PROCEDURES AND RULES FOR NOMINATION AND ELECTION OF HOUSE OF DELEGATES MEMBERS

Submitted by the Rules-Elections Committee in accordance with Article V of the CTU Constitution and By-Laws. Approved by the Executive Board on October 23, 2023.

1. VACANCIES

A. Vacancies Occur When:

1. A Delegate or Associate Delegate's term expires in accordance with the Constitution and By-Laws (General election for Delegate and Associate Delegate shall be held every three (3) years. Term of office commences February 1 of the election year.)

2. a. A Delegate or Associate Delegate:
   • is no longer a member of the CTU
   • resigns from the position of Delegate or Associate Delegate
   • is no longer a member of the unit from which they were elected

   b. Upon petition to the Rules-Elections Committee by at least five (5) members at a school, a Delegate who is absent from three (3) consecutive meetings of the House, without explanation made to the Financial Secretary, shall be considered to have vacated their position.

3. A Delegate or Associate Delegate is on a Board-approved leave for more than one (1) month. A temporary delegate shall be elected to replace the Delegate on leave. All rules for the election of delegates shall be followed. The term of office of the temporary delegate shall expire when the regular delegate returns from the leave, or when the term expires in accordance with the Constitution and By-Laws.

The Union must be notified when a vacancy occurs in any of these circumstances.

4. Regular Members – Each school (Charter and District) or citywide representative unit shall have at least one (1) Delegate and additional Associate Delegates to the House of Delegates as follows:

<table>
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<tr>
<th>Number of Regular Members at the School or Citywide Representative Unit.</th>
<th>House of Delegates Members from that School or Citywide Representative Unit</th>
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<tr>
<td>1 to 59</td>
<td>1 Delegate</td>
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<td>60 to 99</td>
<td>1 Delegate and 1 Associate Delegate</td>
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<td>100 to 139</td>
<td>1 Delegate and 2 Associate Delegates</td>
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And one additional Associate Delegate for every forty members thereafter.

The Union must be notified when additional representation is required due to an increase in the Unit membership.

2. NOMINATIONS

A. Notice of Nominations and Election

1. The Delegate or Union designee shall post in two or more prominent places, and distribute in each eligible voter's school mailbox or send via email, a notice of an existing vacancy and/or general election, and the details of the nominations meeting and election, if necessary, at least 15 calendar days prior to the date of the nominations meeting. The nominations meeting and election shall be called for a time that offers maximum participation by Union members of the unit.

2. Mid-Term Vacancy. When a vacancy occurs, if there is a contested election, it must be conducted no less than five (5) days and no later than 10 days after the nominations meeting.

3. General Election for full term. For General Elections, per the CTU Constitution, the election date shall be in January of the election year, and the nominating process may commence in November (to avoid difficulties in conducting nominations during December).
4. The Nominations and Election notice shall include the following information:
   a) Identify which type of election (mid-term vacancy or general election for full term)
   b) Time and date of nominations' meeting
   c) Place of meeting
   d) Indication that nominations will take place at the meeting
   e) Date of election, if necessary
   f) Place of voting and hours polls will be open
   g) Signature of Delegate or Union designee

B. Eligibility for Nomination
   1. Candidates must be members in good standing.
   2. Candidates must be members of the unit they will represent (e.g., only teachers may represent teachers; only school clerks may represent school clerks, etc.).
   3. Union members employed in the school unit (except city-wide groups, Paraprofessionals and School-Related Personnel members and teacher members who are not assigned to a school unit) are eligible to be nominated for the position of school Delegate or Associate Delegate.

C. Nomination Procedures
   At the Union meeting, nominations of Union members to fill vacancies shall be made in accordance with the following:
   1. Nominations shall be opened.
   2. Nominations shall be seconded.
   3. Nominations shall be closed, when no further nominations are offered.

   Nomination of Delegate and Associate Delegate shall be made on separate days.

D. Notification to Financial Secretary
   The Financial Secretary must be notified by the Delegate or Union designee, in writing, of candidates nominated for Delegate and Associate Delegate positions. This information must be submitted to the Financial Secretary via email to NormaAlbor@ctulocal1.org within two (2) school days after the nominations meeting.

   The Delegate or Union designee shall:
   1. Return the completed CTU Delegate Nomination Election Verification Form For Teacher School Delegate and all delegate election materials to the Union office, if there is ONLY ONE (1) NOMINEE.
   2. Conduct an election with official materials if there is more than one (1) candidate.

E. Write-in Candidates
   Write-in candidates shall be disallowed.

3. ELECTION OF DELEGATES AND ASSOCIATE DELEGATES

   Election of Delegate and Associate Delegate shall be made on separate days.

