



## Association Representative/ FAC Committee Election Instructions

Please host your PGCEA elections before September 15<sup>th</sup> of each year. A ballot, as well as the Site Faculty Representative and FAC Member List form, used to record the names for PGCEA is included. The PGCEA Elections should include:

To conduct elections, please do the following:

- Notify all Unit 1 members that elections for PGCEA Association Representatives and FAC members at (date/time/place).
- Select at least two staff members who affirm they will not run for a position to conduct the elections (Elections Team).
- Provide descriptions for the Association Representatives and FAC member positions.
  - Inform attendees of how many Association Representatives and FAC members they will be voting for.
- Allow for nominations from the floor for each position. Conduct the Association Representative Election first, as the delegation chair (Head Rep) also becomes the chair of the FAC.
- Conduct the election in the following way:
  - If the number of nominees does not exceed the number of positions available, the voting body can vote 'by acclamation' and consider all candidates as a group. (i.e., "All in favor of those nominated").
  - If the number of nominees exceeds the number of positions available, or if the voting body does not want to consider those nominated as a whole group, please use the voting ballot. Instruct the voting body to tear the ballot in half to make two ballots. List all members for consideration on a board or easel and instruct the voting body to indicate their vote on the ballot. Once the ballot is completed, the two members of the Elections Team will count the ballots and announce the results.
- Once the elections have been conducted, please complete the "PGCEA Site Faculty Representative and FAC Member List" form and submit to PGCEA by email ([contacts@pgcea.org](mailto:contacts@pgcea.org)), fax (301.568.8900), or PONY Mail.

If you have any questions, please contact the Nominations, Elections and Credentials Commission (NECC) via email - [necc@pgcea.org](mailto:necc@pgcea.org).



## PGCEA Elections

### Position Descriptions

#### Association (Building) Representatives/ Association Delegation

- Elected annually at the beginning of each school year.
- **One Association Representative and Alternative per twenty-five (25) PGCEA members** or fraction thereof.
- Must be a PGCEA member in their second year of Association Membership.
- **Must be a PGCEA member to vote.**
- Majority vote of members elects the Association Delegation Chair (Head Building Rep).
- The Association Delegation Chair also serves as Chair of the FAC.
- Association Representatives or their designee/alternates attend all meetings of the PGCEA Representative Council.

#### Faculty Advisory Committee (FAC) Representatives

- Elected annually at the beginning of each school year.
- **One FAC Representative per ten (10) Unit I members** or portion thereof, with a minimum of five (5) FAC Representatives.
- The FAC Chair is also the Association Delegation Chair (Head Building Rep).
- All Unit I members in building/worksite, can vote for and serve as FAC Members.
- **The principal is not a member of the FAC.**
- Chair of FAC or designee shall serve as a representative to the school improvement/planning team.
- FAC Representatives shall convene meetings to address building level, professional concerns of Unit I members as necessary.





## **PGCEA Administrator/Workplace Supervisor Introduction**

Newly elected Association Rep/FAC Chair - Establish the PGCEA presence and set a positive tone in your building/ workplace for this upcoming school year by doing the following:

**1. Introduce yourself to your administrator.**

Make a brief appointment with your principal/worksite supervisor and introduce yourself and your role within PGCEA and in the building among staff.

**2. Explain the role of the Association (Building) Rep and the FAC and how they are selected.**

Your administrator should understand that the building rep is responsible for coordinating PGCEA's activities in the school and can assist members with individual issues as appropriate. The FAC is the body of Unit I members that address school-wide issues and issues that affect more than one person. Inform your administrator that the PGCEA Rep and FAC members are elected in a PGCEA meeting. Let them know that PGCEA meetings will be called this year for a variety of reasons and that while every effort will be made to not conflict with other things happening in the building, there is always the possibility that may occur.

**3. Let your administrator know you look forward to working with them this school year.**

Express that you look forward to working with the administrative team to make the school environment the best it can be. Let them know that the FAC chair, at a minimum, will establish a mutually agreeable, regular meeting time for the school year. Be sure to thank them in advance for their cooperation this coming school year.