

# VOTING RULES & PROCESS

November 2024 Contract Platform Ratification Vote



## TABLE OF CONTENTS

Overview & Goals	1
Voting Timeline	1
Preparation Before the Vote	1
Regular Voting for UTLA Members on the Roster	2
Non-Roster Voting for A) Non-Members and B) Those Not Listed on the Chapter Roster	2
Station 1: The Summary	3
Station 2: Membership, PACE, Ballots	3
Talking Points: PACE & Membership Sign-Up	4
Station 3: Casting the Vote	5
After Voting Is Complete	5

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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 card.
3. Getting members to contribute to the UTLA political action fund (PACE).

## VOTING TIMELINE

<b>Nov. 19, 20, 21:</b>	Voting at school sites and the UTLA building (from 9 am to 5 pm)
<b>Thursday, Nov. 21:</b>	Chapter leaders bring ballots to drop sites. Ballots can also be brought to UTLA building (until 5 pm)
<b>Friday, Nov. 22:</b>	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 VOTING FOR UTLA MEMBERS ON THE ROSTER

(DO NOT USE “NON-ROSTER BALLOT” ENVELOPES FOR REGULAR VOTING)

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.**
3. HAVE THE VOTER SIGN THE ROSTER IN THE SPACE PROVIDED NEAR THEIR NAME. The committee person initials the roster next to the voter’s name, then hands them the ballot.
4. The voter marks the ballot and places it inside the ballot box.

DO NOT FOLD THE BALLOT! **DO NOT USE “Non-Roster Ballot” envelopes for members on the roster.**

**NOTE:** For a school site’s votes to be valid, the number of regular voter ballots must match the number of signatures on the roster.

## NON-ROSTER 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 card during voting can cast a ballot by the non-roster process.
- » 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 NON-ROSTER VOTER BALLOT envelope and a NON-ROSTER VOTER ONLY envelope). Be sure they use BOTH envelopes.
- » The voter is to mark their ballot and place it inside the NON-ROSTER VOTER BALLOT envelope. The NON-ROSTER VOTER BALLOT envelope is then placed in the NON-ROSTER VOTER ONLY envelope. The NON-ROSTER VOTER BALLOT envelope is for NON-ROSTER VOTERS only.
- » The NON-ROSTER VOTER ONLY 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 CARD TO THE OUTSIDE OF THE CORRESPONDING NON-ROSTER VOTER ONLY 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 NON-ROSTER VOTER BALLOT envelope and a NON-ROSTER VOTER ONLY envelope). Be sure they use BOTH envelopes.
- » The voter is to mark their ballot and place it inside the NON-ROSTER VOTER BALLOT envelope. The NON-ROSTER VOTER BALLOT envelope is then placed into the NON-

ROSTER VOTER ONLY envelope. The NON-ROSTER VOTER BALLOT envelope is for NON-ROSTER VOTERS only.

- » The NON-ROSTER VOTER ONLY 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 by the non-roster process will have their membership verified in the UTLA database, and if they are found to be a UTLA member, their ballot will be counted.

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

- Full text of the UTLA Contract Platform
- Summary of the UTLA Contract Platform

### **Chapter Election Leader 1 gives the member the key points of the contract platform:**

Over the last several months, UTLA members participated in over 665 school site chapter meetings, engaged parents and community organizations through surveys, and held community meetings led by Reclaim Our Schools LA to identify the most critical issues to address in this contract campaign.

The 140-member UTLA Bargaining Team has analyzed the reports from those meetings to develop this Contract Campaign Platform, which will form the basis of our contract proposals and campaign. This platform represents our broader goals, not specific bargaining proposals — which the UTLA Bargaining Team will later develop from these goals.

This platform builds upon our historic wins from our 2019 Strike and 2023 Solidarity Strike. It is a statement of what UTLA members are committing to fight for, collectively, as we continue to make progress in our response to the historic neglect of public schools, educators, and students.

## **STATION 2: MEMBERSHIP, PACE, BALLOTS**

### **Materials:**

- Chapter Roster
- Ballots
- 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 ballot to cast their vote.
- » DO NOT USE “Non-Roster 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 the non-roster voter process, per instructions on page 2.

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

- » They must complete a membership card to be able to vote (using the non-roster voter process).
- » They sign the chapter roster in the darker space.
- » They must vote by the non-roster voter process, 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. 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 on the UTLA contract platform 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 are about to go back into bargaining with LAUSD to fight for smaller class sizes, higher pay, more student support staffing, and other needs identified by educators, students, and parents. Our strength comes from 38,000 educators taking collective action and winning two recent

strikes. 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.

*(Pause and allow the potential member to fill out Sections 1 and 2 of 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. 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-privatization 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: CASTING THE VOTE**

### **Materials**

- Ballot box
- Pens

### **Chapter Election Leader 3 does the following:**

- Monitors the ballot box and makes sure regular voting ballots are placed inside.
- Verifies that Non-Roster Ballot envelopes are sealed and that membership cards are attached to the outside of the Non-Roster Voter Only envelope.

## **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 regular 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 gather the ballots, along with all voting materials, chapter roster, PACE cards, and any unused ballots. A second envelope has been provided if you wish to use it to organize the completed ballots. In any case, all materials should be returned in the original large manila envelope with your site's name on the outside. 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 sites on the day and at the times designated. (Please see list provided.) DO NOT FOLD BALLOTS.**