



# **CANDIDATES' HANDBOOK**

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## **INTRODUCTION**

# INTRODUCTION

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This handbook outlines the requirements and procedures for Provincial Executive Council (PEC) elections.

PEC elections are conducted once every two years by the Alberta Teachers' Association and governed by the following policy:

- General Bylaws of the Association ([GeneralBylaws.pdf \(teachers.ab.ca\)](#)) 3(1)–4(2), 48(1)–77(7)
- ATA Administrative Guidelines 10.1–11.21
- 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 Elections quick link.

ATA members interested in running in a PEC election are encouraged to thoroughly review the information in this handbook. Special attention should be paid to the schedule of Candidate Responsibilities and Deadlines.



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**BEFORE YOU SEEK NOMINATION**

# BEFORE YOU SEEK NOMINATION

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- About PEC
- Considerations
- ATA Geographic Districts
- Are You Eligible?
- 2025 PEC 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 its membership?

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?

PEC meetings take place in chambers at the Association's Barnett House building, in Edmonton. Virtual meetings are conducted when factors such as safety or expediency require consideration.

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

The term of office for all elected PEC positions is two years, starting July 1 of the election year; for example, the upcoming term is July 1, 2025, to June 30, 2027.

# 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.



# ATA Geographic Districts

Within each of the 11 geographic districts are at least 2 of the 55 local teacher associations (locals) belonging to the Association. All but two of the geographic districts are represented by a single district representative. Calgary City and Edmonton McMurray each have three district representatives. The ATA president and vice-presidents represent the memberships of all locals.

| <b>Alberta</b>  | <b>Calgary City</b>  | <b>Calgary District</b>  |
|---|--|--|
| <p><b>President</b><br/><i>(1 to be elected)</i></p> <p><b>Vice-President</b><br/><i>(2 to be elected)</i></p> <ul style="list-style-type: none"> <li>All 55 voting ATA locals</li> </ul>   | <p><b>District Representative</b><br/><i>(3 to be elected)</i></p> <ul style="list-style-type: none"> <li>Calgary Public Teachers Local No 38</li> <li>Calgary Separate School Local No 55</li> </ul>  | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Canadian Rockies Local No 59</li> <li>Christ the Redeemer Local No 29</li> <li>Foothills Local No 16</li> <li>Rocky View Local No 35</li> </ul>  |
| <b>Central</b>  | <b>Central East</b>  | <b>Central North</b>   |
| <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Black Gold Teachers' Local No 8</li> <li>St Thomas Aquinas Teachers' Local No 45</li> <li>Timberline Local No 9</li> <li>L'Association des enseignantes et des enseignants francophones de l'Alberta (L'AEFEA)</li> <li>Wetaskiwin Local No 18</li> </ul>                       | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Aspen View Local No 7</li> <li>Battle River Local No 32</li> <li>Greater St Paul Local No 25</li> <li>Lakeland Catholic Separate Local No 30</li> <li>Northern Lights Local No 15</li> <li>Park Plains East Local No 31</li> </ul> | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Evergreen Local No 11</li> <li>Evergreen Catholic Local No 44</li> <li>Northern Gateway Local No 43</li> <li>Parkland Teachers' Local No 10</li> <li>Pembina Hills Local No 22</li> <li>Woodland Rivers Local No 40</li> </ul> |
| <b>Central South</b>  | <b>Edmonton District</b>   | <b>Edmonton McMurray</b>   |
| <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Chinook's Edge Local No 17</li> <li>Clearview Teachers Local No 33</li> <li>Red Deer Catholic Local No 80</li> <li>Red Deer City Local No 60</li> <li>Wolf Creek Local No 3</li> </ul>  | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Elk Island Local No 28</li> <li>Elk Island Catholic Teachers Local No 21</li> <li>Greater St Albert Catholic Local No 23</li> <li>St Albert Public Teachers Local No 73</li> <li>Sturgeon Local No 27</li> </ul>                   | <p><b>District Representative</b><br/><i>(3 to be elected)</i></p> <ul style="list-style-type: none"> <li>Edmonton Catholic Teachers Local No 54</li> <li>Edmonton Public Teachers Local No 37</li> <li>Fort McMurray Local No 48</li> </ul>   |
| <b>North West</b>   | <b>South East</b>  | <b>South West</b>  |
| <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Fort Vermilion Local No 77</li> <li>Grande Prairie and District Catholic Teachers Local No 42</li> <li>Greater Peace Local No 13</li> <li>High Prairie Local No 62</li> <li>Northern Spirit Local No 6</li> <li>Northland Local No 69</li> <li>Trumpeter Local No 26</li> </ul> | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Grasslands Local No 34</li> <li>Medicine Hat Local No 1</li> <li>Medicine Hat Catholic Teachers Local No 39</li> <li>Prairieland Local No 36</li> <li>Prairie Rose Local No 2</li> <li>Three Drums of Wheat Local No 20</li> </ul> | <p><b>District Representative</b><br/><i>(1 to be elected)</i></p> <ul style="list-style-type: none"> <li>Holy Spirit Catholic No 5</li> <li>Horizon Local No 4</li> <li>Lethbridge Public School Local No 41</li> <li>Livingstone Range Local No 14</li> <li>Palliser Local No 19</li> <li>Westwind Local No 12</li> </ul>              |

