

Union Structure In The Schools

Roles and Responsibilities

A. The Elected Building Rep is:

1. Representative of the union at the worksite
2. Chair of the UBC
3. Member of the Assembly (The Assembly and the Executive Board are the policy making bodies of the union)
4. Liaison to the UESF staff and leadership
5. Distributor of union materials and information.
6. Able to be released from non-classroom duties to serve as Building Rep (Article 25.2.1)



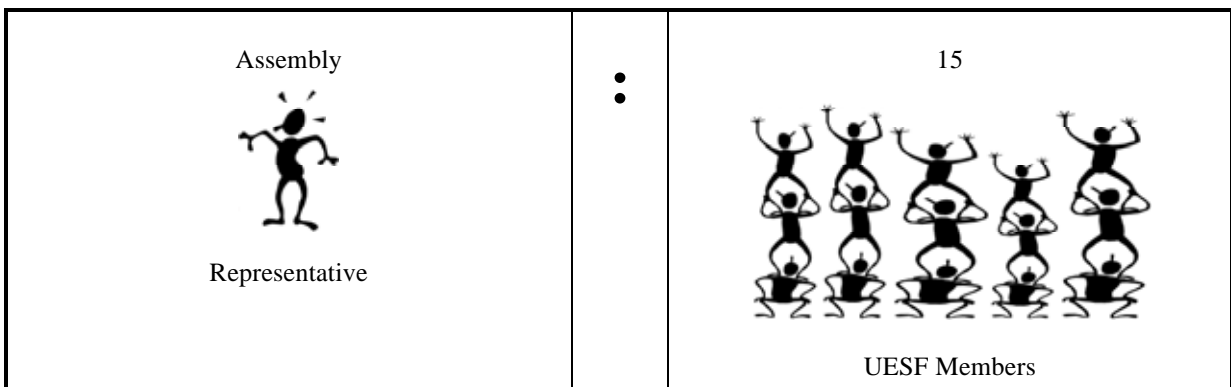
B. Union Building Committee members:

1. Implement and enforce the contracts on site
2. Maintain clear lines of communication between the staff and administration
3. Design and conduct elections of the Building Rep, UBC, and teacher and paraprofessional representatives on any other shared decision making body at the site, such as the SSC
4. Meet regularly with administration to share ideas and information with the goal of achieving consensus and agreement on matters of mutual concern
5. Represent UESF at the site and represent the site to UESF and the District
6. Serve as either members or as alternate members of the Assembly

C. Assembly Members and Alternates

1. Attend monthly Assembly meetings and represent site opinions on issues
2. Lead discussions of union issues and site issues to inform decisions made by the Assembly
3. Report to staff at the site on issues raised, and decisions made, at Assembly meetings

Each school is entitled to 1 Assembly member per 15 UESF members. The Building Rep is automatically an Assembly member. Each other member of the UBC is either a member or an alternate.



Electing Your Union Representative

A. Eligibility to serve and vote

1. The right to serve as Building Representative and on the Union Building Committee and the Assembly as well as the right to vote for these offices is limited to UESF members assigned to a specific school, center, or other unit.
2. Upon request the UESF office will provide the Building Rep with a faculty/staff list showing Union members at the site, both teachers (certificated) and paraprofessionals. The Union's list is based on information from the school district's database and corrections provided by school sites. If there are discrepancies between the Union's list and the actual faculty and staff on site, the discrepancies need to be resolved as quickly as possible.

B. Election Procedures

Election procedures need not be identical at every school or work site, but they must be conducted with integrity. The number of members at sites varies greatly. Size of staff, school traditions, and staff relationships are some considerations that will help decide how to proceed. Nevertheless, there are essential common elements:

1. **Nomination:** Every union member at a school, center or site, teachers and paraprofessionals, must have the opportunity to be a candidate for any and all positions. The opportunity should be made available by the use of a nomination form. There are two generally acceptable approaches to nomination:

- a. **Blanket nomination:** This is the method specified by our UESF Bylaws for elections for union-wide offices. The nomination form says all members are nominated, and calls on members to accept nomination by returning the signed form, indicating the position(s) for which nomination is accepted.

- b. **Open nomination:** Members are given a nomination form that allows a member to nominate himself or herself, or to nominate another eligible colleague. This requires the extra step of assuring that the nominee accepts the nomination. Most schools use this open nomination form.

2. **The nomination process** should not be a passive one. Sometimes the best potential candidates have many demands on their time and energies and need to be personally asked and persuaded that this service is valuable and professionally praiseworthy.

3. **Regardless of the form** of nomination used, it is important that the entire staff recognize this process as fair and legitimate. The desired outcome is a body of respected colleagues, who will be an integral part of the process of shared governance and effective representation of individual and collective concerns.

4. **The size of the Union Building Committee** should suit the needs of the site.

