

**Edmonton District**

**ATA 2024  
by-election**

**CANDIDATES' HANDBOOK**



The Alberta Teachers' Association

[www.teachers.ab.ca](http://www.teachers.ab.ca)



## INTRODUCTION

# INTRODUCTION

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This handbook outlines the requirements and procedures for the Edmonton District Provincial Executive Council (PEC) by-election.

PEC by-elections are conducted when a vacancy occurs in the district representation on the Provincial Executive Council or in the office of the president or vice-president and is governed by the following policy:

- General Bylaws of the Association ([GeneralBylaws.pdf \(teachers.ab.ca\)](#)) 3(1)–4(2) and 49–77(7)
- ATA Administrative Guidelines 10–12
- ATA Election Rules
- *Teaching Profession Act* 5(1), 5.1(1–2), 6 and 7

All documents can be viewed or downloaded from the [ATA website](#) through the PEC by-elections quick link.

ATA members interested in running in a PEC by-election are encouraged to thoroughly review the information in this handbook. Please pay special attention to the timelines outlined on the last page of the handbook.



## ATA ELECTION CONTACTS

### **Dave Matson**

Returning officer

Direct: 780-447-9420

E-mail: [dave.matson@ata.ab.ca](mailto:dave.matson@ata.ab.ca)

### **Sudeep Dua**

Administrative officer

Direct: 780-447-9454

E-mail: [sudeep.dua@ata.ab.ca](mailto:sudeep.dua@ata.ab.ca)

Both can be reached at Barnett House in Edmonton at 1-800-232-7208 or by fax at 780-455-6481.

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**BEFORE YOU SEEK NOMINATION**

# BEFORE YOU SEEK NOMINATION

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- About PEC
- Considerations
- About Edmonton District
- Are You Eligible?
- 2024 PEC By-Election Schedule

## About PEC

### 1. What is PEC?

Provincial Executive Council (PEC) is the 20-member executive committee responsible for directing the business of the Association.

### 2. Who forms PEC membership?

PEC includes five table officers (ATA president, two vice-presidents, past president and executive secretary) and 15 district representatives. With the exception of the past president and the executive secretary, all positions are elected.

### 3. When do they meet?

PEC convenes for two-day meetings eight months out of each school year. Additional meetings are called when necessary to address emergent issues.

### 4. Where are meetings held?

Meetings take place in PEC chambers at the Association's Barnett House building, in Edmonton. Virtual meetings are held when safety or expediency need to be prioritized.

### 5. What is the term of office?

The term of office for all elected PEC positions is two years, starting July 1 in the year of a general election. The term in progress is from July 1, 2023, to June 3, 2025.

[For the Edmonton District by-election, the term of office will be effective November 1, 2024 \(if only one nomination is received\) or December 13, 2024 \(if there is a contested by-election with two or more candidates\). The term concludes June 30, 2025.](#)

# Considerations

The business of the Association is determined at its Annual Representative Assembly (ARA), at which more than 400 teacher delegates, representing all 55 ATA locals debate and vote on resolutions related to policy and budget. Between meetings of the ARA, PEC meets to develop direction for the business prioritized by ARA delegates on behalf of the Association's more than 50,000 members. Significant commitment is required of PEC members, for which they are compensated.

## ROLES AND RESPONSIBILITIES

### All PEC Members

- Meet as a council at least eight times each year.
- Identify and gather information on issues affecting teachers and the teaching profession through various means, including but not limited to
  - service on internal and external committees, boards and specialist councils and through their work with other education stakeholder organization and groups;
  - information and recommendations put forward in report form by Association program areas, committees and representatives who serve on external boards, councils and committees; and
  - participation in meetings with government officials and staff.
- Work together to provide direction to the Association in terms of objectives, priorities and high-level strategy.
- Contribute to the development of the Association budget and fee-related resolutions on which ARA delegates vote.
- Serve on internal and external committees, specialist councils and teachers' convention association boards.
- Participate in professional development and preparations fundamental to the responsibilities of governing the teaching profession.
- Participate in decisions related to Association staff selections.
- Are accountable to the ATA membership.

### Table Officers

The ATA president and vice-presidents, in addition to the past president and the executive secretary, form the Association's Table Officers' Committee (TOC), which meets regularly throughout the year. In addition to other duties, this group (some members or all, depending on the circumstances) meets with the minister of education, government standing committees, the official opposition and other opposition, and other education stakeholders (such as the Alberta School Boards Association and Alberta School Councils' Association).

