



ILLINOIS
EDUCATION
ASSOCIATION
www.ieanea.org

Elections Handbook



2023-2024

ELECTIONS ARE IMPORTANT

The purpose of this handbook is to assist in the proper and smooth operation of the IEA-NEA elections as required by the Landrum-Griffin Act. The rules and guidelines described shall be strictly followed. Keep this document for future reference.

- **Check all governing documents— local, region, state and national**
- **Conduct an election**
- **Follow the approved timeline**
- **Ensure the secrecy of the ballots**
- **Do not disenfranchise your members**
- **Resources for help**
 - **Local Elections Chairperson**
 - **Regional Elections Chairperson**
 - **State IEA-NEA Elections Committee (See page one)**
 - **State IEA-NEA Elections Committee Staff Liaison — Kim Trader, 217.321.2250 or kim.trader@ieanea.org**
 - **IEA President's Office**

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GLOSSARY OF ABBREVIATIONS

EM	Ethnic Minority
ESP	Education Support Professional
IEA	Illinois Education Association
IEA-R	Illinois Education Association-Retired
NEA	National Education Association
RA	Representative Assembly

2023-2024 IEA-NEA ELECTIONS CALENDAR

	IEA RA RETIRED DELEGATE	IEA RA ASPIRING ED DEL.	*IEA RA DEL (Election Conducted By Regions)	OFFICERS/NEA DIR.	NEA RA RETIRED. & ASPIRING ED DEL.
JULY	31 Membership figures		31 Membership figures		
AUG.			# of delegates to regions		
SEP.	Notice in IEA nomination & election retired mailer	Notice in IEA nomination & election aspiring ed mailer			
OCT.	16 Nominations due 23 Sample ballots & bios sent 25 Last day for ballot correction	15 Membership figures 16 Nominations due 23 Sample ballots & bios sent 25 Last day for ballot correction	2 Election plans due 2 Allocation plans due 16 Plans approved and returned to regions		
NOV.	1 Ballot information mailed/online voting begins 30 Election closes/ ballots due	1 Ballot info mailed/online voting begins 30 Election closes/ ballots due	Plans in IEA fall election all-member governance mailer Nominations due to region committee 17 1st day elections can be held	Notice in IEA fall election all-member governance mailer	
DEC.	4 Ballots counted 8 Candidates notified	4 Ballots counted 8 Candidates notified	15 Last day elections can be held BE SURE TO USE RUN-OFF DATES PROVIDED IN ORIGINAL NOTICE IF NECESSARY	1 Declaration of Candidacy due 1 Candidate pictures & bios due	Notice in IEA spring election all-member governance mailer
JAN.	4 Run-off information mailed/online voting begins 24 Run-off election closes 26 Ballots counted	4 Run-off information mailed/online voting begins 24 Run-off election closes 26 Ballots counted	5 Names due in President's Office 29 Last day run-off elections can be held	Candidate bios mailed	15 Retired membership figures
FEB.	2 Candidates notified	2 Candidates notified			14 Nominations due 23 Sample ballots & bios sent 27 Last day for ballot correction
MAR.				16 Elections held at RA	15 Aspiring Ed mbrshp #s 22 Ballot information mailed/online voting begins
APR.					24 Election closes/ ballots due 26 Ballots counted
MAY					1 Candidates notified of results 13 Run-off info mailed/online voting begins
JUNE					3 Run-off election closes 5 Ballots counted 12 Candidates notified

2023-2024 IEA-NEA ELECTIONS CALENDAR

NEA RA STATE	ESP/HI ED/RETIRED/ E-M REP	*NEA RA LOCAL/CLUSTER (Election Conducted By Regions)	*REG. CHAIR/V-CHAIR & EM COUNCIL REP. (Election Conducted By Regions)	
				JULY
				AUG.
				SEP.
	20 Elections Committee notified of vacancies	2 Election plans due 16 Plans approved and returned to regions	2 Election plans due 16 Plans approved and returned to regions	OCT.
				NOV.
Notice in IEA spring election all-member governance mailer	Notice in IEA spring election all-member governance mailer	Plans in IEA spring election all-member governance mailer	Plans in IEA spring election all-member governance mailer	DEC.
15 Membership figures		15 Membership figures		JAN.
14 Nominations due 23 Sample ballots & bios sent 27 Last day for ballot correction	14 Nominations due 23 Sample ballots & bios sent 27 Last day for ballot correction	Nominations Due	Nominations Due	FEB.
22 Ballot information mailed/online voting begins	22 Ballot information mailed/online voting begins	1 First day elections can be held 28 Last day elections can be held	1 First day elections can be held 28 Last day elections can be held	MAR.
24 Election closes/ ballots due 26 Ballots counted	24 Election closes/ ballots due 26 Ballots counted	5 Names due in President's Office 29 Last day for run-off elections can be held	5 Names/Report due in President's Office 29 Last day for run-off elections to be held	APR.
1 Candidates notified of results 13 Run-off info mailed/ online voting begins	1 Candidates notified of results 13 Run-off information mailed/online voting begins	BE SURE TO USE RUN-OFF DATES PROVIDED IN ORIGINAL NOTICE IF NECESSARY	BE SURE TO USE RUN-OFF DATES PROVIDED IN ORIGINAL NOTICE IF NECESSARY	MAY
3 Run-off election closes 5 Ballots counted 12 Candidates notified	3 Run-off election closes 5 Ballots counted 12 Candidates notified			JUNE

**2023-2024
PRE-APPROVED BY THE IEA-NEA ELECTIONS COMMITTEE**

SAMPLE DATES

REGION _____ ELECTION PLAN

	IEA RA DELEGATE ELECTION	IEA RA DELEGATE RUN OFF	NEA RA LOCAL DELEGATE ELECTION	NEA RA LOCAL DELEGATE RUN OFF	(if applicable) REGIONAL OFFICES ELECTION	(if applicable) REGIONAL OFFICES RUN OFF
NOMINATIONS SENT	10/20/23	N/A	1/31/24	N/A	1/31/24	N/A
NOMINATIONS DUE	11/3/23	N/A	2/21/24	N/A	2/21/24	N/A
ELECTION DATE	12/6/23	1/10/24	3/20/24	4/23/24	3/20/24	4/23/24
TIME OF ELECTION	School Hours	School Hours	School Hours	School Hours	School Hours	School Hours
PLACE OF ELECTION	School Buildings	School Buildings	School Buildings	School Buildings	School Buildings	School Buildings
DATE OF TALLY (within 7 days of election)	12/13/22	1/17/24	3/27/24	4/30/24	3/27/24	4/30/24
TIME OF TALLY	* _____	* _____	* _____	* _____	* _____	* _____
PLACE OF TALLY	* _____	* _____	* _____	* _____	* _____	* _____

_____ Check here if no ballots are returned by mail

_____ Check here if ballots are returned by mail by individual members*

_____ Check here if ballots from local onsite election are returned by mail to Region for tally.**

MAIL BALLOT INFORMATION (INDIVIDUAL OR LOCAL)

DATE BALLOTS MAILED (at least 21 days prior to election date)	11/15/23	12/20/23	2/28/24	4/2/24	2/28/24	4/2/24
*LATEST DATE BALLOTS MAY BE RECEIVED FOR TALLY from individual members (must be same as election date)	12/6/23	1/10/24	3/20/24	4/23/24	3/20/24	4/23/24
**LATEST DATE BALLOTS MAY BE RECEIVED FOR TALLY from onsite elections returned by locals (must be no later than tally date)	12/13/23	1/17/24	3/27/24	4/30/24	3/27/24	4/30/24
RETURNED BALLOTS MAILED TO (must be a P. O. Box)	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____

2023-2024 ELECTIONS COMMITTEE

Bridget Demetriou (25)	C: 224-605-7735	Bridgetdem@sbcglobal.net
Cathy Erickson (IEA-R)	C: 708-280-0703	ecathy95@yahoo.com
Tyler Erwin (54)	C: 815-985-7352	tylerjameserwin@gmail.com
Deborah Felker-Pettis(IEA R)	C: 773-206-7686	debfelker@sbcglobal.net
Sara Lee Pierré (IEA-R)	C: 847-420-5969	pndcake2002@yahoo.com
Gabrielle Rosenblum (46)	C: 708-209-6619	gabeuph74@mac.com
Cindy Turner (6)	C: 314-630-4271	turnercvu@yahoo.com
Diane Yarborough (IEA-R)	C: 708-214-5063	leadwy2020@gmail.com
Ray Zinnen (IEA R)	C: 217-414-4937	rzinnen@hotmail.com

The following are the primary responsibilities of the Elections Committee:

The committee has as its duty to establish procedures for nomination of candidates, ensure dissemination of publicity concerning all elections and the names of candidates, and develop rules for the conduct of the election and tabulation of ballots subject to the approval of the IEA Board of Directors. The committee conducts region and local election training. The Elections Committee shall also hear initial challenges regarding election of convention delegates, as per Article IV, Section 3 of the IEA Bylaws.

It shall be the responsibility of the Elections Committee to:

- Conduct state-wide elections and elections at the IEA Representative Assembly and Board of Directors meetings.
- Review and make recommended revisions to the Elections Handbook.
- Make other recommendations to the Board as are deemed appropriate.
- Communicate on an ongoing basis with the IEA President, and submit a year-end report.
- Provide the IEA President with minutes of each meeting.

IF YOU HAVE ANY ELECTIONS QUESTIONS DURING THE YEAR, PLEASE FEEL FREE TO CONTACT ONE OF THE ELECTIONS COMMITTEE MEMBERS

Or

**Refer to the IEA web site for election information and forms at
www.ieanea.org/about/elections/**

Or contact

KIM TRADER

At

217-321-2250 Or

kim.trader@ieanea.org

The purpose of this handbook is to assist in the proper and smooth operation of the IEA-NEA elections as required by the Landrum-Griffin Act. The rules and guidelines described shall be strictly followed. Keep this document for future reference.

GUIDELINES FOR ALL ELECTIONS

The following rules and guidelines apply to all local, region and state elections, unless additional or different requirements for specific elections are provided for in subsequent sections of this handbook. They shall be strictly followed.

All state offices are open to all members within the state. All regional offices are open to all members whose local is within that region. All local offices are open to any member of that local. All Higher Education Council offices are open to all members employed by institutions of higher education. All Education Support Professional Council offices are open to all members who are employed as Education Support Professional. All Retired Council positions and retired member delegate positions are open to all retired members. All aspiring educator member delegate positions are open to all aspiring educator members. All elections shall be held in compliance with IEA-NEA Bylaws and the elections procedures described in this Elections Handbook.

Non-members, fair share fee payers and reserve members are not eligible to participate in any election process.

ELECTIONS PROCESS

1. Elections of officers for national, state, region or local offices must be conducted by secret ballot either directly by members eligible to vote, or in state and national elections, they may be conducted indirectly by persons elected by members to represent them in accordance with the bylaws governing the election.

A secret ballot may not be by proxy.

Voting may not be done by phone, show of hands, voice vote or standing vote.

2. Notice of regional, state and national elections must be mailed to each member at his/her last known address at least 15 days prior to the election. (The day the notice is mailed is not counted, but the day of election is counted.) Information regarding runoff timelines **must** be included. At least a 15-day notification of local elections must be given by posting or other means. If mail ballots are used in an election, notice must be provided at least 21 days prior to the election.
 - In addition to primary notice of election, notice should also be posted at worksites (if not the primary election notice method), included in union newsletter and on region/local websites (if they exist), at least 15 days prior to election date.
 - Additional notice shall be provided when a runoff actually will occur.
3. Notice of nominations may be given in any manner reasonably calculated to reach all members in sufficient time to permit such members to nominate the candidates of their choice. In the cases where nominations are submitted to the IEA-NEA President's Office, they must be sent by CERTIFIED MAIL, or any other delivery service in which a receipt is issued. Electronic nomination forms may be found on the IEA website (www.ieane.org/about/elections) for all statewide mail ballot elections. Email nominations may be accepted at the local's/region's option, if provided for in writing in a local's/region's governing documents/procedures. If candidates do not receive confirmation of receipt of nomination, nominees are advised to contact the elections committee.
 - In addition to primary notice of nominations, additional nomination notice should also be posted at worksites (if not the primary nomination notice method), included in union newsletter and on region/local websites (if they exist), at time of primary notice.
 - Ensure that notice is provided to members on leave.
 - In region-level elections, where notice of nominations is left to local elections committee to send, copies of such notices need to be sent to region elections committee at the same time they are provided to local members.
4. **No person on the National, State, Regional, or Local Elections Committee who is a candidate shall be involved in any manner in the operational procedure of the election for which they are seeking office.**

GUIDELINES FOR ALL ELECTIONS

5. No portion of dues money collected at the local, regional, state or national level or other Association assets (including NEA, IEA and local association logos) shall be used to promote the candidacy of any individual over another for any office.*
 - Any material printed and/or distributed by the IEA or an IEA affiliate must be informational in nature. Such materials shall be restricted to factual statements expressing a candidate's views on issues or providing autobiographical information. Statements or messages shall be limited to objective facts. They shall not include subjective statements about candidates, shall not contain testimonials, and shall not include explicit or implicit references to or comparisons with other candidates or their campaign themes. They may contain factual information on the candidate and the office that he or she is seeking.
 - Campaign activities at an IEA function (meeting, conference, social event, and so forth) must be incidental to the function and must not intrude on the planned program. Campaigning may take place before or after the function and between sessions (e.g. at meal breaks).
 - An elected or appointed official at any association level, when on assignment for the association and/or traveling at the association's expense, while also a candidate for another term or position, may campaign as long as such campaigning is incidental to the assignment and does not interfere with the individual's performance of his or her duties.
6. Elections **must** be conducted on the date published. In the event of an emergency school closing, the election will be conducted on the next day school is in session.

Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays.
7. Provision should be made for absentee voting. Appropriate steps must be taken to maintain the secrecy of such ballots and to prevent abuses.
 - In order to ensure every member's right to vote, a process for absentee voting should be established. Absentee voting is not for convenience but should be available to members who will not be at a voting site on the date and time of the election. Absentee ballots may be cast before the election, but **not after** the specified date and times of voting. Secrecy of the ballots is a must!
 - Absentee voters who do not believe they will be able to be on-site for the election, may request a ballot. A double envelope method or any other process which maintains the secrecy of the ballot may be used. Whatever process is used, the name and address/ signature of the voter would be used to check against the membership list for eligibility.
 - Again, this must take place before the date and time of the election and every effort must be made to keep cast ballots secret, with no identification of a voter to a ballot cast. All absentee voting materials are to be kept with the other election materials for a period of one year.
8. When the number of candidates equals the number of positions available, candidates may be declared elected provided that no write-in votes are permitted. (See individual election sections regarding write-in requirements and governing documents.)
9. Each candidate has the right to have observer(s) at each polling place and/or tally site.
10. The official tally shall take place as soon after the election as possible. In no event shall the tally be more than 7 days after the election. Candidates and/or their observer(s) may be present at the tally and know the results. Ballots must be secured at all times.
11. A majority of valid votes cast shall be used to determine the results of an election unless otherwise provided for in documents governing the election. A majority shall be defined as more than half of the valid votes cast.
12. Runoff elections shall be held in the same manner as the original election. The number of candidates appearing on the runoff ballot will be one more than the number of positions available.

*Federally mandated.

GUIDELINES FOR ALL ELECTIONS

13. Any member(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures set forth in Article IV, Section 3 of the IEA-NEA Bylaws and the Election Challenge Procedures of the Elections Handbook.

