

# ***CFT/ACPSOP POLICY ON BUILDING REP DUTIES AND ELECTION***

A CFT/ACPSOP representative shall be elected annually, by secret ballot, during the spring by the CFT/ACPSOP members in each school or unit

## **BUILDING REP JOB DESCRIPTION**

- BR attends general membership meetings'
- BR attends August workshop and other BR meetings (3-4/year);
- BR conducts Chapter meetings and speaks for CFT at staff meetings;
- BR organizes the election of the ILT (where this contractually applies);
- BR presents Level One grievances for the building or unit;
- BR recruits non-members to join CFT/ACPSOP;
- BR serves on the ILT.

## **ELECTIONS**

Step 1 – Every member will receive a BR job description with tear-off on the bottom. Any member not interested in being on the ballot will return the tear-off to the BR by a specified date. Otherwise, their name will be listed on the ballot.

Step 2 – BR's will choose one day for election, announce time, date, place of election at least one working day in advance, print ballots listing all members' names who did not return the tear off, provide security for ballots/ballot box, secure two (2) observers for ballot counting and announce the newly elected BR.

Step 3 – CFT/ACPSOP will receive the results from current BR with the signatures of the two CFT/ACPSOP who witnessed the count, certifying the election results.

If an election is contested (more than one candidate seeking the BR position), the chapter may appoint a member (or committee) other than the incumbent BR to conduct the election.

In the event that there is a tie, the names of the tied candidates shall be placed on a second ballot and a run-off will be held by a specified date.

In the event of a challenged election result, an appeal in writing must be received by the Director of Organization within 15 working days of the BR election. The person(s) making the contention, the BR and two witnesses will appear before the current CFT officers to make their arguments. The officers' decision will be final.

Every CFT/ACPSOP member in good standing as of April 1 shall be eligible to vote and to be a candidate for BR.

*Original adopted by membership April, 1983  
Revised and approved February 11, 1987  
Revised and approved October 12, 1988*