



CTA AR Elections

First AR elections held under new Constitution and Bylaws

CTA AR Responsibilities

- ARs elected to 2-year terms
- Association Representatives are recognized as CTA leaders at their work locations. ARs have the right as defined in the contract to carry out this leadership responsibility. (Constitution, Article VII, Section 3)
- ARs maintain aggressive membership drive at their work location in cooperation with Membership Committee. (VII, 4)

CTA AR Responsibilities, cont'd

- ARs shall make every effort to ensure that their school is represented at each Association Representative Council meeting. (VII, 5)
- ARs maintain/update CTA bulletin board on-site (CTA Contract, Article IV, Section D.1)

Complete AR responsibilities in CTA Constitution and Bylaws

CTA AR Elections Notices

- **Notice of Upcoming Election and call for nominations must be sent electronically by Wednesday, August 12, 2020**
- **Notice to be posted on on-site CTA Bulletin Board if possible, by Wednesday, August 12, 2020**

CTA AR Elections Process

- **Elections to be held Tuesday and Wednesday, August 18 and 19, 2020**
- **Share results with members by Friday, August 21, 2020**
- **Election results must be back to CTA office by Friday, August 21, 2020**
- Members interested in becoming AR may self-nominate by advising the Lead AR at their site or by calling CTA office: (407) 298-0756
- One AR can be elected for every 20 CTA members or major fraction thereof
- **Sites at which the number of nominees is fewer than the number of AR slots do not require an election (win by acclimation)**

CTA AR Elections Process, cont'd

- Votes ending in a tie shall be decided by a coin flip
- If there are multiple Association Representative positions to be voted on at the work location, the member receiving the highest number of votes shall become the Lead Association Representative. (Bylaws Article II, Section 2, 5)
- If multiple ARs win by acclimation (no election needed), Lead AR shall be determined by a vote.
- The election should be conducted by the Lead Association Representative and at least one other CTA member at the work location (II, 2, 1). Elections will be held via **Google Forms**.

Sample Email for AR Election

(send to CTA members only)

Dear CTA Members:

In accordance with the contract between the OCPS School Board and the CTA, I am announcing the election of the 2020 - 2021 **(name of school)** CTA Association Representative/s. Any CTA teacher or instructional personnel may sign up to run. If you are interested in running, please email me by August 14, 2020 at 4:30 pm. We can elect **(number)** _____ ARs and **(number)** _____ alternates.

An election will be conducted on August 18 and 19 in accordance to the requirements of the contract.

Sincerely,

(Name of Lead AR)

Guides

- For a guide on how to set up an election in Google Forms, please click [here](#).
- For a guide on how to submit your election results to CTA, please click [here](#).