BALLOT INFORMATION

1. The ballot must minimally include office(s) to be filled; candidates' names; number to vote for; and provision for write-in votes if required. In the case of a write-in, the candidate's name and position sought must be clearly specified. (See individual election sections to determine if write-ins are required.)
2. Positioning of the names on the ballot must be determined by a lot drawing. A write-in provision is required if the number of declared candidates is less than the number of positions available.
3. All **eligible members** must be provided a reasonable opportunity to be nominated for and to vote in elections. Ballots shall be distributed in such a manner as to ensure the secrecy of the ballot. (Ballots must not be left unattended or accessible to unauthorized persons.) Each eligible voter shall be provided with an official ballot. Ballots must be cast so the person voting cannot be identified with the choice voted for. **A pre-printed signature roster system is required** to ensure only eligible voters vote(d) and to certify the number of votes cast. Ballots must be secured at all times.
4. Voted ballots from a local may also be hand-delivered to the tally site providing a secure place for such ballots has been designated.
5. Voted valid ballots shall be counted as long as the intention of the voter can be clearly determined. Only valid votes cast shall be used to determine an election.
6. Ballots, including used, unused and challenged ballots, envelopes used to return marked ballots in a mail ballot election, tally sheets, roster/signature sheets, and all related election documents must be sealed and kept together for one year.

MAIL BALLOT ELECTIONS

1. All elections involving mail ballots must follow the general guidelines for elections, the guidelines for specific elections that are in the IEA Elections Handbook, and the election guidelines in applicable local governing documents. The Elections Committee responsible for the election will ensure proper preparation, assembly, and mailing of all ballots and associated materials, as well as the collection and tally of all voted ballots.
2. The Region Election Plan must include timelines for ballots returned by mail for IEA RA and NEA RA delegate elections as well as those for Regional Offices.
3. Individually mailed ballots must be mailed to members and/or locals at least 21 days prior to the date when they must be received in order to be counted.
4. The election date and the last date mail ballots may be received for tally shall be the same date.
5. Instructions for voting and returning the ballots shall accompany the ballot. A double envelope method for voting by mail is required. A form of voter identification must appear on the outer return envelope.
6. All mail ballots (from locals or individuals) are to be directed to a Post Office Box and shall be picked up only by a person authorized by the Elections Committee. Election observers may accompany said person. Ballots must be secured at all times. (Mailed ballots refer to U.S. mail.)
 - Ensure that the mailbox is large enough to handle all returned mail ballots.
 - When picking up the ballots, ask the Post Office to check for any overflow ballots that might be held in a separate location outside the Post Office Box.

GUIDELINES FOR ALL ELECTIONS

REPORTING ELECTIONS

1. Results of the election must be published within 7 days of the tally in a manner which allows members to obtain the list of all candidates and total votes received by each candidate without unusual effort. Said report shall minimally include the total number of valid ballots cast, the number of votes for each candidate, the number of write-in votes, the number of spoiled ballots, and a declaration of a winner(s).

SAVINGS CLAUSE

1. Should it become necessary as the result of an order by a court of competent jurisdiction to elect additional officers or to conduct a new election for a previously elected officer, the election shall in that case be by direct mail, secret ballot submission, to the active membership of the Association.

POLICY FOR CANDIDATE'S USE OF SOCIAL MEDIA, ELECTRONIC EQUIPMENT OR SERVICES

1. A candidate* for IEA office/position may not use for campaign purposes any service, including online service, to which he or she has access as the result of the expenditure of any resources by NEA, IEA or its affiliates. Electronic equipment would include, but not be limited to, computers, modems, cellular telephones, and electronic pagers. Online services would include, but not be limited to NEA's and IEA's Wide Area Network, local area networks established by NEA affiliates, or the Internet through access provided by NEA, IEA or its affiliates (e.g., Association electronic address). No IEA candidate may place any campaign messages on NEA, IEA, region, local association or district online message boards.
2. A candidate for IEA office may use for campaign purposes any electronic equipment or service to which he or she has access without the expenditure of any resources by NEA, IEA or its affiliates, provided that the candidate may not receive any assistance in such use from any individual who at the time of providing the assistance is receiving compensation from NEA, IEA or its affiliates. A candidate has complete control over the content of messages that he or she transmits on such equipment or service.
3. A candidate for IEA office must be careful when it comes to using IEA or IEA-reimbursed electronic equipment or services to follow or communicate through **Facebook**, **Twitter** or other social media with an IEA member who has become a "Friend" or "Fan" of a candidate or the candidate's campaign committee members. Being/becoming a "Friend" or "Fan" of a member who has a **Facebook** page (i.e., "Jane Doe") and has become a candidate is not by itself a violation of the IEA Policy. If, however, while you are using IEA or IEA-reimbursed electronic equipment or services, you post an initial or responsive message on that candidate's individual **Facebook** page that is supportive of his/her candidacy or non-supportive of his/her opponent's candidacy, a violation will occur. Also if you 1) become a "Friend" or "Fan" of a candidate (i.e., "Jane Doe for IEA President") or candidate campaign committee (i.e., "Jane Doe for IEA President Campaign Committee") **Facebook** page or 2) send a direct message or response to or "re-tweet" a posting from a candidate's **Twitter** account that is supportive of his/her candidacy or non-supportive of his/her opponent's candidacy while using IEA or IEA-reimbursed electronic equipment or services, a violation will occur. Merely following a candidate on **Twitter** without any other action by you, however, is not a violation of the IEA Policy.

*For purposes of this Policy, the term "candidate" means the candidate and anyone acting on his or her behalf, or at his or her direction.

LIST OF ELECTIONS

ELECTIONS CONDUCTED BY IEA-NEA STATE ELECTIONS COMMITTEE

- IEA RA RETIRED DELEGATES
- IEA RA ASPIRING EDUCATOR DELEGATES
- NEA RA RETIRED DELEGATES
- NEA RA ASPIRING EDUCATOR DELEGATE(S)
- NEA RA STATE DELEGATES
- ESP CHAIR, VICE-CHAIR, ETHNIC MINORITY COUNCIL MEMBER, AND COUNCIL
- ESP SECTIONAL REPRESENTATIVES AND ALTERNATES
- HIGHER ED. CHAIR, VICE-CHAIR AND COUNCIL
- HIGHER ED. SECTIONAL REPRESENTATIVES AND ALTERNATES
- RETIRED CHAIR, VICE-CHAIR, ETHNIC MINORITY COUNCIL MEMBER, AND COUNCIL
- ETHNIC MINORITY SECTIONAL REPRESENTATIVES AND ALTERNATES

EXECUTIVE OFFICERS (PRES., VICE-PRES, SEC.-TREAS.)
NEA DIRECTORS

ELECTIONS CONDUCTED BY REGIONAL COUNCILS

(Allocation and Election Plans approved by IEA-NEA Election and Executive Committees)

DATES ESTABLISHED BY REGION COUNCIL & PUBLISHED IN IEA FALL OR SPRING ELECTION ALL-MEMBER GOVERNANCE MAILER

- CHAIR AND VICE-CHAIR ELECTIONS
- REGION COUNCIL ETHNIC MINORITY REPRESENTATIVE(S) and ALTERNATE
- IEA RA DELEGATES - For locals with a ratio of members of 1:90-110, the delegate elections may be conducted solely by the local if so determined by the regional council.
- NEA RA DELEGATES - For locals with 76 or more members, the delegate elections may be conducted solely by the local if so determined by the regional council. Chartered locals with 75 or fewer members are to be clustered.

ELECTIONS CONDUCTED BY THE LOCALS

DATES ESTABLISHED BY THE LOCALS

- LOCAL EXECUTIVE OFFICERS
- LOCAL BUILDING REPRESENTATIVES
- REGIONAL COUNCIL REPRESENTATIVES
- ALL LOCAL OFFICES

(All elections must be conducted in accordance with IEA-NEA Bylaws and Elections Procedures outlined in the current State Elections Handbook.)

IEA-NEA DELEGATES TO IEA RA

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ July 31 - Membership figures.
- ◆ August/September Regional Council Meeting - Regional Elections Committee Elected or Appointed.
- ◆ Prior to September 1 - Number of delegate positions allocated to the regions distributed by President's Office. Membership figures to be used for delegate allocation will be distributed to region chairs.
- ◆ By the first Friday of October - Regional Council establishes an election date that falls within the dates designated on the IEA-NEA Elections Calendar. The Regional Council must electronically submit the election and allocation plans to the IEA President's office. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)
- ◆ By the third Friday of October - Approved Plans returned to regions.
- ◆ November – IEA fall election all-member governance mailer sent to members with dates, times and places of elections to be held. **This is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Nominations must be received by Regional Elections Committee according to the Regional Election Plan.
- ◆ Local elections held according to same timelines.
- ◆ At least twenty-one days prior to the date ballots must be received for tally - Post mail ballots.
- ◆ On the published election date - Conduct the election.
- ◆ Within one week of election - Tabulation of ballots.
- ◆ If necessary, runoff elections shall be held in the same manner as the original election.
- ◆ Within one week of tabulation - Election report sent to all candidates, local association presidents and the President of IEA-NEA.
- ◆ Next Regional Council Meeting - Verified results submitted.

(THIS TIMELINE REFERS TO REGION DELEGATES TO THE IEA-NEA RA)

IEA-NEA DELEGATES TO IEA RA

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require **regional delegates** to the IEA-NEA RA to be elected by open nomination and secret ballot. All active members of the region are entitled to seek the office, nominate and vote. The Regional Council shall elect or appoint a Regional Council Elections Committee of no fewer than three (3) active members of the Region, none of whom shall be a candidate. While this Committee has the exclusive responsibility for conducting the election in compliance with the election procedures which follow, the Regional Council may vote to delegate this responsibility to the Elections Committee of a non-clustered local. Hereinafter the Regional Elections Committee, or its designee, shall be referred to as "the Committee".

No candidate in the election may participate in any way in the operational procedure of the election.

Section 1. - ESTABLISHMENT OF THE ELECTION DATE – By the first Friday in October, the Committee establishes, with the approval of the Regional Council, election and allocation plans, and electronically submits its election and allocation plans for approval to the State Elections Committee. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)

Section 2. - NOMINATIONS - Notice of nominations must be distributed in any manner reasonably calculated to reach all members in sufficient time to permit members to nominate the candidates of their choice. Members may nominate themselves. The nomination forms shall minimally include the name of the nominee and local, the name of the nominator and local, and the written consent of the nominee. Nominating forms shall be received by the Committee at least three (3) weeks prior to the election date.

Section 3. - NOTIFICATION - Notice of election must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. (The day the notice is mailed is not counted, but the day of the election is counted.) The IEA fall election all-member governance mailer will be published in November, with the election plans that have been approved by the State Elections Committee. The Regional Council, all local presidents and all candidates will be notified in writing of the names of all those running as delegates. The Committee may choose an appropriate method of disseminating information regarding the qualification of candidates; however, no dues money may be used to promote one candidate over another.

Section 4. - WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the chairperson of the Committee.

Section 5. - ELECTION - The election shall be conducted on the date published. If not, notice of the change must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. The Committee is responsible for the preparation, distribution, collection, tabulation, reporting and storing of the ballots and related election materials. The Committee shall determine the position of candidates on the ballot by lot. The Committee shall not allow proxy voting. The ballot should minimally include office to be filled, candidates' names, number to vote for, and **provision for write-in candidates.**

IEA-NEA DELEGATES TO IEA RA

The Committee shall post any ballots mailed to individual members no later than twenty-one (21) days prior to the date when they must be received in order to be counted. These mail ballots must include instructions for voting and returning the ballots. A double envelope method is required and a form of voter identification must appear on the outer return envelope. All mail ballots must be returned to a Post Office Box and shall be picked up only by a member of the Elections Committee or a designee appointed by the Chairperson.

For ballots voted in the locals, the Committee will require a pre-printed signature roster system to ensure only eligible voters voted and to certify the numbers of votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of their ballot is ensured, and that a record of those voting is maintained. It is recommended that ballots be initialed by an authorized elections committee member before they are distributed to voters. Ballots may not be placed in mailboxes. A manned polling place or a system of personally contacting each voter must be established. Candidates have the right to have observers present at all polling places. The overriding principle to govern every decision of the Committee is to ensure that each active member is best able to exercise his/her rights and privileges in the election process. To that end, the Committee will choose the means of distribution and collection of ballots which maximizes the probability that each member may vote in the election and that voted ballots are secured at all times.

Section 6. - TABULATION - Within seven (7) days following the election date, the Committee shall count the valid ballots and tabulate the results in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region, or state officer and as an IEA RA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Phone tallies are not permitted. Voted valid ballots shall be counted as long as the intention of the voter can be clearly determined. Each candidate shall be notified as to the date, time and location of the tally. Candidates or their designees may be present as observers. Ballots, including used, unused, challenged ballots, envelopes used to return ballots in a mail ballot election, tally sheets, roster/signature sheets, and all related election documents must be sealed and kept for one year.

Section 7. - RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in the same manner as the original election. The timeline will begin on the date of the tabulation of the original election and the runoff election will be held on the date published in the region's election plan.

Section 8. - REPORTING - The Committee shall prepare a report of the election results to be disseminated. Said report shall minimally include the total number of valid ballots cast, the number of votes for each candidate, the number of write-in votes, the number of spoiled ballots, and a declaration of a winner(s). The report shall be sent to all candidates, and local association presidents, within one week of the tabulation and submitted to the Regional Council at its next meeting. Local Association Presidents shall promptly post the election results in the locals. The Region Chairperson shall submit the results to the IEA-NEA President's Office on the forms provided by that office.

Section 9. - CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws.

IEA-NEA DELEGATES TO IEA RA

RULES FOR DEVELOPING REGION ALLOCATION PLANS FOR DELEGATES TO THE IEA-NEA REPRESENTATIVE ASSEMBLY

1. Regional Council shall be responsible for developing a plan.
2. The plan must be approved by the Regional Council. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays.
3. A delegate ratio of 1:90 to 1:110 members will be maintained as closely as possible.
4. Suggested language to appear at the bottom of ballots when one or more locals of more than 100 members are clustered together:

In order to comply with the IEA Bylaw requirement that, "Each chartered local association with a pledged or paid-up membership of 100 or more as of July 31st shall be entitled to elect at least one (1) delegate per 100 active members," votes shall be tallied and candidates declared elected as follows:

- The (#) candidate(s) from (local a) receiving the highest numbers of votes shall be declared elected.
 - The (#) candidate(s) from (local b) receiving the highest numbers of votes shall be declared elected.
 - The remaining candidates shall be ranked in order of votes received. The candidate(s) receiving the highest numbers of votes shall be declared elected.
5. Sub-clustering* and/or usage of excess members to obtain delegates is prohibited.
 6. Use the electronic form provided to complete the delegate allocation plan. (*Worksheet in Forms Section of this Handbook.*)
 7. When developing a region allocation/cluster plan, every attempt should be made to include all membership groups so that they have the opportunity to be represented (i.e., ESP's, small locals, etc.)
 8. Delegate allocation plans MUST include:
 - a. ratio
 - b. number of delegates per local/cluster
 - c. district number and name of local
 - d. approval of the Regional Chairperson and Vice Chairperson
 - e. date of Council approval
 - f. post office box & city (where applicable)
 9. If the plan includes any deviation from the established guidelines or any unusual elements, a written rationale (reason for such deviation) must be included.
 10. Do not include Chairperson, Vice Chairperson or Region Council Ethnic Minority Representative in the delegate count. Count must equal allocation.
 11. Failure to meet any of the above rules can be cause for rejection of the allocation plan.

*Sub-clustering refers to the division of a local.

IEA-NEA RA RETIRED MEMBER DELEGATES

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Membership as of July 31 shall determine the number of retired delegates. The ratio shall be one delegate for every 500 members.
- ◆ A retired ethnic minority delegate election will be held according to the same timelines.
- ◆ September IEA nomination and election retired mailer –All retired members notified of open positions, election procedures and nomination forms.
- ◆ By the end of the third week of October, open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Last week of October notify candidates of those running (sample ballots and biographies).
- ◆ By the first Friday of November, online election instructions and confidential voting credentials mailed. Online voting begins. Mail ballots can be requested by date listed on election instructions. Mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address, by the date listed on the IEA-NEA Elections Calendar.
- ◆ Tabulation of ballots will take place on the date listed on the IEA-NEA Elections Calendar.
- ◆ If necessary, runoff elections shall be held in accordance with the dates published in the September IEA nomination and election retired mailer.
- ◆ Prior to December 31 - Names of delegates to President's Office.

