

## **Guidelines, Procedures, and Timelines for EEA Elections Spring 2020**

### **NOMINATIONS**

- 1- Positions and date of the elections will be announced in February.
- 2- Nomination forms will be distributed to building representatives in February.
- 3- Candidates will deliver completed nomination forms and all voter pamphlet materials to the EEA office by March 09 at 6 p.m. (A second copy will be made by the Election Chair and given to the current president/co-presidents.)
- 4- A reading of candidates will be held at the end of the March 09 Rep Council meeting.
- 5- The Elections Chair will have a draft of the voter pamphlet available for inspection by candidates in the EEA office on Wednesday, March 11 from 4:00- 5:00 p.m.

### **VOTER PAMPHLET**

- 1- Voter pamphlet material requirements are included on each nomination form. Candidates prepare their own camera ready personal description/statement. This material must be on white paper and designed to fit a space measuring no greater than 7.5" by 4.5". (Dimension specifications are limited to allow material for two candidates to appear on one page of the voter pamphlet.)
- 2- Photographs and color items will not be included in the voter pamphlet.
- 3- Pamphlet materials must be received by the office by 6:00 pm, March 09.
- 4- Candidates will have the opportunity to inspect a draft of the pamphlet in the EEA office, on Wednesday, March 11, from 4:00 - 5:00 PM.
- 5- Voter pamphlets will be mailed or delivered to each building site during the week of March 30.
- 6- Voter pamphlet material will be archived in the EEA office until July 15, 2021.

### **PREPARATION OF BALLOTS**

- 1- Names of candidates will appear by position sought in alphabetical order.
- 2- Ballots will be color coded as determined by the Elections Committee.

### **METHOD OF BALLOTS**

- 1.- Elections will be held Monday, April 6 - Monday, April 13.
- 2- Faculty Representatives are responsible for organizing the balloting procedure in their buildings.
- 3- Every effort will be made to provide EEA building reps with current membership lists for ballot verification.
- 4- Members will vote for an area director only in their "HOME SCHOOL" electoral area.
- 5.- A completed ballot will be inserted by the voter into an individual secrecy envelope. All secrecy envelopes will be sealed and signed by the voter. **ONLY BALLOTS THAT ARE RECEIVED IN A SIGNED ENVELOPE WILL BE COUNTED BY THE ELECTIONS COMMITTEE.**

### **REGULAR EEA MEMBERS**

- Ballots and voter pamphlets for regular EEA members will be mailed or delivered to the Faculty Representatives by Friday, April 3.
- Voting in the buildings will be held Monday, April 6 - Monday, April 13.
- Ballots will be returned in signed secrecy envelopes by Faculty Representatives or by individual members to the EEA office on Monday, April 13, no later than 6:00 p.m.

## EAST MEMBERS

-Ballots will be sent out to EAST members by Friday, March 27. Ballots for EAST members will also be available in the EEA office the week that voting takes place in the buildings (EAST ballots are different in content from other EEA member ballots).

-The EAST leadership will coordinate the mailing of ballots with the EEA/OEA Secretary. Postage for this mailing will be paid for by OEA. Return postage will not be provided.

-EAST members are responsible for returning their ballots to the EEA office by 6:00 p.m., Monday, April 13. Members may mail or bring completed ballots to the EEA office, or give them to the EEA building representative of any school. A listing of current building representatives will be included in the mailing.

## POST ELECTION

1- All ballots received by the EEA office staff or Elections Chair/designee no later than 6:00 p.m. on Monday, April 13, 2020 will be counted. **BALLOTS RECEIVED AFTER THIS DEADLINE WILL NOT BE COUNTED!**

2- Returned ballots will be secured by the EEA consultant or designee until the process of verification and counting begins.

3- The Elections Committee will have available to them at least three copies of the membership list to facilitate ballot verification.

4- The Elections Committee will begin ballot verification on Monday, April 13. The counting of the votes will begin at 6:15 p.m. that same day and will be completed by no later than the evening of Tuesday, April 14.

5- Only members of the Elections Committee and observers designated by the candidates may be present during the counting of ballots. Candidates are not required to designate an observer.

6- Candidates receiving the majority of ballots cast **and upon verification of eligibility**, will be declared elected.

7- **Write-in candidates must receive a minimum of 15 votes and follow EEA bylaws and policies in order to be declared victorious.**

8- Candidates will be notified by e-mail as soon as possible upon completion of the tally.

9- On May 4, the Executive Board will validate the election results.

10- Names of the winning candidates will be published after May 4.

11- Ballots will be archived in the EEA office until July 15, 2021.