## Are You Eligible?

All **active and associate members** who are not receiving an Alberta Teachers' Retirement Fund pension are eligible to run in PEC elections for ATA president or vice-president. 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

All active and associate members may run for ATA president or vice-president.

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 board, you don't 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 Red Deer Public Schools, making your membership status *active*.**

Active members employed by Red Deer Public Schools form the membership of Red Deer City Local No 60.

Red Deer City Local No 60 is within the Central South geographic district.

You can run for the position of Central South district representative.

**SCENARIO 2—You are a teacher employed by Calgary Public Teachers Local No 38,\* making your membership status *associate*.**

Teachers employed by Calgary Public Teachers Local No 38 are associate members and are affiliated with that ATA local.

Calgary Public Teachers Local No 38 is within the Calgary City geographic district.

You can run for the position of Calgary City district representative.

\*Note: Upon election, the member would need to resign their employment with the local.

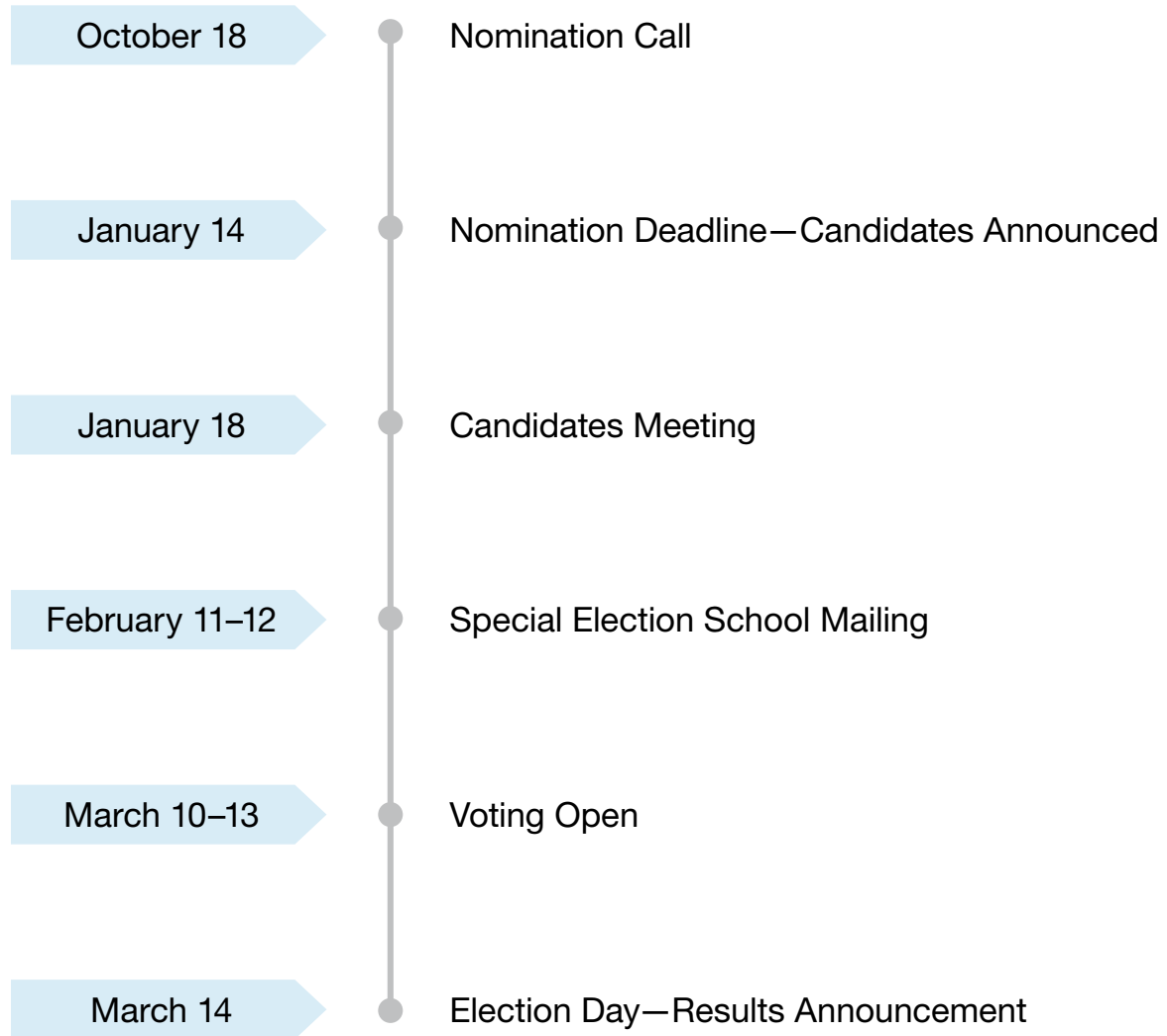
**SCENARIO 3—You are a teacher employed by the University of Alberta. If you have chosen to be an ATA member, your membership status is *associate*.**