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require IEA-NEA Retired member delegates and an ethnic minority retired delegate to the IEA-NEA RA to be elected by open nomination and secret ballot. All IEA-NEA Retired members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. - NOMINATIONS - All IEA-NEA Retired members will be notified in the September IEA nomination and election retired mailer that open nominations will be accepted until the end of the third week in October. Nominations must consist of the name, contact information and membership identification number. They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (*See Forms Section of this Handbook.*)

IEA-NEA RA RETIRED MEMBER DELEGATES

Section 2. - NOTIFICATION – Last week of October, the Retired Delegate candidates will be sent a sample ballot and biographies of those running for office.

Section 3. - WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. - UNCONTESTED ELECTION - If the number of candidates equals the number of positions available in elections conducted by the State Elections Committee, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. - DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed by the first Friday of November. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box by the date listed on the election instructions in the Official Ballot Envelope with name and return address.

Section 6. - TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region, or state officer and as an IEA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. **Write-in candidates are not permitted.**

Section 7. - RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the September IEA nomination and election retired mailer.

Section 8. - RESULTS - Candidates will receive the results of their election status within one week of tabulation. Verified results of the election shall be provided to the Board of Directors by the next Board meeting.

Section 9. - CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

IEA-NEA RA ASPIRING EDUCATOR MEMBER DELEGATES

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Membership as of October 15 shall determine the number of delegates. The ratio shall be one delegate per 100 active aspiring educator members. If the membership at that time is sufficient, an election will be conducted.
- ◆ The number of open positions, nomination procedures and form, as well as election timelines and procedures will appear in the September IEA nomination and election aspiring educator mailer.
- ◆ Nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieane.org/about/elections).by the date posted in the September IEA nomination and election aspiring educator mailer. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ If necessary, runoff elections shall be held in accordance with the dates published in the September IEA nomination and election aspiring educator mailer.
- ◆ Prior to February 15 - Names of delegates to President's Office.

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require IEA-NEA Aspiring Educator member delegates to the IEA-NEA RA to be elected by open nomination and secret ballot. All IEA-NEA Aspiring Educator members are entitled to vote. Only aspiring educator members who are enrolled for a minimum of 12 semester hours may be elected to positions representing aspiring educator members. Following are the procedures which shall be met to comply with this requirement.

Section 1. - NOMINATIONS - All IEA-NEA Aspiring Educator members will be notified in the September IEA nomination and election aspiring educator mailer that open nominations will be accepted until the end of the third week in October. Nominations must consist of the name, contact information and membership identification number. They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieane.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

IEA-NEA RA ASPIRING EDUCATOR MEMBER DELEGATES

Section 2. - NOTIFICATION – During the last week of October, the Aspiring Educator Delegate candidates will be sent a sample ballot and biographies of those running for office.

Section 3. - WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. - UNCONTESTED ELECTION - If the number of candidates equals the number of positions available in elections conducted by the State Elections Committee, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. - DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed the first week of November. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box by the date listed on the election instructions in the Official Ballot Envelope with name and return address.

Section 6. - TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region, or state officer and as an IEA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation.

Section 7. - RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the September IEA nomination and election aspiring educator mailer.

Section 8. - RESULTS - Candidates will receive the results of their election status within one week of tabulation. Verified results of the election shall be provided to the Board of Directors by the next Board meeting.

Section 9. - CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

IEA RA DELEGATE POLICIES

IEA AND NEA RA DELEGATE EXPENSES REIMBURSEMENT POLICY

These guidelines apply only to delegates who receive RA funding directly from IEA. Regions and locals also provide funding to delegates, and they are encouraged to adopt this policy or modify to meet their needs.

Delegates may receive advance funding for their RA-related expenses. Advance funding is conditioned on two factors. The delegate must have a properly completed IRS Form W-9 on file with IEA (and have provided their Social Security number), AND in prior years the delegate must have complied with the documentation requirements discussed below. If a delegate does not have a Form W-9 on file OR has been issued IRS Form 1099-MISC in the past as a result of failure to comply with the documentation requirements, no advance funding will be issued. Such delegates may still apply for retroactive reimbursement of their expenses by submitting the documentation discussed below. If a delegate is denied advance funding due to failure to follow the documentation requirements, and subsequently establishes a track record of proper documentation, they may have advance funding restored at the discretion of the IEA.

To receive reimbursement for expenses incurred, or to claim expenses incurred against any advance funding that was provided, a delegate must properly substantiate expenses. On the Travel/Expense Report form, the amount, time, place, business purpose and description of each expense must be noted, and receipts must be attached as noted on the form. This documentation must be received in the President's Office at IEA Headquarters no later than 60 days after the expenses are incurred. Any expenses not properly substantiated shall not be reimbursed or credited.

If a delegate receives advance funding from IEA, the delegate must return within 60 days the amount of such advance not used to pay for properly substantiated expenses. If the delegate does not do so: 1) such unreturned amounts shall be reported to the IRS as income to the delegate on Form 1099-MISC; 2) court proceedings may be initiated to collect the excess amounts; and 3) the delegate will be denied advance funding in the future. Delegates will provide IEA with their Social Security numbers on Form W-9 prior to accepting a travel advance payment.

IEA AND NEA RA DELEGATE ACCOUNTABILITY POLICY

It is the responsibility of members elected to serve as delegates to the IEA and/or NEA RA to attend all business sessions of the RA, delegation caucuses and briefings, and other required RA business-related meeting(s), as the delegate may be reasonably informed of prior to the required meeting(s). Failure to meet any of these responsibilities, unless excused by the region chair or designee for an IEA RA or NEA RA local delegate, or by the IEA president or designee for an NEA RA state delegate, shall result in the delegate's advance and/or reimbursement for expenses being proportionally reduced. If the delegate has already received an unreduced advance and/or reimbursement, they must return any excess amounts within 60 days following the RA. If the delegate does not do so, the procedure described in the preceding section will be in effect.

IEA-NEA EXECUTIVE OFFICERS AND NEA DIRECTORS

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ November - IEA fall election all-member governance mailer - vacancies posted.
- ◆ December 1st - Deadline for filing Declaration of Candidacy form.
- ◆ December 1st - Deadline for submission of candidate pictures and bios to be published and mailed to all members.
- ◆ February - Candidate pictures and bios mailed to all members if submitted.
- ◆ Prior to or during the First Business Session of the RA - nominations and presentation of candidates at an open meeting. Additional nominations accepted in the event of an election to fill an unexpired term.
- ◆ Saturday morning of the RA - Election held.

IEA-NEA EXECUTIVE OFFICERS AND NEA DIRECTORS

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require IEA-NEA Executive Officers (Alternate NEA Directors) and NEA Directors to be elected by open nomination and secret ballot. Pursuant to NEA Bylaws, all elected delegates to the IEA-NEA RA who are active members are entitled to vote.

Section 1. DECLARATIONS OF CANDIDACY - Vacancies posted in November IEA fall election all-member governance mailer. Declaration of Candidacy forms filed by December 1st. Candidates' statements, which are limited to 250 words, and pictures submitted by December 1st will be printed and mailed to all members in February. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOMINATIONS - Nominations are open to all active IEA-NEA members. Nominations shall be made at an open meeting at the RA

Section 3. PRESENTATION OF CANDIDATES - An open meeting shall be held prior to or during the first business meeting of the IEA-NEA RA for the purpose of presenting all candidates for IEA-NEA Executive Offices and/or NEA Director.

The Chairperson of the State Elections Committee shall be the presiding officer. The official timer and the secretary of the State Elections Committee shall be present at the open meeting for nominations. Minutes must be taken and speakers will be timed.

The names of the persons presenting candidates should be reported to the presiding officer at the time specified in the RA Delegate Handbook. All candidates and persons presenting them shall report to the presiding officer at the times specified in the RA Delegate Handbook. (See *Forms Section of this Handbook*.)

Presentation of candidates for each office shall be determined by lot. Each candidate shall be limited to a nominator and one seconder. No nominating or seconding speeches shall be allowed. Candidates shall be allowed to speak for no more than five minutes.

Section 4. ADDITIONAL NOMINATIONS – In the event of an election for an unexpired term, additional nominations may be made following the presentation of candidates who have FILED for that office. If there are additional nominations from the floor, the same rules shall apply. **Write-in candidates are not permitted.**

Section 5. UNCONTESTED ELECTIONS - If there is only one (1) candidate in an election for Executive Officer and NEA Director, the chair shall declare the candidate elected.

Section 6. POSITION ON BALLOT - The position of candidates' names on the ballot will be determined by lot.

Section 7. RULES - The election will take place in accordance with the Standing Rules of the IEA-NEA Representative Assembly.

Section 8. ELECTIONS - Elections will take place Saturday morning of the IEA-NEA RA. Candidates may have observers present. (See *Forms Section of this Handbook*.)

Section 9. TABULATIONS - The State Elections Committee will tabulate ballots in accordance with state and federal requirements. **Write-in votes will not be counted.** Candidates may have observers present.

Section 10. RESULTS - The chairperson of the State Elections Committee will announce the results of the election(s) to the RA as soon as the tabulations are finalized. A Certificate of Election of IEA Board Members shall be filed with the President's Office. (See *Forms Section of this Handbook*.)

IEA-NEA EXECUTIVE OFFICERS AND NEA DIRECTORS

Section 11. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws.

CANDIDATE INFORMATION - RA NOMINATIONS

1. An open meeting shall be held for the purpose of presenting all candidates for IEA-NEA office.
2. The Chairperson of the State Elections Committee shall be the presiding officer.
3. The names of the persons presenting candidates should be reported to the presiding officer at the time specified in the RA Delegate Handbook. All candidates and persons presenting them shall report to the presiding officer at the time specified in the RA Delegate Handbook.
4. Presentation of candidates for each office shall be made in the order determined by lot. The lot drawing will be held at the time specified in the RA Delegate Handbook.
5. Each candidate shall be nominated and seconded, but no nominating or seconding speeches shall be allowed.
6. Candidates shall be allowed to speak for no more than five (5) minutes.
7. In the event of an election for an unexpired term, additional nominations may be made following the presentation of candidates who have FILED for that office. Additional nominations may not be made from the floor at any business meeting, nor will speeches in support of any candidates be heard.

CANDIDATE INFORMATION - RA ELECTIONS

1. Refer to campaign regulations.
2. All candidates for office shall be elected by delegates to the Representative Assembly by a majority vote. If a second balloting is needed to determine a (the) winner(s), one more candidate than the number of positions available shall be the nominees. The run-off candidates shall be those with the next highest number of votes in the (first) original election.
3. Article IV, Section 2 (A) states: "All elections shall be conducted by open nomination and secret ballot. If there is only one (1) candidate in an election for Executive Offices and NEA Director, the Chair shall declare the candidate elected."
4. All candidates shall follow the hotel policy regarding display of campaign materials, as provided by IEA. Materials violating the policy will be removed.
5. **Campaign materials, including raffle tickets and other fundraising items for candidates for Association office, may not be distributed or otherwise circulated nor posters displayed in the business meeting room or where they are visible from the seating area. Campaign materials distributed or circulated and posters displayed in violation of this rule shall be collected by RA assistants or members of the IEA-NEA Elections Committee. All displayed campaign literature and materials in the RA venue must be removed no later than two hours after election results are reported on the RA floor.**

IEA-NEA EXECUTIVE OFFICERS AND NEA DIRECTORS

6. Polls shall be open for election of officers on Saturday at 7:00 a.m. and will close at 8:45 a.m. There shall not be visible in the polling place campaign materials or any symbols representing a candidate. There shall be no electioneering of any kind within twenty (20) feet of the polling place entrance.
7. In order to vote, delegates must present their delegate badges, show an additional form of signed identification, and sign the voting roster. Electronic scanning ballots and equipment will be used.

IEA-NEA SERVICES AVAILABLE TO DECLARED CANDIDATES FOR IEA-NEA EXECUTIVE OFFICERS AND NEA DIRECTORS

1. Written policy regarding elections shall be sent within one week of filing the "Declaration of Candidacy" form. (*See Forms Section of this Handbook.*)
2. Upon request, a list of delegates to the RA will be provided to the candidate. Any additional lists are at the candidate's expense.
3. Candidates may use IEA-NEA file photographs in campaign literature.
4. IEA-NEA Print Shop can print campaign literature at the candidate's expense.
5. Campaign literature (one piece per candidate) can be sent in the delegate packet at no cost if received one week prior to the mailing date. Any additional mailings are at the candidate's expense.
6. Candidates' pictures and statements will be printed and mailed to all members prior to the IEA RA and placed on the IEA Web page, if received by the announced deadline. In addition, IEA shall produce and pay for a candidate booklet, composed of each candidate's statement, which shall be distributed with the delegate packet. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective.
7. In the event of a contested election, IEA will produce and pay for one nonpromotional video providing 3-5 minutes for each candidate, for all candidates who choose to do so.
8. IEA Elections Committee shall compile a unified candidate questionnaire, which shall replace individual IEA constituent group questionnaires. Responses will be limited to 250 words per question.
9. A candidate forum will be held at the RA, time and location to be determined.

**CAMPAIGN REGULATIONS
FOR CANDIDATES FOR IEA OFFICE
IN ELECTIONS HELD AT
THE IEA REPRESENTATIVE ASSEMBLY**

(Where applicable, the principles contained in this document govern all elections for IEA office.)

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

Introduction

The IEA Bylaws set forth the basic requirements for candidates who seek IEA elective office. This booklet, Campaign Regulations for Candidates for IEA Office, is designed to implement those requirements. The document is distributed to candidates who have officially filed for office and to their campaign managers.

The candidate has the responsibility to ensure that all campaign workers are instructed to abide by the campaign regulations.

If a candidate becomes aware of any unauthorized prohibited campaign activity that is being conducted in his/her behalf, the candidate should notify the Chairperson of the IEA Elections Committee, in writing, within forty-eight (48) hours of knowledge of the prohibited activity.

If the Elections Committee learns of any prohibited campaign activity during the IEA Representative Assembly, it will direct immediate cessation of the activity.

The following candidate forms are available from the IEA Executive Office:

- ◆ Official filing form
- ◆ Form for final report of campaign revenues and expenses
- ◆ Form on nominations and candidate speeches

Prospective candidates are encouraged to complete their official filing forms promptly so that they become eligible for the various services that IEA provides for candidates.

I. Election Procedures

In accordance with IEA Bylaws, the Representative Assembly elects the following officers of the Association:

- ◆ The executive officers (President, Vice-President, and Secretary-Treasurer) as appropriate for that year.
- ◆ NEA Directors.*

* These campaign and election regulations incorporate many of the campaign and election regulations that NEA has established for NEA Director elections. However, NEA provides some additional campaign and election regulations to which candidates for NEA Director must also adhere. A copy of NEA's "Campaign and Election Requirements for the Positions of State, Retired, and Aspiring Educator Directors" can be obtained from NEA's Executive Office in Washington, D.C.

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

II. General Campaign Requirements

A. Campaign Period - The campaign period will be defined as the period from the end of the preceding Representative Assembly until such time as the election is certified.

B. Campaign Revenues and Expenses - IEA Bylaw Article IV, Section 2.E, NEA governing documents and federal law provide that no portion of dues money at local, regional, state, or national level shall be used to promote the candidacy of an individual for an IEA office. Each candidate must file a final report no later than 30 days following certification of the election results.

Although no campaign limitations are in effect, candidates are required to keep records and submit reports of campaign revenues and expenses.

