



Burbank Teachers Association
3021 W. Burbank Boulevard, Burbank, CA 91505
(818) 846-1304
www.burbankteachers.org



To: All BTA Members

Date: March 10, 2023

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: _____

The President shall be the chief executive officer of the Association and its policy leader.

The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
7. Call meetings of the Association, Representative Council and the Executive Board;
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council
9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
10. Attend meetings of the Service Center Council of which the Association is a part; and
11. Attend other CTA/NEA meetings as directed by the Representative Council.

The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board, and to the membership when appropriate;
3. Keep an accurate roster of the membership of the Association and of all committees; and
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;

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)