may range from one to three years. There is no limit on the number of terms an individual may serve as a delegate. The terms may be staggered. **If a delegate has been elected to more than a one-year term and they have not yet completed the term, please include their names and the term they are serving on the local delegate election reporting form** (directly sent via email from NEA to chapter presidents).
- 7) A successor delegate is the candidate with the next highest votes after the winners have been declared. The successor delegate will automatically be declared a delegate when a vacancy occurs. Only those members reported and certified as a successor delegate are eligible to serve as successor delegates. All candidates shall be ranked in order of votes received.

When the results of the local delegate elections are determined, please complete the election reporting forms, which will be emailed directly to chapter presidents from the NEA (*see page 9 herein above Local Delegate Allocation Emails*).

The forms must be received by the CTA Elections and Credentials Committee no later than **4pm, Friday, April 7, 2023**. Scan and email election paperwork to RA@cta.org.

Please do not send the election reporting forms to the NEA. NEA will only send them back to the CTA Governance Support Department, which will **delay** the processing of your forms.

LOCAL DELEGATE ELECTION TIMELINES

Local CTA chapters are strongly encouraged to follow the same timeline as the state so that elections can be consolidated. Consideration must be given for vacations, spring breaks and year-round school calendars.

- 1) The specific timelines for elections for NEA local delegates shall be determined by each chapter or cluster of chapters, provided that names of delegates are reported to the CTA Elections and Credentials Committee by emailing RA@cta.org no later than **4p.m., Friday, April 7, 2023**.
- 2) The timeline shall include dates for:
 - a) Deadline for receiving *Declaration of Candidacy* forms by members.
 - b) Preparation of ballots: the ballot shall state the name of the office, the term and the name of the candidate(s) who have filed declarations of candidacy within the timeline. The ballot shall include space for a write-in candidate, except in a run-off election.
 - c) Election in chapter.
 - d) Counting of ballots by chapter elections committee.
 - e) **April 7, 2023** is the deadline for receipt of local delegate election results to CTA Elections and Credentials Committee. Scan and email election paperwork to RA@cta.org.
 - f) Delegates who have been elected to both local and state delegate positions must notify the chapter and CTA Elections of the position accepted (delegates may not hold both positions) by **April 14, 2023**.
 - g) Chapter presidents must notify CTA of name of successor local delegate if an elected local delegate chooses to go as a state delegate.
 - h) Challenges to local delegate elections must be filed with the CTA President at ctaelections@cta.org on the official CTA Original Election Challenge Form located in Appendix R of the [2022-2023 CTA Elections Manual](#) within four calendar days after the date the ballots are counted, including any run-off, if necessary. The challenge and all of the requested documentation must be received by the CTA President at ctaelections@cta.org no later than 5pm on or before the fourth day.
 - i) **June 1, 2023** is the deadline for filing an appeal of the state's decision on a challenge with the NEA Credentials Committee.

SAMPLE FORMS

Included are sample forms to assist local chapters in conducting elections for NEA RA state and local delegates. Designation will be made in the following list if the sample is for state elections, local elections or both state and local. The sample forms are as follows:

- A. State/Local 2023 NEA RA State and Local Delegate Elections Timeline
- B. Local Sample Ballot
- C. Local Chapter signature and ballot verification sheet
- D. Local Notification of local delegate elections from chapter president to building representatives
- E. Local Requirements for election of local delegates
- F. Local Sample declaration of candidacy form for local delegates
- G. Local Sample biographical sketch page
- H. Local Sample voter sign-in sheet for ballots
- I. Local CTA Official Teller's Report

JM:tl

Attachments

- c. Executive Officers
CTA Board of Directors
NEA Board of Directors
Service Center Council Staff Consultants
Service Center Council Associate Staff

