

MTEA Building Leader Elections – Spring 2018 Timeline

For Building Representative, Educational Assistant Chair, Building Committee

MTEA Building Leader Nomination Form

As you nominate building leaders, ask yourself these questions:

- Will this person listen to concerns, while also fostering solutions to bring to the building committee and administration?
- Does this person promote collective voice and action as needed?
- Will this person communicate consistently and accurately to the best of his/her ability? (beyond emails)
- Is this person able to accomplish things with a team?
- Does this person bring people together?
- Does this person have a vision for a better school?

Week of April 23-27: Hold a 10-minute meeting and solicit nominations for Building Representative, Educational Assistant Chair, and Building Committee. Share the following documents with staff:

- Send an email to solicit nominations
- Responsibilities and Expectations of Elected Leadership (attached)
- MTEA Building Leader Nomination Form (attached)

May 1 – May 4: Hold leader elections in your building or department. Remember to:

- Provide a window for the election
- Inform all members of the date, time, and voting location via email, text, and/or announcement
- Create a ballot to hold your election (sample attached)
- Have voting members place their ballot in a closed ballot box or
- Conduct an email vote

Friday, May 4: Report the results of your vote to members at your school and the MTEA office:

- Post your vote results on your school's MTEA bulletin board using the attached sheet.
- You will receive an email from MTEA on May 4, please respond with your election results. Or you can fax your reporting sheet to MTEA at 414-259-7801 or email to Linda Scherlie at lscherli@mtea.weac.org.

Additional Notes and Guidelines:

- **Number of BRs per school/department:** All schools are entitled to at least one Building Representative. Schools with a larger number of MTEA members are entitled to additional Building Representatives: 1-37 members = 1 BR; 38-62 members = 2 BRs; 63-87 members = 3 BRs; 88-112 members = 4 BRs; 113-137 members = 5 BRs. These counts are based on dues-paying members only. **Do not count non-members.**
- **Building Committee makeup:** The building committee is made up of 3-5 teacher members, PLUS the elected Building Representative and the Educational Assistant Chairperson. Elected representatives of other unions in your school (AFSCME, PAMPS, etc.) may also participate in the Building Committee, **but are not elected by MTEA members.**
- **MTEA members only: Only MTEA members can vote in these elections.** Teacher unit members vote for Building Representative and Building Committee; Educational Assistant members vote for EA Chairperson. **Administration cannot be involved in MTEA elections.**

Requirements and Responsibilities of Elected MTEA Building Leaders

Building Representative/Educational Assistant Chairperson

- Building Representatives (BRs) and EA Chairs are the frontline in fighting for the values and positions of MTEA members.
- Ask all non-members to join the MTEA
- Complete a 2 hour MTEA Building Leader Training at the MTEA office in the summer or fall.
- Attend **all** Building Representative Assembly meetings and in the rare event of absence will send a delegate to meetings to represent members in your school/work group. Meetings are held on the second Wednesday of each month at 4:30 p.m. at the Washington Park Senior Center.
- Hold monthly 10-minute member meetings within 7 days of the monthly Representative Assembly to keep all members informed of issues and actions following the RA.
- Be well versed with the MPS handbook. The handbook is a result of decisions between our union and Administration.
- Hold elections for MTEA leaders at your school. Contact MTEA staff for assistance if needed.
- Willingly listen to and advocate for members' concerns and views, while maintaining professional and confidential expectations. BRs and EA Chairs contact MTEA staff when needed to advocate for members and resolve issues with Administration.

Building Committee

- The Building Committee (BC) is the source of member power, leadership and problem solving at each school/department. They engage in problem solving on a regular basis with Administration.
- Building Committees meet monthly as an internal team to discuss urgent member concerns and potential solutions including: # of staff and PD meetings that are necessary for the upcoming month safety and climate, general organization, scheduling of open house and parent-teacher conference days, morale, etc.
- Building Committees must meet monthly with Administration to address urgent concerns and bring proposed solutions that are member driven.
- BC members solicit concerns from members in their school. The BC should offer multiple means by which members can communicate with BC members (i.e., letter in mailbox, personal email, after school meeting). Encourage members to "own" their concerns instead of remaining anonymous, if appropriate.

- All Building Committee members should familiarize themselves with the MPS handbook.
- The Building Committee should post a list of BC members at the school on the MTEA bulletin board in the staff lounge.

***Members may nominate themselves, or colleagues, for any of the above positions.**

This is a member-only activity.

MTEA Building Leader Nominations | April 2018

I, _____, am interested in representing MTEA members at my school or department as a Building Representative.

I, _____, am interested in representing MTEA members at my school or department as an Educational Assistant Chairperson

I, _____, am interested in representing MTEA members at my school or department on the Building Committee. *(Teacher members only)*

I nominate _____ for the position of _____.

***Please turn this sheet in to** _____ **by** _____
(place or person) (date)

The voting for Building Representative(s), EA Chairperson and Building Committee will occur at

_____ **on the following dates/times:** _____
(place)

Ballot for MTEA Building Leaders - Teacher Unit Members

Building Representative - vote for up to _____ people (the number of BRs is determined by the number of members in your building)

- _____
- _____
- _____

Building Committee (vote for up to five):

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Ballot for MTEA Building Leaders – Educational Assistant Members

Educational Assistant Chairperson (vote for one):

- _____
- _____
- _____

Building Committee (vote for up to five):

- _____
- _____
- _____
- _____
- _____
- _____
- _____

School: _____

MTEA ELECTED LEADERS

Check our bulletin board often! Building Representatives and EA Chairs will often post information about our union, upcoming events, and collective action.

Building leaders for the 2018-19 school year are:

Building Representative(s) _____

BR Alternate: _____

EA Chair: _____

Building Committee members:
