



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



To: All BTA Members

Date: April 1, 2024

From: Bridget Highfill, Election Chair

Re: Declaration of Candidacy – BTA Board of Directors

Nominations are now open for the following offices to the 2024– 2025 BTA Board of Directors.

VICE PRESIDENT: 2 year term

TREASURER: 2 year term

SECRETARY: 1 year term (to fill vacant seat)

HIGH SCHOOL DIRECTOR (BHS): 2 year term

HIGH SCHOOL DIRECTOR (JBHS): 1 year term (to fill vacant seat)

MIDDLE SCHOOL DIRECTOR: 2 year term

ELEMENTARY DIRECTOR: 2 year term

Eligible candidate must be from one of these schools: Bret Harte, Disney, Edison,
 McKinley, Providencia, Roosevelt

(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 24, 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 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 this audit to the membership; and
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

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 set 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 procedure;
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 that 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)