

# 2019-20 House of Representatives Election Rules

Pursuant to the UTLA Constitution and By-Laws, notice is hereby given of the intent to conduct a mail ballot for the UTLA House of Representatives 2019-20 (two-year term). Members elected to the House of Representatives shall be seated at the February 6, 2019, meeting of the House.

**Nominations:** Any UTLA member in good standing may nominate himself/herself by completing the self-nomination form and returning it to the UTLA House Elections Committee, c/o Arlene Inouye, 3303 Wilshire Blvd., 10th Floor, Los Angeles, CA 90010. The nomination period shall be from September 14 to November 9, at 4:30 p.m.

Nominations received by October 24, shall receive mailed written verification. Nominations received after October 24 will not receive mailed verification and cannot be guaranteed inclusion in the election unless the nomination form is submitted in person, at UTLA headquarters, to Arlene Inouye (or designee) by November 9, 2018, before 4:30 p.m.

**Balloting:** Balloting will take place via U.S. mail. Ballots will be sent to each member at his/her home address November 18. No ballots will be sent to members whose schools are located in electoral districts in which races are not contested. Members who do not receive ballots by November 28, or who receive the wrong ballot, should call Princess Sykes (or designee) at 213-368-6220 no later than 4:30 p.m. on November 28.

Ballots must be received at the post office by 9 a.m. on December 7, 2018, in order to be counted. Each member should complete the

ballot and envelopes according to the instruction sheet that will accompany the ballot.

**Counting:** Ballots will be counted on December 7, 2018. Each ballot will be verified prior to counting. The names of winners in all electoral districts will be published in the UNITED TEACHER and posted at [www.utla.net](http://www.utla.net), and each elected person shall be notified by mail.

**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 (see below) and return it to UTLA headquarters no later than November 9, 2018.

**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 31, 2018, 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 24, 2018, before the regularly scheduled House meeting.

Groups electing their representatives at a different time will be listed in the UNITED TEACHER. These elections are to be con-

ducted by UTLA officers. The name, address, and assignment location of each elected representative must be furnished to the House Elections Committee before December 10, 2018. Winners of special caucus elections will be printed in the UNITED TEACHER.

## House elections timeline

**September 30, 2018:** Bargaining unit members who joined UTLA on or before September 30, 2018, will be eligible to vote in the House elections.

**September 14 and October 26:** Election rules, timeline, self-nomination form, and itinerant assignments declaration form in UNITED TEACHER.

**September 14:** Nominations open.

**October 24:** Last day on which nomination forms received by mail or email will receive written verification.

**October 24:** Special interest group elections conducted before House meeting. Notification printed on flyers. (Certain groups to elect on another date. See Election Rules for details.)

**November 9:** Close (4:30 p.m.) of nominations.

**November 9:** Last day to submit itinerant assignments declaration form for House elections (for members not assigned to a single site).

**November 16:** Ballots mailed (no ballots will be mailed in districts where the

elections are uncontested).

**November 28:** Members who have not received their ballots or received the wrong ballot should call Princess Sykes (or designee) at 213-368-6220 no later than 4:30 p.m. on November 22 in order to receive a ballot.

**December 7:** Deadline (9 a.m.) for ballots to be received and picked up from Post Office for counting.

**December 7:** Ballots counted.

**December 7:** Notification to those elected and results posted on [www.utla.net](http://www.utla.net).

**January 16:** At-large House elections conducted at the Area meetings to fill any remaining vacancies and alternates. (Notification printed on flyers.)

**January 30:** Board of Directors ratifies the election.

**February 6:** First meeting of new House of Representatives preceded by orientation meeting.

**March 8:** Publication of results of House elections in UNITED TEACHER.