Campaign revenues are defined as financial contributions and goods and/or services in kind made available to the candidate by groups or individuals within or outside the candidate's state.

Campaign expenditures include costs connected with printing material that directly advances the position of the candidate on issues pertaining to the office being sought; mailing of said material; operation of hospitality suites during the campaign year whether such suites are funded by the candidate or by friends within or outside of the candidate's state; other entertainment designed to advance the candidate's campaign; expenditures of the official campaign committee, including travel, lodging, and meals; and giveaways including but not limited to buttons, favors, and so forth.

Campaign expenditures include items used to solicit voluntary contributions. The amount of money spent to purchase any item(s) for a raffle* or similar activity by a candidate for IEA office for the purpose of fundraising must be reported as a campaign expenditure. The amount collected from such activities must be reported as campaign revenue.

C. Campaign Contributions - No labor organization (including IEA and its affiliates) or employer (including commercial firms and businesses) may contribute money, goods, services, or anything of value, directly or indirectly, to promote the candidacy of any individual for IEA office. Such contributions may be received only from individuals or groups of individuals.

Campaign contributions may not be solicited by a candidate or campaign worker prior to the beginning of the campaign year; however, unsolicited contributions may be accepted prior to the beginning of the campaign year.

* For a raffle to be legal in Illinois, either: 1) it must be operated by a specific qualifying organization which has received a license to operate the raffle; or 2) all individuals who desire to take part in the raffle must be allowed to do so, whether or not they pay for a chance to participate.

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

D. Campaign Activities - Campaign activities include those activities (i.e., speeches, receptions, personal visits, press interviews, and radio and TV appearances) which contribute to the candidate's attempt to persuade the voting constituencies of his or her merits in the pursuit of the office in question. Accordingly, money spent to promote, implement, or publicize any of these activities must be reported as a campaign expenditure.

E. Campaign Materials - Campaign materials are defined as announcements, biographical sketches, brochures, buttons, invitations, pins, position papers, posters, or any objects or printed material bearing the name of the candidate or promoting the candidacy of an individual for IEA office. Any audio or video recordings, social media sites, billboards, or newspaper advertisements which may be disseminated to advance the candidate's campaign also fall into the classification of campaign materials. The source and sponsorship of all campaign materials must be identified on or with those materials.

The following are not considered campaign materials:

- The candidate statements described in Section V(B) of the Campaign Regulations
- Candidate brochures that comply with the requirements outlined in Section V(D).

Rather, the above items are regarded as vehicles for impartial publication of election information.

Distribution by a candidate or a candidate's designee of campaign materials as defined in this section constitutes a campaign activity. Actual expenses thus incurred must be reported as such.

Neither the IEA logo, NEA logo nor the symbol of the unified education profession may be used by candidates in campaign material or in their displays. However, the IEA may use those symbols in election campaign materials of an informational nature.

A candidate must obtain an officer's written permission prior to using their name or picture in any campaign literature.

III. Role of Regions & Locals in Candidate Election Campaign

A region or local is prohibited from using its name, logo, letterhead, or similar association asset in behalf of the candidacy of any individual.

A region or local may use its resources in a nonpartisan way to provide information about all of the candidates for a particular office. Except as otherwise provided in this section, a region/local may not use its resources, directly or indirectly, to advance the candidacy of any individual.

A. Endorsement of Candidates

1. In its regular course of business, the membership or governing body of a region/local may endorse a candidate for office. A region or local may not, however, call a meeting for the sole purpose of issuing an endorsement or in any other manner spend any funds for that purpose.

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

2. Once an endorsement has been made, a region/local may not spend funds to publicize the endorsement or to encourage delegates to vote for a particular candidate. If the actions or business of the membership or governing body are regularly published in a newsletter or distributed in some other manner, the local/region may include the action on the endorsement, but this is the only condition under which the region/local may use funds to note the endorsement.

3. Although the region/local may not use the funds of the organization to publicize or encourage support, the following actions may be taken:

a. The candidate may use the endorsement in his/her own literature (e.g., "I have been endorsed by the Delegate Assembly of the _____ Education Association" or "All members of the _____ Education Association Executive Committee have supported my candidacy.").

b. An officer of a region/local or any other member or combination of members may use their own money or that of the candidate to encourage support from members or delegates. In a personal letter or any other type of personal communication, an officer may, of course, mention his/her title as a means of persuasion (e.g. "Dear Delegate: I am president of the _____ Education Association and I am writing in my capacity as an individual Association member to urge your support for ..."). Such letters shall not be written on the official stationery of the region/local.

4. A region/local may not require a candidate to visit the local or region as part of the endorsement process.

B. Association Meetings - It is permissible for a candidate to sponsor a social or fundraising event that promotes his or her candidacy in conjunction with a meeting of a region/local provided that the candidate or campaign committee is responsible for all costs incurred in connection with the event and that all other candidates for the same position are given an opportunity to sponsor a comparable event in conjunction with the meeting.

IV. Role of Elected Leaders in Candidate Election Campaign

Elected officers at local, state, and national levels retain their rights as members to participate in the affairs of the organization, including supporting and working on behalf of candidates for office. However, such campaign activities may not occur during official association functions and may not involve the expenditure of association funds at any level--local, state, regional, or national. Accordingly, officers may not campaign on time that is paid for by an association. Nor may they use association funds, facilities, equipment, personnel (working on association time), stationery, newsletters, or any other association asset to assist them in campaigning. At the RA, it is suggested that heads of region and constituent delegations should ensure that their delegates have equal access to information about all candidates.

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

A newsletter that contains the IEA logo, that is paid for by the IEA, and/or that is prepared or distributed by an IEA elected officer in his or her official capacity shall not carry any reference to an election for IEA office unless the reference is a notice of the election or in the nature of a report on an item of business at a meeting of the Board of Directors or other official IEA meeting.

V. Campaigning Prior to Representative Assembly

A. Campaign Materials - Distribution by a candidate or designee of written, printed, or other campaign materials within the definition in Section II constitutes a legitimate campaign activity and actual expenses thus incurred must be reported.

B. Candidate Statements Printed and Mailed to All Members - Candidates for IEA executive office may file their intention in writing with the IEA-NEA Elections Committee, along with a picture and candidate statement. The IEA shall publish and mail to all members the member's picture and candidate statement of each candidate who has filed and presented such statement.

The content of the candidate statement shall be left to the discretion of the candidate provided that it shall comply with requirements set forth in this document, and therefore shall be subject to review by the IEA General Counsel. The statement must not exceed 250 words.

C. Candidate Brochures in RA Delegate Packets - IEA will distribute to all IEA RA delegates in the IEA RA delegate packet, a brochure for each candidate for IEA executive office and NEA Director. The candidate may either: 1) print his/her own brochure and provide IEA with a sufficient quantity for distribution to all delegates; or 2) have the IEA Print Shop print the brochure, at the candidate's own expense. The brochure shall be no more than one (1) double sided sheet not to exceed 8 1/2 x 11 inches.

The candidate shall determine the brochure's content, provided that the brochure's content shall comply with legal requirements and therefore shall be subject to review by the IEA General Counsel. See Section V(D).

The candidate shall submit the proposed brochure to the IEA General Counsel for review according to the prescribed timelines whether the candidate prints his/her brochure, or if the brochure is to be printed at the candidate's expense by IEA.

If the IEA General Counsel, in reviewing a brochure, determines that a statement or some other aspect of the brochure does not meet legal requirements, he/she will notify the candidate and be available to assist the candidate in developing a suitable alternative. If a suitable alternative cannot be developed or the candidate refuses to make appropriate modifications to the brochure, IEA will not distribute the brochure, unless the candidate agrees to pay for its distribution.

D. Content of Materials - When the IEA pays for the production and/or dissemination of materials, it reserves the right to reject any materials that could expose the IEA to legal liability or that are not in the best interests of the Association.

Any material printed and/or distributed by the IEA must be informational in nature. Such materials shall be restricted to factual statements expressing a candidate's views on issues or providing autobiographical information. Statements or messages shall be limited to objective

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

facts. They shall not include subjective statements about candidates, i.e., "I am, I believe I am, or I feel I am trustworthy, hardworking, energetic, dedicated, a demonstrated leader", shall not contain testimonials, and shall not include explicit or implicit references to or comparisons with other candidates or their campaign themes. They may contain factual information on the candidate and the office that he or she is seeking (e.g., "I am a candidate for the office of Vice-President.") but may not include an appeal to vote for the candidate (e.g., "Elect Pat Doe as Vice-President" or "Vote for Chris Doe.")

Any printed material for which IEA pays production costs, i.e., candidate statements mailed to all members, must contain some text. It may not consist exclusively of photos or artwork.

All campaign materials (except pins, buttons, and food products) shall carry an identification of source and sponsorship. The following are not considered campaign materials: the candidate statements described in Section V(B) of the Campaign Regulations; candidate brochures that comply with the requirement outline. Rather, the above items are regarded as vehicles for impartial publication of election information.

VI. Campaigning at IEA Functions Other Than Representative Assembly

Campaign activities at an IEA function (meeting, conference, social event, and so forth) must be incidental to the function and must not intrude on the planned program. Campaigning may take place before or after the function and between sessions (e.g., at meal breaks).

For example, a candidate's campaign workers may place campaign materials at the places of participants or observers prior to the opening of the meeting or may distribute campaign material at the entrance of the meeting room. However, it would be impermissible for a campaign worker to distribute campaign material once the meeting has begun or to announce a campaign related activity from the podium during a session of the meeting.

VII. Campaigning by IEA Officials

Frequently, IEA elected or appointed officials who are candidates for office ask what type of campaigning is permissible when they are on assignment for the IEA and are traveling at IEA expense. Such campaigning must be incidental to the assignment and must not interfere with the individual's performance of his or her duties.

For example, if an IEA official who is a candidate for office is assigned to represent the Association at a meeting, it is permissible for the individual to meet with supporters or members of his or her campaign committee in off-duty hours. All expenses incurred in connection with such a meeting are campaign expenses and are not chargeable to the IEA.

A candidate who is traveling at IEA expense may use his or her hotel room for campaign purposes (i.e., a meeting of the campaign committee or a social event) provided he/she reimburses the IEA on a pro rata basis for the time the room was used for such purposes. The amount of the reimbursement is computed as follows: The daily rate is divided by 24 (hours) to arrive at an hourly rate. The hourly rate is then multiplied by the number of hours that the candidate's room was used for campaign purposes. The total amount should be remitted to the IEA or deducted from the individual's expense voucher.

CAMPAIGN REGULATIONS FOR CANDIDATES FOR IEA OFFICE IN ELECTIONS HELD AT THE IEA REPRESENTATIVE ASSEMBLY

VIII. Campaigning at the Representative Assembly

A. **Meeting with IEA Elections Committee** - Candidates and/or their campaign managers are expected to meet with the IEA Elections Committee prior to the first business meeting of the Representative Assembly. Candidates who have filed will be notified concerning the time and place of such meeting.

B. Campaigning at the IEA RA Venue(s)

1. **Span of Campaign Activity** - Campaign activities at the RA begin with the opening of registration and cease upon certification of final election results.
2. **RA Venue(s) Rules and Regulations** - Candidates must adhere to the rules and regulations of the RA venue regarding the distribution of materials and the display of posters. The pertinent rules and regulations of the RA venue and information regarding the number, dimension, and display of posters will be sent to a candidate upon receipt of the official filing form or as soon thereafter as available.
3. **Distribution and Display of Materials** - Items bearing the name or slogan of a candidate, including pins, buttons, or costumes, may be worn, but not distributed or sold in the seating area of the business meeting room at any time. These items may not be worn or displayed in the voting area on any day on which elections are held.

Posters or other materials may not be distributed or posted within the seating area of the business meeting room at any time.

4. **Disruptive Activities** - The IEA Elections Committee will halt any campaign activities that (a) impede the business or functions of the Representative Assembly, including exhibits, open hearings, business meetings of the Representative Assembly, registration, and voting, (b) hinder the flow of traffic while those activities are in progress, (c) constitute a safety hazard, or (d) are not within the established guidelines.
5. **Removal of Materials** - Candidates shall remove their campaign materials from the RA venue no later than the end of the final business session of the Representative Assembly.

NEA RA STATE DELEGATES AT LARGE

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to February 1 - Notification of open positions, election procedures and nomination forms will be placed in the IEA spring election all-member governance mailer. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Deadline for submission of nominations, including candidate's statement, on official form to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Sample ballot(s) and biographies will be sent to all candidates and Region Chairs.
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April - Last date for online voting and ballots to be received at election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally.
- ◆ Within one week of the tally date - Notify all candidates of results.

NEA RA STATE DELEGATES AT LARGE

NOMINATION AND ELECTION PROCEDURES

Members of the Board of Directors who serve as state delegates are indicated by Article VIII, Section 3, of the IEA-NEA Bylaws.

IEA Bylaws require IEA-NEA State Delegates to the NEA RA to be elected by open nomination and secret ballot. All active IEA-NEA members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All IEA-NEA members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information and membership identification number. They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The candidates will be sent notice (sample ballot and biographies) of those running.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online elections instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 5. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. **IN THE EVENT OF A TIE FOR AN ELECTED DELEGATE POSITION, A RUNOFF ELECTION WILL BE CONDUCTED IN THE SAME MANNER AS THE ORIGINAL ELECTION, IF NECESSARY. IN THE EVENT OF A TIE FOR SUCCESSOR DELEGATES, THE ORDER OF SUCCESSION WILL BE DETERMINED BY RANDOM DRAWING.** However, in an election of an individual to serve both as a local, region, or state officer and as an NEA RA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. **Write-in candidates are not permitted.**

Section 6. RESULTS - Candidates will receive the results of their election status within one week of tabulation. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting.

Section 7. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

LOCAL DELEGATES TO NEA RA

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ August/September Regional Council Meeting - Regional Elections Committee Elected or Appointed.
- ◆ Prior to the established October due date - Regional Council establishes an election date that falls within the dates designated on the IEA-NEA Elections Calendar. The Regional Council must electronically submit the election plan to the State Elections Committee. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)
- ◆ By the third Friday of October - Approved Plans returned to regions.
- ◆ Membership as of January 15 determines delegate allocation by NEA. Membership figures used for delegate allocation are provided to region chairs. Region chairs are notified of delegate entitlement the first week of February.
- ◆ Delegates will be allocated in the ratio of one delegate for each 150 NEA Active members or major fraction thereof. (For further information, see NEA publication *Requirements for the Allocation and Election of Delegates to the Representative Assembly.*)
- ◆ IEA spring election all-member governance mailer mailed to members with dates, times and places of elections to be held.
- ◆ At least three (3) weeks prior to the election date - Nominations must be received by Regional Elections Committee.
- ◆ At least twenty-one (21) days prior to date ballots must be received in order to be counted - Post mail ballots.
- ◆ On published election date - Conduct the election.
- ◆ Within one week of election - Tabulation of ballots.
- ◆ If necessary, runoff elections shall be held in the same manner as the original election.
- ◆ Within one week of tabulation - Election report sent to all candidates, local association presidents and the President of IEA-NEA.
- ◆ Next Regional Council Meeting - Verified results submitted.

LOCAL DELEGATES TO NEA RA

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require delegates to the NEA RA to be elected by open nomination and secret ballot. All active members of the region are entitled to seek the office, nominate and vote. The Regional Council shall elect or appoint a Regional Council Elections Committee of no fewer than three (3) active members of the region, none of whom shall be a candidate. IEA Retired members may also serve on the Region Elections Committee. This Committee shall elect its own Chairperson. While the Committee has exclusive responsibility for conducting the election in compliance with the elections procedures which follow, the Regional Council may vote to delegate this responsibility to the Elections Committee of a non-clustered local. Hereinafter, the Regional Council Elections Committee, or its designee, shall be referred to as "the Committee".

NO CANDIDATE IN THE ELECTION MAY PARTICIPATE IN ANY WAY IN THE OPERATIONAL PROCEDURE OF THE ELECTION.

