TO: Student CTA Members

FROM: Viridiana Castro Silva, Executive Vice President
Student California Teachers Association

RE: SCTA COLLABORATIVE FORUM 2020

WHAT IS THE SCTA COLLABORATIVE FORUM?
It is the third annual reformatting of our previously named Representative Assembly (RA). The SCTA Collaborative Forum is a two-day, weekend event at which all attendees will: 1) influence the future of SCTA as a student union, and 2) elect or run for positions to the 2020-2021 SCTA Executive Board. Together, we will steer our union to best address the pressing issues facing education – building relationships, challenging the status quo, and empowering our sense of social justice advocacy along the way.

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<th>The Collaborative Forum IS…</th>
<th>The Collaborative Forum is NOT…</th>
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<td>a team of activists engaging in and contributing to SCTA’s statewide goals and initiatives for 2020-2021;</td>
<td>a teacher training conference with workshops, lectures, speakers etc.;</td>
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<td>an opportunity to build relationships with other aspiring educators while also challenging unconscious biases;</td>
<td>a cold collection of impersonal, sit-down-and-listen business meetings;</td>
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<td>a chance for new and veteran members to vote on and to be elected onto next year’s SCTA Executive Board;</td>
<td>a split setting where some members have a say and others don’t;</td>
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<td>a platform in which members will be creating and practicing transformational organizing tactics and strategies for racial and social justice within SCTA. These practices can also be used to uplift schools and communities.</td>
<td>a group ignorant of the politics and social justice involved in education.</td>
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DATES
April 25-26, 2020
Doubletree SFO Hotel
835 Airport Blvd.
Burlingame, CA 94010
(650) 344-5500

Attendance is sponsored by SCTA including transportation, lodging (double occupancy) and event meals. Therefore, attendance for the entire event is required.

SCHEDULE
Saturday (10am – 9pm) Sunday (8am – 2pm)
Stay tuned for updates!

WHO ATTENDS?
- Voting delegates elected by chapters (see below for delegate election guidelines)
- Voting delegates self-selected from campuses without chapters (see below)
- Additional attendees
Additional attendees will fully engage in all activities; they just do not vote in elections.

SCTA will sponsor additional attendees on a first-come, first-serve basis until attendance has reached a maximum of 100. Others may attend if they can arrange/pay for their own transportation and lodging.

- One (1) SCTA advisor per recognized chapter
- SCTA members with children are welcome. You will receive your own hotel room with the understanding that you will secure adult supervision for your child. Your child and adult chaperone will be able to join in the meals provided only, not in the event sessions. Airfare coverage and transportation reimbursement will be provided only to the sponsored SCTA members for this event.

**VOTING DELEGATES – CHAPTER ELECTIONS**

Delegates can vote because they are elected by their chapters and thus represent the interests of SCTA members on their campus and vote on their behalf at the Collaborative Forum.

Recognized chapters **MUST hold fair elections to determine delegates.** ALL members (whether active or not) must have an opportunity to run for the position of delegate and vote for delegates to represent them. Chapter leaders or advisors do not have the option to select delegates or forgo elections. To determine their delegates, every chapter must:

- publicize their election timeline and procedures so that ALL members may participate;
- open nominations to ALL SCTA members (active or not);
- ensure that ALL members have an opportunity to vote;
- and rank alternates in case a delegate must cancel their attendance.

Please hold delegate elections before **March 23, 2020** to ensure that all your delegates will be able to complete the logistic requirements in order to attend the Collaborative Forum.

**VOTING DELEGATES – NON-CHAPTERS**

All campuses with SCTA members are entitled to representation whether there is a chapter or not. Because campuses without a recognized chapter do not organize meetings and cannot hold elections, any SCTA member on a campus without a recognized chapter may submit a registration form to attend the Collaborative Forum and will be selected on a first-register, first-serve basis. Voting rights are granted to members without chapters also on a first-register, first-serve basis.

**VOTING DELEGATES PER CAMPUS (NUMBERS HAVE CHANGED!)**

Campuses are allocated delegates based on their member totals (according to Article V, Section 2, subsection c of the SCTA Constitution). The 2017 Representative Assembly voted to approve an amendment to the SCTA Constitution that reduced the number of members necessary per delegate, making it easier to have a larger voting delegation.

