



# Lake Elsinore Teachers Association <http://letaweb.com>

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TO: Lake Elsinore Teachers Association Members  
FROM: Patti Kramer-Yates  
LETA, Elections Chairperson  
SUBJECT: LETA Election Announcement and Timeline

The following offices are open in the upcoming LETA Election:

- |    |   |                               |
|----|---|-------------------------------|
| 1. | LETA 2 <sup>nd</sup> Vice President – 2 Year Term | July 1, 2018 – June 30, 2020  |
| 2. | LETA Treasurer – 2 Year Term                      | July 1, 2018 – June 30, 2020  |
| 3. | LETA K-5 Director – 2 Year Term                   | July 1, 2018 - June 30, 2020  |
| 4. | LETA 6-8 Director – 2 Year Term                   | July 1, 2018 – June 30, 2020  |
| 5. | LETA 9-12 Director – 2 Year Term                  | July 1, 2018 – June 30, 2020  |
| 6. | LETA Special Education Director – 2 Year Term     | July 1, 2018 – June 30, 2020  |
| 7. | CTA State Council Representative–3 Year Term      | June 26, 2018 – June 25, 2021 |

If you are declaring to be a candidate for a LETA Director you must have an assignment within that representational category.

If you decide to declare candidacy for an office, please complete the Declaration of Candidacy form on reverse and return to Marla Banks at the LETA Office, 31762 Mission Trail, Suite M., Lake Elsinore. **The Declaration of Candidacy form must be hand delivered by 5:00PM on or before 2/2/18. See reverse, LETA Election Standing Rules, Q. Campaign Materials 1. & 2. for requirements if you choose to submit a statement/biographical sketch by deadline.** You may also access the complete LETA Election Standing Rules at [www.letaweb.com](http://www.letaweb.com), click Resources then go to LETA File Cabinet.

The election timeline is as follows:

- |              |  |
|--------------|--|
| 1/26/18      | Candidacy Form to Members  |
| 2/2/18       | Declaration of Candidacy ( <b>Hand Deliver</b> ) and statement/biographical sketch due at LETA Office by 5:00PM ( <b>Email and Hand Deliver</b> )<br>Campaign begins |
| 2/2/18       | Final date to acknowledge candidates' declaration of candidacy   |
| 2/5-2/27/18  | Ballot preparation   |
| 2/22/18      | Rep Council Meeting–Candidate Forum ( <b>Notification to LETA President prior to meeting</b> )   |
| 3/1-3/2/18   | Ballot Packages sent to sites  |
| 3/5-3/9/18   | Elections at sites   |
| 3/9/18       | Ballot return date   |
| 3/13/18      | Ballots counted  |
| 3/13/18      | Notification to candidates of election results   |
| 3/23/18      | Deadline to challenge election results   |
| 4/23-4/27/18 | Run-off Election   |

# Declaration of Candidacy

I, \_\_\_\_\_ (first and last name), want to be a candidate for the office of \_\_\_\_\_ (specify exact office).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cell # \_\_\_\_\_ Personal E-mail \_\_\_\_\_

**This Declaration of Candidacy form must be hand delivered to the LETA Office, 31762 Mission Trail, Suite M., Lake Elsinore by 5:00PM on or before 2/2/18.**

**If a candidate submits a written statement, it must be delivered by e-mail in an attached Word document prior to the announced deadline. Candidates also shall submit a printed copy of their statement, with their signed Declaration of Candidacy form prior to the deadline to the LETA Office. Candidate statements shall be limited to fifty (50) words, not including the candidate's name and the office sought. All candidate statements shall utilize 12 point Times New Roman font, single spaced. Please submit to: [letaoffmgr@earthlink.net](mailto:letaoffmgr@earthlink.net). (sample below and template on [www.letaweb.org](http://www.letaweb.org)).**

## **SAMPLE CANDIDATE STATEMENT:**

### **John Smith-Grades 9-12 Director**

Please vote for me for Grades 9-12 Director. With a strong interest in an effective association, I am not afraid to advocate for teacher rights. I will represent teachers of all grade levels to the best of my ability. Communication, honesty, effective representation, and a unified association are my goals.

## **Q. Campaign Materials**

1. If a candidate submits a written statement, it must be delivered by e-mail in an attached Word document prior to the announced deadline. Candidates also shall submit a printed copy of their statement, with their signed Declaration of Candidacy form prior to the deadline to the LETA Office. Candidate statements shall be limited to fifty (50) words, not including the candidate's name and the office sought. All candidate statements shall utilize 12 point Times New Roman font, single spaced.
2. Candidate statements shall be printed as submitted and included as supplemental documentation with each ballot with the exception of reformatting by Elections Committee to keep continuity to all candidate statements. No edit to content unless 50 words are exceeded, all content after 50<sup>th</sup> word will be cut.
3. The production and distribution of any campaign materials shall be the responsibility of the candidate.
4. All campaign flyers/materials **MUST** include the following disclaimer, which must be stated verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of the unit, CTA, NEA or any of its affiliates."
5. A candidate shall not utilize the District e-mail system for campaign purposes.