

ELECTION OF THE BUILDING REPRESENTATIVE and BUILDING COMMITTEE

- Each school/location must have a Building Committee consisting of not more than five (5) teachers from that school/location and may include, in addition, up to one (1) member of each bargaining unit represented by the PFT.
- Election of the Building Representative/Committee takes place during the first full school week in April. Election of the Building Committee shall take place after the election of the Building Representative within the first full week in April.
- The term of office is May 1 thru April 30.

Election of Building Representative

1. The Building Committee shall appoint an Election Committee consisting of three (3) or five (5) members.
2. Candidates for the position of Building Representative shall not be members of the Election Committee.
3. The Election Committee will:
 - a. Notify all PFT members assigned to the building of the upcoming nominations and elections procedures at least one week prior to the election.
 - b. Set the parameters and deadline for nominations of Building Representative candidates.
 - c. Advertise and post the date(s) that the election will be held along with the time and place including when and where ballots will be counted.
 - d. Prepare the ballot.
 - e. Provide a supervised ballot box at a specific location. A membership list must be available and is to be initialed by the voter at the time the ballot is cast.
 - f. Count the ballots on the day of voting at the time and place announced. Candidates and any PFT members may be present at the count. Election shall be determined by the highest number of votes.
 - g. Post the results of the election on the PFT bulletin board.
 - h. Notify the PFT office of the election results.
 - i. Save all ballots and election materials for one (1) year.

4. Voter Eligibility

- a. The following categories are not eligible to vote:
 - (1) School staff who are not PFT members
 - (2) Per Diem substitutes
 - (3) Teachers on Special Assignment
- b. The Election Committee will determine how eligible members who are not in the building on the day of the election will vote.

5. Vacancy

- a. If a vacancy occurs in the position of Building Representative, an election must be held to fill the vacancy.

Election of Building Committee

1. The Building Representative or the Building Committee will establish an Election Committee.
2. Candidates for Building Committee may not serve on the Election Committee.
3. Rules applicable to the Building Representative election apply to the election of the Building Committee.
4. Vacancies that occur shall be filled.

Procedures for Appeal

Appeals of elections must be made in writing to the PFT Regional Staff Representative within five (5) working days following the announcement of the results. The appeal must be by fax or mail (must be postmarked within 5 days).