



# Election Procedures for 2025-26 Association Representative

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

## Numbers of ARs & CRs per Number of SDEA Members at Site/Program

1-30 members	31-50 members	51-70 members	71-90 members	91-110 members
1 AR (+ 1 Alternate)	1 AR + 1 CR (+ 1 Alternate)	1 AR + 2 CRs (+ 1 Alternate)	1 AR + 3 CRs (+ 1 Alternate)	1 AR + 4 CRs (+ 1 Alternate)

more than 110, please contact the SDEA Election Committee

**Any person running for office shall not conduct elections. Any SDEA member may conduct the election.**

### Step 1: Nominations (page 2)

A. Nominations shall be taken at a site:

- ❖ Meeting via paper, or by
- ❖ Written request via [google form](#)

Notification of the date, time and intent to nominate must be provided to all site members at least 3 working days in advance.

B. Opportunity shall be provided for every member to nominate or be nominated.

C. Self-nominations are acceptable.

D. Nominees for Association Representative (AR), Alternate, and Council Representative (CR) must have been members of SDEA for a minimum of 60 calendar days at the time of nomination.

E. Only SDEA members are eligible to run for the positions of AR, Alternate, and CR.

F. A copy of this page shall be posted on the SDEA bulletin board at the site and or emailed to all certificated staff at least 3 working days prior to nominations and remain posted until the election is complete.

### Step 2: Elections (page 3)

A. Names of all persons nominated shall be placed on the ballot.

B. A sample ballot, including a space for write-ins, shall be posted at least 3 working days prior to the election.

C. Notification of the date, time, and place of the election shall be given to all site members at least 3 working days prior to the election.

D. Elections shall be a secret ballot via:

- ❖ Paper ballot, which all members shall sign the Voter Check-in Sheet before receiving a paper ballot, or by
- ❖ [Google form](#)

E. The person(s) receiving the highest number of votes shall be considered elected.

### Step 3: Submit Election Results

A. Tally the election results Official Tally Sheet.

B. Return ballots, Official Tally Sheet, and Voter Check-in Sheet to the [SDEA Election Committee](#) by **Tuesday, April 8, 2025.**



# It's Time to Elect Our Association Representatives!

## Nomination Period Notice

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

Please submit nominations for the offices of (choose all that apply):

- Association Representative (AR)
- Alternate (ALT)
- Council Representative (CR)

Nominations shall take place (choose all that apply):

- In writing to \_\_\_\_\_ by [date] \_\_\_\_\_
- At a site union meeting:

### **Union Meeting Information**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

### **The Role of an Association Representative**

Each worksite has an elected Association Representative (or AR for short). The most effective ARs are both advocates and organizers. They educate union members about our rights, advocate for members, unite members around a common purpose or problem, help members find solutions, and motivate union members to take part in union actions to solve problems and improve the workplace. *SDEA Core Trainings, Part 1: Advocacy and Part 2: Organizing* are offered annually to empower ARs to be strong advocates and organizers at work. ARs also attend monthly meetings of the SDEA Representative Council, a decision-making body of the union, at which ARs and Council Representatives from across SDEA come together to learn and set the direction for the union.

### **The Role of a Council Representative**

Worksites with more than 30 members have one or more Council Representatives (or CR for short). CRs assist ARs in building the union at work and attend monthly meetings of the SDEA Representative Council as voting members. *SDEA Core Trainings, Part 1: Advocacy and Part 2: Organizing* are offered annually to empower CRs to be strong advocates and organizers at work.

### **The Role of an Alternate**

It's a good idea for each work site to elect an alternate member to act in place of the AR or CR should he or she be unable to attend a Representative Council meeting.



# Election Notice

SDEA Association Representatives and Council Representatives are elected by a democratic vote of active SDEA members. Any active member is eligible to hold office in SDEA by a vote of members, and every active member is eligible to vote.

**Election Date(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

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# Association Representative Election Voter Check-in Sheet

*If there are more than 20 members, please make photocopies of this blank sheet.*

	Print Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



# Association Representative Election

## Official Tally Sheet

Site or Program: \_\_\_\_\_

2025-2026 Candidate Name & Home Email and Cell #	Number of Votes Received	2024-2025 Office Holder(s) Name(s)
<b>Association Representative (AR)</b>		
<b>Alternate (ALT)</b>		
<b>Council Representative(s) (CR) (if applicable)</b>		

**ELECTION CERTIFICATION**

*We, the undersigned, certify that the above returns are correct to the best of our knowledge and belief.*

Name	Signature	Date
Teller 1		
Teller 2		
Association Representative (2024-25)		

Please return the Ballots, Official Tally Sheet, Voter Check-in Sheet to the [SDEA Election Committee](#) by:  
**April 8, 2025**

**PLEASE POST**