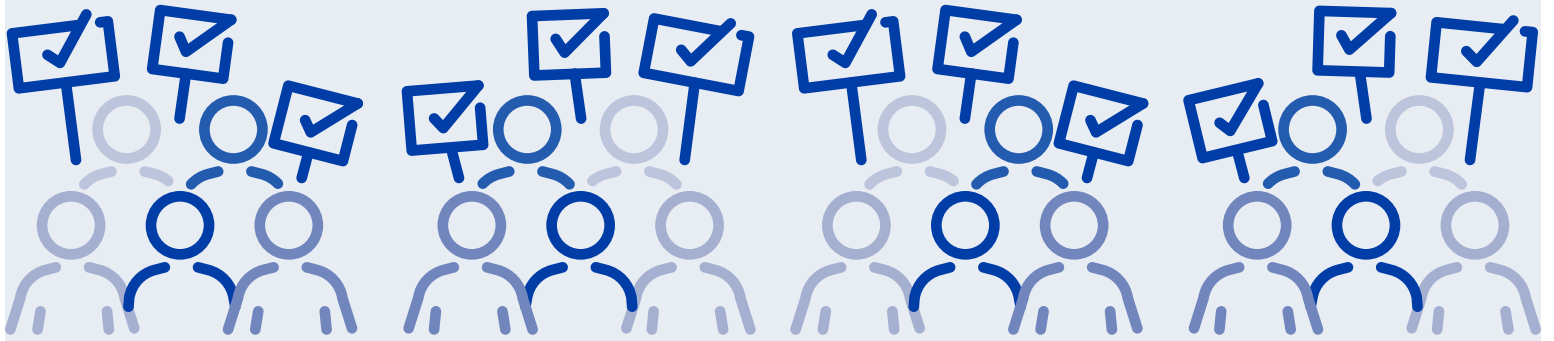
Your employer has no affiliation with an ATA local, making where you reside the determining factor in where you can run as a candidate for district representative.

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.

# 2025 PEC Election Schedule





## **NOMINATION INFORMATION**

# NOMINATION INFORMATION

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## Candidate Registration

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

Candidates may register at any time between October 18, 2024, and the nomination deadline on January 14, 2025.