A. Election Materials
   Date of election (Election date for special elections in the event of midterm vacancy shall be no less than five (5) days and no later than 10 days after the nominations meeting. For General Elections, per the CTU Constitution, the election date shall be in January of the election year, and the nominating process may commence in November.)
B. Election Procedures

1. The Delegate or Union designee shall post in two (2) or more prominent places and distribute in each eligible voter’s school mailbox or send via email, a reminder notice of the Delegate’s election at least three (3) calendar days prior to the vote. This notice shall include the following information:
   a) Purpose of election
   b) Date of election
   c) Hours polls will be open
   d) Place of voting
   e) Signature of Delegate or Union’s designee
   f) Names of candidates

2. The newly elected Delegate shall conduct the election of Associate Delegate(s) in the same manner as the Delegate election.

C. Eligibility to Vote

Only Union members employed in the school unit (except city-wide groups, PSRP members and teacher members who are not assigned to a school unit) may vote in the election of the school Delegate and Associate Delegate.

D. Hours of Election

The hours polls will be open shall offer sufficient opportunity for members to vote. If polls must be closed and reopened during the day, all voting materials must be secured and placed under the jurisdiction of the Judges.

E. Election Officials

1. The Delegate or Union designee shall be the judge in charge of the election. He/she shall secure at least one (1) additional judge to be present at all times during the voting and the counting of ballots cast. Judges shall not be nominees for this position. In the event the Delegate is a nominee, he/she shall appoint an alternate who is not a candidate to be in charge of the election.

2. Each candidate shall be entitled to have an observer present during the voting and counting of ballots.

F. Voters’ Signature List

Each eligible Union member must sign the Voters’ Signature List before receiving his/her ballot.

G. Ballot Box Envelope

Each ballot cast shall be placed, by the voting member, in the ballot box envelope.

H. Report of Election

1. After the polls are officially closed, the Judges shall count the ballots and enter, on the Election Report Sheet, an accurate report of the election.

2. The Judges shall sign the Election Report Sheet.

3. The Delegate or his/her designee, shall deliver to the Union office, immediately after the election: (NECESSARY IN THE EVENT OF A PROTEST)
   - all election materials including the Voters’ Signature List,
   - the Election Report Sheet, the Ballots cast, and
   - the notices of nomination meeting and elections.

I. Election Results

The Delegate shall post the results of the election in two (2) or more prominent places, within two (2) school days after the election.

4. UNOPPOSED CANDIDATES

One (1) Nominee for Delegate or Associate Delegate

When only one (1) eligible member is nominated for the position of Delegate or Associate Delegate, this candidate is declared elected.
The Delegate or his/her designee, shall deliver to the Union office the completed CTU Delegate Nomination Election Verification Form For Teacher School Delegate and all delegate election materials.

*The delegate nomination/election is official upon receipt of said election materials by the Financial Secretary.

5. CITY-WIDE GROUPS

PSRP, teacher and retiree members who are not assigned to a school unit, shall elect delegates to the House of Delegates in accordance with the following:

A. Procedures

Under the direction and supervision of the Rules-Elections Committee the procedures for nomination and election for Delegates of PSRP, retirees and teacher members who are not assigned to a school unit are:

1. Notice of the dates, time and location for nominations and elections shall be posted on the CTU website, in the Chicago Union Teacher and received via email at least 15 calendar days prior to the nominations meeting. PSRP and teacher members who are not assigned to a school unit who cannot attend the nomination meeting may have someone else in their functional group make a nomination for them. Nomination forms will be available at the meeting and at www.ctunet.org.

2. Nominations for retiree Delegates are taken at the December retiree luncheon. A notice of the nominations meeting is mailed to members and placed in the Chicago Union Teacher to provide at least 15 calendar days notice. Home addresses on record in CTU files are used. Members who cannot attend the luncheon may have someone else in the retiree group make a nomination for them. Nomination forms will be available at the luncheon and at www.ctunet.org.

3. If the number of eligible candidates nominated does not exceed the number of Delegate positions to be filled, the nominated candidates are declared elected.

4. If more eligible candidates are nominated than the number of Delegate positions to be filled, a ballot is prepared and mailed to each member. Home addresses on record in CTU files are used. Voted ballots are returned in sealed envelopes to the Rules-Elections Committee.

5. The returned voted ballots are tallied by the Rules-Elections Committee and the elected Delegates are certified.

6. Names of the elected delegates are published in the Chicago Union Teacher and posted on the CTU website.

6. CHALLENGE OF NOMINATIONS OR ELECTION

1. Any protest to the conduct of nominations, or to the eligibility of any nominated candidate, must be filed in writing within 72 hours of the close of nominations.

