

Guidelines, Procedures, and Timelines for EEA Elections Spring 2023

NOMINATIONS

- 1- Positions and date of the elections will be announced in February.
- 2- Nomination forms will be made available electronically to building representatives and all members in February.
- 3- Candidates will deliver completed nomination forms and all voter pamphlet materials to EEA by March 13 at 6 p.m. (A second copy will be made by the Elections Chair and given to the current president/co-presidents.)
- 4- A reading of candidates will be held at the end of the March 13 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 15 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.
- 2- Photographs and color items will not be included in the voter pamphlet.
- 3- Pamphlet materials must be received electronically by 6:00 pm, March 13.
- 4- Candidates will have the opportunity to inspect a draft of the pamphlet in the EEA office, on Wednesday, March 15, from 4:00 - 5:00 PM.
- 5- Voter pamphlets will be available electronically on the EEA website during the week of April 3-10.
- 6- A hard copy of voter pamphlet material will be archived in the EEA office until July 15, 2024.

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 3 - Monday, April 10.
2. The balloting procedure will be communicated by EEA leadership via email and building representatives are responsible for encouraging participation of members at their site.
3. Members will vote for an area director only in their "HOME SCHOOL" electoral area.

REGULAR EEA MEMBERS

Online voting will be held Monday, April 3 - Monday, April 10.

EEA-RETIRED MEMBERS

- Ballots will be mailed out to Retired Caucus members by Friday, March 24. Ballots for Retired Caucus members will also be available in the EEA office the week that voting takes place in the buildings.

-EEA-Retired caucus is responsible for sending out ballots to members. The EEA-Retired caucus chair will appoint a committee to assemble EEA-Retired material for mailing. Postage for this mailing will be paid for by OEA. Return postage will not be provided.

-EEA-Retired members are responsible for returning their ballots to the EEA office by 6:00 p.m., Monday, April 10. Members may mail or bring completed ballots to the EEA office.

EAST MEMBERS

-Ballots will be sent out to EAST members by Friday, March 24. 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 10. 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, or via electronic voting, no later than 6:00 p.m. on Monday, April 10, 2023 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 10. 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 11.
- 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 1, the Executive Board will validate the election results.
- 10- Names of the winning candidates will be published after May 1.
- 11- Ballots will be archived in the EEA office until July 15, 2024.