



DETROIT FEDERATION OF TEACHERS

7700 Second Ave., Suite 410 • Detroit, MI 48202 • (313) 875-3500 • FAX (313) 875-3511

Terrence Martin, President

Lakia Wilson-Lumpkins, Executive Vice President

April 4, 2022

Dear Building Representative and School Union Election Committee,

It is time to elect the 2022/2023 Building Representative, Alternate and School Union Committee for your school.

The following materials have been included to help with the election process. They are:

- Notice of nominations for Building Representative, Alternate and School Union Committee
- Nomination Forms
- Notice of date and time of election with nominees for each position
- DFT Bylaws concerning elections
- Candidate and voter eligibility
- Sample ballot
- Building election results form (to be returned to the DFT office)

These materials should be forwarded to your election committee as soon as possible.

Please return the completed form as soon as your election is held, but before May 23, 2022. If a new Building Representative is elected for the 2022/2023 school year, please give the Building Representative Handbook and any other Union materials to the new representative.

If you have any questions, please call the DFT office at (313) 875-3500 during regular business hours of 9:00 a.m. to 5:00 p.m., Monday through Friday.

Fraternally,

DETROIT FEDERATION OF TEACHERS

Terrence Martin

Terrence Martin

President

tmartin@dft231.com

313-689-9015



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Terrence Martin, President

Lakia Wilson-Lumpkins, Executive Vice President

TO: Building Representatives, Alternates, and School Election Committees

FROM: Terrence Martin, President

DATE: April 4, 2022

SUBJECT: Candidate and Voter Eligibility for Building Representatives

Consistent with the Detroit Federation of Teachers' (DFT) policy on candidate and voting eligibility in school or work location elections (Building Representative, Alternate, and School Union Committee), the following classifications are **NOT** eligible to vote or run for Building Representative, Alternate or School Union Committee:

- Substitutes
- Members on Leave of Absence
- Retirees (persons who have retired and returned to work in the Detroit Public School Community District).
- Support Service members who are **NOT** assigned to the building full time.
- Non-DFT Members

If you have any questions, please call the DFT office during business hours of 9:00 a.m. to 5:00 p.m. at (313) 875-3500.

ARTICLE XI

Building Representatives and School Union Committees

Section 1. A Building Representative and Alternate must be elected each May by secret ballot in each school or work location, except if the number of candidates does not exceed the number of positions to be filled, the nominated candidate(s) shall be elected by acclaim. The term of office shall be for one year beginning in September. Temporary employees or other itinerant members assigned to a building shall not serve as Building Representative, Alternate, School Union Committee, or School Election Committee member. (Adopted November 10, 1994).

(a) Qualifications

Candidate(s) must be a DFT member for at least one (1) school year preceding the election, except as otherwise approved by the Executive Board. (Adopted Feb. 12, 1998. Amended Dec. 9, 2010).

(b) Duties

1. He/she shall be Chairman of the School Union Committee in the school.
2. He/she or his/her designee shall attend regular city-wide membership meetings.
3. He/she or his/her designee shall conduct Union meetings in the building once a month after regular membership meetings. He/she shall call additional meetings in the building at his/her discretion or at the request of thirty percent (30%) or more of the members in his school or work location.
4. He/she shall assist members in initiating grievances upon request, and shall forward copies of formal grievances to the DFT office, except in personal grievances where the aggrieved party requests the DFT office to designate a representative.
5. He/she or his/her designee shall conduct Union elections and referenda.
6. He/she or his/her designee shall distribute official Union materials.
7. The Alternate shall act as Building Representative if the representative is absent or temporarily unable to serve. He/she shall assume such of the above duties as are assigned by the Building Representative.

Section 2. If the Building Representative transfers, retires, resigns, or goes on leave, the Alternate shall act as Building Representative until a new election can be held which shall be within twenty (2) school days. Upon presentation of a petition signed by thirty percent (30%) of more of the members at a work location, a School Union Election Committee shall conduct a new election for Building Representative, except that a new election shall not be held within ninety (90) days of a previously held election initiated by petition.

Section 3. A School Union Committee shall be elected each May by secret ballot in each school or work location, except if the number of candidates does not exceed the number of positions to be filled, the committee members may be elected by acclaim.

