



The Alberta
Teachers' Association

School Representative Program

Module 4: Elections



Module Goal

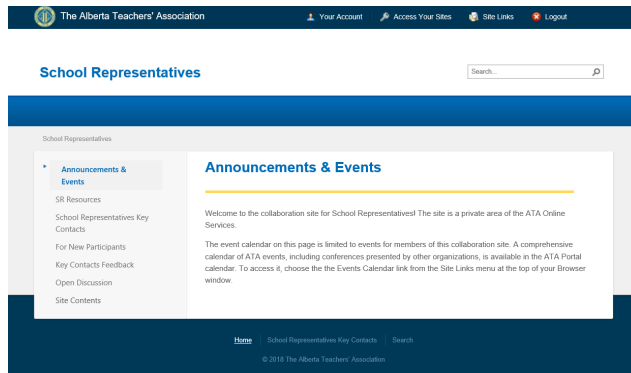
- Understand the role of the school representative (SR) related to local and provincial Association elections

The goal of this session is to:

- Understand the role of the school representative (SR) related to local and provincial Association elections.
- Elections take place for Provincial Executive Council and for ATA locals.

Electronic Resources for School Reps

<https://collaboration.teachers.ab.ca/sr>



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Information related to school representative tasks, including the material referenced in this presentation are available on the SR collaboration site at <https://collaboration.teachers.ab.ca/sr>.

What is Provincial Executive Council (PEC)?

- An executive committee composed of 20 people.
- Executive officers elected are the president and two vice presidents.
- PEC members represent the members in a geographic area for a two-year term.
- Voting is done by electronic ballot.

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- The business of the Association is transacted by an executive committee of 20 persons, known as the Provincial Executive Council.
- It meets, on the average, 16 days in each year. Its executive officers are the president, two vice-presidents, the past president and the executive secretary. The 15 other members of Council are the representatives of 11 geographic districts. Calgary City District and Edmonton McMurray District each have three and the other nine districts have one each.
- Each of the 15 district representatives is elected by the members in the geographic district and serves a two-year term. The president and vice-presidents serve for two years and are elected by vote of the members provincially.
- Voting is done by electronic ballot; ballots in regular elections are counted on a specified day during the 30-day period following March 21.
- The president is the official spokesperson and chief representative of the Association and is chair of the Provincial Executive Council and of other designated committees. In the absence of the president, the vice-presidents act, in alternate months, in this capacity. They, along with the past president, also chair or serve on major administrative committees and share in representing the Association.
- A district representative strives to ascertain the views of Association members and, through familiarity with all aspects of Association business, to act as a resource person for the locals in the geographic district. Besides attending the Annual Representative Assembly, meetings of Council and meetings of assigned committees, a district representative is expected to attend meetings called by the

provincial body and those of local associations in the geographic district.



Elections for Provincial Executive Council (PEC)

- Elections to PEC are held every two years.
- The typical campaign period launches in late January, with voting taking place in March.
- By-elections are held when a Council position is vacated before the regular two-year Council term expires.
- School representatives play a vital role in making Association elections relevant for all teachers.

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- Elections take place both provincially and locally.
- Elections for Provincial Executive Council (PEC) take place every two years.
- Activities generally begin in January, with voting in March.
- By-elections may be held when a position is vacated before the regular two-year term is complete.
- School representatives play an important role in helping members to understand the election process and to encourage engagement.



About PEC Elections

All active and associate members are eligible to run for office and to vote in PEC elections.

Teachers can vote or run in the following :

- President—one position, elected provincewide
- Vice-Presidents—two positions, elected provincewide
- District Representative(s)—one or three positions, depending on district size, elected by each geographic district

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The Role of the SR in Elections

- Call for Nominations Package
- Post candidate campaign materials.
- Post election posters.
- Provide voting instructions to school staff.

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- To assist in generating voter turnout and maintaining the integrity of the election process, SRs are asked to ensure the fair distribution of election information and materials among their Association colleagues.
- During the course of an election period, the Association sends to school representatives the following items for distribution:
 - Call for Nominations Package**—Typically mailed in the fall of the prior year.
 - This package contains information for potential candidates on the nomination process, available grants and important deadlines.
 - Each school receives one to three packages, depending on its number of teachers. Please make these packages available to staff.
 - Candidate Campaign Materials**—Typically mailed in late January or early February.
 - Campaign materials from participating candidates are distributed to schools in relevant geographic districts through an Association school mailing in late January or early February.
 - Please post all candidate posters without bias on your ATA bulletin board.
 - Election Posters**—Included with candidate campaign materials.
 - One to three Association-produced posters promoting the election are also sent.
 - Please post these in staff areas of your school.
 - Voting Instructions**—Typically mailed in February.
 - A set of instructions for each teacher eligible to vote is sent no later than 28 days prior to the set election date to schools with two or more teachers on staff. Please distribute these to your teachers.



Awareness of Election Information and Processes

- A set of instructions for each teacher eligible to vote is sent no later than 28 days prior to the set election date to schools with two or more teachers on staff.
- It is of the utmost importance to distribute materials to all teachers.
- SRs should be knowledgeable of the nomination and voting processes.
- SRs should be aware of other election information sources such as the *ATA News*, ATA website and designated ATA staff contacts.

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- Please distribute all materials to teachers.
- SRs should be knowledgeable of the nomination and voting processes and aware of other election information sources such as the *ATA News*, ATA website and designated ATA staff contacts.



Elections for Local Positions

- Your local has elections for executive and committee positions.
- Elections may occur
 - at a general meeting,
 - by direct ballot or
 - online.
- SRs should promote attendance at general meetings and encourage members to vote.
- SRs should support these elections in a manner similar to provincial elections.
- Your local will provide you with specific information and instructions.

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- Your local will also have elections for all or some of its executive and committee positions.
- For some locals these elections will occur at a general meeting
- SRs are asked to promote the general meetings and to encourage members to attend.
- Other locals conduct votes by direct ballot in-schools or online
- SRs should support these elections in a manner similar to what occurs for provincial elections.
- The local will provide you with further direction specific to each election.



Elections Checklist

Have you

- distributed candidate materials?
- equitably displayed campaign posters?
- reminded staff of voting deadlines?
- checked in with staff to see if they have voted?

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The key duties you will need to attend to in your school are:

- Distributing candidate materials.
- Equitably displaying materials such as posters.
- Reminding staff about deadlines for voting.
- Checking in with staff periodically to see if they have voted.

Practices for Consideration

- Organize a specific voting time.
- Host an election night.
- Circulate an iPad during an ATA staff meeting.
- Share links to campaign videos.
- Use your bulletin board or ATA corner for reminders and candidate information.

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SRs may wish to employ a variety of creative ideas to increase voter turnout, such as:

- Designating a voting time, such as during an ATA staff meeting at the school.
- Hosting an election night where campaign videos are played. Provide snacks and a device on which to vote.
- Circulating an iPad during an ATA school meeting for teachers to vote on the spot.
- Emailing links of campaign videos to colleagues.
- Using your bulletin board or ATA corner to post information.
- **Note:** If staff ask for your opinion about who to vote for, refer them back to campaign materials as opposed to giving advice.



Provide time for school reps to ask questions and engage in discussion.



Thank school representatives for the critical role they will play in helping to involve members in the elections process.