

SBO Checklist

- ✓ Meet with Chapter about current SBOs and whether the Chapter wants to renew them. Discuss any suggestions for new SBOs
- ✓ Have a Consultation Committee meeting with the principal to discuss the Chapter's recommendations and principal's recommendations
- ✓ Have another Chapter meeting to share with the staff principal feedback and/or her SBO recommendations
- ✓ Write up each SBO. Be very specific. Share what you have written with your DR for feedback/approval.
- ✓ Conduct a survey that lists each SBO the Chapter should consider. Use the same language on the survey as you will use on the ballot. This can be a paper survey, or a survey conducted at a Union meeting.
- ✓ If the survey shows strong support of an SBO, then move to ratify it using an SBO vote.
- ✓ Schedule an SBO vote using the same procedures as a Chapter Election. Only members vote and no absentee ballots.
- ✓ Submit the ratified SBOs on the UFT online system. Print the submitted SBO, sign it and have your principal sign it. Keep a hard copy for your records.
- ✓ The DR will receive your submitted SBO electronically and will notify you if the SBO is not approved.