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2022-2023 NEA RA STATE & LOCAL DELEGATE ELECTIONS TIMELINE

** NOTE **	NEA RA State Delegate Declaration of Candidacy forms are no longer printed in the <i>California Educator</i> ; however, this information will be available on CTA.org on Jan 5, 2023.
Dec'22	CTA to email the <i>Guidelines and Procedures for the 2023 NEA RA Elections</i> (for state and local elections) to local chapters.
1/5/23	CTA Elections begin accepting State Delegate Declaration of Candidacy Forms
1/31/23	Local Chapters: Deadline to have established timelines for local delegate elections. Establish a deadline to receive <i>Local Delegate Declaration of Candidacy forms</i> . CTA Elections: Deadline to receive <i>State Delegate Declaration of Candidacy forms</i> . Online submission at CTA.org only.
Week of 2/21-24/23	NEA sends delegate allocations to state and local affiliates.
2/21/23 Through 3/17/23	<i>Election Window for Local Chapters: Feb 21 – Mar 17</i> Local Chapters: Conduct Local Delegate elections during this period. Elections must be completed by March 17, 2023
	<i>Election Window for CTA Elections: Feb 21 – Mar 17</i> CTA Election: Conduct State Delegate elections during this period. Elections must be completed by March 17 2023
4/7/23	Deadline for local chapters to submit all delegate election results to CTA is April 7, 2023 @ 4 pm . Scan and email election paperwork to RA@cta.org . Local chapters must post election results to their members no later than five (5) calendar days after the ballots are counted.
	Deadline for filing a challenge to the election with the CTA President is within four (4) calendar days after the ballots are counted, including any run-offs if necessary.**
4/14/23	Delegates elected to both local and state delegate positions must notify CTA Elections (via email to RA@cta.org) of the position selected. (Delegates may not hold both positions.)
4/21/23	CTA Elections to notify local chapters of names of successor state delegates if an elected state delegate chooses to go as a local delegate.
6/1/23	Deadline for filing an appeal of the CTA Board of Directors decision on a challenge with the NEA Credentials Committee regarding alleged violations of election requirements.

IT IS MANDATORY THAT THE **January 31, March 17, April 7, April 14, and April 21** TIMELINES BE FOLLOWED. (April 17 THROUGH April 21 is TRADITIONAL SPRING BREAK IN DISTRICTS.)

* The above timeline dates supersede any previous timelines.

**Send challenges to an election in writing to CTA President E. Toby Boyd at ctaelections@cta.org.

SAMPLE "B"

OFFICIAL BALLOT FOR LOCAL DELEGATES TO THE 2023 NEA REPRESENTATIVE ASSEMBLY

Chapter Name:	
---------------	--

All members of the National Education Association are eligible to vote. To vote for a candidate, check the box (left of the name) for whom you wish to vote for. Candidates are listed in the order of the current CTA Alphabetical Order.

F N U V E M D P R Z C H S Y O L J A K W X I G B

Vote for no more than the number of candidates indicated. Any ballot that has more votes than allowed will not be counted.

Chapter or Cluster of Chapters Local Delegate:

Vote for:

- Candidate 1
- Candidate 2
- Candidate 3
- Candidate 4
- Write-in

Deadline to receive this ballot is:

Date:	
Time:	

THIS BALLOT MUST BE RECEIVED AT:

Chapter Name:	
Attention:	
Address:	

THIS BALLOT MAY NOT BE REPRODUCED

SAMPLE "C"

SIGNATURE AND BALLOT VERIFICATION SHEET

Signature and Voted Ballot Verification

Please attach to voter rosters and ballots from each voting site. Copy if needed.

Signatures on the roster _____

Number of **Voted** Ballots Received _____

Verified by: _____

SAMPLE "D"

(CHAPTER LETTERHEAD)

TO: BUILDING REPRESENTATIVES
FROM: (NAME), CHAPTER PRESIDENT _____
SUBJECT: ELECTION OF LOCAL DELEGATES TO THE 2023 NEA RA
DATE: _____

The 2023 NEA Representative Assembly will be held on July 2-6 in Orlando, Florida.

Delegates will be expected to arrive at the convention site in time to ensure registering as an official delegate to the Rep Assembly (RA) with **both** the California delegation and with the NEA. The last Representative Assembly meeting may go into the evening hours. Only NEA members can vote to elect state and local delegates to the NEA Convention. Our chapter has been allocated _____ local delegates to elect.

Any NEA member may be a local delegate candidate by filing a declaration of candidacy form with the chapter president no later than _____ on _____. A supply of declaration forms is enclosed. Please contact _____, the chapter president, if more forms are needed.

The NEA has informed CTA that California's ethnic minority goal is 60% based on 2020 census figures. This is in keeping with the NEA's policy of achieving ethnic minority delegate representation at least equal to the proportion of identified ethnic minority population within the state. The California Teachers Association is committed to including ethnic minority representation in the California delegation. We need your help in order for us to attain our goal at this year's RA. You are encouraged to identify and recruit ethnic minority members to be candidates.

NEA ELECTION REQUIREMENTS, ARTICLE II, SECTION K - ELECTION OF DELEGATES

An election by secret ballot may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. This means that if a chapter had five seats allocated to them, and there were five (or less) NEA member candidates who submitted declaration of candidacy forms, all five members could be declared elected without going through the process of an election. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice in advance of the announcement of the election. Your chapter Representative Council must declare by voice vote that the candidate(s) are elected by acclamation. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

In elections where the number of candidates equals the number of delegate positions to be filled, a separate election should be held for successor delegates. All NEA election requirements apply to the election of successor delegates in the same manner as for delegates.