## **ATA President**

In addition to being a PEC and TOC member, the ATA president also is

- PEC and TOC chair;
- official spokesperson for the Association;
- chief representative of the Association in dealings with provincial and national education stakeholders (for example, the Government of Alberta or the Canadian Teachers' Federation);
- chair of the Teacher Salary Qualifications Board; and
- an ongoing support to district representatives.

## **ATA Vice-Presidents**

Additional responsibilities of the two ATA vice-presidents include but are not limited to

- alternating months as deputy president;
- serving on committees and, specifically, chairing the Association's finance or resolutions committees;
- representing the provincial association at local events; and
- complementing the role of district representatives in communicating to members at the school level.

## **District Representatives**

As part of their responsibilities as PEC members, district representatives

- present the views of individual teachers and ATA locals in their geographic district to the Association;
- represent specialist councils on matters requiring action or decisions by PEC;
- familiarize themselves with the activities of ATA locals in their geographic district and communicate ATA policy and activities to teachers who are members of the ATA locals in their geographic district; and
- attend Council of School Representatives (CSR) meetings hosted by ATA locals in their geographic district.

## **REMUNERATION**

The Association enters into agreements with school boards to ensure that elected candidates have the time needed to serve in their positions and conduct PEC-related functions. It negotiates full-time release for the president and up to 100 days of release time for the vice-presidents and district representatives.

In addition to the release time, PEC members are also provided with honoraria and expense coverage related to PEC meetings and other related duties and activities.

## **TIME COMMITMENT**

Regular monthly meetings of PEC are typically scheduled for a Thursday and Friday, during the day. A portion of the duties identified in Roles and Responsibilities involves work that must occur after school hours and on weekends to accommodate teachers' schedules.



# About Edmonton District

The Edmonton District is represented by one district representative and has more than 3,200 teachers, which are employed by a total of five school jurisdictions and belong to five correlating ATA locals.

School Jurisdiction	ATA Local
The Elk Island Catholic Separate School Division	Elk Island Catholic Teachers Local No 21
The Elk Island School Division	Elk Island Local No 28
The Greater St Albert Roman Catholic Separate School Division	Greater St Albert Local No 23
The St Albert School Division	St Albert Public Teachers Local No 73
The Sturgeon School Division	Sturgeon Local No 27

## Are You Eligible?

All active and associate members who are not receiving an Alberta Teachers' Retirement Fund pension are eligible to run in the PEC by-election in their geographic district, as outlined below. Substitute teachers become active members upon first employment of each school year; their active status terminates at the end of the school year or when they are no longer on the substitute roster.



Associate members are individuals who have had associate membership granted to them by the Association upon application and payment of applicable fees. Examples of associate members include, but are not limited to, teachers employed by the Government of Alberta, members of faculties of education at Alberta universities and teachers in schools within the province of Alberta operated by the Government of Canada.

For more information on membership, please visit [teachers.ab.ca](https://teachers.ab.ca).

### WHERE YOU CAN RUN

The ATA local with which a candidate for district representative is affiliated determines the geographic district in which they can run.

If you are not employed by a school division, you do not have any affiliation with a local—as is the case with many associate members. In this instance, the geographic district in which you can run is determined by the school jurisdiction operating in the town or city of your residence.

Find out where you can run from the quick link on [teachers.ab.ca](https://teachers.ab.ca).

**SCENARIO 1—You are a teacher employed by the St Albert School Division, making your membership status *active*.**

Active members employed by St Albert School Division form the membership of St Albert Local No 73.

St Albert Local No 73 is within the Edmonton District geographic district.

You can run for the position of Edmonton District district representative.

