

UTLA House of Representatives Election Rules

For election to UTLA House of Representatives for 2021-22 Term

Pursuant to the UTLA Constitution and By-Laws, notice is hereby given of the intent to conduct an email ballot for the UTLA House of Representatives 2021-22 (two-year term). Members elected to the House of Representatives shall be seated at the February 10, 2021, meeting of the House.

Nominations: Any UTLA member in good standing may nominate himself/herself by completing the self-nomination form and emailing it to the UTLA House Elections Committee HORElection@utla.net. The nomination period shall be from October 7 to October 30, at 5 pm. Nominations received by 5 pm on October 30 shall receive emailed verification.

Balloting: Balloting will take place via email. Ballots will be sent to members at their email address on November 9 in the districts where an election is needed. No email ballots will be sent to members whose schools are located in electoral districts in which races are not contested. Members who do not receive email ballots by November 16, or who receive the wrong ballot, should email HORElection@utla.net no later than 5 pm on November 20. Email ballots must be received by UTLA by December 4 in order to be counted. Each member should complete the ballot and envelopes according to the instructions that will accompany the ballot.

Counting: Ballots will be counted on December 11, 2020. Each ballot will be verified prior to counting. The names of winners in all electoral districts will be posted at www.utla.net, and each elected person shall be notified by email.

Electoral Districts: Balloting for seats on the House of Representatives shall be by electoral district. Those members not assigned to one specific location should complete the Itinerant Assignments Declaration Form and email it to HORElection@utla.net no later than October 30, 2020.

Non-Contested Elections: In those electoral districts where the number of candidates is less than the number of House seats, no ballots will be mailed. Candidates in those districts shall be declared elected by the UTLA Board of Directors. Any vacancies may be filled by an at-large House Election conducted at Area meetings.

New Members: Teachers/support personnel who joined UTLA on or before September 30, 2020, will be eligible to vote in the House election.

Special Interest Group Elections: Members in the following groups—psychiatric social workers, traveling music teachers, adult education, children’s center/early childhood ed. center

teachers, nurses, occupational center teachers, skill center teachers, PSA counselors, substitute teachers, counselors, and special education teachers—shall elect their representatives at meetings of their respective caucuses.

Most of those caucus elections shall take place on October 28 or December 2, before the regularly scheduled House meeting. Groups electing their representatives at a different time will be listed on the UTLA website. Five or more alternates can be elected from each Area, and 2 from the Special Interest Groups. The election for UTLA-Retired shall be done through the process established by the UTLA-R Committee.

These elections are to be conducted by UTLA Committees with the name, contact information and assignment location provided to HORelection@utla.net before December 31, 2020. All information will be on the UTLA web site.

House Elections Timeline

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September 30, 2020: Bargaining unit members who joined UTLA on or before September 31, 2020, will be eligible to vote in the House elections.

October 7: Election rules, timeline, self-nomination form, and itinerant assignments declaration form on UTLA website.

October 7: Nominations open. Email the self-nomination form to HORElection@utla.net

October 28: Special interest group elections conducted before House meeting or earlier.

October 30: Close of nominations (5 pm). Emailed nomination forms will receive email verification.

October 30: Last day (by 5 pm) to submit itinerant assignments declaration form for House elections (for members not assigned to a single site).

November 9 : Ballots mailed (no ballots will be mailed in districts where the elections are uncontested).

November 16: Members who have not received their email ballots or received the wrong ballot should email HORElection@utla.net no later than 5 pm in order to receive a ballot. November 20 is that last day to request a ballot.

December 4: Deadline (5 pm) for emailed ballots to be received by UTLA to HORElection@utla.net.

December 11: Ballots counted. Notification to those elected and results posted on www.utla.net.

January 27: At-large House elections conducted at the Area meetings to fill any remaining vacancies and alternates.

February 10: First meeting of new House of Representatives, preceded by orientation meeting.

February 24: Certification at Board of Directors meeting.

March 3: Publication of results of House elections on the UTLA website.