

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