



Hillsborough Classroom Teachers Association

Robert Kriete
President
Johnny Green
Vice President
Valerie Chuchman
Secretary -Treasurer
Stephanie Baxter-Jenkins
Executive Director

Election of Association Representatives for the 2020-21 School Year

The election and participation of Association Representatives is indispensable to the operation of your union. Please make time in your busy schedule to facilitate these important elections. The regular and alternate reps at your site have been asked to assist you in this task.

ELECTIONS MATTER

Please fill out and return the enclosed forms.
HCTA needs this information to keep accurate records and
to ensure the fidelity of the election process.

ELECTION QUALIFICATIONS AND DUTIES OF ASSOCIATION REPRESENTATIVES

I. GENERAL INFORMATION:

- a. A candidate for Association Representative shall be a member of the Association.
- b. Regular elections in each work location shall be held during the month of August. Newly elected representatives shall be seated at the first Council meeting of the school year.
- c. Association members in each work location shall elect representatives and alternate representatives based on the work location's Teacher and ESP membership.
- d. Where more than one representative and alternate are elected, the senior representative shall be determined by whomever receives the most votes. The senior representative may be either a Teacher or an ESP representative.
- e. If at any work location the election of Association Representatives is in question, the President shall be authorized to investigate and if necessary, conduct a new election under procedures established by the Election Committee.
- f. An Election Coordinator shall be a member of the Association and will be responsible for notifying the association members of the date and time of the representative election. The Election Coordinator will also ensure voting members **sign-in** and maintain record of election results, i.e. ballots.



II. **REGULAR ELECTION:**

TEACHER

- a. Teacher Association members in each work location shall elect one representative and one alternate representative for each twenty (20) Teacher Association members or major fraction thereof.
- b. Each work location shall be entitled to at least one Teacher representative and an alternate.
- c. Where there are two members or less, each CTA member will automatically be listed as a representative. This is done so that those worksites receive all pertinent information.

ESP

- a. ESP Association members in each work location shall elect one representative and one alternate representative for each twenty (20) ESP Association members or major fraction thereof.
- b. Each work location shall be entitled to at least one ESP representative and an alternate.
- c. Where there are two members or less, each CTA member will automatically be listed as a representative. This is done so that those worksites receive all pertinent information.

III. **ADJUSTMENTS:**

Any necessary adjustments resulting from transfers or retirements may be made during the school year. Please notify sherry.gunn@floridaea.org of any changes.

IV. **DUTIES:**

In addition to serving on the Representative Council, Association Representatives, with the Senior Representative as Chairperson, shall hold meetings of the Association members in their respective worksites, shall supervise, in respective worksites, all elections, shall organize the enrollment of members, shall post and distribute all Association materials, and shall perform any other duties which might be regarded as incidental to the position of Association Representative. Alternate Representatives shall vote as members of Representative Council only in the absence of Association Representatives from their work location.