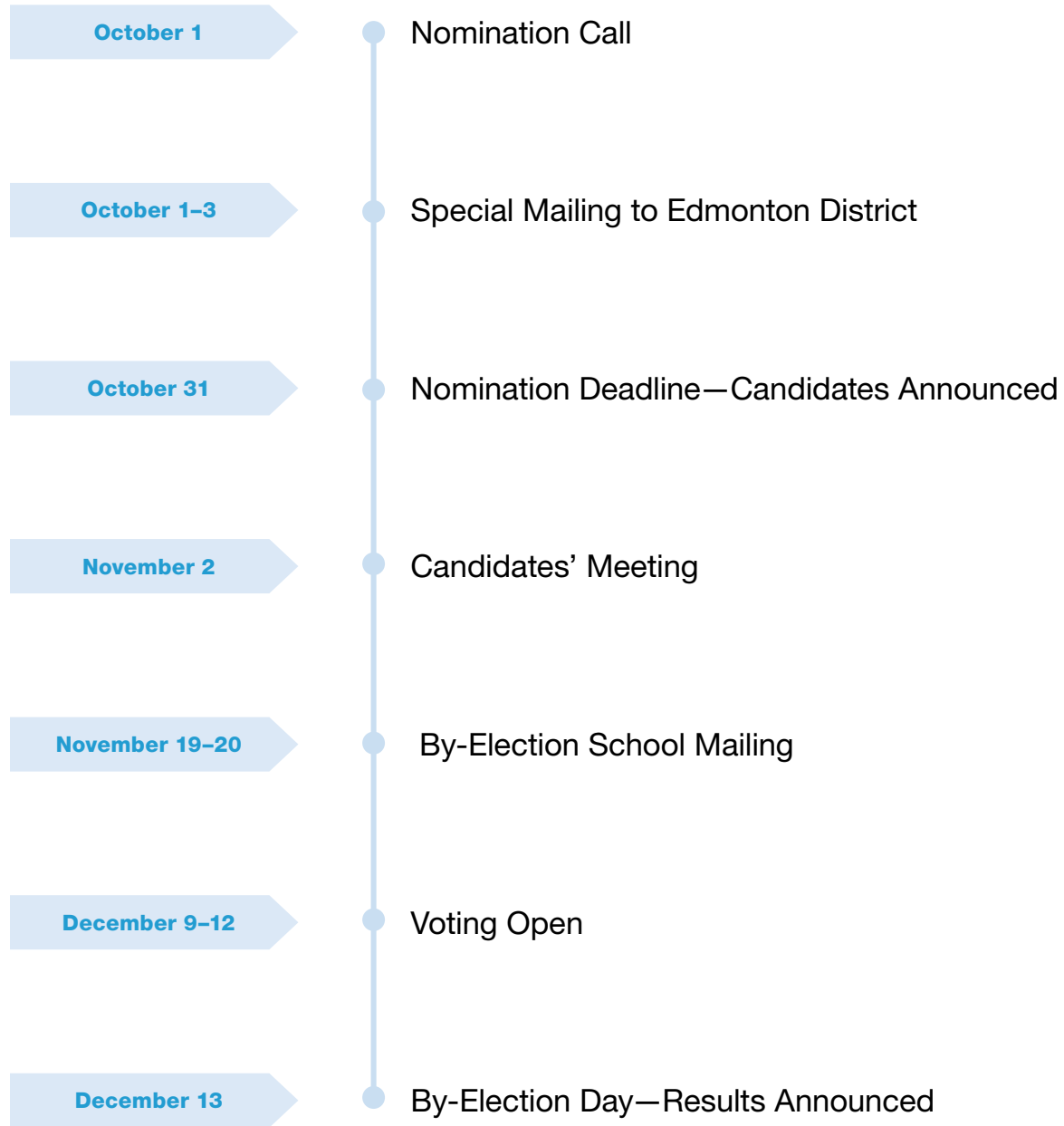
**SCENARIO 2—You are a teacher employed by the University of Alberta. If you have chosen to be an ATA member, your membership status is *associate*.**