**Campus-Size-to-Delegate-Representation Scale:**

- 1 through 19 SCTA members 1 delegate *
- 20 through 39 “ 2 delegates *
- 40 through 59 “ 3 delegates *
- 60+ 1 delegate per 20 additional members

* See attached campus delegate list. There’s still plenty of time to recruit more members to increase the number of delegates your campus may send.
REGISTRATION
1. Deadline – April 1, 2020 (registration deadline). Registration must be RECEIVED in the SCTA office by the deadline. Each participant (including advisors) must submit a registration.

2. Early Registration fee – $15 (includes conference meals, transportation and lodging). Registration fee is required for each student participant. The registration fee for Advisors is waived. Any registrations received after the deadline cannot be guaranteed hotel accommodations (including Advisors).

3. Special Offer – When members pay their registration in advance and attend the event in its entirety, their registration fee will be refunded.

4. SCTA only covers travel and lodging (double occupancy) expenses for voting delegates, additional participants per campus and 1 SCTA Advisor per campus.

5. Registration is online at -- http://www.studentcta.org.

RUNNING FOR A POSITION ON THE 2020-2021 SCTA EXECUTIVE BOARD
In order to declare candidacy for a position on the Executive Board, you must be present at the Collaborative Forum to submit a “Declaration of Candidacy Form.” (However, you do not need to be a voting delegate to declare candidacy). Be on the lookout for the “Declaration of Candidacy Form” that will be posted on the SCTA website.

You may NOT announce that you are running for a position or campaign until March 25, 2020 (30 days prior to the Collaborative Forum).

Visit the following link to read a PDF detailing the general responsibilities and officer descriptions for the Executive Board: SCTA Board Position Descriptions

Don’t hesitate to email any questions about elections to the SCTA Elections Chair Erin Githens at eringithens@gmail.com.

TRANSPORTATION
Participants driving to the Collaborative Forum are encouraged to carpool to minimize expenses. Keep track of your mileage in order to be reimbursed at the CTA rate of $.57.5 cents per mile. Parking is $5 per night. Valet parking and rental cars will NOT be reimbursed.

Those flying will be authorized to make travel arrangements directly through SCTA’s designated travel agent. Please note air travel arrangements are to be made at least 14 days in advance. Information regarding making airline reservations will be included in confirmations. The Doubletree SFO Hotel offers complimentary shuttle service to and from the San Francisco International Airport.

ACCOMODATIONS
Hotel rooms and tax will be paid by SCTA. Every effort will be made to grant roommate requests. However, due to last minute cancellations and unpredictable circumstances we cannot guarantee that delegates will room with the person they have requested. Participants who prefer a single room may make a special request on the registration and are responsible for paying half the room charge (approximately $60.00 per night). If delegates switch roommates or rooms, they may be charged for the hotel room or the chapter may be responsible for any cost incurred. Please make sure delegates are aware of this.
**ATTIRE**
Be prepared with casual clothes but stay tuned for any updates!

**RAFFLES**
Attendees are encouraged to bring an advocacy-themed item or items as a raffle prize!
Participants may receive raffle tickets all day Saturday. On Sunday, prizes are awarded during breakfast. We always have a diverse collection of prizes thanks to members’ creativity and generosity, so please come join the fun!

**MEALS**
SCTA will provide lunch and dinner on Saturday and breakfast and lunch on Sunday. Participants will be responsible for their own breakfast on Saturday. Additional meals en route to and from the Collaborative Forum are not reimbursable.

**CONSTITUTION AND BYLAW AMENDMENTS**
If you would like to propose changes to the SCTA Constitution and Bylaws, they must be received by **February 25, 2020**. The SCTA Constitution and Bylaws are posted on the SCTA website at [http://www.studentcta.org](http://www.studentcta.org). All proposed amendments, received prior to the deadline, will be sent to all delegates prior to the Collaborative Forum and will be voted on at the Collaborative Forum.

If you would like to propose an amendment, please email your proposal to Vice President Viridiana Castro Silva at viridiana.scta@gmail.com and Past Officer Erin Githens at eringithens@gmail.com

**QUESTIONS:**
Viridiana Castro Silva – SCTA Executive Vice President, viridiana.scta@gmail.com

SCTA Office: Annette Barroso Gail Watts
SCTA Support Staff SCTA Organizer
abarroso@cta.org gwatts@cta.org
650/552-5345 650/552-5346

cc: Dewayne Sheaffer
    Julius B. Thomas
    SCTA Executive Board
    Gail Watts

Enclosures: Delegate List