



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



To: All BTA Members

Date: August 8, 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.

- **VICE PRESIDENT: 1-year term to fill vacant seat**
- **TREASURER: 1-year term to fill vacant seat**
- **HIGH SCHOOL DIRECTOR (JBHS): 2-year term**
- **ELEMENTARY DIRECTOR: 2-year term**  
 (Eligible candidate must be from one of these sites: Emerson, Jefferson, Miller, Stevenson, Washington)

(See reverse side for the responsibilities of each position)

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:**

**Friday, August 18, 2023 5:00 p.m.**

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**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) \_\_\_\_\_

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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 Vice-President shall:**

1. Serve as assistant to the President in all duties of the President.
2. Assume the duties of the President in the absence of the President.
3. Be responsible for the formation and distribution of the Association's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

**The Treasurer shall:**

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
4. Be responsible for an annual audit of the books of the Association and for distributing a summary of such audit to the membership;
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law;
6. Provide a Fidelity Bond in a sum of not less than \$1000.00, guaranteeing faithful performance of duty during the full term of office. Such bond shall be issued by an agent or broker appointed by the Board of Directors, and the premium there under shall be payable by the Association.

**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 and grievance processing of the Association, subject to policies set by the Representative Council;
4. Appoint and remove bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve Committee appointments;
7. Remove committee members by a two-third majority vote;
8. Adopt the Standing Rules for the Association;
9. 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)