

## PEA Governance Board/Site Rep Elections

Good morning amazing PEA members! Welcome to the 2024-2025 school year! I sincerely hope that your year is starting strong!

With the new school year comes some new changes to PEA practices, including our new electronic rep elections! We know that members have so much on their plate and rep elections are often put on the back burner. However, our site representatives who also serve as our governance board are some of the most important positions within our organization, so we are trying something new—the office will be conducting elections electronically! Here is what you can expect:

1. Open of nominations: **this email serves to open nominations for the 2024-2025 site rep elections! Any member is eligible to run for site rep.**
2. Nomination survey: below is an electronic survey to nominate yourself or another PEA member to serve as a site rep. Please complete the form by the end of the week as nominations open today and will close on Wednesday, August 14th at 5 pm! Please see the information below as to how many site reps your school or worksite is entitled to as well as the rep/gov board qualifications and duties description below. Note that candidates can provide a rationale for the reason that they should be chosen as site rep which will be provided to staff members in the election survey that will follow.
3. **Electronic Election:** between Aug 15th and August 19th, each member will receive an email with a voting survey to complete by selecting the candidate(s) of their choice (candidate rationales will be provided within this voting link). Voting will be closed on August 23rd at 5 pm.
4. Elected reps and the site staff will be notified of election results no later than Wednesday, August 28th and all elected site reps will receive the invite for the first PEA governance board meeting of the 2024-2025 school year (**to take place the evening of September 5th**).
5. Elected reps will be sworn in at the first governance board meeting on September 5th.
6. Executive board elections (area reps and committee chairs) will also be elected on September 5th at the governance board meeting (to serve a 3 year term).

Those who are nominated are encouraged to introduce yourself to members before the election (on the 19th), but please remember, this cannot be done during your (or your colleague's) instructional time. You may also send your rationale for being elected to your site members, but again, this cannot be crafted or sent during instructional time.

We are so excited to meet with all of our new and returning reps in September! We hope that this new process will alleviate some of the stress surrounding rep elections as well as provide a clear, concise, and easy way for each of our members to choose their representation at their work site! Have a great week and make sure to nominate below!

**Members: Check your work email for the nomination form link!**

### Work Site Rep Allocation (see attached PDF form for your work site allotment):

- Workplaces having 1-20 members are entitled to one (1) AR.
- Workplaces having 21-40 members are entitled to two (2) ARs
- Workplaces having 41-60 members are entitled to three (3) ARs
- Workplaces having 61+ members are entitled to four (4) ARs.

## **Rep Election:**

If the number of nominees is equal to or less than the number of seats entitled, the nominee(s) shall be declared elected. If the number of nominees exceeds the number of seats entitled, a vote shall be taken. Election is by simple majority. If there are multiple seats the top vote getters fill the seats until all vacancies are covered. For example, if you have 3 seats available and 4 nominees, you will vote for up to 3 of the 4 to determine who fills the seats.

## **Rep Duties and Responsibilities:**

- ❖ Must be a PEA member in good standing
- ❖ COMMUNICATIONS AND RELATIONSHIPS ARE KEY!
  - Present a positive image of PEA and our union values
  - Establish open and consistent communication with members
  - Attend monthly Representative meetings
  - Hold 10-minute monthly meetings on site and in a timely manner
  - Introduce yourself as the Building Representative, throughout the school year, especially to new staff
  - Monthly meetings with site administration
  - Actively engage members (incentives, events, invite to member meeting, etc.)
  - Maintain PEA bulletin board with relevant and accurate information
  - Distribute PEA material and information as needed (place in mailbox, etc.)
  - Contribute to open communications with multiple elected building representatives at your worksite, if applicable
  - Maintain a level of confidentiality of members
  - Communicate with other building representatives, assigned Executive Board liaison, PEA Service Unit Directors, and elected Leadership on necessary issues
- ❖ Strengthen Our Union through Membership Power
  - Assist potential members in joining PEA
  - Review and updates member list on monthly basis
  - Develop and maintain a plan for organizational and membership goals at your school
  - Educate members of the PEA organizational hierarchy and organizational chart
- ❖ Member Representation
  - Maintain working knowledge of Teacher, Paraeducator and ESP contracts
  - Know Weingarten Rights
  - Know the Grievance Procedure
  - Represent members in appropriate meetings
- ❖ Contact the PEA Office if you need assistance with anything!
  - 863-533-0908
  - [polk@floridaEA.org](mailto:polk@floridaEA.org)