- a. In very small schools, two members in addition to the Building Rep may fully represent the faculty and staff. In larger schools, five, seven, even nine or

more members may be viewed as necessary to adequately represent the constituencies at the site. At some sites the number may be determined by the number of people willing to serve, but, in any case, the members need to be “duly elected.” There is no contractual limit to the size of the UBC. There is only a limit of seven (7) with whom the principal is contractually obligated to meet.

b. **The UESF Bylaws** provide that members at a site may “choose to have a Building Representative for certificated UESF members and a Building Representative for USP members of UESF” elected separately by their respective constituencies. In such a case, both Building Reps are members of the UBC, and the UBC determines its chair. A site that finds this arrangement appropriate will still elect the other UBC members “at large”.

5. **The format of the election** can be established once the number of nominees and the number of open positions is known. Even if the number of nominees equals the number of open positions, a confirming election with paper ballots should be held. If there are more nominees than positions, a secret ballot election is necessary. How rigorously structured an election is depends on the size of the membership as well as the competitiveness of the election. An election committee composed of two or three members who are not candidates should be appointed. The election committee is charged with conducting a fair election that all members will accept as legitimate and conclusive. The most rigorous format is to use the double envelope method. Each member voting signs an outer envelope and seals his/her vote inside a blank inner envelope. The election committee checks off each signed envelope against the membership list before the inner envelope is opened and counted. The UESF office and staff can provide assistance in using this format.

6. **Creating a UBC for the first time:** If a school community has not had a UBC recently, or if there have been massive staff changes, a meeting of all UESF members to establish the parameters for a UBC and the election of representatives to it is the way to get started. The members who attend the meeting will make decisions about the size of the UBC, and will decide the specifics of how the election should be conducted. An election committee of members who will not be running for office should be selected. The election committee will then conduct the election and report the results within the school community and to UESF. After the election the UESF Site Election Reporting Form must be filled out at the site and sent to the UESF office. UESF staff is willing to help.

7. **Assembly Members:** The UESF Bylaws make every member of the UBC either a member or an alternate member of the UESF Assembly. It is the responsibility of each UBC to identify its Assembly members and alternate members in accordance with Article I of the Bylaws. It is not necessary to seek additional candidates for the Assembly. A few large schools will find that they are entitled to an Assembly delegation larger than their UBC. The Bylaws provide for the separate election of Assembly members in these cases. Although major policy questions may not come before the Assembly at every meeting, regular attendance at Assembly meetings allows UBC members to be better informed about district-wide issues, what is happening at other sites, and to report on events at the site.

The Nomination Process

A. UBC role

The UBC can be and should be the most important and influential representative body in the school and be equally recognized by administration and members. The UBC is the collective voice of teachers and paraprofessionals to ensure that teachers and paraprofessionals are involved in the school-wide decision making that affects their work lives and their students' education. The role of the UBC is to ensure that the rights that teachers and paraprofessionals have struggled for over time are not violated.

B. Election Committee role

The election committee should make certain that motivating and informative material accompanies the nomination forms. If electing Building Rep and UBC/Assembly members at the same time, the site election committee may wish to copy Part I of this election kit, "Union Structure in the Schools," and send it along with the nomination form to each teacher and paraprofessional. A copy of the Teacher Contract, Article XXV, "Union Building Committee," may accompany the nomination form. Finally, the nomination form may include a brief statement from the candidates.

C. Mechanics of nomination:

1. Identify two or three members who will not be candidates and who will volunteer to serve as an election committee. Nominations can then be returned to one of those members rather than to the Building Representative or a member of the UBC.
2. Specify the date by which nominations must be turned in.
3. Specify the size of the UBC, hence the number of positions open.
4. Specify the number of Delegate Assembly positions (UESF Bylaws, Article I.c.) and make clear that UBC members will also serve as Assembly members or alternates.
5. Specify that only UESF members are eligible to vote and run for office.



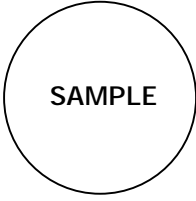
The image shows a rectangular box titled "Nomination Form". Inside the box, there are four horizontal lines, each preceded by a small square checkbox. The first three checkboxes are empty, while the fourth checkbox is checked with a red 'X'. To the right of the fourth checkbox is a small icon of a yellow pencil with a red eraser and a pink band.

UBC Election Process

1. Some questions to decide by the members or the outgoing UBC:
 - How many members should constitute our UBC?
 - How will we ensure that both teachers and paraprofessionals are represented?
 - What will constitute being elected? A confirmation election? A contested election?
 - Should members nominate themselves or themselves and others?
 - How will we report results within our school community?
 - What else do we need to decide before we start the election process?
 - Who will be our election committee? (two or three members who will not run for office)
 - How will the election committee know who is a member of UESF?
2. The election committee then develops a nomination form and sees to it that every UESF member receives it. A date and time for closing nominations will be specified on the form.
3. The election committee then develops a ballot based on the nominations received by the closing date and time. If more people are running than the specified number of UBC members, this will be a contested election. If the number needed or fewer members choose to run, this will be a confirmation election. The election committee will see to it that every UESF member receives a ballot, and that there is a clear deadline for voting. The election committee will determine how they will collect the ballots.