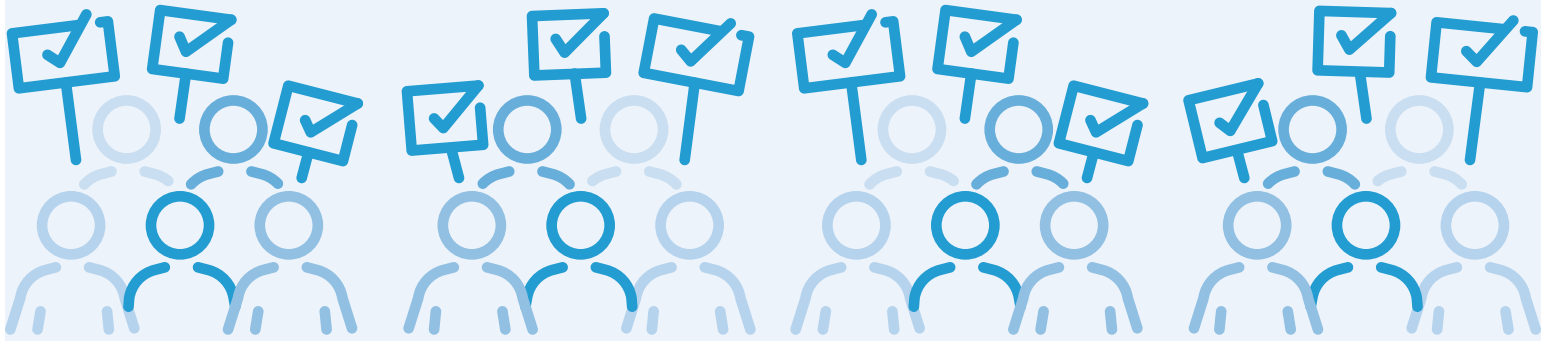
Your employer has no affiliation with an ATA local, making where you reside the determining factor in where you can run as a candidate for district representative.

You live in Fort Saskatchewan, where the Elk Island Public and Elk Island Catholic school jurisdictions operate. Their teachers belong to either Elk Island Local No 28 or Elk Island Catholic Teachers Local No 21, which are within the Edmonton District geographic district.

You can run for the position of Edmonton District district representative.

# 2024 PEC By-Election Schedule





**NOMINATION INFORMATION**

# NOMINATION INFORMATION

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## Candidate Registration

Candidates must register to run in PEC by-elections. Registration allows the Association to directly communicate updates and instructions to candidates throughout the by-election cycle. It also confirms their eligibility for the by-election-related support described in the ATA Assistance to Candidates section of this handbook.

Candidates may register at any time between October 1, 2024, and the nomination deadline on October 31, 2024.

Find the candidate registration form through the PEC by-elections quick link on the [ATA homepage](#).

## Nomination Deadline

The nomination deadline is the set date by which all candidates must submit their list of nominators and their nomination acceptance forms to the Association. Nominators are active or associate ATA members eligible to vote in the geographic district of the candidate.

### NOMINATION FORMS

Candidates in the 2024 PEC Edmonton District by-election will have two options for securing their nomination: the traditional method of collecting a hard-copy list of nominators, or a convenient online form for individual nominators to complete and submit. Candidates must secure the support of at least 25 nominators.

It is recommended that all candidates obtain extra nominators in case some of their nominators cannot be verified as eligible nominators.

#### Online Nomination Form

Once a candidate registration form has been received by the elections administrative officer, a custom nomination form will be provided to the candidate to share with nominators. Eligible candidates will be able to share this link with eligible nominators to individually sign on as nominators of the candidate.

#### Hard-Copy List of Nominators Form

Candidates should make sure all fields on this form are completed in a legible manner by their nominators to minimize issues with the validation of their nomination.

#### Nomination Acceptance Form

Nomination acceptance forms must be completed by the candidate and signed by a witness. Find all nomination forms through the PEC by-elections quick link on the ATA homepage.

Regardless of which of these two options a candidate chooses, the Association must receive the Candidate Registration Form, at least 25 eligible nominators for the candidate, and the Nomination Acceptance Form by the nomination deadline of 1700, October 31, 2024. In addition, it is recommended that candidates submit their list of nominators well in advance of the deadline in the event they need additional nominators.

**Documents received after 1700, October 31, 2024, will not be accepted by the Association.**

## **Candidates' Meeting**

All candidates in contested races (that is, races with more candidates running than open positions) are required to attend a virtual meeting hosted by the returning officer. The meeting will focus on establishing a common understanding of the by-election rules and answering any questions candidates may have.

The candidates' meeting for the Edmonton District PEC by-election will be on Saturday, November 2, 2024.



**ATA ASSISTANCE TO CANDIDATES**

# ATA ASSISTANCE TO CANDIDATES

The ATA provides certain forms of financial and promotional assistance to candidates.

## Financial Assistance

- Basic Grants
- Grant Advances
- Travel Expense Coverage

### BASIC GRANTS

All registered candidates are eligible for a basic grant, which is payable in full to candidates after they submit their expenses at the end of the by-election. The grant helps candidates cover the cost of campaign promotion, including expenses for producing campaign materials such as posters, website hosting and social media ads.