The requirement that state and local NEA delegates be elected by secret ballot by the NEA membership makes either appointment or election of delegates by the representative governing body of an affiliate impermissible.

The chapter elections committee will prepare a ballot, which will be delivered to you in a quantity sufficient for the NEA members in your building.

The election in your building should be held between the dates of _____ and _____. Please have each voter sign the voter sign-in sheet upon receipt of the ballot. Also, make arrangements to insure that the voter is assured of secrecy in marking the ballot.

All voted ballots must be returned to the chapter elections committee at (address) _____ no later than _____ p.m. on (date) _____ in order to be counted.

The chapter elections committee will count the ballots and notify the chapter president, who will notify the candidates and the CTA Elections and Credentials Committee of the results. If you have any questions, please contact the chapter president.

PLEASE POST A COPY OF THE GUIDELINES, WHICH WILL GOVERN THE ELECTIONS, THE TIMELINE AND THE DECLARATION OF CANDIDACY FORM.

State delegates are being asked to sign the following statement on the Declaration of Candidacy form. It is provided here as a sample in case local chapters wish to adopt a similar procedure.

DUTIES OF THE DELEGATE TO THE NEA REPRESENTATIVE ASSEMBLY

1. Each delegate will be expected to attend all caucuses of the California delegation. The caucus usually begins at 7:00 a.m. daily. Delegates must be registered with the California delegation to sit with and participate in the caucus. Delegates are expected to remain through the convention.
2. Each delegate shall attend all business meetings of the RA.
3. Each delegate is strongly encouraged to attend NEA Budget Committee Hearings, Resolutions Committee Hearings, Bylaw Committee Hearings, and speeches by prominent national figures, etc.
4. Each delegate should take into consideration CTA State Council and caucus policy when voting.
5. Each delegate is encouraged to participate fully in all activities of California's delegation.
6. Each delegate, state and local, will be expected to sit with his or her Service Center Council delegation on the RA floor or to inform the appropriate person where he or she will be seated. This is to ensure communication regarding RA business and/or personal emergency information of concern to the delegate, as well as to verify attendance.

I understand that, as a local delegate, my attendance is being directly funded, at least partially, by membership dues. I accept my responsibility to carry out the above-specified duties.

DATE

SIGNATURE

SAMPLE "E"

(LETTERHEAD - NAME OF CHAPTER OR CLUSTER OF CHAPTERS)

REQUIREMENTS FOR ELECTION OF LOCAL DELEGATE(S) 2023 NEA REPRESENTATIVE ASSEMBLY

1. The election for local delegate(s) will be held between (date) _____ and (date) _____.
2. The election will be held at (place) _____.
3. The hours of the election are (time) _____ to (time) _____.
4. A declaration of candidacy form will be filed with the chapter elections committee, (address) _____ no later than _____ p.m. on (date) _____.
5. It is NEA policy that each state includes ethnic-minority delegates in numbers commensurate with the population of the state. The percentage for the year 2021-2022 is 60%.
6. It is CTA policy that the Association is committed to ethnic minority representation in the California delegation.
7. A chapter and a cluster of chapters must follow the same requirements, as follows:
 - a. There must be open nominations. All NEA members are eligible to nominate or be nominated for office.
 - b. Declaration of Candidacy forms shall be readily available to members, stating requirements as to time and place of filing. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THIS DOCUMENT IS RECEIVED BY THE DUE DATE AND TIME AT THE PROPER LOCATION.**
 - c. No less than fifteen (15) calendar days prior to an election, the local chapter shall notify members of the election.
 - d. Candidates must not use any portion of the dues money of the local, service center council, state or national level to promote the candidacy.
 - e. District email addresses and/or systems shall not be used for campaigning.
 - f. All NEA members within the chapter or cluster of chapters shall be eligible to vote.
 - g. The time and place of the election must be designated.
 - h. Candidates may run as both state and local delegates, but must decide which position to accept and notify CTA Elections and the local chapter, in writing, **no later than April 8, 2022** of the position selected. This will relinquish all claims the delegate has to the released position.
 - i. Elections shall be by secret ballot.
 - j. There shall be a provision for write-in candidates.
 - k. The election shall be by plurality vote.
 - l. When there is a tie in a plurality election, the following procedure shall be followed:
 1. When there is a tie, the ballots shall be recounted.
 2. If the result is still a tie, then the elections committee chairperson shall:
 - (a) Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.
 - (b) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose "heads" or "tails" in the coin toss.
 - (c) The elections committee chairperson shall designate the time and place for the coin toss and inform the candidates, who may have an observer present. The observer may be the candidate.
 - (d) The elections committee shall note the coin toss on the CTA Official Teller's Report.
 - (e) The elections committee shall follow the established procedure in notifying the candidates of the results.

