STEPS to Elect Association Representatives

1. Announce the AR election to all SEA members at your building or in your program.

Association Representatives (AR) are elected by SEA <u>members</u> in your building/program. You are entitled to one representative for every 20 (or part thereof) members. You should also elect Alternate ARs who can attend and vote in the absence of the regular ARs. Members who may be located in schools, but who are assigned to centrally-based departments or teaching units (which elect their own AR's) do not participate in a school's AR election process.

Please double check your SEA staff roster before sending any emails announcing the election and remember centrally-based staff will not appear on your roster. Possible message content (may be sent on work email):

> *It's that time of year when we elect SEA representatives for the upcoming school year. Association Representatives (ARs) are elected every year. If you'd like to serve as an AR for the upcoming school year, we can have up to #__ ARs and #__ alternates. Let me know!*

> *Association Representatives meet once a month with other ARs from across the district. If you attend 5 or more of the Representative Assemblies, you will be provided with a partial refund of your dues. Click **HERE** for information regarding AR roles, responsibilities, and duties.*

> *Nominations for ARs will close __day, __date, by __ time.*

2. Update all SEA members at your building after nominations close.

Click **HERE** for more information on AR elections and the number of reps that members of your building can elect. Possible message content (may be sent on work email):

> *Nominations for SEA representatives has now closed. The following staff have been nominated and accepted the nominations:*
> - *Name*
> - *Name*
> - *Name*

Given our building can have up to 2 ARs and 2 alternates, we will hold an election to determine which two will serve as ARs and which person will be the alternate. The election will start __time on __day/date and close __time on __day/date.

OR…
Nominations for SEA representatives has now closed. The following staff have been nominated and accepted the nominations:
- *Name*
- *Name*
- *Name*

Given our building can have up to 3 ARs and 3 alternates, by default, all three of these staff have been elected to serve as ARs for the upcoming school year unless there is an objection to the process.

We still need staff to serve as alternates. If you are interested in serving as an alternate, please email me.

3. Hold an AR election (if needed).

You do not need to hold an election if the number of nominees equals or is less than total possible ARs. See possible message content above for how to communicate that to staff.

SEA recommends you do a paper ballot for the AR election at the end of an all-staff meeting (immediately after the contract day ends). The benefit of a paper ballot is you can track who voted by asking members to sign off when they drop their ballot in the ballot box. Some ARs prefer to use Google forms to create the AR ballot. The challenge in an electronic ballot is maintaining members' anonymity while also tracking who voted.

Google Forms
- Create a free account at www.google.com/forms/about/
- This link will take you to a step-by-step guide for creating your form.
- This link will show you how to limit responses to one person-one vote.

4. Share results with SEA Office.

Click **HERE** to communicate who will serve as AR(s) for your program/building.
This link will take you to a step-by-step guide for completing the form used to communicate these results.

Have questions? If you have further questions about or need assistance with the AR election process, please contact sea@washingtonea.org.