To: All BTA Members

From: Bridget Highfill, Election Chair

Re: Declaration of Candidacy – BTA Board of Directors

Nominations are now open for the following offices to the 2023 - 2024 BTA Board of Directors.

- **PRESIDENT**: 2-year term
- **SECRETARY**: 2-year term
- **HIGH SCHOOL DIRECTOR (JBHS)**: 2-year term
- **AT-LARGE DIRECTOR**: 2-year term
  (Representing SPED, FACTS, Mann SE, Magnolia Park)
- **ELEMENTARY DIRECTOR**: 2-year term
  (Eligible candidate must be from one of these sites: Emerson, Jefferson, McKinley, Miller, Stevenson)
- **AT-LARGE DIRECTOR**: 2-year term
  (Representing Monterey High School, Community Day School, Adult School and ILA)

(See reverse side for the responsibilities)

Any active member's name, upon request, shall be placed on the ballot for an office of the Association.
Any active member may be nominated by any other member, with the consent of the nominee.

**DEADLINE FOR FILING:**

**Wednesday, April 12, 2023 5:00 p.m.**

**DECLARATION OF CANDIDACY FOR BTA BOARD OF DIRECTORS**

Date:___________________________ School:_____________________________________________________

Nomination for Office of:____________________________________________________________________

Name of Nominee (please print)________________________________________________________________

Position________________________________________ Years in Burbank__________________________

Autobiography (100 words or less)________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Consent of Nominee: I have carefully considered the duties and responsibilities of the office of
________________________ and hereby accept this nomination. If elected, I will attend all meetings
and carry out those duties and responsibilities necessary for the best interests of the Burbank Teachers
Association.

Signature of Nominee:___________________________________________________________

UPDATED March, 2023
The duties of the Executive Board shall be to:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
7. Adopt the Standing Rules for the Association;
8. Adopt grievance procedures;
9. Direct the grievance activities of the Association; and
10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.

Executive Board members are expected to attend all regularly scheduled and emergency Executive Board meetings and Representative Council meetings as part of their duties. If the Executive Board member is unable to attend, the member must contact the BTA office. If there are more than four unexcused meetings missed or if an elected member is not carrying out duties as listed in the By-laws, the member may face potential forced resignation if the Executive Board votes by a super majority vote. (60% of the Executive Board)