

VOTING RULES & PROCESS

October 2023 Healthcare TA Ratification Vote



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OVERVIEW & GOALS

We must be systematic in the voting process at each chapter so that it is efficient for members and also achieves the goals, which are:

1. Making sure everyone who is eligible to vote can do so.
2. Getting every non-member signed up on a membership application.
3. Getting members to contribute to the UTLA political action fund (PACE).
4. Getting members to sign up for school board election precinct walks.

VOTING TIMELINE

| | |
|---------------------------|--|
| Oct. 24, 25, 26: | Voting at school sites and the UTLA building (from 9 am to 5 pm) |
| Thursday, Oct. 26: | Chapter leaders bring ballots to drop sites. Ballots can also be brought to UTLA building (until 5 pm) |
| Friday, Oct. 27: | Ballots counted and results announced |

PREPARATION BEFORE THE VOTE

- Find a secure place to store the ballots when voting is not taking place. The ballot box will be stored there in between voting days.
- Call a Chapter Meeting to inform members.
- Choose 3 volunteers for the voting committee who will work each station.
- Make a ballot box.
- Post signs with the times and place of voting.

REGULAR BALLOT VOTING FOR EXISTING UTLA MEMBERS ON ROSTERS

(DO NOT USE SECRET BALLOT ENVELOPES FOR REGULAR BALLOTS)

1. Ask the member to identify themselves by name and employee number.
2. Verify their membership by checking the chapter roster.

A UTLA member will be designated as "Member" under the "Status" column and can cast a regular vote. HAVE THE VOTER SIGN THE ROSTER IN THE SPACE PROVIDED NEAR THEIR NAME. The committee person will initial the roster next to the voter's name, then hand them the TA ballot. The voter is to mark the ballot and place it inside the ballot box. DO NOT FOLD THE BALLOT! **DO NOT USE Secret Ballot envelopes for members on the roster.**

CHALLENGE BALLOT VOTING FOR A) NON-MEMBERS AND B) THOSE NOT LISTED ON THE CHAPTER ROSTER

If someone is a non-member:

- » ONLY UTLA MEMBERS can vote; people who sign a membership application during voting can cast a challenge ballot.
- » If someone is listed as a non-member on the roster, have them sign the roster in the darker space provided.
- » Use the talking points for membership and PACE provided and ask the non-member to sign a membership card.
- » After the membership card is completed, hand the voter a ballot and two envelopes (a SECRET BALLOT envelope and a CHALLENGE BALLOT envelope). Be sure they use BOTH envelopes.
- » The voter is to mark their ballot and place it inside the SECRET BALLOT envelope. The SECRET BALLOT envelope is then placed into the CHALLENGE BALLOT envelope. The SECRET BALLOT envelope is for CHALLENGE VOTES only.
- » The CHALLENGE BALLOT envelope is to be sealed, and written on the front of the envelope should be the employee # of the voter, the voter's name, their school site, and the UTLA Area.
- » ATTACH EACH NEW MEMBERSHIP APPLICATION TO THE CORRESPONDING CHALLENGE BALLOT ENVELOPE.

If someone is not on the chapter roster:

- » If their name is not on the roster but they are a UTLA member, they DO NOT sign the roster.
- » Hand the voter a ballot and two envelopes (a SECRET BALLOT envelope and a CHALLENGE BALLOT envelope). Be sure they use BOTH envelopes.
- » The voter is to mark their ballot and place it inside the SECRET BALLOT envelope. The SECRET BALLOT envelope is then placed into the CHALLENGE BALLOT envelope. The SECRET BALLOT envelope is for CHALLENGE VOTES only.
- » The CHALLENGE BALLOT envelope is to be sealed, and written on the front of the envelope should be the employee # of the voter, the voter's name, their school site, and the UTLA Area.

- » The person voting a challenge ballot will have their membership verified on the UTLA master list, and if they are found to be a UTLA member, their ballot will be counted.

NOTE: If you run out of CHALLENGE BALLOT or SECRET BALLOT envelopes, a plain white envelope properly marked on the front may be used. The CHALLENGE BALLOT envelope MUST have the employee number of the voter, the voter's name, their school site, and the UTLA Area. The SECRET BALLOT envelope needs only to have "SECRET BALLOT" written on it.

All ballots must be deposited in the ballot box and the ballot box must be secured between voting times.

STATION 1: THE SUMMARY

Materials:

- Tentative Agreement Summary Leaflet: "Victory on Healthcare"
- Copy of Tentative Agreement

Chapter Election Leader 1 gives the member the key points of the tentative agreement:

- LAUSD proposed only a one-year agreement and attempted to gut the voting structure of the Health Benefits Committee in order to make it easier to implement low quality plans and require premium contributions from employees and retirees in the future.
- Along with the other 7 LAUSD unions and with the power of our recent strikes in mind, we held strong and won the following:
 1. Preservation of the union-majority Health Benefits Committee, with one vote for each of the 8 unions and one vote for LAUSD.
 2. Maintenance of fully paid healthcare for employees, our families, and retirees.
 3. A two-year agreement.
 4. Equity language to explore potential improvements related to gender affirmation care, mental healthcare, and overall wellness.

The full TA is online at <https://utla.net/resources/healthcare-ta>. There will also be 2 hard copies of the full tentative agreement at each chapter.

STATION 2: MEMBERSHIP, PACE, BALLOTS

Materials:

- Chapter Roster
- Membership Cards
- PACE Cards
- Pens

Chapter Election Leader 2 verifies the membership status.

1. If the member's name is ON the chapter roster:

- » They sign the member list on the provided roster.

- » If the chapter roster does not indicate that they are contributing to PACE, ask them to sign up for PACE (see next section for PACE talking points).
- » Give them a regular ballot to cast their vote.
- » DO NOT USE Secret Ballot envelopes for existing members on the roster.

2. If a member’s name is NOT ON the chapter roster:

- » They do not sign on the chapter roster.
- » They must vote by challenge ballot, per instructions on page 2.

3. If the voter is listed as a non-member on the chapter roster:

- » They must complete a membership application to be able to vote (using a challenge ballot).
- » They sign the chapter roster in the darker space.
- » They must vote by challenge ballot, per instructions on page 2.

Any member who is not noted on the chapter roster as contributing to UTLA’s political action fund, PACE, should be encouraged to fill out a PACE form to make a monthly contribution. Make that ask before giving them the ballot. Of course, the member will get the ballot regardless of whether they sign up for PACE.

TALKING POINTS: PACE & MEMBERSHIP SIGN-UP

Talking points for asking existing members to sign up for PACE

We are some of the few employees in the country who can elect our bosses, the LAUSD school board. They vote on our healthcare benefits and on our contract, including our salary.

We just secured our healthcare for the next two years, but in 2024 four of the seven LAUSD school board seats are up for election. Depending on who wins, we could be facing cuts again in two years. That is why UTLA members contribute to our union’s political fund, PACE – so we can elect pro-educator candidates and block anti-union, pro-charter hacks who want to cut our benefits.

Those campaigns are almost exclusively funded by member contributions, not dues. Every member should contribute at least \$16 a month to make sure we have the money we need for those campaigns.

(Because they are already a member, hand them the separate, stand-alone “Building Political Power” PACE form.)

Talking points for asking non-members to sign up for PACE

Membership Card: Your vote for this healthcare tentative agreement and the continuing fully-covered healthcare you will get without having to contribute extra money is important. Being a member allows you to vote in all UTLA elections. Not being a member means that decisions will be made for you, without you.

We won this healthcare agreement because of the strength of our union. That strength comes from 37,000 educators winning two recent strikes and willing to fight to keep healthcare again. Every one of us has an obligation to be part of that and to contribute dues to fund our organization. If we don't, we will lose power and win less.

I am going to stop now so you can fill out and sign the first two sections of the membership card.

PACE contribution: The last thing is your PACE contribution. We are some of the few employees in the country who can elect our bosses, the LAUSD school board. They vote on our healthcare benefits and on our contract, including our salary.

We just secured our healthcare for the next two years, but in 2024 four of the seven LAUSD school board seats are up for election. Depending on who wins, we could be facing cuts again in two years. That is why UTLA members contribute to our union's political fund, PACE — so we can elect pro-educator candidates and block anti-union, pro-charter hacks who want to cut our benefits.

Those campaigns are almost exclusively funded by member contributions, not dues. Every member should contribute at least \$16 a month to make sure we have the money we need for those campaigns.

You can fill out section 3 here to make your contribution.

STATION 3: PRECINCT WALK SIGN-UP AND CASTING THE VOTE

Materials

- Precinct Walk Sign-Up Sheets
- Ballot box
- Pens

Chapter Election Leader 3 does both of the following:

1. Asks every voter to sign up to participate in the chapter's school board campaign precinct walk day (the Saturday or Sunday between January 20 and March 3 that the chapter has selected to join the UTLA campaign of voter outreach to win the school board elections).
2. Monitors the ballot box and verifies challenge ballots are properly sealed. Membership applications that are attached to a challenge ballot are handled separately and remain with the challenge ballot envelope.

TALKING POINTS FOR PRECINCT WALK SIGN-UPS

Before you vote to secure this healthcare agreement, I am going to ask you to take one more step to help secure the next healthcare agreement, and our next contract and pay raises. You can see that Carvalho keeps coming after us — he tried to change our calendar, he tried to drag out contract negotiations, he tried to cut our healthcare.

But Carvalho does not ultimately make the decisions for LAUSD – the school board does. He works for the school board.

Four of the seven school board seats are up for election in the March 5, 2024 primary. We have the opportunity to elect school board members who will stand with us and stand up to Carvalho.

Last April you were with 35,000 of us for three days of picketing and rallies in our Solidarity Strike. Imagine if that many people each took one day to join our precinct walks to ask voters to support the UTLA candidates. **Do you think we could win every seat we compete in if every UTLA member contributed one weekend day to it?**

Is it worth it to you to give up one Saturday to keep our healthcare and be in a better position to win bigger pay raises in the next contract negotiation?

This year we are doing the school board campaign differently. Every school is picking one weekend day early next year and joining the UTLA outreach walks. It's easy to do. We get a quick training, get paired up, and just go out and talk to voters. Voters want to hear from educators.

Our school's walk day is (DATE IS IN THE TOP LEFT CORNER OF ROSTER). **Can I count on you to join us?**

If yes: Great, fill out this sign-up sheet here so we can put you on the list!

AFTER VOTING IS COMPLETE

All ballots must be deposited in the ballot box and the ballot box must be secured between voting times.

THE CHAPTER CHAIR and ANY PERSONS SERVING ON THE VOTING COMMITTEE MUST SIGN THE FIRST PAGE OF THE CHAPTER ROSTER/SIGN-IN SHEET. For a school site's votes to be valid, the number of non-challenge ballots must match the number of signatures on the roster.

When all three days of voting are completed, remove the ballots from the ballot box and place the ballots in the large white envelope provided, along with all voting materials, chapter roster, PACE cards, the completed School Board Precinct Walk sign-up sheets, and any unused ballots. Seal the envelope and have all members of the voting committee sign the outside. **The Chapter Chair should return the sealed voting materials envelope to the prearranged site(s) on the day and at the times designated. (Please see list provided.)**

DO NOT FOLD BALLOTS.