2. Any protest to the conduct of the election must be filed in writing within five (5) calendar days after the announcement of the election results.

3. All protests must be received by the Rules-Elections Committee by the above deadlines, and may be filed either by mail to 1901 West Carroll Avenue, Chicago IL, 60612-2401, ATTN: Norma E. Albor or by email to NormaAlbor@ctulocal1.org. The protester shall provide all evidence and argument in support of the protest when filing the protest. The Rules-Elections Committee will consider the protest and may, at its option, direct that a hearing be conducted in the matter.

4. The Rules-Election Committee's decision on the protest shall be final, and it shall inform the protester and the challenged party in writing of its decision.
Dear CTU Member:

Thank you for conducting a delegate’s election—delegates are at the heart of what our union does. They represent us at our workplaces and are the voices of our members at the House of Delegates meetings! Each school has at least one delegate who is elected by teachers at that school. PSRPs, clinicians, city-wide teachers and retirees have their own delegates who are chosen through city-wide elections. [See Procedures and Rules for Nomination and Election of House of Delegates Members document, section 5. CITY-WIDE GROUPS for more details.]

Vacancies occur under several circumstances: (1) The Delegate’s or Associate Delegate’s term expires (terms are three years in length), (2) A Delegate’s or Associate Delegate’s position becomes vacant because they are no longer a member of the CTU, they resign from the position of Delegate or Associate Delegate or are no longer a member of the unit from which they were elected, (3) Upon petition from the school to the Rules-Elections Committee, a Delegate is absent from three consecutive meetings of the House without explanation made to the Financial Secretary, or (4) A Delegate or Associate Delegate is on a Board approved leave for more than one month. [See section 1. VACANCIES for more details.]

This packet contains everything you need to fill your delegate position. Materials for nominations are grouped together. After nominations are completed, you will find materials for conducting an election, if necessary.

In solidarity,

Maria T. Moreno
Maria T. Moreno
Financial Secretary

Overview of the Process

1. First, when a vacancy occurs, take nominations for the open position. [See instructions for timelines and notice requirements in section 2. NOMINATIONS.]
2. If only one person is nominated, that person is declared elected. [See instructions in section 4. UNOPPOSED CANDIDATES.]
3. If more than one eligible member is nominated, you must hold a formal election. [See instructions in section 3. ELECTION OF DELEGATES AND ASSOCIATE DELEGATES.]
4. According to the election timeline, you must post notifications to members of the proceedings. [See instructions in sections 2 and 3.]
5. Check your CTU member roster to make sure that everyone participating is eligible to be nominated and to vote in the election.
6. Conduct an election and post the results.
7. Send required election materials to CTU so the delegate can be officially seated at the next House of Delegates meeting.
8. Repeat as necessary for the associate delegates your school is eligible to elect.
9. Call the CTU at (312) 329-6215 or email NormaAlbor@ctulocal1.org if you have any questions.
10. Congratulations, you now have a delegate to represent your school!
2024-2026 DELEGATE TERM

CTU DELEGATE NOMINATION ELECTION
VERIFICATION FORM
FOR TEACHER SCHOOL DELEGATE

USE THIS FORM IF ONLY ONE (1) PERSON IS BEING NOMINATED/ELECTED FOR THE POSITION OF DELEGATE. IF THERE IS MORE THAN ONE NOMINEE, SUBMIT THE NAMES TO NORMA ALBOR AT normaalbor@ctulocal1.org.

NOMINEE NAME ____________________________ NAME OF SCHOOL ____________________________

EMAIL ADDRESS ____________________________ NETWORK ____________________________

(NON-CPS EMAIL)

HOME ADDRESS ______________________________________________________________________

CITY _______________________ ZIP CODE __________ PHONE NUMBER _______________________

NUMBER OF TEACHER UNION MEMBERS PRESENT AT ELECTION ____________________________

We the undersigned teacher Union members do hereby attest to both the validity of the information recorded on this form and the nomination/election of teacher school delegate:

1. ____________________________ 8. ____________________________
2. ____________________________ 9. ____________________________
3. ____________________________ 10. ____________________________
4. ____________________________ 11. ____________________________
5. ____________________________ 12. ____________________________
6. ____________________________ 13. ____________________________
7. ____________________________ 14. ____________________________

DELEGATE/UNION DESIGNEE SIGNATURE ____________ DATE OF MEETING ____________

DELEGATES DIRECTORY OPT OUT. Every delegate automatically participates in the Delegates Directory, which will share each delegate’s non-work contact information. If you choose to withhold non-work contact information, please indicate below.

