

## **Chapter 10**

### **NSEA ELECTIONS PROCEDURES**

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

#### **10.1 – STATE ELECTIONS**

The NSEA President, NSEA Vice-President, NSEA Secretary/Treasurer, NEA Director(s), and the at-large representatives of the Ethnic Minority Affairs Committee (EMAC), the Higher Education Affairs Committee (HEAC), and Education Support Professionals (ESP) are all elected at the annual Delegate Assembly subject to the NSEA Bylaws and the Standing and Procedural Rules of Delegate Assembly (DA). All elections will be by ballot except when there is only one (1) candidate for the position. In this case, the chair of DA will declare such candidate elected by acclamation.

Adopted date: July 30, 2010

Revised date(s): December 8, 2018; December 11, 2021; January 17, 2026

#### **10.2 – NOMINATION AND FILING**

Vacancies in any state NSEA office will 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 must declare their candidacy for NSEA President, NSEA Vice-President, NSEA Secretary/Treasurer, NEA Director(s) and at-large representatives of EMAC, HEAC, and ESPs in writing to the Executive Director by February 15 of the year the election takes place. Membership will be verified by NSEA staff. Verified candidates will be provided with a copy of the NSEA Election Guidelines. Any candidate who wishes to have their candidate information included in the Delegate Assembly digital packet must submit the information to the Associate Executive Director or designee not less than twenty-one (21) days prior to Delegate Assembly. Candidates can contact the NSEA to request a campaign table and receive instructions for table responsibilities not less than twenty-one (21) days prior to Delegate Assembly.

If a vacancy for general officers and/or at-large Board representatives occurs after February 15, candidates for general officers and at-large Board representative positions must be nominated from the floor during the Delegate Assembly to have their name placed on the ballot.

The “Report of Campaign Revenues and Expenses” must be filed by each candidate for the office of NSEA President, NSEA Vice President, NSEA Secretary/Treasurer, NEA Director(s), and the at-large representatives of EMAC, HEAC, and ESPs no later than forty-five (45) calendar days following Delegate Assembly. The Associate Executive Director will 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 may use NSEA email, copiers, or other NSEA assets for producing or distributing election materials.

Elections at Delegate Assembly will be directed by the Elections Committee. The Elections Committee will be composed of one delegate from each district; the Capitol and Metro Districts will have two members on the Elections Committee. All committee members are appointed by the NSEA President.

Adopted date: July 30, 2010

Revised Date(s): March 16, 2013; October 26, 2013; November 21, 2015; January 27, 2018; December 11, 2021, January 17, 2026

### 10.3 – VOTING PROCEDURES

Voting occurs during Delegate Assembly, following the procedures below:

- Time for voting for NSEA candidates and amendments to Bylaws will be included in the agenda of the Delegate Assembly.
- All elections for candidates and issues referred to secret ballot will be conducted in writing. All ballots will be identical and deposited in no more than four ballot boxes. The Elections Committee will supervise all balloting. Delegates whom the Elections Committee deems to be in line at the time the polls close will be allowed to vote. The committee will 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 will tally the ballots.
- Campaign materials or campaigning will not occur within 25 feet of the balloting area.
- Challenged, illegal, or unclear ballots will be ruled on as provided in the current edition of *Robert's Rules of Order, 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 will automatically recount the ballots.
- Ballots, voting register, and tally sheets will be sealed by the Election Committee and 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 will be announced to the Delegate Assembly by the Chair of the Elections Committee, and the candidate receiving the majority of votes will be declared elected. Should no candidate receive a majority vote in the first ballot, a run-off election will 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 will be as follows: The candidate with the most votes on the first ballot will be listed first on the run-off ballot. In the event that a tie vote exists on the first ballot, placement of names will 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; January 22, 2022; January 17, 2026

### 10.4 – DISTRICT ELECTIONS

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

Candidates for District Office may file online within the timeline published in *The Voice* and on the NSEA website. NSEA staff will 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 governance district presidents.

Placement of names on all ballots will 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 provisions for a write-in vote on the ballot.

The following statement will be included on each ballot after the heading for the 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 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 email. Members who have not provided a valid email address will be notified via postcard.

Ballot results will be downloaded and tabulated in the presence of designated observers, who are members chosen by each respective candidate, after the polls close. These observers will 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, an NSEA Executive Committee member will flip a coin to determine the winner. Electronic ballot results will become final upon review and approval by the NSEA Board. The NSEA President will notify candidates of the official results. The results will be published in *The Voice* and on the NSEA website.

Adopted date: July 30, 2010

Revised date(s): June 8, 2012; October 26, 2013; June 10, 2016; December 8, 2018; January 22, 2022; January 17, 2026

### 10.5 – NSEA CAMPAIGN GUIDELINES FOR OFFICERS AND AT-LARGE BOARD REPRESENTATIVES

1. Candidates will be responsible for reading, understanding, and asking for clarification of the NSEA Election Procedures. All clarifying questions should be sent to the Executive Director or designee.
2. Candidates for general officers and at-large board seats must file in writing to the Executive Director by February 15 of the year the election takes place.
3. Candidates will receive a letter with guidelines and reminders when they notify the Executive Director of their intent to run for office.
4. Candidates are responsible for contacting the District Presidents, the Retired President, the Aspiring Educators President, the EMAC Chairperson, the ESP Committee Chairperson, and the HEAC Chairperson about campaign opportunities and endorsements. Each group will have its own guidelines and procedures for candidate endorsements.
5. Candidates may include information on their candidacy in the Delegate Assembly digital packet. Each candidate is allowed a two-page campaign flyer submitted as an 8.5 x 11 PDF file. Only one file may be submitted to the Executive Director not less than twenty-one (21) days prior to Delegate Assembly.
6. Candidates may initiate communication only once with individual delegates via edCommunities messaging.
7. Candidates may not post campaign materials or messages in the Delegate Assembly edCommunities page.
8. Candidates must adhere to election policies covering voting procedures at Delegate Assembly.
9. Candidates can contact the NSEA to request a campaign table and receive instructions for table responsibilities not less than twenty-one (21) days prior to Delegate Assembly.
10. Each candidate will have up to five (5) minutes to deliver a speech at Delegate Assembly.
11. Candidates must complete and submit the Report of Campaign Revenues and Expenses to the Associate Executive Director.
12. School phones, email systems, computers, or other resources will not be used for campaign purposes by candidates or any other NSEA members.
13. Candidates must adhere to these requirements and encourage their supporters to adhere to these requirements.
14. Documented violation of campaign rules will be brought before the NSEA Review Board.

Adopted date: July 30, 2010

Revised date(s): December 8, 2018; January 23, 2021; March 20, 2021; December 11, 2; January 17, 2026