Section 1. ESTABLISHMENT OF THE ELECTION DATE - The Committee establishes, with the approval of the Regional Council, an election date. Regional Council must electronically submit its Election Plan to the State Elections Committee for approval. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)

Section 2. NOMINATION - At least six (6) weeks prior to the election date, notice of nominations must be distributed in any manner reasonably calculated to reach all members in sufficient time to permit members to nominate the candidates of their choice. Members may nominate themselves. The nomination forms shall minimally include the name of the nominee and local, the name of the nominator and local, and the written consent of the nominee. Nominating forms shall be received by the Committee at least three (3) weeks prior to the election date.

Section 3. NOTIFICATION - Notice of election must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. (The day the notice is mailed is not counted, but the day of the election is counted.) The IEA spring election all-member governance mailer will publish election plans that have been approved by the State Elections Committee. The Regional Council, all local presidents and all candidates will be notified in writing of the names of all those running as delegates. The Committee may choose an appropriate method of disseminating information regarding the qualification of candidates; however, no dues money may be used to promote one candidate over another.

Section 4. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the Committee.

Section 5. ELECTION - **The election shall be conducted on the date published.** If not, notice of the change must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. The Committee is responsible for the preparation, distribution, collection, tabulation and storing of the ballots and related election materials. The Committee shall determine the position of candidates on the ballot by lot. Provisions for write-in votes are required. The Committee shall not allow proxy voting. The ballot must minimally include office to be filled, candidates' names, number to vote for, and **provisions for write-in candidates**.

The Committee shall post any ballots mailed to individual members no later than twenty-one (21) days prior to the date when they must be received back in order to be counted. These mail ballots must include instructions for voting and returning the ballots. A double envelope method is required and a form of voter identification must appear on the outer return envelope. All mail ballots must be returned to a Post Office Box and shall be picked up only by a member of the Elections Committee or a designee appointed by the Chairman.

LOCAL DELEGATES TO NEA RA

For ballots voted in the locals, the Committee will require a pre-printed signature roster to ensure only eligible voters voted and to certify the numbers of valid votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of their ballot is ensured, and that a record of those voting is maintained. It is recommended that ballots be initialed by an authorized elections committee member before they are distributed to voters. Ballots may not be placed in mailboxes. A manned polling place or a system of personally contacting each voter must be established. The overriding principle to govern every decision of the Committee is to ensure that each active member is best able to exercise his/her rights and privileges in the election process. To that end, the Committee will choose the means of distribution and collection of ballots which maximizes the probability that each member may vote in the election and that voted ballots are secured at all times.

Section 6. TABULATION - Within seven (7) days following the election date, the Committee shall count the ballots and tabulate the results in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region or state officer and as an NEA RA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Phone tallies are not permitted. Voted ballots shall be counted as long as the intention of the voter can be clearly determined. Each candidate shall be notified as to the date, time and location of the tally. Candidates or their designees may be present as observers. Ballots, including used, unused, challenged ballots, envelopes used to return ballots in a mail ballot election, tally sheets, roster/signature sheets, and all related election documents must be sealed and kept for one year.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in the same manner as the original election. The timeline will begin on the date of the tabulation of the original election and the runoff election will be held on the date published in the region's election plan.

Section 8. REPORTING - The Committee shall prepare a report of the election results to be disseminated. Said report shall minimally include the total number of valid ballots cast, the number of votes for each candidate, the number of write-in votes, the number of spoiled ballots, and a declaration of a winner(s). The report shall be sent to all candidates and local association presidents, within one week of the tally date and submitted to the Regional Council at its next meeting. Local Association Presidents shall promptly post the election results in the locals.

Section 9. CREDENTIAL REPORTING FORMS - Locals with one hundred fifty (150) members or major fraction thereof receive credential reporting forms directly from NEA. Locals with fewer than seventy-six (76) members are clustered with other small chartered locals. The Region Chairperson submits cluster local delegate names to the IEA-NEA President on the form provided by NEA.

Section 10. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

LOCAL DELEGATES TO NEA RA

CLUSTERING

- I. Locals with 150 members or major fraction thereof receive credential reporting forms directly from NEA. These locals must conduct the election according to the published date, time and place of their region.
- II. Locals with fewer than 76 members may cluster with other small chartered locals to form a cluster with at least 150 members or major fraction thereof.
- III. The cluster plans of locals within a single region must be approved by the Regional Council prior to the election. Clustered local elections must be held in accordance with published timelines.
- IV. Results of local and cluster elections must be submitted to IEA-NEA President's Office by the date listed on the Elections Calendar. Reporting forms are available from the IEA-NEA President's Office.

****LOCALS WITH 76 OR MORE MEMBERS MAY NOT BE CLUSTERED****

NEA RA RETIRED MEMBER DELEGATES AT LARGE

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Membership as of January 15 shall determine the number of delegates. The ratio shall be one delegate for the first 50 members and one delegate for each 1000 members thereafter.
- ◆ The third week in February NEA will contact the IEA-NEA President's Office as to the number of delegates.
- ◆ IEA spring election all-member governance mailer - Notification of open positions, election procedures and nomination forms. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting – All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

NEA RA RETIRED MEMBER DELEGATES AT LARGE

NOMINATION AND ELECTION PROCEDURES

The Bylaws of the Association require IEA-NEA Retired Delegates to the NEA RA to be elected by open nomination and secret ballot. All IEA-NEA Retired members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All IEA-NEA Retired members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information and membership identification number. They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. Write-in candidates are not permitted.

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the online election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region, or state officer and as an NEA RA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. Write-in candidates are not permitted.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of tabulation. Verified results of the election shall be provided to the Board of Directors prior to the May Board Meeting.

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

NEA RA ASPIRING EDUCATOR MEMBER DELEGATES AT LARGE

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Membership as of March 15 shall determine the number of delegates. The ratio shall be one delegate for the first 50 aspiring educator members, a second delegate when aspiring educator membership reaches seven hundred fifty (750) and an additional delegate for each five hundred (500) aspiring educator members thereafter.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). (See *Forms Section of this Handbook*.)
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Last date for online voting and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

NEA RA ASPIRING EDUCATOR MEMBER DELEGATES AT LARGE

NOMINATION AND ELECTION PROCEDURES

The Bylaws of the Association require IEA-NEA Aspiring Educator Delegates to the NEA RA to be elected by open nomination and secret ballot. All IEA-NEA Aspiring Educator members are entitled to vote. Only aspiring educator members who are enrolled for a minimum of 12 semester hours may be elected to positions representing aspiring educator members. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All IEA-NEA Aspiring Educator members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information and membership identification number. They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieane.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. UNCONTESTED ELECTIONS - In elections conducted by the State Elections Committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each delegate shall be elected by a plurality of valid votes cast, providing there are open nominations and voting is by secret ballot. However, in an election of an individual to serve both as a local, region, or state officer and as an NEA RA delegate, the delegate shall be elected by the vote required to determine the results of the officer election. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. **Write-in candidates are not permitted.**

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board Meeting.

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

NEA RA DELEGATE POLICIES

IEA AND NEA RA DELEGATE EXPENSES REIMBURSEMENT POLICY

These guidelines apply only to delegates who receive RA funding directly from IEA. Regions and locals also provide funding to delegates, and they are encouraged to adopt this policy or modify to meet their needs.

Delegates may receive advance funding for their RA-related expenses. Advance funding is conditioned on two factors. The delegate must have a properly completed IRS Form W-9 on file with IEA (and have provided their Social Security number), AND in prior years the delegate must have complied with the documentation requirements discussed below. If a delegate does not have a Form W-9 on file OR has been issued IRS Form 1099-MISC in the past as a result of failure to comply with the documentation requirements, no advance funding will be issued. Such delegates may still apply for retroactive reimbursement of their expenses by submitting the documentation discussed below. If a delegate is denied advance funding due to failure to follow the documentation requirements, and subsequently establishes a track record of proper documentation, they may have advance funding restored at the discretion of the IEA.

To receive reimbursement for expenses incurred, or to claim expenses incurred against any advance funding that was provided, a delegate must properly substantiate expenses. On the Travel/Expense Report form, the amount, time, place, business purpose and description of each expense must be noted, and receipts must be attached as noted on the form. This documentation must be received in the President's Office at IEA Headquarters no later than 60 days after the expenses are incurred. Any expenses not properly substantiated shall not be reimbursed or credited.

If a delegate receives advance funding from IEA, the delegate must return within 60 days the amount of such advance not used to pay for properly substantiated expenses. If the delegate does not do so: 1) such unreturned amounts shall be reported to the IRS as income to the delegate on Form 1099-MISC; 2) court proceedings may be initiated to collect the excess amounts; and 3) the delegate will be denied advance funding in the future. Delegates will provide IEA with their Social Security numbers on Form W-9 prior to accepting a travel advance payment.

IEA AND NEA RA DELEGATE ACCOUNTABILITY POLICY

It is the responsibility of members elected to serve as delegates to the IEA and/or NEA RA to attend all business sessions of the RA, delegation caucuses and briefings, and other required RA business-related meeting(s), as the delegate may be reasonably informed of prior to the required meeting(s). Failure to meet any of these responsibilities, unless excused by the region chair or designee for an IEA RA or NEA RA local delegate, or by the IEA president or designee for an NEA RA state delegate, shall result in the delegate's advance and/or reimbursement for expenses being proportionally reduced. If the delegate has already received an unreduced advance and/or reimbursement, they must return any excess amounts within 60 days following the RA. If the delegate does not do so, the procedure described in the preceding section will be in effect.

EDUCATION SUPPORT PROFESSIONAL COUNCIL

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to first Monday in November - ESP Council will notify the State Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting – All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election – Tally of ballots.
- ◆ Within one week of the tally date – Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

EDUCATION SUPPORT PROFESSIONAL COUNCIL

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Education Support Professional Council members to be elected by open nomination and secret ballot. All active Education Support Professional members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All Education Support Professional members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information, membership identification number and position sought on the council (chairperson, vice-chairperson, ethnic minority council member, or council member). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballot. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Education Support Professional Council Chair and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. Write-in candidates are not permitted.

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. Write-in candidates are not permitted.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. For Chairperson and Vice-Chairperson, a Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

**EDUCATION SUPPORT PROFESSIONAL SECTIONAL REP.
(NEA RA STATE DEL.)
EDUCATION SUPPORT PROFESSIONAL SECTIONAL ALT.
(NEA RA SUCCESSOR DEL.)**

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to the first Monday in November - President of the State Association will notify IEA-NEA Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. All Region Chairs of the Sections that have vacancies will be sent written notice of same. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to election date - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

**EDUCATION SUPPORT PROFESSIONAL SECTIONAL REP.
(NEA RA STATE DEL.)
EDUCATION SUPPORT PROFESSIONAL SECTIONAL ALT.
(NEA RA SUCCESSOR DEL.)**

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Education Support Professional Sectional Representatives and Alternates to the Board of Directors to be elected by open nomination and secret ballot. All active members of the section are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATION - All members within the section will be notified in IEA spring election all-member governance mailer that open nominations will be accepted. The Regional Chairs in the sections with vacancies will receive written notice. Nominations must consist of the name, contact information, membership identification number, and position sought on the council (Representative or Alternate). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Regional Chairs and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. Write-in candidates are not permitted.

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. Write-in candidates are not permitted.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. A Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

HIGHER EDUCATION COUNCIL

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to first Monday in November - Higher Education Council will notify the State Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election– Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

HIGHER EDUCATION COUNCIL

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Higher Education Council members to be elected by open nomination and secret ballot. All active Higher Education members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All Higher Education members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information, membership identification number and position sought on the council (chairperson, vice-chairperson or council member). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Higher Education Council Chair and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation.

Write-in candidates are not permitted.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. For Chairperson and Vice-Chairperson, a Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

HIGHER EDUCATION SECTIONAL REP. (NEA RA STATE DEL.)
HIGHER EDUCATION SECTIONAL ALT. (NEA RA SUCCESSOR DEL.)

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to the first Monday in November - President of the State Association will notify IEA-NEA Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. All Region Chairs of the Sections that have vacancies will be sent written notice of same. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to election date - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

HIGHER EDUCATION SECTIONAL REP. (NEA RA STATE DEL.) HIGHER EDUCATION SECTIONAL ALT. (NEA RA SUCCESSOR DEL.)

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Higher Education Sectional Representatives and Alternates to the Board of Directors to be elected by open nomination and secret ballot. All active members of the section are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATION - All members within the section will be notified in IEA spring election all-member governance mailer that open nominations will be accepted. The Regional Chairs in the sections with vacancies will receive written notice. Nominations must consist of the name, contact information, membership identification number, and position sought on the council (Representative or Alternate). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Regional Chairs and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. **Write-in candidates are not permitted.**

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. A Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

RETIRED COUNCIL

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to first Monday in November - Retired Council will notify the State Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election – Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April - Ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tally date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

RETIRED COUNCIL

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Retired Council members to be elected by open nomination and secret ballot. All IEA Retired members are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATIONS - All IEA Retired members will be notified in the IEA spring election all-member governance mailer that open nominations will be accepted. Nominations must consist of the name, contact information, membership identification number and position sought on the council (chairperson, vice-chairperson or council member). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. (See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Retired Council Chair and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704.

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the final receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation.

Write-in candidates are not permitted.

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. For Chairperson and Vice-Chairperson, a Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

ETHNIC MINORITY SECTIONAL REP. (NEA RA STATE DELEGATE)
ETHNIC MINORITY SECTIONAL ALT. (NEA RA SUCCESSOR DELEGATE)

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ Prior to the first Monday in November - President of the State Association will notify IEA-NEA Elections Committee of vacancies and terms.
- ◆ IEA spring election all-member governance mailer will notify all members of open positions, election procedures and nomination forms. All Region Chairs of the Sections that have vacancies will be sent written notice of same. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ Five weeks prior to the date ballot information is mailed/the start of online voting - Open nominations must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections).
- ◆ Four weeks prior to the date ballot information is mailed/the start of online voting - Notify candidates of those running (sample ballots and biographies).
- ◆ Two weeks prior to the date ballot information is mailed/the start of online voting - All ballot challenges must be received.

BALLOT INFORMATION MAILED

- ◆ Four weeks prior to close of election– Ballot information mailed. Online voting begins.
- ◆ Last Wednesday in April – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.

CLOSE OF ELECTION

- ◆ First Friday after close of election - Tally of ballots.
- ◆ Within one week of the tally date - Verified results sent to all candidates.
- ◆ Two weeks after the tally date - Run-off election information mailed, if necessary.
- ◆ Wednesday before run-off tabulation date – Online voting closes and mail ballots must be received in election vendor's Post Office Box in the Official Ballot Envelope with name and return address.
- ◆ Six weeks after original tally date - Run-off ballots counted.

ETHNIC MINORITY SECTIONAL REP. (NEA RA STATE DELEGATE) ETHNIC MINORITY SECTIONAL ALT. (NEA RA SUCCESSOR DELEGATE)

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require Ethnic Minority Representatives and Alternates to the Board of Directors to be elected by open nomination and secret ballot. All active members of the section are entitled to vote. Following are the procedures which shall be met to comply with this requirement.

Section 1. NOMINATION - All members within the section will be notified in IEA spring election all-member governance mailer that open nominations will be accepted. The Regional Chairs in the sections with vacancies will receive written notice. Nominations must consist of the name, contact information, membership identification number, and position sought on the council (Representative or Alternate). They must be submitted to the IEA-NEA President's Office by CERTIFIED MAIL, any other delivery service in which a receipt is issued, or using electronic nomination forms found on the IEA website (www.ieanea.org/about/elections). Members may nominate themselves. A candidate statement of no more than 100 characters may be submitted by the nominee to be included with the ballots. (Statements must not include an appeal to vote for the candidate and must be nonpromotional, factual and objective. See *Forms Section of this Handbook*.)