☐ Withhold non-work email
☐ Withhold home phone number
☐ Withhold cell phone number

OVER →
2024-2026 Delegate Term

(Post at least 15 calendar days prior to nomination meeting date)

Chicago Teachers Union

Notice of Meeting for Nominations of Teacher Candidates for Delegate to the House of Delegates

Date: ____________________________

Time: ____________________________

Place: ____________________________

Delegate/Union Designee Signature

Notice of Election for School Delegate

(An election is not necessary if there is only one (1) candidate)

Date: ____________________________

Start Time: ___________ End Time: ___________

Place: ____________________________

Delegate/Union Designee Signature

Be sure your school is properly represented in the House of Delegates!
2024-2026 DELEGATE TERM

(Post at least 15 calendar days prior to nomination meeting date)

CHICAGO TEACHERS UNION

NOTICE OF MEETING FOR NOMINATIONS OF TEACHER CANDIDATES FOR DELEGATE TO THE HOUSE OF DELEGATES

DATE: _____________________________

TIME: _____________________________

PLACE: _____________________________

_______________________________
DELEGATE/UNION DESIGNEE SIGNATURE

NOTICE OF ELECTION FOR SCHOOL DELEGATE
(An election is not necessary if there is only one (1) candidate)

DATE: _____________________________

START TIME: ___________ END TIME: ___________

PLACE: _____________________________

_______________________________
DELEGATE/UNION DESIGNEE SIGNATURE

Be sure your school is properly represented in the House of Delegates!
2024-2026 DELEGATE TERM

PLEASE POST
(Post at least three (3) calendar days prior to election date)

CHICAGO TEACHERS UNION
REMINDER NOTICE OF ELECTION
for
SCHOOL DELEGATE

Date: ________________________________

Start Time of Voting: _______ End Time of Voting: _______

Place of Voting: ________________________________

Names of Candidates

1. __________________________  4. __________________________
2. __________________________  5. __________________________
3. __________________________  6. __________________________

_________________________  __________________________
DELEGATE/UNION DESIGNEE SIGNATURE

NEA/OTEG/743
2024-2026 DELEGATE TERM

PLEASE POST
(Post at least three (3) calendar days prior to election date)

CHICAGO TEACHERS UNION
REMINDER NOTICE OF ELECTION
for
SCHOOL DELEGATE

Date: ____________________________________________

Start Time of Voting: _______  End Time of Voting: _______

Place of Voting: __________________________________

Names of Candidates

1. ___________________________  4. ___________________________

2. ___________________________  5. ___________________________

3. ___________________________  6. ___________________________

DELEGATE/UNION DESIGNEE SIGNATURE

NEA/OTEG/743
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<th>SCHOOL</th>
<th>NETWORK</th>
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<tr>
<td>ELECTION UNIT # (CTU office)</td>
<td>TOTAL VOTES CAST</td>
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<tr>
<th>NAME OF NOMINEES FOR DELEGATE</th>
<th>VOTES RECEIVED</th>
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<th>DELEGATE/UNION DESIGNEE SIGNATURE</th>
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This report sheet must be returned with ballots and voters' signature list to the union office to the attention of the financial secretary.

1901 West Carroll Avenue, Chicago, IL 60612-2401
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<tr>
<th>SIGNATURE</th>
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RETURN THIS LIST WITH THE BALLOTS AND REPORT SHEET TO UNION OFFICE.
CHICAGO TEACHERS UNION

DELEGATES BALLOTS

PRINT NAMES OF CANDIDATES. COPY AND CUT BALLOTS AS NECESSARY. DISCARD ALL UNUSED BALLOTS. PLEASE CHECK THAT A BALLOT IS ENCLOSED FOR EACH SIGNATURE ON THE VOTERS' LIST.

<table>
<thead>
<tr>
<th>CTU DELEGATE BALLOT VOTE FOR ONE (1) PERSON</th>
<th>CTU DELEGATE BALLOT VOTE FOR ONE (1) PERSON</th>
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NEA/OTEG/743
CHICAGO TEACHERS UNION
RESULTS OF DELEGATE ELECTION

School: ___________________________

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<thead>
<tr>
<th>Name of Nominees for Delegate</th>
<th>Votes Received</th>
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DELEGATE/UNION DESIGNEE SIGNATURE

NEA/OTE/G743
PLEASE POST

(POST WITHIN TWO (2) SCHOOL DAYS FROM THE ELECTION)

CHICAGO TEACHERS UNION
RESULTS OF DELEGATE ELECTION

School: ____________________________

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