Please find enclosed the necessary forms to assist you in conducting your local school elections during the month of May. We are requesting that all Building Representatives adhere to the timeframes set forth in our WTU Constitution and By-Laws to ensure that your elections are completed. The time, date and place of the election shall be decided by your School Chapter Advisory Committee (SCAC). All members in good standing shall have reasonable opportunity to vote.

Please submit your results to the WTU Office no later than June 3, 2019.

Timeframe:
- By Friday, May 3, 2019............Post Notice of Nominations and Elections
- By Friday, May 10, 2019..........................Conduct Nominations Meeting
- By Friday, May 17, 2019..........................Conduct Secret Ballot Voting
- By Friday, May 31, 2019.......... Submit Election Results to the WTU Office

For your convenience, an electronic version of the *Elections Results Submission Form* will be e-mailed to you and posted at www.wtulocal6.org.

Please complete the *Election Results Submission Form* and email the results to Valerie Kilby at vkilby@wtulocal6.net or fax to WTU @ 202-517-0673.

If you have any questions or need assistance, contact your WTU Field Representative, who is listed on the last page of this packet.

As always, thank you for your continued support of your union.
POSITIONS TO BE ELECTED FROM EACH SCHOOL

- One (1) Building Representative (BR)
- Six (6) School Chapter Advisory Committee (SCAC) Members
- Four (4) Local School Advisory Team (LSAT) Members
- Four (4) Personnel Committee (PC) Members
- Delegates to Representative Assembly. For the number to be elected, see chart below:

### Representative Assembly Delegates

<table>
<thead>
<tr>
<th>Number of Teachers</th>
<th>Number of Delegates To Representative Assembly To be Elected:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>One (1) Delegate &amp; One (1) Alternate Delegate</td>
</tr>
<tr>
<td>26 to 50</td>
<td>Two Delegates (2)</td>
</tr>
<tr>
<td>51 to 75</td>
<td>Three Delegates (3)</td>
</tr>
<tr>
<td>76 to 100</td>
<td>Four Delegates (4)</td>
</tr>
<tr>
<td>101 to 125</td>
<td>Five Delegates (5)</td>
</tr>
<tr>
<td>126 to 150</td>
<td>Six Delegates (6)</td>
</tr>
</tbody>
</table>
ELECTION GUIDELINES AND PROCEDURES

1. Only WTU members are eligible to nominate and vote in elections for the WTU Building Representative, members of the School Chapter Advisory Committee (SCAC) and delegates to the Representative Assembly.

2. WTU members and non-members are allowed to nominate and vote in the elections for members to serve on the Local School Advisory Team (LSAT) and the Personnel Committee (PC).

3. Elections shall be held by secret ballot and there shall be no absentee balloting.

4. The Building Representative election shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative.

5. Nominations may be submitted in writing, by the close of school, two (2) days prior to the election. Written nominations should be submitted only after verifying that the nominee is willing to serve. The Building Representative shall give written verification for any written nominations received.

6. Printed ballots shall list all names alphabetically.

7. The time, date, and place of the election shall be decided by the School Chapter Advisory Committee, which shall establish procedures so that all members in good standing shall have a reasonable opportunity to vote.

8. Use the enclosed nomination and election bulletin to specify the date, time, and place for the nominations meeting and election. The nominations meeting shall be held at least five (5) school days in advance of the election.

9. The Building Representative and SCAC must establish a Tally Committee to count ballots (see page 8). No person running for office can serve on the Tally Committee. All candidates shall have the right to have observers when the ballots are tallied.

10. Results of the elections shall be shared with all teachers on the date of the ballot counting. The Building Representative shall secure and hold all election materials and voting results until September 6, 2019.

11. Challenges to the elections for all positions shall be submitted in writing to the Executive Board for appropriate action within fifteen (15) days after the election.
ROLES AND RESPONSIBILITIES
Of Local School Elected Positions

**Building Representative** - An elected representative for the Union, or a Union designee in each school, school administrative unit, or school functional unit who serves as chairperson of the School Chapter Advisory Committee (SCAC) and as the ranking delegate from each building to the Representative Assembly.

