

# VOTING RULES & PROCESS

2026 Contract 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 card.
3. Getting every member to sign up for PACE and to walk for Rocío Rivas.

## Voting Timeline

<b>April 21-April 23:</b>	Voting at school sites and the UTLA building (from 9 am to 5 pm)
<b>Thursday, April 23:</b>	Chapter leaders bring ballots to drop sites. Ballots can also be brought to UTLA building (until 5 pm)
<b>Friday, April 24:</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.

# VOTING PROCEDURES

## 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. The voter marks the ballot and places it inside the ballot box.
4. 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.
- » 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, have the new member 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 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 I: THE SUMMARY

## Materials:

- TA Summary

**Chapter Election Leader 1 gives the member the key points of the agreement and encourages the member to vote YES to ratify the tentative agreement.**

## Talking Points: Tentative Agreement

The district saw us getting ready to strike and caved in contract negotiations two days before the strike deadline. The collective power of over 37,000 UTLA educators forced LAUSD to direct significant funding into our schools and classrooms to address the urgent priorities identified by UTLA members.

### SALARY

- Broken salary scales fixed for the first time in decades with consistent step and column increases for steeper salary growth.
- Every member gets a significant raise with an average salary increase of 13.86%.
- Educators caught in the 98 salary point trap will move up to their service year once reaching 70 points (industry standard).

### OTHER WINS

- Paid Parental Leave for the first time
- More than 450 new PSA, PSW, School Psychologist, and Counselor positions
- Contractual commitments in support of immigrant students and families
- BSAP staffing maintained

- Healthcare for substitutes after 93 days of work instead of 100
- Increased funding for Community Schools
- Protections against subcontracting and AI
- First-ever 20:1 ratio for RSTs at schools with 80% of Special Education students in general ed setting for 80% of the day
- Ten planning days a year at schools with 80% of Special Education students in general ed setting for 80% of the day
- Special Education Center and Career Transitional Centers recognized in Article XV, codifying a cap
- Higher pay and better payment system for caseload caps violations in Special Education



Use the Salary Calculator to see your raise



Read other wins in the TA summary



# STATION 2: MEMBERSHIP, BALLOTS, & PACE SIGNUPS

## Materials:

- Chapter Roster
- Ballots
- Non-Roster Voter Materials
- 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.
- » 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.

## Talking Points: PACE & Membership Signup

### Talking points for asking **existing members** to sign up for PACE

Now onto your PACE contribution and your commitment to support the school board members and other elected officials who fought alongside us for this contract agreement. Board members were critical in ensuring that LAUSD leadership put more money on the table to settle the contract. Boardmember Rocío Rivas is up for re-election in June. We need the resources and people power to make sure she can keep fighting for us on the school board.

UTLA has a political action fund, PACE, to support pro-educator candidates. Those campaigns are almost exclusively funded by member contributions, not dues. Educators have one of the most powerful political voices in the country – we need the resources to make it heard.

Every member should contribute at least \$16 a month to make sure we have the money we need to re-elect Rocío and protect a pro-public school majority on the board. *(Because they are already a member, hand them the separate, stand-alone "Building Political Power" PACE form. Pause to allow them to fill it out.)*

### Talking points for asking **non-members** to join UTLA and sign up for PACE

Your vote on the UTLA contract agreement 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. As you heard at Station One, this contract agreement is a big win. Our strength comes from 37,000 educators taking collective action to win. 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 them to fill out Sections 1 and 2 of card.)*

Now onto your PACE contribution and your commitment to support the school board members and other elected officials who fought alongside us for this contract agreement. Board members were critical in ensuring that LAUSD leadership put more money on the table to settle the contract. Boardmember Rocío Rivas is up for re-election in June. We need the resources and people power to make sure she can keep fighting for us on the school board.

UTLA has a political action fund, PACE, to support pro-educator candidates. Those campaigns are almost exclusively funded by member contributions, not dues. Educators have one of the most powerful political voices in the country – we need the resources to make it heard.

Every member should contribute at least \$16 a month to make sure we have the money we need to re-elect Rocío and protect a pro-public school majority on the board. *(Pause to allow member to fill out bottom of member app.)*

## STATION 3: CASTING THE VOTE & SIGNING UP TO WALK

### Materials

- Ballot box
- Pens
- Chapter Precinct Walk Sign-Ups

### Chapter Election Leader 3 does the following:

- » Talks to voters about signing up to precinct walk for Rocío Rivas.
- » Monitors the ballot box and makes sure regular voting ballots are placed inside by the member.
- » Verifies that Non-Roster ballot envelopes are sealed and that membership cards are attached to the outside of the Non-Roster Voter Only envelope.

### Talking Points: Signing Up to Walk for Rocío Rivas

Boardmember Rocío Rivas has been a consistent champion for educators. You heard at Station 2 that she fought alongside us for the contract you are voting on today. Rocío is up for re-election in June.

In May, we will start knocking on doors and talking to voters about Rocío. Voters trust educators and listen when we tell them who to support. Here are the dates and times to join your colleagues and walk for Rocío. *(Pause to allow member to sign up for precinct walking.)*

## AFTER ALL 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, and any unused ballots. 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.