

## **Chapter 10**

### **NSEA ELECTIONS PROCEDURES**

These election procedures govern the election of officers at the NSEA state and district level.

#### **10.1 –STATE ELECTIONS**

NEA Directors, the NSEA President, Vice-President, at-large representatives of the Ethnic Minority Affairs Committee (EMAC), the Higher Education Academy, and Educational Support Professionals (ESPs) are all elected at the annual Delegate Assembly subject to the NSEA Bylaws and the Standing and Procedural Rules of Delegate Assembly. All elections shall be by ballot except when there is only one (1) candidate for the position. In this case, the chair shall declare such candidate elected.

Adopted date: July 30, 2010

Revised date(s): December 8, 2018

#### **10.2-NOMINATION AND FILING**

Vacancies in any state association office shall be published in *The Voice* and the NSEA website each January. District Presidents will serve as the Nominations Committee as needed.

Any active member wishing to seek office may declare their candidacy at any time for President, Vice-President, NEA Director and at-large representative of the Ethnic Minority Affairs Committee (EMAC), Higher Education Academy, and Educational Support Professionals (ESPs). Membership shall be verified by NSEA staff. Any candidate who wishes to have their candidate information included in the Delegate Assembly digital packet must submit the information to the Executive Director or Associate Executive Director not less than 45 days prior to Delegate Assembly. Candidates can contact NSEA to request a campaign table and receive instructions for table responsibilities not less than 45 days prior to Delegate Assembly.

To have a candidate's name placed on the ballot, the candidates must be nominated from the floor during the first session of the Delegate Assembly.

The "Report of Campaign Revenues and Expenses" must be filed by each candidate for the office of NSEA President, NSEA Vice President, NEA Director, at-large representatives of the Ethnic Minority Affairs Committee (EMAC), the Higher Education Academy, and Educational Support Professionals (ESPs) no later than forty-five (45) calendar days following Delegate Assembly. The Associate Executive Director shall send each candidate a copy of the campaign revenues and expenses report form and all candidates must return the completed form to the Associate Executive Director's office. Failure to file the form on the part of a successful candidate may constitute grounds for challenging the election. No candidate shall use NSEA email, copiers or other NSEA assets for producing or distributing election materials.

Elections at Delegate Assembly shall be directed by the Elections Committee. The Election Committee shall be composed of one delegate from each district, except that the Capitol and Metro Districts shall have two members on the Committee, appointed by the NSEA President.

### 10.3 – VOTING PROCEDURES

- Time for voting for NSEA candidates and amendments to Bylaws shall be included in the agenda of the Delegate Assembly.
- All elections for candidates and issues referred to a secret ballot shall be by written ballot. All ballots shall be identical and deposited in no more than four ballot boxes. The Elections Committee shall supervise all balloting. Delegates for whom the Elections Committee deems to be in line at the time the polls close shall be allowed to vote. The committee shall verify the vote by having each delegate sign the voting register. Members who have already voted should leave the balloting area as soon as they have placed their marked ballots in the ballot boxes. The committee shall tally the ballots.
- No campaign materials nor campaigning shall occur within 25 feet of the balloting area.
- Challenged, illegal or unclear ballots shall be ruled on as provided in Robert's Rules, Newly Revised, before legal ballots are counted.
- If the margin of difference between the votes cast for any candidates elected at Delegate Assembly is less than five (5) percent, the Election Committee shall automatically recount the ballots.
- Ballots, voter registers and tally sheets shall be sealed by the Election Committee and shall be retained at NSEA headquarters by the Associate Executive Director for a period of one year following the election.

The number of votes cast for each nominee for each office shall be announced to the Delegate Assembly by the Chair of the Elections Committee, and the candidate receiving the majority of votes shall be declared elected. Should no candidate receive a majority vote in the first ballot, a run-off election shall be held immediately between the two candidates receiving the greater number of votes. In the event of a run-off election, placement of names on a run-off ballot shall be as follows: The candidate with the most votes on the first ballot shall be listed first on the run-off ballot. In the event that a tie vote exists on the first ballot, placement of names shall be by a drawing.