Find the candidate registration form through the PEC 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 2025 PEC 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 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, January 14, 2025. 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, January 14, 2025, deadline 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 election rules and answering any questions candidates may have.

See Candidate Responsibilities and Deadlines for the date and time of the meeting.



**ATA ASSISTANCE TO CANDIDATES**



# ATA ASSISTANCE TO CANDIDATES

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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 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            | Table Officer<br>(president or vice-president) | District Representative |
|---------------------|--|-------------------------|
| Acclaimed Candidate | \$1,200  | \$500                   |
| Contested Candidate | \$7,000  | \$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 January 28, 2025. 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 election and campaign activity. Receipts or paid invoices are required for all expenditures claimed, except in the case of kilometers.

| Activity                          | Table Officer   | 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>   | <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>  |
| Teachers' Conventions             | <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> <p>Applies to any convention except for the candidate's own, as attendance is mandatory</p> | <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> <p>Applies to any convention with voters in the candidate's district except for the candidate's own, as attendance is mandatory.</p> |
| Forums (if in person)             | Candidates eligible for \$2,500 to defray travel expenses   | Same as above (up to one forum per local)  |

## Promotional Assistance

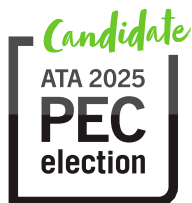
Throughout the PEC election cycle, the Association generates awareness of the election and supports candidates in their campaign efforts with the following tools and tactics:

- Official PEC candidate logo
- Designer's tip sheet
- Election promotion and candidate participation
- Mailing labels or addressed envelopes

### OFFICIAL PEC CANDIDATE LOGO

The official PEC candidate logo is available in both English and French to candidates who want voters to instantly recognize their campaign materials as belonging to a PEC election candidate.

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



## **DESIGNER'S 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](#).

## **ELECTION PROMOTION AND CANDIDATE PARTICIPATION**

The Association promotes awareness of the 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 PEC election in which they are running and are required to respond to requests from the Association for various items, information and participation.

Requests the Association makes of PEC election candidates are detailed below, and the respective deadlines are stated in the Candidate Responsibilities and Deadlines section.

### **Announcement of Candidates**

Upon the close of nominations, the Association announces all candidates on its website and in the *ATA News*.

Each candidate is asked to submit a headshot photo that is consistent with the Election Rules to accompany the announcement.

Photos must be submitted to the 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 2 inches by 3 inches in size and 300 dots per inch (dpi) resolution.

### **Candidate Bios 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:

- Bio and platform are to be contained in a single MS Word file.
- Maximum 500 words for combined bio and platform of candidates for president.
- Maximum 300 words for combined bio and platform of candidates for vice-president or district representative.
- 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 1200 on Monday, January 20, 2025. Receipt of these documents 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, January 24, 2025. 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.

## Campaign Table at Teachers' Conventions

Floor space at each teachers' convention is purchased by the Association to provide candidates with a dedicated area in which they may campaign. The space will have nonpartisan signage promoting the election and a table at which candidates can display their materials.

## 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 February 4, 2025. 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 elections administrative officer and are not charged against the candidate's grant amount.

## Election Forums

Once candidates in the 2025 PEC election are confirmed, there will be opportunities for candidates to participate in election forums. These will provide candidates in contested races with a formal opportunity to engage with ATA members and campaign for votes.

Details on the forums 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 Tuesday February 4, 2025. 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](#).



## **ELECTION RULES**

# ELECTION RULES

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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 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 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.

## **TEACHERS' CONVENTIONS**

12. Candidates and their supporters may campaign on site at teachers' conventions on the condition that they do not disrupt convention sessions or activities. Campaigning or distributing promotional materials shall not occur in rooms where sessions are held.
13. An election booth or table will be available for campaigning at each teachers' convention. Candidates may leave campaign materials at the booth. Campaigning should take place at the booth or within close proximity to the booth.
14. Convention boards are to locate the election tables in a prominent area where sufficient space is available for campaigning.
15. Campaign materials of any type (including standard posters, stand-alone or pull-up posters, and stickers) shall not be posted at venues hosting teachers' conventions.
16. Candidates are required to fulfill their obligation to attend their own teachers' convention.

