

Guidelines, Procedures, and Timelines for EEA Elections Spring 2021

NOMINATIONS

- 1- Positions and date of the elections will be announced in March.
- 2- Nomination forms will be made available electronically to building representatives and all members in March.
- 3- Candidates will deliver completed electronic nomination forms and all voter pamphlet materials to EEA by April 12 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 April 12 Rep Council meeting.
- 5- The Elections Chair will have a draft of the voter pamphlet available for inspection by candidates via Zoom on Wednesday, April 14 from 4:00- 5:00 p.m.

VOTER PAMPHLET

- 1- Voter pamphlet material requirements are included on each nomination form. Candidates prepare their own personal description/statement.
- 2- Photographs and color items will not be included in the voter pamphlet.
- 3- Pamphlet materials must be received electronically by 6:00 pm, April 12.
- 4- Candidates will have the opportunity to inspect a draft of the pamphlet via Zoom, on Wednesday, April 14, from 4:00 - 5:00 PM.
- 5- Voter pamphlets will be available electronically on the EEA website during the week of March 18.
- 6- A hard copy of voter pamphlet material will be archived in the EEA office until July 15, 2022.

PREPARATION OF BALLOTS

- 1- Names of candidates will appear by position sought in alphabetical order.

METHOD OF BALLOTS

- 1- Elections will be held electronically Monday, April 19 - Monday, April 26.
- 2- The balloting procedure will be communicated by EEA leadership via email and faculty representatives are responsible for encouraging participation of members at their site.
- 4- Members will vote for an area director only in their "HOME SCHOOL" electoral area.

REGULAR EEA MEMBERS

- Online voting will be held Monday, April 19 - Monday, April 26.

EEA-RETIRED MEMBERS

- Online voting will be held Monday, April 19 - Monday, April 26.
- EEA-Retired caucus is responsible for creating and emailing the ballots to members.
- Ballots must arrive by email no later than 6 pm April 26, 2021.

EAST MEMBERS

- Online voting will be held Monday, April 19 - Monday, April 26. EAST ballots are different in content from other EEA member ballots.
- The EAST leadership will coordinate the preparation of the electronic ballot with the EEA/OEA Secretary.

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 26, 2021 will be counted. **BALLOTS RECEIVED AFTER THIS DEADLINE WILL NOT BE COUNTED!**
- 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 26. 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 27.
- 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 3, the Executive Board will validate the election results.
- 10- Names of the winning candidates will be published after May 3.
- 11- Ballots will be archived in the EEA office until July 15, 2022.