**School Chapter Advisory Committee (SCAC) Members** - SCAC committees meet with building supervisors once a month to discuss instructional issues, school policy and questions pertaining to the implementation of the WTU-DCPS collective bargaining agreement. [SEE ARTICLE 9, WTU-DCPS CONTRACT]. SCACs consist of not more than seven (7) members of the Union in each school, school administrative unit, or school functional unit. There shall be only one School Chapter Advisory Committee in each school, school administrative unit, or school functional unit regardless of the number of bargaining units represented by the Union, except where there is more than one supervisor.

**Local School Advisory Team (LSAT) Members** – An LSAT is a consensus group of administrators, parents, teachers, support staff, union representative, community representative and students who are elected and/or appointed to advise on matters of local school policy.

**Personnel Committee (PC) Members** - Personnel Committee Members interview and recommend all candidates for any vacant positions at the school except the position of principal. The members of the Personnel Committee will include: the administrator or his/her designee; the WTU Building Representative or his/her designee; the department head or grade level chairperson from the department or grade level affected by the vacancy (or his/her designee), or a member of the appropriate non-Teacher employee group (e.g., custodians, paraprofessionals); at least one additional Teacher, but not more than (4), elected by the WTU chapter at the school; and a parent of a current student mutually selected by both WTU Building Representative and the Supervisor.

**Delegates to Representative Assembly** - The general governing body of the WTU shall be the Representative Assembly. Delegates to this Assembly shall consist of members of the WTU who are elected by the members at their schools. Delegates to the Representative Assembly shall be apportioned on the basis of one for every twenty-five members or major portion thereof, with not less than one representative per building.

**NOTE:** All buildings must have a Personnel Committee and a Local School Advisory Team.
NOTICE OF NOMINATIONS AND ELECTIONS FOR
Building Representative
School Chapter Advisory Committee
Delegates to the Representative Assembly
Local School Advisory Team
Personnel Committee
Elections Bulletin SY 2019 – 2020

To: Washington Teachers' Union Members

From: WTU Building Representative

NOTICE OF NOMINATIONS MEETING

A meeting will be held on __________ at __________ in room __________

Date Time

for the purpose of nominating persons to serve in the following local school positions for SY 2019-2020:

- Building Representative (only WTU members are eligible to run for this office and vote in the election)
- School Chapter Advisory Committee Members (only WTU members are eligible to run for this office and vote in the election)
- Delegates to the Representative Assembly (only WTU members are eligible to run for this office and vote in the election)
- Local School Advisory Team Members (WTU members and non-members can run for this office and vote in the election)
- Personnel Committee Members (WTU members and non-members can run for this office and vote in the election)
NOTICE OF ELECTIONS
The elections will be conducted by secret ballot

on________________ at________________ in room ________________________
Date Time

For further information contact your WTU Building Representative
or the WTU Field Representative listed on the last page of this packet.

WTU NOMINATION FORM

________________________________________
School Name

The following positions can be filled by WTU members only and only WTU members
can vote for nominees to these positions:

• Building Representative (BR)
• Delegates to Representative Assembly
• School Chapter Advisory Committee (SCAC) Members.

I nominate_____________________________ for the position of ______________________

Nominator's signature _____________________________________________________________

Print Name ________________________________________________________________

I accept the nomination for the position of ______________________

Nominee's signature ____________________________________________________________

Print Name ________________________________________________________________
Local School Advisory Team (LSAT) Members
Personnel Committee (PC) Members
WTU members and non-members
can run for these offices and vote in these elections

I nominate __________________________ for the position of __________________________

Nominator's signature __________________________________________________________

Print name __________________________

I accept this nomination for the position of __________________________

Nominee’s signature __________________________________________________________

Print name __________________________

Note: Use a separate form for each nomination.
# ELECTION TALLY COMMITTEE

*Individuals running for positions cannot serve on this committee*

---

**School Name**

---

**Date**

---

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>
WTU SECRET BALLOT FOR WTU MEMBERS

School Name

BUILDING REPRESENTATIVE (vote for one)
Candidates must be WTU members. NOTE: A Building Representative is also the ranking delegate to the Representative Assembly.