Section 2. NOTIFICATION - The Regional Chairs and all candidates will be sent notice (sample ballot and biographies) of those running for office.

Section 3. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the State Elections Committee, c/o IEA-NEA Headquarters, 100 E. Edwards, Springfield, IL 62704

Section 4. UNCONTESTED ELECTIONS – In elections conducted by the state elections committee, if the number of candidates equals the number of positions available, the chair shall declare the candidate(s) elected. **Write-in candidates are not permitted.**

Section 5. DISTRIBUTION OF ONLINE BALLOT INFORMATION - The State Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed at least four weeks prior to the close of the election. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the election vendor's Post Office Box in the Official Ballot Envelope with name and return address by the last Wednesday in April.

Section 6. TABULATION - On the first Friday following the receipt day, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be notified of the date and time of tabulation. Each candidate may have an observer present to view the tabulation. **Write-in candidates are not permitted.**

Section 7. RUNOFF ELECTION - If necessary, the Committee will conduct the runoff election in accordance with the dates published in the IEA spring election all-member governance mailer.

Section 8. RESULTS - Candidates will receive the results of their election status within one week of the tally date. Verified results of the election shall be provided to the Board of Directors prior to the May Board meeting. A Certificate of Election of IEA Board Member/Alternate shall be filed with the President's Office. (See *Forms Section of this Handbook*).

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

REGION CHAIR (NEA RA STATE DELEGATE) REGION VICE-CHAIR (NEA RA SUCCESSOR DELEGATE)

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ August/September Regional Council Meeting - Regional Elections Committee Elected or Appointed.
- ◆ Prior to the established due date - Regional Council establishes an election date between March 1 and three weeks prior to the May Board Meeting. The Regional Council must notify the State Elections Committee of the Election Plan. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. *(Worksheet in Forms Section of this Handbook.)*
- ◆ By the third Friday of October - Approved Plans returned to regions.
- ◆ IEA spring election all-member governance mailer sent to members with dates, times and places of elections to be held. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ At least six (6) weeks prior to election date - Notice of the vacancy or vacancies and nominating forms sent to all local association presidents and to members in non-chartered locals for distribution.
- ◆ At least two (2) weeks prior to election date - Notify the Regional Council and all candidates of the names of candidates.
- ◆ At least twenty-one (21) days prior to date ballots must be received in order to be counted - Post mail ballots.
- ◆ Published election date - Conduct the election.
- ◆ Within one week of election - Tally of ballots.
- ◆ Begin timeline for runoff election, if necessary.
- ◆ Within one week of tally date - Election report sent to all candidates, local association presidents and the President of IEA-NEA.
- ◆ Next Regional Council Meeting - Verified results submitted.
- ◆ Two weeks prior to May Board of Directors meeting, submit Certificate of Election of IEA-NEA Board Member form to the President's Office of IEA-NEA. *(See Forms Section of this Handbook.)*

REGION CHAIR (NEA RA STATE DELEGATE) REGION VICE-CHAIR (NEA RA SUCCESSOR DELEGATE)

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require regional chairpersons and vice-chairpersons be elected by open nomination, secret ballot and majority vote. All active members employed within the region are entitled to seek the office, nominate and vote. The Regional Council shall elect or appoint a Regional Council Elections Committee of no fewer than three (3) active members of the region, none of whom shall be a candidate. This Committee shall elect its own Chairperson. The Committee has the exclusive responsibility for conducting the election in compliance with the elections procedures which follow. Hereinafter the Regional Council Elections Committee shall be referred to as "the Committee".

NO CANDIDATE IN THE ELECTION MAY PARTICIPATE IN ANY WAY IN THE OPERATIONAL PROCEDURE OF THE ELECTION.

Section 1. ESTABLISHMENT OF THE ELECTION DATE - Prior to the October State Elections Committee Meeting - The Committee establishes, with the approval of the Regional Council, an election date between March 1 and the Thursday three (3) weeks prior to the May Board Meeting. The Regional Council must submit its Election Plan to the State Elections Committee for approval. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)

Section 2. NOMINATION - At least six (6) weeks prior to election date, notice of nominations must be distributed in any manner reasonably calculated to reach all members in sufficient time to permit members to nominate the candidates of their choice. Members may nominate themselves. The nomination forms shall minimally include the name of the nominee and local, the name of the nominator and local, and the written consent of the nominee. Nominating forms shall be received by the Committee three (3) weeks prior to the election date. The nomination form title must be "Region Chair (NEA RA State Delegate)" and "Vice-Chair (NEA RA Successor Delegate)".

Section 3. NOTIFICATION - Two (2) weeks prior to the election date, the Committee shall notify the Regional Council and all candidates of all the names on the ballot. Notice of election must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. (The day the notice is mailed is not counted, but the day of the election is counted.) Information regarding runoff timelines shall be included. The IEA will publish in the IEA spring election all-member governance mailer election plans that have been approved by the State Elections Committee prior to publication deadlines. The Committee may choose an appropriate method of disseminating information regarding the qualification of candidates; however, no dues money may be used to promote one candidate over another.

Section 4. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the Committee.

Section 5. ELECTION - The election shall be conducted on the date published. If not, notice of the change must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. The Committee is responsible for the preparation, distribution, collection, tabulation, reporting and storing of the ballots and related election materials. The Committee shall determine the position of candidates on the ballot by lot. Provisions for write-in votes are required. The Committee shall not allow proxy voting. The ballot must minimally include office to be filled: "Region Chair (NEA RA State Delegate)" and "Vice-Chair (NEA RA Successor Delegate)", candidates' names, number to vote for, and **provision for write-in candidates**.

The Committee shall post any ballots mailed to individual members no later than twenty-one (21) days prior to the date when they must be received back in order to be counted. These mail ballots must include instructions for voting and returning the ballots. A double envelope method is required and a form of voter identification must appear on the outer return envelope. All mail ballots must be

REGION CHAIR (NEA RA STATE DELEGATE)
REGION VICE-CHAIR (NEA RA SUCCESSOR DELEGATE)

returned to a Post Office Box and shall be picked up only by a member of the Elections Committee or a designee appointed by the Chairperson.

For ballots voted in the locals, the Committee will require a pre-printed signature roster system to ensure only eligible voters voted and to certify the numbers of valid votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of their ballot is ensured, and that a record of those voting is maintained. It is recommended that ballots be initialed by an authorized elections committee member before they are distributed to voters. Ballots may not be placed in mailboxes. A manned polling place or a system of personally contacting each voter must be established. Candidates have the right to have observers present at all polling places. The overriding principle to govern every decision of the Committee is to ensure that each active member is best able to exercise his/her rights and privileges in the election process. To that end, the Committee will choose the means of distribution and collection of ballots which maximizes the probability that each member may vote in the election and that voted ballots are secured at all times. Members of regions who have not received an official ballot must notify the chairperson of the Elections Committee.

Section 6. TABULATION - Within seven (7) days following the election date, the Committee shall count the ballots and tabulate the results. Voted ballots shall be counted as long as the intention of the voter can be clearly determined. Each candidate shall be notified as to the date, time, and location of the tally. Each candidate may have an observer present to view the tabulation. Ballots, including used, unused and challenged ballots, envelopes used to return ballots in a mail ballot election, tally sheets, roster/signature sheets, and all related election documents must be sealed and kept for one year.

Section 7. RUNOFF ELECTION - If no candidate received a majority of the valid votes cast, a runoff election will be held between the two candidates receiving the greatest number of votes. The Committee will conduct the runoff election in the same manner as the original election. The timeline will begin on the date of the tabulation of the original election and the runoff election will be held on the date published in the region's election plan.

Section 8. REPORTING - The Committee shall prepare a report of the election results to be disseminated. Said report shall minimally include the total number of valid ballots cast, the number of votes for each candidate, the number of write-in votes, the number of spoiled ballots, and a declaration of a winner. One candidate must secure a majority of the valid votes cast to be declared elected. The report shall be sent to all candidates, all local association presidents, and the President of IEA-NEA within one week of the tally date and submitted to the Regional Council at its next meeting. **Local Association Presidents shall promptly post the election results in the locals.** A Certificate of Election of IEA-NEA Board Member form must be filled out by the Elections Committee Chairperson and submitted to the IEA-NEA President's Office. *(See Forms Section of this Handbook.)*

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

Section 10. SPECIAL ELECTIONS TO FILL UNEXPIRED TERMS - In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall serve the remainder of the term. A vacancy in the office of Vice Chairperson may be temporarily filled by a majority vote of the Regional Council for a period of time not to exceed one year. (For such cases in Single Local Regions, see IEA-NEA Bylaws, Article XII, Section C.3.b.)

Section 11. WAIVER OF TIMELINES - A Regional Council may petition the Board of Directors for a waiver of the timelines where extenuating circumstances exist. Such waiver may be granted by two-thirds vote of the Board of Directors.

REGION COUNCIL ETHNIC MINORITY REP. (IEA RA DEL.)
REGION COUNCIL ETHNIC MINORITY ALT. (IEA RA SUCCESSOR DEL.)

TIMELINES

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

- ◆ August/September Regional Council Meeting - Regional Elections Committee Elected or Appointed.
- ◆ Prior to the established due date - Regional Council establishes an election date between March 1 and three weeks prior to the May Board Meeting. The Regional Council must notify the State Elections Committee of the Election Plan. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. *(Worksheet in Forms Section of this Handbook.)*
- ◆ By the third Friday of October - Approved Plans returned to regions.
- ◆ IEA spring election all-member governance mailer sent to members with dates, times and places of elections to be held. **This notice is the official notice to IEA-NEA members who wish to participate in IEA-NEA elections.**
- ◆ At least six (6) weeks prior to election date - Notice of the vacancy or vacancies and nominating forms sent to all local association presidents and to members in non-chartered locals for distribution.
- ◆ At least two (2) weeks prior to election date - Notify the Regional Council and all candidates of the names of candidates.
- ◆ At least twenty-one (21) days prior to date ballots must be received in order to be counted - Post mail ballots.
- ◆ Published election date - Conduct the election.
- ◆ Within one week of election - Tally of ballots.
- ◆ Begin timeline for runoff election, if necessary.
- ◆ Within one week of tally date - Election report sent to all candidates, local association presidents and the President of IEA-NEA.
- ◆ Next Regional Council Meeting - Verified results submitted.
- ◆ Two weeks prior to May Board of Directors meeting, submit Certificate of Election of IEA-NEA Board Member form to the President's Office of IEA-NEA. *(See Forms Section of this Handbook.)*

REGION COUNCIL ETHNIC MINORITY REP. (IEA RA DEL.)
REGION COUNCIL ETHNIC MINORITY ALT. (IEA RA SUCCESSOR DEL.)

NOMINATION AND ELECTION PROCEDURES

IEA Bylaws require region council ethnic minority representatives and region council ethnic minority alternates be elected by open nomination, secret ballot and majority vote. All active members employed within the region are entitled to seek the office, nominate and vote. The Regional Council shall elect or appoint a Regional Council Elections Committee of no fewer than three (3) active members of the region, none of whom shall be a candidate. This Committee shall elect its own Chairperson. The Committee has the exclusive responsibility for conducting the election in compliance with the elections procedures which follow. Hereinafter the Regional Council Elections Committee shall be referred to as "the Committee".

NO CANDIDATE IN THE ELECTION MAY PARTICIPATE IN ANY WAY IN THE OPERATIONAL PROCEDURE OF THE ELECTION.

Section 1. ESTABLISHMENT OF THE ELECTION DATE - Prior to the October State Elections Committee Meeting - The Committee establishes, with the approval of the Regional Council, an election date between March 1 and the Thursday three (3) weeks prior to the May Board Meeting. The Regional Council must submit its Election Plan to the State Elections Committee for approval. Try not to schedule election or tally dates at times when one or more region locals are on fall, winter or spring breaks or holidays. (*Worksheet in Forms Section of this Handbook.*)

Section 2. NOMINATION - At least six (6) weeks prior to election date, notice of nominations must be distributed in any manner reasonably calculated to reach all members in sufficient time to permit members to nominate the candidates of their choice. Members may nominate themselves. The nomination forms shall minimally include the name of the nominee and local, the name of the nominator and local, and the written consent of the nominee. Nominating forms shall be received by the Committee three (3) weeks prior to the election date. The nomination form title must be "Region Council Ethnic Minority Representative (IEA RA Delegate)" and "Region Council Ethnic Minority Alternate (IEA RA Successor Delegate)".

Section 3. NOTIFICATION - Two (2) weeks prior to the election date, the Committee shall notify the Regional Council and all candidates of all the names on the ballot. Notice of election must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. (The day the notice is mailed is not counted, but the day of the election is counted.) Information regarding runoff timelines shall be included. The IEA will publish in the IEA spring election all-member governance mailer election plans that have been approved by the State Elections Committee prior to publication deadlines. The Committee may choose an appropriate method of disseminating information regarding the qualification of candidates; however, no dues money may be used to promote one candidate over another.

Section 4. WITHDRAWAL - A candidate may withdraw his/her name at any time prior to the printing of the ballot by notification of withdrawal in writing to the Chairperson of the Committee.

Section 5. ELECTION - The election shall be conducted on the date published. If not, notice of the change must be mailed to each member at his/her last known address no later than fifteen (15) days prior to the election. The Committee is responsible for the preparation, distribution, collection, tabulation, reporting and storing of the ballots and related election materials. The Committee shall determine the position of candidates on the ballot by lot. Provisions for write-in votes are required. The Committee shall not allow proxy voting. The ballot must minimally include office to be filled: "Region Council Ethnic Minority Representative (IEA RA Delegate)" and "Region Council Ethnic Minority Alternate (IEA RA Successor Delegate)", candidates' names, number to vote for, and **provision for write-in candidates**.

The Committee shall post any ballots mailed to individual members no later than twenty-one (21) days prior to the date when they must be received back in order to be counted. These mail ballots must include instructions for voting and returning the ballots. A double envelope method is required and a form of voter identification must appear on the outer return envelope. All mail ballots must be

REGION COUNCIL ETHNIC MINORITY REP. (IEA RA DEL.)
REGION COUNCIL ETHNIC MINORITY ALT. (IEA RA SUCCESSOR DEL.)

returned to a Post Office Box and shall be picked up only by a member of the Elections Committee or a designee appointed by the Chairperson.

For ballots voted in the locals, the Committee will require a pre-printed signature roster system to ensure only eligible voters voted and to certify the numbers of valid votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of their ballot is ensured, and that a record of those voting is maintained. It is recommended that ballots be initialed by an authorized elections committee member before they are distributed to voters. Ballots may not be placed in mailboxes. A manned polling place or a system of personally contacting each voter must be established. Candidates have the right to have observers present at all polling places. The overriding principle to govern every decision of the Committee is to ensure that each active member is best able to exercise his/her rights and privileges in the election process. To that end, the Committee will choose the means of distribution and collection of ballots which maximizes the probability that each member may vote in the election and that voted ballots are secured at all times. Members of regions who have not received an official ballot must notify the chairperson of the Elections Committee.

Section 6. TABULATION - Within seven (7) days following the election date, the Committee shall count the ballots and tabulate the results. Voted ballots shall be counted as long as the intention of the voter can be clearly determined. Each candidate shall be notified as to the date, time, and location of the tally. Each candidate may have an observer present to view the tabulation. Ballots, including used, unused and challenged ballots, envelopes used to return ballots in a mail ballot election, tally sheets, roster/signature sheets, and all related election documents must be sealed and kept for one year.

Section 7. RUNOFF ELECTION - If no candidate received a majority of the valid votes cast, a runoff election will be held between the two candidates receiving the greatest number of votes. The Committee will conduct the runoff election in the same manner as the original election. The timeline will begin on the date of the tabulation of the original election and the runoff election will be held on the date published in the region's election plan.