Category	District Representative
Acclaimed Candidate	\$500
Contested Candidate	\$2,000

### GRANT ADVANCES

Candidates may request 50 per cent of their basic grant amount in advance. The deadline to submit for the grant advance is November 14, 2024. Requests must be e-mailed to the administrative officer and be accompanied by receipts, quotes or invoices confirming expenditures made or pending.

### TRAVEL EXPENSE COVERAGE

Contested candidates are reimbursed for travel, accommodation and release time that is connected to by-election and campaign activity. Receipts or paid invoices are required for all expenditures claimed, except in the case of kilometers traveled.

Activity	District Representative
Candidates Meeting (if in person)	<ul style="list-style-type: none"><li>• Covered by the Association</li><li>• 45 cents/km</li><li>• Reasonable accommodation</li><li>• Release time</li><li>• Parking expenses not included, but candidates may cover them using their basic grant</li></ul>
Forums (if in person)	Same as above (up to one forum per local)



# Promotional Assistance

Throughout the PEC by-election cycle, the Association generates awareness of the by-election and supports candidates in their campaign efforts with the following tools and tactics:

- Official PEC candidate logo
- Designers' tip sheet
- By-election promotion and candidate participation
- Mailing labels or addressed envelopes

## OFFICIAL EDMONTON DISTRICT PEC CANDIDATE LOGO

The official Edmonton District PEC candidate logo is available to candidates who want voters to instantly recognize their campaign materials as belonging to an Edmonton District PEC by-election candidate.

Access the files through the quick link on the [ATA homepage](#).



## DESIGNERS' TIP SHEET

To help candidates in the development of their campaign collateral, the Association has put together a tip sheet outlining basic guidelines for effective design.

Access the files through the quick link on the [ATA homepage](#).

## BY-ELECTION PROMOTION AND CANDIDATE PARTICIPATION

The Association promotes awareness of the by-election through its traditional and social media channels (for example, Association publications, website, social media and school mailings).

Candidates are presented with a variety of opportunities to support the promotion of the Edmonton District PEC by-election and are required to respond to requests from the Association for various items, information and participation.

Requests the Association makes of Edmonton District PEC by-election candidates are detailed below, and the respective deadlines are stated in the Timelines and Deadlines section.

### Announcement of Candidates

Upon the close of nominations, the Association will announce all candidates for the Edmonton District PEC by-election on its website and in the *ATA News*.

Each candidate is asked to submit a headshot photo that is consistent with the by-election rules to accompany the announcement.

Photos must be submitted to the by-elections administrative officer by e-mail at [elections@ata.ab.ca](mailto:elections@ata.ab.ca) in a digital format such as JPEG or TIF. The preferred graphic specifications are two by three inches in size and 300 dots per inch (dpi) resolution.

## **Candidate Biographies and Platforms**

All candidates are asked to submit a brief biography and campaign platform summary for publication in the *ATA News* and on the Association website to ensure that all members have access to information on which they may base their votes.

Rules for biography and campaign platform submissions are as follows:

- Biography and platform are to be contained in a single MS Word file.
- Candidates' biography and platform must be a maximum of 300 words.
- Word count is determined by the word count function available in MS Word.
- All submissions are edited by the Association for spelling, grammar and length, as required.

Candidates are to e-mail submissions to [elections@ata.ab.ca](mailto:elections@ata.ab.ca).

The deadline to submit headshots, biography and platform is 1700 on Wednesday, November 6, 2024. Documents received past this deadline will not be published by the Association.

## **Campaign Speech Videos**

As with the publication of biographies and campaign platforms, the campaign speeches afford all members access to information on which they may base their votes.

### **Guidelines**

- Recordings must be submitted to the Association by 1200 on Friday, November 8, 2024. Recordings received after this time will not be published by the Association.
- Speeches must not exceed five minutes in length. The timing of the video begins when the candidate begins to speak. If your video begins with graphics, the timing begins at the first frame of your submission.
- The Association logos must not appear anywhere in your video.
- Videos must be in the MP4 or MOV format.
- Videos must be filmed in landscape mode.
- Instructions to upload the video will be e-mailed to candidates.
- Candidates will be provided with the YouTube link to their campaign video.

## **School Mailing of Campaign Materials**

School mailings are ATA-coordinated mailings that go to all school districts in the province. The Association covers the cost of *one* school mailing of candidate campaign materials.