● _______________________________________

● Write in _______________________________

SCHOOL CHAPTER ADVISORY COMMITTEE MEMBERS (vote for six)
Candidates must be WTU members

● _______________________________________

● _______________________________________

● _______________________________________

● _______________________________________

● _______________________________________

● Write in ______________________________

LOCAL SCHOOL ADVISORY TEAM MEMBERS (vote for four) Candidates can be WTU members or non-members

● _______________________________________

● _______________________________________

● _______________________________________

● _______________________________________

● Write in ______________________________

DELEGATES TO REPRESENTATIVE ASSEMBLY (See chart page 2 for number to be elected from your school) Candidates must be WTU members

● _______________________________________

● _______________________________________

● _______________________________________

● _______________________________________

ALTERNATIVE DELEGATE (For schools allowed only 1 delegate)

● _______________________________________

PERSONNEL COMMITTEE MEMBERS (vote or 4) Candidates can be WTU members or non-members.

● _______________________________________

● _______________________________________

● _______________________________________

● Write in ______________________________

Date

Write in ______________________________
SECRET BALLOT FOR
NON-WTU MEMBERS

_________________________  __________________________
School Name                Date

Local School Advisory Team (LSAT)
Vote for Four (4) Candidates. They can WTU members or non-members.

• __________________________________________
• __________________________________________
• __________________________________________
• __________________________________________
• __________________________________________
• Write in__________________________________

Personnel Committee (PC)
Vote for Four (4) Candidates. They can WTU members or non-members.

• __________________________________________
• __________________________________________
• __________________________________________
• __________________________________________
• __________________________________________
• Write in__________________________________
(Note: Make additional copies of this sign-in sheet if needed)

WTU LOCAL SCHOOL ELECTION VOTER SIGN-IN SHEET
FOR SY 2019-2020

______________________________

School Name

Date

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
<td>7.</td>
</tr>
<tr>
<td>8.</td>
<td>8.</td>
</tr>
<tr>
<td>9.</td>
<td>9.</td>
</tr>
<tr>
<td>10.</td>
<td>10.</td>
</tr>
<tr>
<td>11.</td>
<td>11.</td>
</tr>
<tr>
<td>12.</td>
<td>12.</td>
</tr>
</tbody>
</table>
ELECTION RESULTS
SCHOOL PERSONNEL COMMITTEE
SY 2019-2020

______________________
School Name

Please print or type clearly:

_________________________________________ Principal

_________________________________________ Building Representative

_________________________________________ Elected-Teacher Representative

_________________________________________ Elected-Teacher Representative

_________________________________________ Elected-Teacher Representative

_________________________________________ Elected-Teacher Representative

_________________________________________ Parent

Note: The Personnel Committee must also include the Department Head or Grade Level Chairperson from the applicable department or grade level affected by the vacancy, or a member of the appropriate non-Teacher employee group.

_________________________________________ Signature of Newly Elected Building Representative for SY 2019-2020

Date ________________________________

_________________________________________ Signature of the Current Building Representative for SY 2018-2019

Date ________________________________
ELECTION RESULTS
LOCAL SCHOOL ADVISORY TEAM
SY 2019 – 2020

__________________________

School Name

Please print or type clearly:

_________________________________________ Principal
_________________________________________ Building Representative
_________________________________________ President Parent Organization
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Teacher Representative
_________________________________________ Elected Parent Representative
_________________________________________ Elected Parent Representative
_________________________________________ Elected Parent Representative
_________________________________________ Elected Parent Representative
_________________________________________ Elected Parent Representative
_________________________________________ Elected Support Staff Representative
_________________________________________ Community Representative
_________________________________________ Student Representative (SHS)
_________________________________________ Optional
_________________________________________ Optional

LSAT Chairperson ____________________________________________

LSAT Secretary ____________________________________________
ELECTION RESULTS
SCHOOL CHAPTER ADVISORY COMMITTEE
SY 2019-2020

____________________________
School

Please print or type clearly:

______________________________ Building Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

______________________________ Elected Teacher Representative

Signature of Newly Elected Building Representative for SY 2019-2020

Date _______________________

Signature of the Current Building Representative for SY 2018-2019

Date _______________________

14
ELECTION RESULTS
DELEGATES TO
REPRESENTATIVE ASSEMBLY
SY 2019-2020
NOTE: See page 2 for number of delegates to be elected from your school. The person elected
Building Representative is the ranking delegate to the Representative Assembly.