Section 8. REPORTING - The Committee shall prepare a report of the election results to be disseminated. Said report shall minimally include the total number of valid ballots cast, the number of votes for each candidate, the number of write-in votes, the number of spoiled ballots, and a declaration of a winner. One candidate must secure a majority of the valid votes cast to be declared elected. The report shall be sent to all candidates, all local association presidents, and the President of IEA-NEA within one week of the tally date and submitted to the Regional Council at its next meeting. **Local Association Presidents shall promptly post the election results in the locals.** A Certificate of Election form must be filled out by the Elections Committee Chairperson and submitted to the IEA-NEA President's Office. (*See Forms Section of this Handbook.*)

Section 9. CHALLENGE - Any member(s) desiring to challenge the conduct of the election shall file a written challenge in compliance with Article IV, Section 3, of the IEA-NEA Bylaws. For additional information see pages 62-66 and 80 of this handbook.

Section 10. SPECIAL ELECTIONS TO FILL UNEXPIRED TERMS - In the event of a vacancy in the office of Region Council Ethnic Minority Representative, the Region Council Ethnic Minority Alternate shall serve the remainder of the term. A vacancy in the office of Region Council Ethnic Minority Alternate may be temporarily filled by a majority vote of the Regional Council for a period of time not to exceed one year. (For such cases in Single Local Regions, see IEA-NEA Bylaws, Article XII, Section C.3.b.)

Section 11. WAIVER OF TIMELINES - A Regional Council may petition the Board of Directors for a waiver of the timelines where extenuating circumstances exist. Such waiver may be granted by two-thirds vote of the Board of Directors.

LOCAL ELECTIONS

Review "GUIDELINES FOR ALL ELECTIONS" on Page 2 of this Handbook

Before setting any election procedure in place, be sure to check your local, region, state and national bylaws, as well as any other governing documents.

Local bylaws should be consistent with the region, state and national bylaws.

All local elections, including for delegates to the IEA and NEA Representative Assemblies, must be held with open nominations and a secret ballot.

For sample bylaw language, see the "Model Local Bylaws" document. (Available through IEA Legal Department or <https://ieanea.org/download/model-local-bylaws-with-notes/>)

Elections conducted by locals with dates established by the locals:

- **Local Officers**
- **Local Building/Association Representative**
- **Regional Council Representatives**

Other elections conducted by locals, but driven by region timelines:

- **IEA RA Local Delegates,**
- **NEA RA Local Delegates**
- **Region Chair/Vice Chair positions and Region Council Ethnic Minority Representative/Alternate positions**

Members serving in appointed positions may not have governance responsibilities.

Non-members, fair share fee payers and reserve members are not eligible to participate in any election process.

Candidates running for election to an office should not be involved in any aspect of that particular office's election process.

No dues or other Association assets (including NEA, IEA and local association logos) may be used in support of a candidate for any local, regional, state or national office.

- Any material printed and/or distributed by the IEA or an IEA affiliate must be informational in nature. Such materials shall be restricted to factual statements expressing a candidate's views on issues or providing autobiographical information. Statements or messages shall be limited to objective facts. They shall not include subjective statements about candidates, shall not contain testimonials, and shall not include explicit or implicit references to or comparisons with other candidates or their campaign themes. They may contain factual information on the candidate and the office that he or she is seeking.
- Campaign activities at an IEA function (meeting, conference, social event, and so forth) must be incidental to the function and must not intrude on the planned program. Campaigning may take place before or after the function and between sessions (e.g. at meal breaks).
- An elected or appointed official at any association level when on assignment for the association and/or traveling at the association's expense, while also a candidate for another term or position, may campaign as long as such campaigning is incidental to the assignment and does not interfere with the individual's performance of his or her duties.

LOCAL ELECTIONS

LOCAL ELECTION PROCEDURES for ONSITE/MAIL BALLOTS

Notice – At least a 15-day notification of local elections must be given by posting or other means. Be sure to provide for runoff notice and emergency school closing procedures at the same time as the notice for the original election.

Nominations Procedure – Make sure that everyone has reasonable opportunity to nominate or be nominated for a position. Email nominations may be accepted at the local's option, if provided for in writing in the local's governing documents. Verify that all those nominated are actually eligible and willing to serve in that capacity.

If the number of nominations equals the number of positions available, you may declare that election, provided you have made provisions for doing so in your Bylaws. Be sure to check the region, state and national bylaws before doing so. **(This does not apply to elections for local delegates to the IEA or NEA Representative Assemblies.)**

Ballots – Positioning of the names on the ballot must be determined by a lot drawing. A write-in provision is required if the number of declared candidates is less than the number of positions available. The ballot must minimally include office(s) to be filled; candidates' names; number to vote for; and provision for write-in votes if required.

Provision should be made for absentee balloting.

Proxy voting is not allowed.

A sample ballot should be posted before the election.

Distribution of Ballots – The Committee shall post any ballots mailed to individual members at least twenty-one (21) days prior to the date when they must be received back in order to be counted. These mail ballots must include instructions for voting and returning the ballots. A double envelope method is required and a form of voter identification must appear on the outer return envelope. All mail ballots must be returned to a Post Office Box and shall be picked up only by a member of the Elections Committee or a designee appointed by the Chairperson.

For ballots voted in the locals, the Committee will require a pre-printed signature roster system to ensure only eligible voters voted and to certify the numbers of valid votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of the ballot is ensured, and that a record of those voting is maintained. It is recommended that ballots be initialed by an authorized elections committee member before they are distributed to voters.

It is not recommended that you use the school mailing system. If you do so, make sure that you are not in violation of any school district policy with reference to using the district mailing system for union activities. Ballots must not be left unattended.

Conducting the Election – Make sure you have a clear, detailed procedure in place for all those actually conducting the election. If ballots are returned to a central location, they must be secured until the time of the tally.

Tally Procedures – Tallies must be conducted no more than seven (7) days after the election. Make sure decisions about valid ballots are consistent. If the intention of the voter is clear, the ballot should be counted. Keep all tally materials with the appropriate ballots and other election materials for that election. If you have several buildings voting, make sure that the ballots for each building are stored separately in case you need to reconstruct all, or merely a portion of an election in the event of a challenge.

LOCAL ELECTIONS

Run-off Elections – If a run-off election is necessary, it must be run in the same manner as the original election. The ballot should include one more candidate than the number to be elected.

Results – All candidates, and your Executive Board, must be notified of the results within seven (7) days of the tally. All members should have easy access to this information by way of posting the election results.

Storage – All election material must be securely stored for one (1) year. It is not necessary to purchase a lockable file cabinet. Bundling all the materials in one box, sealing the box and noting a destroy date will suffice.

Paper Trail – A good election process can be reconstructed, if necessary, in the case of a challenge. Be sure your procedures are consistent.

Challenge Procedures – Detailed challenge procedures are set forth in the IEA-NEA Elections Handbook on pages 62-66 and 80 for all those elections under the purview of the state IEA-NEA Elections Committee or the IEA-NEA Review Board. Challenges are either made to the IEA-NEA Elections Committee or the IEA-NEA Review Board. If your local or region has challenge procedures in place, you must also exhaust those avenues for resolution but not lose sight of the timeline for challenge at the state level.

In addition to the procedures outlined in this section, please refer to the “IEA Guidelines for All Elections” on Page 2 of this Handbook.

LOCAL ELECTIONS

LOCAL ELECTION PROCEDURES for ONLINE ELECTIONS

These online election procedures only apply to the following elections:

- Local Officers
- Local Building/Association Representatives
- Regional Council Representatives

Make sure your local bylaws allow for electronic voting.

- A. Locals are responsible for selecting a vendor/program, at their own expense, that meets the procedural requirements listed below. Any electronic voting procedure used for local elections must meet the following requirements:
1. Procedure must be done using only personal emails and personal electronic devices. Must be able to contact every member, obtaining personal email addresses if that is the selected contact method.
 2. There must be a provision for a paper ballot option for those who request it.
 3. Member information must be handled securely at all times.
 4. Adhere to required election timelines.
 5. Procedure must ensure one person, one vote.
 6. Procedure must ensure ballot secrecy.
 - a. Email confirmation of voting must be only that the member voted, with no information of the choice(s) they made.
 - b. There should be no way to connect the voter to how they voted.
 7. Ballots must minimally include office(s) to be filled; candidates' names; number to vote for; and provision for write-in votes if required.
 8. Candidate statements, if used, must appear on a separate page.
 9. There must be a write-in provision if required by local bylaws.
 10. There should be no ability to view the results of an election prior to the close of the election and the tally.
 11. Provision should be made for observation of the tally procedure upon request.
 12. An electronic copy of the results must be provided.
 13. Data must be stored for one year.
- B. See www.ieanea.org/about/elections/ for vendor information.

Notice – At least a 15-day notification of local elections must be given by posting or other means. Be sure to provide for runoff notice and emergency school closing procedures at the same time as the notice for the original election.

Nominations Procedure – Make sure that everyone has reasonable opportunity to nominate or be nominated for a position. Email nominations may be accepted at the local's option, if provided for in writing in the local's governing documents. Verify that all those nominated are eligible and actually willing to serve in that capacity.

LOCAL ELECTIONS

If the number of nominations equals the number of positions available, you may declare that election, provided you have made provisions for doing so in your Bylaws. Be sure to check the region, state and national bylaws before doing so. **(This does not apply to elections for local delegates to the IEA or NEA Representative Assemblies.)**

Ballots – Positioning of the names on the ballot must be determined by a lot drawing. A write-in provision is required if the number of declared candidates is less than the number of positions available. The ballot must minimally include office(s) to be filled; candidates' names; number to vote for; and provision for write-in votes if required.

Provision must be made for paper ballot option.

Proxy voting is not allowed.

A sample ballot should be posted before the election.

Distribution of Online Ballot Information - The Local Elections Committee will ensure the proper preparation and mailing/distribution of all online voting materials and ballots. The placement order of candidates on the ballot shall be determined by a lot drawing. Online election instructions and confidential voting credentials will be mailed by the date required by local governing documents. Mail ballots can be requested by date listed on election instructions. Mail ballots must be returned to the selected vendor's Post Office Box by the date listed on the election instructions in the Official Ballot Envelope with name and return address.

Tally – On the designated tally date, the ballots will be tabulated in accordance with state and federal requirements. Each candidate shall be elected in accordance with local governing documents. Each candidate shall be notified of the date and time of tabulation. Each candidate may request the ability to observe the tally process.

Run-off Elections – If a run-off election is necessary, it must be run in the same manner as the original election. The ballot should include one more candidate than the number to be elected.

Results – All candidates, and your Executive Board, must be notified of the results within seven (7) days of the tally. All members should have easy access to this information by way of posting the election results.

Storage – All election material must be securely stored for one (1) year.

Challenge Procedures – A good election process can be reconstructed, if necessary, in the case of a challenge. Be sure your procedures are consistent. Detailed challenge procedures are set forth in the IEA-NEA Elections Handbook on pages 62-66 and 80 for all those elections under the purview of the state IEA-NEA Elections Committee or the IEA-NEA Review Board. Challenges are made to the IEA-NEA Review Board. If your local has challenge procedures in place, you must also exhaust those avenues for resolution but not lose sight of the timeline for challenge at the state level.

In addition to the procedures outlined in this section, please refer to the "IEA Guidelines for All Elections" on Page 2 of this Handbook.

BE CONSISTENT

Resources for help:

- **Regional Elections Chairperson**
- **State IEA-NEA Elections Committee (See Page one)**
- **State IEA-NEA Elections Committee Staff Liaison -
Kim Trader 217/321-2250**
- **IEA President's Office**

ELECTION CHALLENGES

ELECTION CHALLENGES

Any member(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures set forth in Article IV, Section 3 of the IEA-NEA Bylaws and the Election Challenge Procedures contained in this Handbook.

Bylaws Article IV Section 3 - Election Challenges

A. Representative Assembly Delegate Elections - Initial challenges to nomination or election procedures of IEA-NEA Representative Assembly and NEA Representative Assembly delegates must be filed with the Elections Committee by CERTIFIED MAIL within fourteen (14) calendar days of the issuance of the election results. The Elections Committee's decision shall be rendered within thirty (30) calendar days of receipt of the challenge and may be appealed to the Review Board within fourteen (14) calendar days of the Elections Committee's decision. Should an election be overturned pursuant to this section, the new election shall be held promptly in accordance with the procedure set out herein. (See Forms Section of this Handbook.)

B. Other Local Elections - Initial challenges to all other elections governed by this Article shall be filed with the Review Board in accordance with Article X, Section 4. Such challenges must be made by CERTIFIED MAIL within fourteen (14) calendar days of issuance of the election results.

ELECTION CHALLENGES

PROCEDURES FOR ELECTION CHALLENGES BEFORE THE ELECTIONS COMMITTEE

The procedures for the Elections Committee, as established by the Bylaws for initial challenges to nomination or election procedures of IEA Representative Assembly and NEA Representative Assembly delegates, shall be as follows:

A. Challenges

1. All challenges must be filed with the Elections Committee, c/o the IEA President, 100 E. Edwards Street, Springfield, IL 62704, by CERTIFIED MAIL no later than (or within) fourteen (14) calendar days of the issuance of the election results.
2. All challenges must contain the following information:
 - a. Challenger's name and signature
 - b. Date challenge filed
 - c. Date election results issued and what the election results were, if the election has already been held
 - d. If the election has not yet been held, the scheduled date of election must be included
 - d. Challenger's region and local
 - e. Challenger's complete home and work addresses
 - f. Challenger's home/cell and work telephone numbers
 - g. A specific statement of the alleged violation(s), including supporting facts and evidence, dates, and names and telephone numbers of persons providing evidence.
3. Upon receipt of the challenge, the Elections Committee Chairperson shall determine, from the face of the challenge, whether the challenge has been timely filed, whether it alleges a violation of an NEA and/or IEA election requirement, whether the challenge is supported by prima facie evidence of a violation, i.e., evidence which is sufficient on its face to support the fact until it is contradicted and overcome by other evidence, whether an appropriate party has filed the challenge, whether all required information is included in the challenge, and whether the alleged violation could reasonably affect or have affected the outcome of the election.
4. If the Elections Committee Chairperson determines that the challenge either has not been timely filed, fails to allege a violation of an NEA and/or IEA election requirement, fails to include all required information listed above in #2, has not been filed by an appropriate party, or alleges a violation which could not reasonably affect or have affected the outcome of the election, the challenge will be dismissed.
5. If the Elections Committee Chairperson determines that the challenge is insufficiently supported by prima facie evidence of a violation, the party submitting the challenge shall be so informed and shall be asked to resubmit promptly by a specific date the challenge with sufficient evidence. Failure to resubmit the challenge by that date will result in dismissal of the challenge.

(Items 3-5 shall be done either by or with the assistance of the Committee's legal staff liaison.)

ELECTION CHALLENGES

B. Investigation and Hearing

1. If the challenge meets the above requirements, the Elections Committee shall so notify the challenger, the challenged party or parties, and the appropriate local/regional association election official(s) and/or officer(s). A copy of the challenge shall be sent to the affected party or parties.
2. The Committee shall ask each party to submit by a specific date all information which would be of assistance to the Committee in rendering a decision.
3. The Election Committee Chairperson shall determine, at the Committee's discretion, whether an evidentiary hearing will be needed. (The legal staff liaison can either make this determination or assist in making it.) If such a hearing is necessary, all Committee members and parties to the challenge shall be contacted to set a date and location for the hearing. Such hearing shall be conducted in accordance with the IEA Board of Directors' policy regarding IEA Review Board hearings.
4. If it is determined that an evidentiary hearing is not needed, the Elections Committee shall hold a telephone conference call or virtual meeting to discuss and decide the challenge.

C. Decision

1. The Elections Committee shall notify the parties of its decision in writing.
2. Such decision shall be sent to the parties by CERTIFIED MAIL, return receipt requested.