## **Campaign Financing**

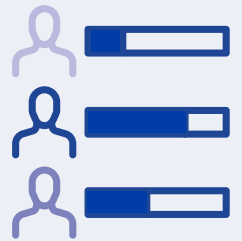
1. Campaign contributions from Association subgroups (locals, specialist councils and teachers' convention associations) are prohibited.
2. Campaign contributions from school boards or other organizations having a political or financial interest in the Association or any of its local associations are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

## **Financial Reporting**

1. All candidates shall, within 30 days of the fixed 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 Election Rules and other policy governing PEC elections through the quick link on the [ATA homepage](#).





## **VOTING**

### **ELECTION DAY**

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

## VOTING

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Voting for PEC elections is conducted online. Eligible ATA members who wish to vote must have an online ATA account.

Voting in the 2025 PEC election will be conducted March 10–13.

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

## ELECTION DAY

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The elections results will be shared with the public on [March 14, 2025](#).

## 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 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 elections administrative officer on or before March 12, 2025, and
- are responsible for any and all costs incurred to do so.

## Appeals

Candidates have up to 14 days after the 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 elections through the quick link on the [ATA homepage](#).

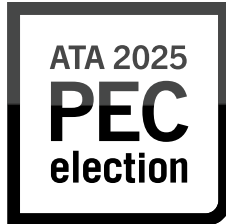
# TIMELINES AND DEADLINES FOR CANDIDATES

Candidates should keep this document for reference until the election concludes. All e-mails should be sent to [elections@ata.ab.ca](mailto:elections@ata.ab.ca).

| Candidate Responsibility  | Deadline         |
|---|------------------|
| Register as a candidate using the online registration form  | *** see notes    |
| Nomination call package sent to ATA school representatives  | 2024 10 15–16    |
| Notice of nomination call and nomination deadline published on Association website  | 2024 10 18       |
| Notice of nomination call and nomination deadline published in <i>ATA News</i>  | 2024 10 29       |
| Submit nominations to the returning officer by 1700 on the Nomination Deadline  | 2025 01 14       |
| Announcement of candidates published on Association website   | 2025 01 15       |
| Attend the Candidates Meeting   | 1000, 2025 01 18 |
| Submit headshot photo, biography and platform to the administrative officer   | 2025 01 20       |
| Publication of candidate headshot, biography and platform on Association website  | 2025 01 24       |
| Confirm intention to attend forum(s) with the administrative officer  | 2025 01 24       |
| Confirm participation in school mailing of campaign materials with the administrative officer   | 2025 01 24       |
| Deadline for submission of Candidate Speech videos to Administrative Officer  | 1200, 2025 01 24 |
| Deadline to submit request to the administrative officer for advance on campaign grant  | 2025 01 28       |
| Publication of candidate biographies and platforms in <i>ATA News</i>   | 2025 02 04       |
| Campaign videos of candidates for president, vice-president and district representative posted on Association website   | 2025 02 04       |
| 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, 2025 02 04 |
| Deliver campaign materials to the attention of the administrative officer at Barnett House for inclusion in school mailing (if participation confirmed)               | 1600, 2025 02 04 |


|   |                  |
|---|------------------|
| Forum for candidates for table officers at the Local Presidents' Meeting at Barmett House                               | 1930, 2025 02 07 |
| Special school mailing of campaign materials and voting instructions  | 2025 02 11–12    |
| Online voting opens   | 0800, 2025 03 10 |
| Deadline to e-mail the administrative officer as to whether you or appointed scrutineer will attend delivery of results | 2025 03 12       |
| Online voting closes  | 1700, 2025 03 13 |
| Results of vote provided to Scrutineer Committee by third-party voting systems agent                                    | 2025 03 13       |
| Results, with vote count, published on Association website and shared via social media                                  | 2025 03 14       |
| Election results published in <i>ATA News</i>   | 2025 03 25       |
| Deadline to file appeal, if any, of election results to the ATA executive secretary                                     | 1700, 2025 03 28 |
| Deadline to submit expense claims to the administrative officer   | 2025 04 13       |

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



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