Participation by candidates in the school mailing is optional, and the following guidelines apply:

- Materials must be delivered to the Association, prepared for packaging in a 9-inch by 12-inch envelope. No folding, stapling or other services are provided to candidates by the Association.
- Candidates may submit a *maximum of two items* for mailing.
- Required print quantities can be found through the quick link on the [ATA homepage](#).
- Campaign materials for the school mailing are required to be received by the Association by 1600 on Wednesday, November 13, 2024. Any campaign materials received by the Association after this date will *not* be distributed through the school mailing.

School mailings are based on the following formula:

- One set of materials for schools with 1–15 teachers
- Two sets of materials for schools with 16–35 teachers
- Three sets of materials for schools with 36 or more teachers

Costs of delivering campaign materials to Barnett House are reimbursed to candidates upon submission of relevant invoices to the by-elections administrative officer and are not charged against the candidate's grant amount.

### **Election Forum**

Once candidates in the 2024 Edmonton District PEC by-election are confirmed, there will be opportunities for candidates to participate in a by-election forum. This will provide candidates in contested races with a formal opportunity to engage with ATA members and campaign for votes.

Details on the forum will be communicated by e-mail to candidates.

### **MAILING LABELS OR ADDRESSED ENVELOPES**

By request and for a cost, the Association will supply candidates with their choice of either mailing labels or addressed envelopes for the purpose of mailing campaign materials to any or all of the following groups:

- Local presidents
- School representatives
- Associate members
- Active members on leave of absence

The deadline to submit the request for either mailing labels or addressed envelopes is 1200 on Wednesday, November 6, 2024. Any requests submitted after this date will not be accommodated. Postage and processing required to mail items is the responsibility of the candidate. Costs for labels and envelopes, along with approximate mailing quantities by geographic district, can be found through the quick link on the [ATA homepage](#).



## **BY-ELECTION RULES**

# BY-ELECTION RULES

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By-election rules regulate campaigning, campaign financing and financial reporting. The returning officer is responsible for ensuring fair application of the rules, and at any point during the campaign period, may use their discretion to add, delete or modify the rules.

Refer to the [General Bylaws of the Association](#), sections 75–77, for information on the administration of these rules.

## Campaigning

### GENERAL PROVISIONS

1. The campaign period is defined as the days between the nomination deadline and the fixed by-election date.
2. Candidates, when campaigning, shall conduct themselves in a manner consistent with the Code of Professional Conduct for Teachers and Teacher Leaders and section 225.4 of the *Education Act*.
3. Incumbent members of PEC are not to use Association stationery or business cards in any way to promote their campaign.
4. Association logos are not to be used on any campaign materials, including headshots and by-election videos. This includes items such as lapel pins in photographs or videos.
5. Candidates shall have their campaign materials vetted by the returning officer before they are produced.
6. Distribution of campaign materials in *any form prior to* the validation of candidates on the nomination deadline is prohibited. Candidates are, however, permitted to make a single announcement on social media of their intent to run for office once their nomination package has been received and validated by the Association.

### CAMPAIGNING AND EVENTS

7. Regional forums for candidates shall be organized by the Association and scheduled on dates after nomination day and before voting opens.
8. An Association subgroup inviting a candidate to *any type of event* it sponsors during the campaign or voting periods is required to extend the same invitation to all candidates running for the same position.
9. Incumbent candidates performing official duties at provincial or subgroup conferences or meetings are to be introduced by their current title without reference to the campaign they are engaged in. This applies to the periods preceding and following the close of nominations.
10. Campaigning and the distribution of campaign promotional material shall not take place in the meeting room where provincial ATA or subgroup conferences or meetings are held. These activities may occur in the areas outside the meeting rooms.
11. Campaign materials of any type (including standard posters, stand-alone or pull-up posters, and stickers) shall not be posted at venues hosting provincial ATA or subgroup conferences or meetings.

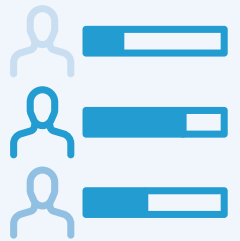
## Campaign Financing

1. Campaign contributions from Association subgroups (locals, specialist councils and teachers' convention associations) are prohibited.
2. Campaign contributions from school boards or other organizations having a political or financial interest in the Association or any of its local associations are prohibited.