__________________________
School Name

Please print or type clearly:

_____________________________________________ Elected Delegate
_____________________________________________ Elected Delegate
_____________________________________________ Alternative Delegate (for schools with 1 delegate)
_____________________________________________ Elected Delegate
_____________________________________________ Elected Delegate
_____________________________________________ Elected Delegate
_____________________________________________ Elected Delegate

Signature of Newly Elected Building Representative for SY 2019-2020

__________________________
Date ____________________________

Signature of the Current Building Representative for SY 2018-2019

__________________________
Date ____________________________
# WTU CHAPTER ELECTION RESULTS
## FOR SY 2019-2020

**School**

WTU Building Representative

---

### School Chapter Advisory Committee Members

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### Delegates to the Representative Assembly

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### Local School Advisory Team Members

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Personnel Committee Members

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>WTU Field Representatives’ School Assignments SY 2019-20</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| **Jacqueline Pogue Lyons**  
202.517.0682 - desk  
202.957.3121 - cell  
jpoguelyons@wtulocal6.net | **Charles Moore**  
202.517.0731 - desk  
301.892.0724 - cell  
cmoore@wtulocal6.net | **Juan Gonzalez**  
202.517.0734 - desk  
202.957.2469 - cell  
jgonzalez@wtulocal6.net | **Rejil Solis**  
202.517.1476 - desk  
202.957.1348 - cell  
rssolis@wtulocal6.net | **Janice Brown**  
202.517.0735 - desk  
202.957.9928 - cell  
jbrown@wtulocal6.net |
| Aiton ES | Anacostia HS  
Athonis Trainers (Dunbar HS)  
Burroughs ES  
Cardozo HS  
Cleveland ES  
Filmore Arts Center  
Home and Hospital Instruction Program (HHIP) | Brent ES  
Brightwood EC  
Brookland MS  
Browne EC  
Bruce-Monroe ES  
Bunker Hill ES  
C.W Harris ES  
Capitol Hill Montessori @ Logan  
Columbia Heights EC  
Drew ES  
Duke Ellington School of Arts  
Garrison ES  
Hearst ES  
Hendley ES  
Incarcerated Youth Program  
Kelly Miller MS  
Ketcham ES  
Kramer MS  
Ludlow-Taylor ES  
Ron Brown College Preparatory  
Roosevelt ES  
Roosevelt STAY  
Ross ES  
School Without Walls HS  
Tyler ES  
Youth Services Center | Amidon-Bowen ES  
Ballou HS  
Ballou STAY HS  
Bancroft ES  
Banneker HS  
Burrville ES  
Coolidge HS  
Dunbar HS  
Eastern HS  
Eaton ES  
Eliot Hine MS  
Garfield ES  
Hart MS  
H.D. Cooke ES  
H.D. Woodson HS  
Houston ES  
Janney ES  
Jefferson MS Academy  
Kimball ES  
Maury ES  
McKinley MS  
McKinley Tech HS  
Payne ES  
Truesdell ES  
Watkins ES  | Boone ES (formerly Orr)  
Deal MS  
J. C. Nalle ES  
MacFarland MS  
Malcolm X ES @ Green  
Mann ES  
Marie Reed ES  
Miner ES  
Moten ES  
Murch ES  
Noyes ES  
Patterson ES  
Raymond EC  
Related Service Providers  
Seaton ES  
Smothers ES  
Sousa MS  
Stanton ES  
Stoddert ES  
Thomson ES  
Tubman ES  
Van Ness ES  
Washington Met HS  
Webb-Wheatley EC  
West EC |