Adopted date: July 30, 2010

Revised date(s): March 16, 2013  
October 26, 2013  
November 21, 2015  
January 27, 2018  
December 8, 2018

#### 10.4-DISTRICT ELECTIONS

District Presidents shall verify any district vacancies and these vacancies shall be published in *The Voice* and the NSEA website.

Candidates for District Office may file online within the timeline published in *The Voice* and the NSEA website. NSEA staff shall verify candidate membership status. Candidates may submit a 50-word statement which will be linked to the electronic ballot. Candidates may also ask for one set of mailing labels containing addresses of the local association presidents.

Placement of names on all ballots shall be by a random drawing. There shall be no biographical information, including town names, about candidates printed on the ballots. Candidates who submit a biographical statement will have the statement linked from their name on the ballot. There shall be provision for a write-in vote on the ballot.

The following statement shall be included on each ballot after the heading for NSEA Board of Directors: **Election to the office of Board of Directors constitutes election as a delegate to the NSEA Delegate Assembly and election as a state delegate to the NEA Representative Assembly for the term of office.**

The following statement shall be included on each ballot after the heading for District Presidents or District Vice-Presidents: **Election to the office of District President or District Vice- President constitutes election as a delegate to the NSEA Delegate Assembly. District Presidents are also elected as first alternates as state delegates to the NEA Representative Assembly from their district for the term of office. District Vice Presidents are also elected as second alternates as state delegates to the NEA Representative Assembly from their district for the term of office.**

NSEA members will be notified when the polls are open via an email. Members who have not provided a valid email address shall be notified via a postcard.

Ballot results shall be downloaded and tabulated in the presence of designated observers, who are members of the Association, after the polls close. These observers shall report the results to the NSEA President. In elections where there are no candidates who have filed, all write-in candidates for NSEA elections must receive a minimum of ten votes in order to be considered elected. In the event there is a tie the Executive Committee will flip a coin to determine the winner. Electronic ballot results shall become final upon review and approval by the NSEA Board. The NSEA President shall notify candidates of the official results. The results will be published in *The Voice* and/or on the NSEA website.

Adopted date: July 30, 2010

Revised date(s): June 8, 2012  
October 26, 2013  
June 10, 2016

December 8, 2018

### 10.5 – NSEA CAMPAIGN GUIDELINES

1. All candidates will be responsible for reading and understanding the NSEA Elections Procedures.
2. All candidates are responsible for contacting District Presidents, EMAC, NSEA-Retired and other state affiliates about campaign opportunities and endorsements. Each group will have its own guidelines and procedures for candidate endorsements.
3. Candidates are responsible for creating any campaign materials and providing copies to be shared through NSEA.
4. Candidates can declare their candidacy at any time. If they want to include their information in the Delegate Assembly digital packet, they must do so 45 days prior to Delegate Assembly.
5. Candidates must adhere to election policies covering voting procedures at Delegate Assembly.
6. Candidates can contact NSEA to request a campaign table and receive instructions for table responsibilities not less than 45 days prior to Delegate Assembly.
7. Each candidate will have up to five minutes to deliver a speech at Delegate Assembly.
8. Candidates must complete the Report of Campaign Revenues and Expenses to be submitted to the Associate Executive Director.

### Helpful Hints

1. Have campaign materials for Delegate Assembly. These could include promotional items and handouts for the Delegate Assembly tables as well as a campaign table in the designated area.
2. Have multiple versions of your speech prepared for District Pre-Caucuses and Delegate Assembly. You will also have an opportunity to address the Delegate Assembly if elected.
3. Have someone prepared to nominate you from the floor at Delegate Assembly.
4. At any time during your campaign, you can always contact the NSEA President if you have questions or concerns.

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