## Financial Reporting

1. All candidates shall, within 30 days of the fixed by-election date, submit a financial statement accounting for all campaign contributions and expenses.
2. Contributions are to include all self-funded and in-kind contributions, including a list of contributors donating more than \$100.
3. Expenses are to be itemized into the categories determined by the Association.
4. Requirements related to financial reporting apply to any campaign contributions received and expenditures incurred prior to and following the official campaign period.
5. The financial statements of all candidates shall be posted to the Members Only section of the Association website, following the deadline for financial statement submissions, for a period of 60 days.

View or download the by-election rules and other policy governing PEC by-elections through the quick link on the [ATA homepage](#).



## **VOTING**

### **BY-ELECTION DAY**

### **TIMELINES AND DEADLINES FOR CANDIDATES**

## VOTING

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Voting for the 2024 Edmonton District PEC by-elections is conducted online. Eligible ATA members who wish to vote must have an online ATA account.

Voting in the Edmonton District PEC by-election will be conducted December 9–12, 2024.

Find more information on voting through the quick link on the [ATA homepage](#).

## ELECTION DAY

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The Edmonton District PEC by-election result will be shared with the public on Friday, December 13, 2024.

## Notification of Results

The tabulated voting results are delivered in the form of a password-protected e-mail to the returning officer by the third-party vendor contracted to manage and host the voting platform for PEC by-elections.

## Scrutineer Option

Candidates may participate as a scrutineer upon the close of voting and observe the returning officer accessing the e-mail containing the results. They may also appoint a designate to attend in their place. Candidates choosing this option

- must advise the by-elections administrative officer on or before December 11, 2024, and
- are responsible for any and all costs incurred to do so.

## Appeals

Candidates have up to 14 days after the by-election results are announced to submit an appeal of their results to the Association's executive secretary.

For details on the appeal process, see section 71 of the Association's General Bylaws.

View or download policy governing PEC by-elections through the quick link on the [ATA homepage](#).



# TIMELINES AND DEADLINES FOR CANDIDATES

Candidates should keep this document for reference until the by-election concludes. All e-mails should be sent to elections@ata.ab.ca.

Candidate Responsibility	Deadline
Register as a candidate using the online registration form	*** See notes
Notice of nomination call and nomination deadline published on Association website	2024 10 01
Special mailing for nomination call package sent to ATA school representatives in the Edmonton District region	2024 10 01–3
Notice of nomination call and nomination deadline published in <i>ATA News</i>	2024 10 08
Submit nominations to the returning officer by 1700 on the nomination deadline	1700, 2024 10 31
Announcement of candidates published on Association website	2024 11 01
Attend the candidates' meeting	2024 11 02
Deadline to submit request to the administrative officer for labels or envelopes for purposes of mailing campaign materials to eligible voting members not in schools	1200, 2024 11 06
Submit headshot photo, biography and platform to the administrative officer	1700, 2024 11 06
Confirm intention to attend forum(s) with the administrative officer	2024 11 06
Deadline for submission of candidate speech videos to administrative officer	1200, 2024 11 08
Publication of candidate headshot, biography and platform on Association website	2024 11 08
Campaign videos of candidates for district representative posted on Association website	2024 11 13
Deliver campaign materials to the attention of the administrative officer at Barnett House for inclusion in school mailing (if participation confirmed)	1600, 2024 11 13
Deadline to submit request to the administrative officer for advance on campaign grant	2024 11 14
Publication of candidate biographies and platforms in <i>ATA News</i>	2024 11 19
School mailing of campaign materials and voting instructions to Edmonton District	2024 11 19–20
Online voting opens	0800, 2024 12 09

Deadline to e-mail the administrative officer as to whether you or appointed scrutineer will attend delivery of results	2024 12 11
Online voting closes	1700, 2024 12 12
Results of vote provided to Scrutineer Committee by third-party voting systems agent	2024 12 12
Results, with vote count, published on Association website and shared via social media	2024 12 13
Deadline to file appeal, if any, of by-election results to the ATA executive secretary	1700, 2024 12 27
Submit expense claims to the administrative officer	2025 01 12
By-election results published in <i>ATA News</i>	2025 01 14


\*\*\*Candidate decides when to register but must be registered to receive by-election-related communications and assistance from the Association.

## ATA 2024 by-election



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 [instagram.com/abteachers](https://www.instagram.com/abteachers)

