

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. Nominations will need to be in **CTA Order** on the ballot.
- 3.) Include in the notification a timeline, which should include:
 - To whom and where to submit nominations
 - Date and time nominations open
 - Date and time nominations close
 - Date, time, and place the election will be held
 - Date and time ballots will be counted
 - Date and time candidate(s) will be notified of results
 - Challenge Period
- 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.

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)-----

☐

(Candidate Name)-----

☐

(Candidate Name)-----

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Write In-----

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