

## HART DISTRICT TEACHERS ASSOCIATION

DATE: 4/24/2025

TO: Building Reps. /HDTA Contact Persons

FROM: Todd Henderson, Elections Chairperson

SUBJECT: **HDTA Positions Elections**

Ballots and Voter materials for the local chapter elections are enclosed.

1. ANNOUNCE THE ELECTION AHEAD OF TIME AT YOUR SITE. Allow at least three full days of voting but no more than five. Voting should take place the week of April 28th from Monday to Thursday May 1st. Please have envelopes back to the HDTA Office by 5 pm on Thursday May 1st, 2025.
2. Only HDTA/CTA/NEA members may vote.
3. Each voter gets a ballot and must sign the member list. If there is a voter discrepancy (more ballots than signatures), then the site's vote is null and void. Please verify this process.
4. **Members vote by checking circling names on the ballot.**
  - a. **Place the completed ballot into the large envelope or ballot box.**
5. A roster of members is included for membership verification and needs to be signed in order to verify ballots. Voters can use a pen or pencil on the ballot but their signature must be in pen for legibility purposes
6. Please return the Voter Roster/Sign-in Sheets, all voted ballots, and unused ballots to the HDTA office, 26111 Bouquet Canyon Rd Suite H5, Santa Clarita, no later than **5 p.m. on Thursday May 1st, 2025**.
7. If you have any questions, please email me at [thenderson@hartdistrict.org](mailto:thenderson@hartdistrict.org).

\*Protocol on Double-Envelope Voting for Unit Members who are unable to vote on campus.

- A) Provide the unit member with a single ballot vote
- B) Unit Members will place the completed ballot in a sealed Unmarked envelope.
- C) That envelope is placed in a second envelope with their name legibly written on it; hence Double-envelope voting
- D) Unit Member is responsible for returning Envelope to Site Representative
- E) Site Representative will document receipt of the envelope on the Member List.
- F) Site Representative will remove sealed envelope and place with other votes