Some things to consider:

- A contested election deserves a double-envelope secret ballot.
 - A confirmation election should allow members to say if they want a particular person to represent them by voting “Yes” or “No” on each individual.
 - There should be printed ballots.
4. The election committee will count the votes, record them, sign, and publish results. The results will then be posted on the UESF bulletin board and ballots will be stored for one year or until the next election cycle.
 5. The election committee will fill out the official UESF Site Election Reporting Form and send it to UESF.



Sample Nomination Form

At a school or site that already has a UBC, a nomination letter and form might look like this.

Month/Day/Year

Dear Colleague:

It is time once again to elect our Building Representative and Union Building Committee (UBC). The UBC has agreed that we will continue to have five members including the Building Rep comprise our UBC. We are also entitled to three members and two alternate members of the UESF Assembly. All UBC members are also members or alternate members of the Assembly. Remember also that the Building Representative will serve on the School Site Council.

All UESF members at our school are eligible to run and to vote for membership on this vital committee. So that we are reminded of the responsibilities of the UBC, I have attached information that I urge each one of us to carefully review.

(signed) UESF Building Rep

Please tear off and return to _____ by _____ (date)

I. You may nominate yourself:

I, _____, am a member of UESF and a candidate for the position checked below.

II. You may nominate another member:

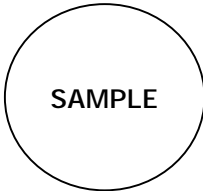
I, _____, nominate _____ for the position checked below. She/he is a member of UESF and will accept this nomination.

Positions: (check one or both)

Building Representative _____

Union Building Committee _____

Sample Ballots



A. Competitive Ballot

At a large school with a competitive election the double envelope method assures both a secret ballot and the integrity of the process.

Ballot										
Voting Instructions:										
1.	Mark your ballot.									
2.	Put it in the small envelope to insure secrecy.									
3.	Put the small envelope inside the larger one; seal it and sign your name.									
4.	Put your ballot in the locked ballot box _____ (clear description of where and by precisely what date and time).									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Union Building Committee</td> <td style="width: 50%; text-align: center;">Building Representative</td> </tr> <tr> <td style="text-align: center;">Vote for not more than _____</td> <td style="text-align: center;">Vote for one</td> </tr> <tr> <td style="text-align: center;">____ Candidate A ____ Candidate C</td> <td style="text-align: center;">____ Candidate X</td> </tr> <tr> <td style="text-align: center;">____ Candidate B ____ Candidate D</td> <td style="text-align: center;">____ Candidate Y</td> </tr> </table>		Union Building Committee	Building Representative	Vote for not more than _____	Vote for one	____ Candidate A ____ Candidate C	____ Candidate X	____ Candidate B ____ Candidate D	____ Candidate Y	
Union Building Committee	Building Representative									
Vote for not more than _____	Vote for one									
____ Candidate A ____ Candidate C	____ Candidate X									
____ Candidate B ____ Candidate D	____ Candidate Y									

B. Non-contested election

If the number of nominees equals the number of positions agreed on, *and* there is only one candidate for Building Rep, this ballot gives members the opportunity to confirm the nominees. Even in this circumstance *some schools use the double envelope ballot.*

Ballot			
Dear Colleague:	Month/Day/Year		
The following Union members have accepted nomination for Union Building Committee. They need to be confirmed by your vote. After casting your vote please place this ballot in Ms./Mr _____'s mailbox no later than _____ (date and time).			
	Nominees	Yes	No
Building Rep:	_____	_____	_____
Union Building Com.	_____	_____	_____
First nominee	_____	_____	_____
Second nominee	_____	_____	_____
Etc. to the number of nominees.	_____	_____	_____

UESF SITE ELECTION REPORTING FORM

Please fill out this form and send it to UESF, 2310 Mason St., San Francisco, CA 94133 or fax it to 956-8374. This form will be the official report for your school for this school year. UESF officers, staff, and members will then know the current union representatives at your site.

School or Site Name _____

Building Representative(s)* _____

*(Some schools elect a teacher BR and a paraprofessional BR or Co-Building Reps)

UBC

Members _____

Please identify the UBC members above who will serve as your representatives to the UESF Assembly with an asterisk (*).

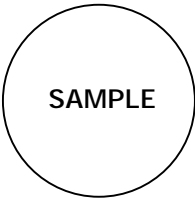
Date of most recent UBC election _____

Election committee members _____

Briefly describe the election process: _____

This form was filled out by _____

Please return this form to the UESF office immediately following the site election. Thank you.



SAMPLE BALLOT:

Adjunct Duties Election

25.2.1 Each school site faculty may choose to determine whether to relieve the site’s Union Building Representative of equitably rotated school site duties under article 7.2.4 in order to accomplish the duties associated with the Union Building Representative position. (Note: Inclusion of home room as a school site duty shall be determined by the site administrator.) This secret ballot shall be conducted by the site UBC — but not the Building Representative—and should be conducted prior to the first student day of instruction. The election tally shall be posted and made available to the site staff, including the administration

Shall the elected UESF Building Representative be released from adjunct duties in order to perform normal union representation?

Yes

No