

# APPENDIX B

## ASSOCIATED CHINO TEACHERS ~ CTA ~ NEA Recommendation Procedures - School Board Elections

The Association shall have two classifications of recommendations: early friendly incumbent recommendations and regular recommendations. The recommendations shall also apply to non-incumbents.

### **Procedures for early friendly incumbent recommendations:**

1. The Association, when making an early friendly recommendation of an incumbent member of the Board of Education shall consider the incumbent's performance over the previous four years of service based on the following criteria:
  - a) Listens to needs of Association members and responds to those needs.
  - b) Shares concerns with the Association and members about meeting the educational needs of the District.
  - c) Demonstrates support for improvement in the instructional program.
  - d) Attempts to give leadership on the Board to resolve problems fairly and productively.
2. The Executive board of the Association may recommend an early friendly incumbent recommendation to Representative Council. An interview shall not be required for a friendly incumbent recommendation.

### **Procedures for regular recommendation:**

1. Prior to any recommendation the Political Action Committee shall survey the membership to determine their priorities in the School Board election.
2. The Political Action Committee of the Association shall develop a candidate questionnaire, which shall be approved by the Executive Board prior to its use.
3. The Chair of the Political Action Committee shall send a copy of the questionnaire and a letter explaining interview procedures to all declared candidates unless it has been determined that an early recommendation is in the best interest of the Association.
4. The President shall appoint an Association interview team made up of the Association Political Action Committee Chair, the President of the Association and up to seven other members of the Political Action Committee.
5. This committee shall conduct any and all candidate interviews.
6. All declared candidates must be given an opportunity to interview with the interview committee unless the committee has determined, and the Executive Board has approved, that an early recommendation is in the best interest of the Association. However, no candidate may interview if they have not completed the written candidate questionnaire.
7. The interview committee shall establish a numerical rating consistent for all candidates.
8. After interviewing all candidates who qualify, the interview committee shall make a recommendation of "recommend" or "not recommend" for each Board position. This recommendation together with written rationale shall be presented to the Executive Board of Directors who shall then recommend to the Representative Council who shall make the recommendation decision.

### **Early Candidate Recommendation:**

At times it is in the interest of the Association to identify candidates for the Board of Education early (prior to filing). The Political Action Committee may recommend such action to the Executive Board who shall determine if an early recommendation should be made.

1. Interviews should be held as soon as possible and recommendations made to the Executive Board and the Representative Council. This should take place prior to the opening of filing.
2. The same interview process should be followed for the early recommendation as used in the regular recommendation process.