D. Appeal

1. The Elections Committee decision shall be appealable in accordance with IEA and/or NEA bylaws and/or election rules.
 - a. IEA RA Delegate: The Elections Committee's decision involving IEA RA delegates may be appealed to the IEA Review Board within fourteen (14) calendar days of receipt of the decision.
 - b. NEA RA Delegate: The Elections Committee's decision involving NEA RA delegates may be appealed to the IEA Review Board within fourteen (14) calendar days of receipt of the decision. The Review Board's decision may then be appealed to the NEA Credentials Committee, pursuant to NEA's election rules.
2. Appeal of the Elections Committee's decision to the Review Board shall automatically stay the implementation of the decision. However, upon a party's request or on its own action, the Review Board may lift such stay.
3. Failure to comply with the Elections Committee's decision involving IEA RA delegate(s) may result in delegates not being seated at the IEA RA and may constitute a basis for disciplinary action before the Review Board.
4. Failure to comply with the Elections Committee's decision involving NEA RA delegates shall be reported to NEA, which shall then determine the appropriate action to be taken regarding the issuance of credentials to and the seating of delegates at the NEA RA. Furthermore, such failure may constitute a basis for disciplinary action before the IEA Review Board.

ELECTION CHALLENGES

PROCEDURES FOR ELECTION CHALLENGES BEFORE THE REVIEW BOARD

The procedures for the Review Board ("Board"), as established by the Bylaws for appeals of IEA Elections Committee decisions regarding initial challenges to nomination or election procedures of IEA Representative Assembly and NEA Representative Assembly delegates, and for initial challenges to all other elections governed by Article IV of the IEA Bylaws, shall be as follows.

A. Challenges

1. All challenges must be filed with the Review Board, c/o the IEA President, 100 E. Edwards Street, Springfield, Illinois, by CERTIFIED MAIL within 14 calendar days of the issuance of the election results or the exhaustion of any applicable and timely local association or region election challenge procedure, or within 14 calendar days of receipt of the Elections Committee's decision, whichever is applicable.
2. All challenges must contain the following information:
 - a. Challenger's name and signature
 - b. Date challenge filed
 - c. Date election results issued and what the election results were, if the election has already been held; if the election has not yet been held, the scheduled date of election must be included
 - d. If applicable, date that local or region election challenge procedure was exhausted and result of that procedure
 - e. If challenge involves an appeal of an Elections Committee's decision, the date of receipt of that decision, and a copy of that decision
 - f. Challenger's region and local
 - g. Challenger's complete home and work addresses
 - h. Challenger's home and work telephone numbers
 - i. A specific statement of the alleged violation(s), including supporting facts and evidence, dates, and names and telephone numbers of persons providing evidence
3. Upon receipt of the challenge, the Review Board Chairperson shall determine, from the face of the challenge, whether the challenge has been timely filed, whether it alleges a violation of an NEA, IEA and/or local association election requirement, whether the challenge is supported by prima facie evidence of a violation, i.e., evidence which is sufficient on its face to support the fact until it is contradicted and overcome by other evidence, whether an appropriate party has filed the challenge, whether all required information is included in the challenge, and whether the alleged violation could reasonably affect or have affected the outcome of the election.
4. If the Review Board Chairperson determines that the challenge either has not been timely filed, fails to allege a violation of an election requirement, fails to include the required information listed above in #2, has not been filed by an appropriate party, alleges a violation which could not reasonably affect or have affected the outcome of the election, or fails to include, if appropriate, the Elections Committee's decision and the date the challenger received a copy of that decision, the challenge will be dismissed.

ELECTION CHALLENGES

5. If the Review Board Chairperson determines that the challenge is insufficiently supported by prima facie evidence of a violation, the party submitting the challenge shall be so informed and shall be asked to resubmit promptly by a specific date the challenge with sufficient evidence. Failure to resubmit the challenge by that date will result in dismissal of the challenge.

B. Investigation and Hearing

1. If the challenge meets the above requirements, the Review Board shall so notify the challenger, the challenged party or parties, and the appropriate local/regional association election official(s) and/or officer(s). A copy of the challenge shall be sent to the affected party or parties.
2. The Review Board shall ask each party to submit by a specific date all information which would be of assistance to the Board in rendering a decision.
3. The Review Board Chairperson shall determine, at the Board's discretion, whether an evidentiary hearing will be needed. If such a hearing is necessary, all Board members and parties to the challenge shall be contacted to set a date and location for the hearing. Such hearing shall be conducted in accordance with the IEA Board of Director's Review Board policies.
4. If it is determined that an evidentiary hearing is not needed, the Review Board shall hold a telephone conference call or virtual meeting to discuss and decide the challenge.

C. Decision

1. The Review Board shall notify the parties of its decision in writing.
2. Such decision shall be sent to the parties by CERTIFIED MAIL, return receipt requested.
3. The decision shall issue within 30 days of the conclusion of the hearing, if no transcript is prepared, or within 30 days of the Review Board's receipt of the transcript, if one is prepared.

D. Appeal

1. A Review Board decision, including a decision to dismiss a challenge pursuant to Sections A.4 and 5 above, may be appealable in accordance with IEA and/or NEA bylaws and/or election rules.
2. Failure to comply with the Review Board's decision may result in representatives not being seated at or on the appropriate IEA governing body or bodies and may constitute a basis for disciplinary action before the Review Board.
3. Failure to comply with the Review Board's decision involving NEA RA delegates shall be reported to NEA, which shall then determine the appropriate action to be taken regarding the issuance of credentials to and the seating of delegates at the NEA RA. Furthermore, such failure may constitute a basis for disciplinary action before the Review Board.

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**WORKSHEET
IEA-NEA REPRESENTATIVE ASSEMBLY
REGIONAL ELECTION ALLOCATION PLAN**

(Can be used to assist in completion of electronic Election and Allocation Plan)

Region No. _____

Chairperson _____

No. of Delegates _____

<u>District # and Name of Non-clustered Locals</u>	<u>No. of Members</u>	<u>Ratio</u>	<u>No. of Delegates</u>
--	---------------------------	--------------	-----------------------------

(Exclude Chair, Vice Chair
E/M Region Council Rep, E/M Region Council Alt)

1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

<u>Clusters/District # and Name of Locals</u>	<u>No. of Members</u>	<u>Total</u>	<u>Ratio</u>	<u>No. of Delegates</u>
---	---------------------------	--------------	--------------	-----------------------------

Cluster Name _____	_____	_____	_____	_____
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			

WORKSHEET
Region No. _____

<u>Clusters/District # and Name of Locals</u>	<u>No. of Members</u>	<u>Total</u>	<u>Ratio</u>	<u>No. of Delegates</u>
Cluster Name _____	_____	_____	_____	_____
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			

	<u>No. of Members</u>	<u>Total</u>	<u>Ratio</u>	<u>No. of Delegates</u>
Cluster Name _____	_____	_____	_____	_____
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			

	<u>No. of Members</u>	<u>Total</u>	<u>Ratio</u>	<u>No. of Delegates</u>
Cluster Name _____	_____	_____	_____	_____
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			

 Date of Region Council Approval

If you have more than four clusters, please duplicate this worksheet.

REGION _____ ELECTION PLAN WORKSHEET

IEA RA DELEGATE ELECTION RUN OFF	NEA RA LOCAL DELEGATE ELECTION RUN OFF	<i>(if applicable)</i> SPRING REGIONAL ELECTIONS ELECTION RUN OFF
--	--	--

NOMINATIONS SENT		N/A		N/A		N/A
NOMINATIONS DUE		N/A		N/A		N/A
ELECTION DATE						
TIME OF ELECTION						
PLACE OF ELECTION						
DATE OF TALLY (within 7 days of election)						
TIME OF TALLY						
PLACE OF TALLY						

_____ Check here if no ballots are returned by mail.

_____ Check here if ballots are returned by mail by individual members*.

_____ Check here if ballots from local onsite election are returned by mail to Region for tally.**

MAIL BALLOT INFORMATION (INDIVIDUAL OR LOCAL)

DATE BALLOTS MAILED (at least 21 days prior to election date)						
*LATEST DATE BALLOTS MAY BE RECEIVED FOR TALLY from individual members (must be same as election date)						
** LATEST DATE BALLOTS MAY BE RECEIVED FOR TALLY from onsite elections returned by locals (must be no later than tally date)						
RETURNED BALLOTS MAILED TO (must be a P. O. Box)	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____	PO Box _____ City _____

**DECLARATION OF CANDIDACY
FOR
IEA-NEA EXECUTIVE OFFICER OR NEA DIRECTOR**

I, _____, hereby declare my intention to run for the following office:

- | | | | |
|-------|---------------------|-------|--------------|
| _____ | President | _____ | NEA Director |
| _____ | Vice President | _____ | District 1 |
| _____ | Secretary-Treasurer | _____ | District 2 |
| | | _____ | District 3 |
| | | _____ | District 4 |

Signature of Candidate

Date

THE OFFICIAL NOMINATION OF CANDIDATES OCCURS AT THE IEA-NEA RA

THIS FORM IS DUE NO LATER THAN DECEMBER 1ST AND MUST BE SENT TO:

IEA PRESIDENT'S OFFICE
100 E. Edwards
Springfield, IL 62704

**IEA-NEA EXECUTIVE OFFICER
OR
NEA DIRECTOR**

AUTHORIZATION OF DESIGNEE

I, _____, candidate for the position of _____, appoint _____ to serve as my Designee for the purpose of drawing lots for order of nominations presentation and for ballot position. My Designee is authorized to speak for me in giving information to the Elections Committee and to receive instructions for me from the Elections Committee. I understand that this authorization may be revoked by me only by written statement delivered to the Elections Committee Chairperson.

Signature of Candidate

Date

IEA-NEA EXECUTIVE OFFICER OR NEA DIRECTOR

OBSERVER FORM

Dear Candidate:

You are allowed to have up to two observers to the IEA Election in which you are a candidate. Please make sure that you and your observer sign the OBSERVER credentials. The OBSERVER must verify these credentials with the Chairperson of the Elections Committee in order to be allowed to observe the election.

Sincerely,

IEA Elections Committee

Rights of the OBSERVER: Once the OBSERVER has verified his/her credentials with the Elections Chairperson on the day of the election, he/she has the following rights.

1. Observers are allowed to be present in the polling place before the polls are open, throughout the election, and after the polls close.
2. Observers may challenge a person's right to vote. The Elections Committee acts as a board in the hearing of a challenge. A majority vote of the Committee decides to sustain or overrule a challenge.
3. Observers may remain through the canvassing of the ballots. Once the canvassing has begun, then he/she may leave only after the election results have been reported.

OBSERVER Credentials

_____ Date

_____ is certified as an OBSERVER for _____
(OBSERVER) (Candidate)

who is seeking the office of _____

(Signature of OBSERVER)

(Signature of Candidate)

OBSERVER Credentials

_____ Date

_____ is certified as an OBSERVER for _____
(OBSERVER) (Candidate)

who is seeking the office of _____

(Signature of OBSERVER)

(Signature of Candidate)

FINAL REPORT OF CAMPAIGN REVENUES AND EXPENSES

SOURCES OF REVENUE:

Cash

Individuals Within the State	\$ _____
Groups Within the State	\$ _____
Groups Outside the State	\$ _____
Individuals Outside the State	\$ _____
Income from Raffle or Similar Fund-Raising Activity	\$ _____
Donations In Kind	\$ _____
TOTAL	\$ _____

EXPENSES

Printing	\$ _____
Mailing	\$ _____
Other Media Materials	\$ _____
Hospitality and Entertainment	\$ _____
Campaign Committee Expenses	\$ _____
Giveaways	\$ _____
Raffle or Similar Fund-Raising Activity	\$ _____
TOTAL	\$ _____

Will fund-raising activities continue beyond the deadline for submission of this report?

YES _____

NO _____

Date: _____ Signature of Candidate _____

Candidate for Office of _____

Mailing Address _____

Email Address _____

Complete and return to the IEA Elections Committee no later than thirty (30) days following certification of the election results.

ELECTION RESULTS REPORT FORM

(To be disseminated within one week of the tally date.)

This is to certify that the individual(s) noted has(have) been duly elected to the office of:
(check one)

- ___ A. Region Chair/NEA RA State Delegate (Requires a majority vote)
- ___ B. Region Vice-Chair/NEA RA Successor Delegate (Requires a majority vote)
- ___ C. Region Ethnic Minority Representative/IEA RA Delegate (Requires a majority vote)
- ___ D. Region Ethnic Minority Alternate/IEA RA Successor Delegate (Requires a majority vote)

_____ Total number of valid ballots cast. _____ Total number of spoiled ballots.

(List ALL candidates and total votes received.)

_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)
_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)
_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)
_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)
_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)
_____ Votes	_____ (Name of Candidate)	_____ Votes	_____ (Name of Candidate)

_____ Election Chairperson	_____ Region Number
_____ Date of Election	_____ Date of Report

Copies of this report are to be sent to the following:

1. All Candidates
2. All Local Presidents
3. IEA President

(LOCAL PRESIDENTS - PLEASE POST)

CERTIFICATE OF ELECTION

This is to certify that _____ has been duly elected by majority vote consistent with IEA-NEA requirements set forth in Bylaw Article IV and (check appropriate one)

- _____ a. Article XII, Section 2-C (REGION CHAIRPERSON/V-CHAIR) (circle one)
- _____ b. Article XII, Section 2-B (REGION COUNCIL ETHNIC MINORITY REP/ALT) (circle one)
- _____ c. Article XII, Section 3-B (SECTIONAL ETHNIC MINORITY REPRESENTATIVE/ALT) (circle one)
- _____ c. Article XII, Section 3-B (SECTIONAL ESP REPRESENTATIVE/ALT) (circle one)
- _____ d. Article XII, Section 3-B (SECTIONAL HIGHER ED. REPRESENTATIVE/ALT) (circle one)
- _____ e. Article XII, Section 4-B (EDUCATION SUPPORT PROFESSIONAL CHAIRPERSON/V-CHAIR) (circle one)
- _____ f. Article XII, Section 4-B (HIGHER EDUCATION CHAIRPERSON/V-CHAIR) (circle one)
- _____ g. Article XII, Section 4-B (RETIRED CHAIRPERSON/V-CHAIR) (circle one)
- _____ h. Article VI (NEA DIRECTOR)
- _____ i. Article V (EXECUTIVE OFFICER)

The newly elected Board member shall (**complete a, b, or c**)

- _____ a. Serve a regular term of THREE years beginning July 15, 20 ____.
- _____ b. Fill the vacancy of the unexpired term of _____ (office) for _____ years (assumes office immediately).
- _____ c. Serve a term of _____ years in accordance with reorganization procedures duly adopted by the Board of Directors.

ADDRESS OF NEWLY ELECTED MEMBER:

Name (Region #)

Street

City/State/Zip

Home Phone

Cell Phone

E-Mail

SIGNED:

School

Elections Committee Chair
(State or Region, as applicable.)

School Phone

Date

**Attach a copy of the election results and return to:
IEA President's Office
100 E. Edwards
Springfield, IL 62704**

ELECTION CHALLENGE

Any challenge of election shall be filed according to the IEA-NEA Bylaws, Article IV, Section 3 - Election Challenges.

Challenges to Representative Assembly Delegate Elections must be directed to the Elections Committee, Illinois Education Association-NEA, 100 E. Edwards, Springfield, IL 62704, 800/252-8076. Challenges to all other local elections must be directed to the Review Board, Illinois Education Association-NEA, 100 E. Edwards, Springfield, IL 62704, 800/252-8076. All challenges must be sent via certified mail.

FROM: Challenger's Name: _____

Region: _____

Local Association: _____

Complete Address:

Home Phone: (____) _____

Work Phone: (____) _____

Cell Phone: (____) _____

Home Email Address: _____

SPECIFICALLY STATE THE ALLEGED VIOLATION OF ELECTION PROCEDURES.

Date

Signature of Challenger
