

OMTA Site Rep Election Instructions

No candidate may conduct any part of an election they are running in, even if they are the only candidate running.

- 1.) Notify all OMTA members that an election is needed. Only OMTA/CTA/NEA members are eligible to vote.
- 2.) Candidates may self-nominate.
- 3.) Include in the notification a timeline, which should include:
 - To whom and where to submit nominations
 - Date and time nominations open and close (minimum of 2-5 days)
 - Date, time, and place the election will be held (ex. before or after staff meeting)
 - Date and time ballots will be counted
 - Date and time candidate(s) will be notified of results
 - Challenge Period (within ten (10) calendar days after the results are published, in writing using the official Original Election Challenge Form)
- 4.) Once the election is completed, fill out the Site/Group Representative Election Reporting form (available at www.myomta.org under governance) and email results to officemanager@myomta.org.
- 5.) If only 1 person per position available is nominated by the end of the nomination period, you may hold a vote of acclamation instead of a ballot election. See instructions below.
- 6.) A google document can be used to nominate and run the election if you do not use paper ballots

Voted ballots and voter roster/sign-in sheets must be returned to the election committee who shall retain them for one year. For Google Doc Elections, please forward all voter results to the election committee.

How to Hold a Vote of Acclamation

- 1.) After the nomination period has ended, during a staff meeting (or Zoom meeting), the person conducting the election announces that only one candidate was interested in the position.
- 2.) Candidate should be asked to leave room.
- 3.) Ask for a vote by the raising of hands (or individual voice response in a Zoom meeting).
- 4.) Count the votes as you would a written vote (take note of all voting members in attendance).
- 5.) Invite candidate back into room.
- 6.) Announce that by vote of acclamation, (name the person running) is elected.
- 7.) Fill out Election Reporting form and submit to OMTA as listed above.

If you have any questions or need assistance with a site election, please contact OMTA at 909 986-2414.

Sample Ballot

ONTARIO-MONTCLAIR TEACHERS ASSOCIATION/CTA/NEA

OFFICIAL BALLOT

Date: _____

(Site or Group Name) Representative Election

Vote for One

(Candidate Name)-----	<input type="checkbox"/>
(Candidate Name)-----	<input type="checkbox"/>
(Candidate Name)-----	<input type="checkbox"/>
Write In-----	<input type="checkbox"/>