- m. If there is a tie among three or more candidates, contact the CTA Elections & Credentials Committee Chairperson through the Governance Support Department at 650.552.5300.
 - n. All candidates shall be ranked in order of votes received.
8. A chapter or a cluster of chapters may waive the requirement for secret ballot election for NEA RA local delegates and candidate(s) declared elected only if the following conditions have been met prior to the election being held:
- a. The chapter or cluster of chapters has adopted a governing provision or election policy allowing the practice for waiving the NEA RA local delegates elections secret ballot when the number of candidates is equal to or less than the number of delegate positions to be filled.
 - b. The period for open nominations shall be no less than fifteen (15) calendar days.
 - c. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. Each ballot shall list names of candidates in the current CTA official alphabet order:
- F N U V E M D P R Z C H S Y O L J A K W X I G B T Q**
10. The results of the election shall be made known to the members by the local association as appropriate through any procedure that allows the members to obtain the information without unusual effort.
11. The local must retain all ballots and election records until the expiration of the term to which the delegate was elected.
12. Successor delegates (alternates) shall be elected in the same manner as the regular delegates and must meet the same requirements as regular delegates. Only those members who are certified are eligible to serve as successor delegates.
13. Terms for local delegates may range from one to three years. There is no limit on the number of terms, and the terms can be staggered. The term (one, two, or three years) shall be listed on the ballot.

When the results of the local delegate elections are determined, complete the local delegate election reporting forms, which will be emailed to you **from the NEA**. The forms must be submitted no later than **4:00 p.m., April 7, 2023** to:

Scan and email to RA@cta.org (preferred method)

Or mail to:

CTA Elections and Credentials Committee

Attn. Governance Support Department

P.O. Box 921

Burlingame, CA 94011-0921

Please do not send the local delegate election reporting forms to NEA. They will only send them back to the CTA Governance Support Department, and thus delay the processing of your forms.

Local Delegates Elected for More Than One Year

If your chapter has elected delegates for more than one-year terms and they have not yet completed them, please include their names, and the term they are serving again on the local delegate reporting form that you will receive from the NEA and send to the Governance Support Department.

Please keep the ballots and election records until the expiration of the term to which the delegate was elected in the event any questions arise.

If you would like additional information, please contact the CTA Elections Committee through the Governance Support Department at (650) 552- 5300.

Enclosures

SAMPLE "F"

(THIS FORM MAY BE REPRODUCED)

NAME OF CHAPTER OR CLUSTER OF CHAPTERS

DECLARATION OF CANDIDACY

FOR LOCAL DELEGATE TO THE NEA REPRESENTATIVE ASSEMBLY IN 2023

I am a member in good standing of the following:

_____ Chapter: _____

_____ California Teachers Association

_____ National Education Association

Name: _____ Signed: _____
(please print)

Address: _____
(same as for "NEA Today")

City: _____ Zip: _____

Daytime telephone: (_____) _____

The following information is needed to complete delegate reporting forms to the NEA:

Member ID No. _____ Gender: Male _____ Female _____

Educational Position:

____ Teacher/Educational Support Professional - NEA Active (Non-Supervisory) Member

Ethnic Grouping:

____ African American ____ American Indian/Alaska Native ____ Asian

____ Caucasian ____ Hispanic ____ Native Hawaiian/Pacific Islander

THIS FORM MUST BE FILED NO LATER THAN _____ P.M.,

DATE _____

AT _____
(address)

Please use the following campaign statement/biographical sketch on the flyer that accompanies the ballot. I understand that only the first 30 words will be used, but a reference to ethnic minority identification will not be counted in the limitation of words.

Please **print** name as you wish it to appear on the ballot: _____

Statement limited to 30 words.

SAMPLE "G"

SAMPLE HEADING FOR BIOGRAPHICAL SKETCH PAGE

Name of Chapter or Cluster of Chapters:	
---	--

BIOGRAPHICAL SKETCHES

Candidates for Local Delegates to the 2023 NEA Representative Assembly.

Name:

Statement:

Name:

Statement:

Name:

Statement:

SAMPLE "I"

NAME OF CHAPTER: _____

2023 NEA RA ELECTION TELLER' S REPORT

Total Ballots Cast							
Blank Ballots							
Illegal Ballots							
Reason(s) for Illegal Ballots							
Legal Ballots Cast							
Votes Needed to Elect							
Candidate(s):							
Write-In' s (If Any)							

Elections Committee Chair	Member	Member	Member
Member	Member	Member	Member