(a) There shall be no fewer than three (3) or more than seven (7) members on the committee, except in schools with more than 100 on the teaching faculty.

(b) Each committee member must have at least one year's experience as a teacher in the school system, be a member of the bargaining unit, be a member of the DFT for at least six (6) months preceding the election, and be on the faculty of the school for at least one semester or the equivalent, except as otherwise approved by the Executive Board.

(c) Executive Board members are ex-officio members of the School Union Committee in the schools where they teach. They will have no vote unless they have been elected as members of the committee.

(d) The School Union Committee should meet monthly with the principal to discuss school problems and policies. Conclusions reached at such meetings shall be reported to the faculty.

(e) The School Union Committee should not serve as a grievance committee on personal grievances.

(f) Vacancies on the School Union Committee shall be filled by election among the Union members in the school within twenty (20) school days after the vacancy occurs.

Section 4. An Election Committee shall provide for nominations, distribute ballots, count votes, and certify the election of Building Representatives, Alternates and School Union Committees.

(a) Members of the School Election Committee shall not be candidates for election.

(b) Each candidate shall have the right to appoint one (1) member of the school chapter to serve on the School Election Committee. The Building Representative shall assign other members to assure a committee of at least three (3) members, except in small buildings.

(c) Notice of the time and place of the election and vote count shall be posted on the Union bulletin board at least five (5) school days prior to the election.

(d) Each candidate may have a challenger present (or act as his/her own challenger) at the vote count.

(e) Results of the election shall be posted on the Union bulletin board and a copy sent to the Union office immediately.

Section 5. Election Grievances

(a) Any grievance concerning the election should, if possible, be settled between the parties concerned or by the school chapter.

(b) Failing this, the Union president or his/her designee may be requested to mediate a solution with the parties.

(c) In the event of an election grievance, members of the chapter may, under Section 2(b) of this Article, initiate a petition for a new election with or without action under (a) and (b) above.

(d) The Executive Board may, by majority vote, call for a new election under Section 2(b) of this Article.

NOMINATION FORM

I nominate _____ for the following position:

- Building Representative
- Alternative Representative
- School Union Committee

Please Note:

You may run for only one (1) office

Signature: _____

Date: _____

ACCEPTANCE

I am eligible to run for office and accept the above nomination.

Signature: _____

Date: _____

opieu42aficio

NOMINATION FORM

I nominate _____ for the following position:

- Building Representative
- Alternative Representative
- School Union Committee

Please Note:

You may run for only one (1) office

Signature: _____

Date: _____

ACCEPTANCE

I am eligible to run for office and accept the above nomination.

Signature: _____

Date: _____

opieu42aficio

**Detroit Federation of Teachers
Building Representative, Alternate and
School Union Committee**

NOTICE OF NOMINATIONS

Nominations are now being accepted for Building Representative, Alternate and School Union Committee for the 2022/2023 School Year.

Nominations Open:

(Date)

Nominations Close:

(Date)

Please fill out nomination forms completely and return them to the School Election Committee before close of nominations.

DETROIT FEDERATION OF TEACHERS
Building Representative Election Notice

School: _____

Date of Election: _____ Time: _____

Place of Election: _____

Building Representative Nominees

Union Committee Nominees

Alternate Representative Nominees

This notice must be posted five (5) days prior to the election.

DETROIT FEDERATION OF TEACHERS

Building Representative, Alternate, and School Union Committee Election
Ballot

School: _____

Building Representative _____

Alternate _____

School Union Committee

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

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DETROIT FEDERATION OF TEACHERS

Building Representative, Alternate, School Union Committee Election
Ballot

School: _____

Building Representative _____

Alternate _____

School Union Committee

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

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**DETROIT FEDERATION OF TEACHERS
BUILDING ELECTION RESULTS
2022 - 2023**

**FAX this form to
(313) 875-3511**

Please Print

SCHOOL _____ **SCHOOL PHONE** _____

Building Rep Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

Alternate Rep Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

SCHOOL UNION COMMITTEE:

1. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

2. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

3. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

4. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

5. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

6. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

7. Name _____ **File No.** _____

Address _____ City _____ Zip _____

Home Phone _____ Home email _____

This form must be filled out and returned to the DFT Office as soon as election is held.