



# STEPS to Elect Association Representatives

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

SEA members in your building/program elect Association Representatives (ARs). You are entitled to one representative for every 20 (or part thereof) members. You should also elect Alternate ARs, who should be clearly identified in the election process and 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 ARs) 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.*

Hold a reasonable nominations period so that members in your building or program have adequate time to self-nominate or nominate others.

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

Click [HERE](#) for more information on the exact number of reps that members of your building can elect. Possible message content (may be sent on work email):

*Nominations for SEA representatives have 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 have 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.**

You can choose to do a paper ballot or electronic ballot for your elections. For paper ballots, SEA recommends holding elections at the end of an all-staff meeting (immediately after the contract day ends) and the ballot box should be held by the AR conducting the election. For electronic ballots, you can use Google Forms to create the AR ballot.

#### **Google Forms**

- Create a free account at [www.google.com/forms/about/](http://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

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

### **4. Share results with the 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. Only continuing or outgoing ARs can report election results on this form.

**Have questions?** If you have further questions about or need assistance with the AR election process, please contact [sea@washingtonea.org](mailto:sea@washingtonea.org).