

## **2017/18 HCEA ELECTIONS SCHEDULE**

Tuesday, November 14, 2017	Nominations open at Rep Council
Friday, December 22, 2017	Nominations close at 4:00pm
Tuesday, January 9, 2018	Candidates remarks at Rep Council (Candidates' option)
Monday, January 29, 2018	Election Voting Opens Online through in conjunction with MSEA election
Friday, February 24, 2018	Last day for Voting
Monday, February 26, 2018	Notification of Election Results by 5p.
March 5, 2018	Run-off Election Open online (if necessary)
March 23, 2018	Run-off Election Closes at 4:00pm (If necessary)
March 26, 2018	Notification of Election Results
Tuesday, April 10, 2018	Election results announced at Rep Council meeting.

## **GUIDELINES FOR 2017/18 HCEA ELECTIONS**

1. Election procedures will conform to applicable HCEA/MSEA/NEA bylaws and regulations.
2. All regular HCEA members may vote in HCEA elections.
3. Campaign activities may not interfere with the efficient operation of the HCEA Association Office.
4. No HCEA staff member or UniServ representative will actively support any candidate or work on behalf of any candidate. This includes distributing, transporting, or preparing materials for distribution through the HCPSS Pony.
5. Dues monies, in any amount, may not be used to support the candidacy of any individual running for office.
6. A member of the Board of Directors for HCEA who endorses a candidate(s) does so as an individual Association member rather than as a member of HCEA Board of Director and shall not speak for HCEA Board.

7. HCEA members or candidates for HCEA Positions are prohibited from sending emails of campaign materials or campaign related communications using HCPSS email accounts, including distribution to HCPSS addresses.
8. Nominations for all offices shall be made on the official HCEA Election Nomination Form link and sent to the Elections Committee through the link provided. The Nomination Form must:
  - a. State the candidate's willingness to abide by the HCEA/MSEA/NEA bylaws, and policy, and adhere to the Code of Ethics.
  - b. Nominations shall close on the day and time prescribed in the approved calendar as set by the Representative Assembly and Elections America.
9. Candidates may provide biographical sketches along with the Nomination Form. These will be sent out with the ballots and may contain:
  - a. Present work assignment
  - b. Professional background
  - c. Contributions to HCEA/MSEA/NEA within the past three years
  - d. Reason for running

BIOGRAPHICAL SKETCHES MAY NOT EXCEED ONE HUNDRED (100) WORDS FOR CANDIDATES FOR HCEA OFFICERS (PRESIDENT, VICE PRESIDENT, TREASURER, and SECRETARY), FIFTY WORDS FOR HCEA DIRECTORS AND TWENTY-FIVE WORDS FOR NEA DELEGATES. A link to these Bios will be added to the ballot for voters to view. ANY ADDITIONAL MATERIAL BEYOND THE MAXIMUM NUMBER OF WORDS WILL NOT BE INCLUDED IN THE OFFICIAL ELECTION MATERIALS. BIOS TO BE COMPLETED ELECTRONICALLY ON THE GOOGLE DOC FORM TO BE SENT TO HCEA Elections Chair (jaexie@hotmail.com). Hand written Bios will not be accepted. Bios submitted will be copy/pasted on the ballot and HCEA webpage EXACTLY as submitted. Corrections to grammar or spelling will NOT be edited.

10. In addition to the Bio sketch, each candidate may submit a digital photograph (depicting only the candidate) with his or her biographical information. The HCEA website will contain the biographical sketch and photo, if provided by the candidate.
11. Candidates' names are placed on the ballot in random order by Elections America. Each ballot will be displayed in random order to voters.
12. Any member of the Elections Committee whose name appears on the ballot shall temporarily be restricted from committee activities related to the election.
13. Any person whose name appears on the ballot may not conduct balloting.

14. For the purpose of distributing election materials to all HCEA members, candidates who submit a completed nomination form may request from the HCEA office a list of all HCEA Building Representatives. All candidates will have access to the same.
15. Candidates may provide HCEA with one page (single sided 8 ½" x 11") of campaign material in PDF format, for electronic distribution on the HCEA webpage and elsewhere, at the discretion of the Elections Committee.
16. No member may vote more than once (1).
17. Voting in the schools will be completed according to the attached 2017/18 HCEA Election Calendar.
18.
  - A. Any dispute concerning HCEA election guidelines must be submitted in writing to the HCEA Elections Committee by the grievant. An acknowledgement will be sent within 72 hours of submission. If the grievant is not satisfied with the results of the Elections Committees' decision, the grievant must file an appeal with the Ethics Review Board within ten (10) calendar days.
  - B. Any dispute concerning election results will be submitted in writing to the Elections Committee by the grievant. An acknowledgement will be sent within 72 hours of submission. Appeals must be filed with HCEA office manager within ten (10) calendar days after the official results are announced.
19. The Election Committee and/or Board of Directors will make every reasonable effort to procure at least one candidate for each position.
20. Candidates for Officer or Director may have two (2) minutes to address the Representative Council at the meeting after the close of nominations. Candidates will be notified of that date as soon as possible. (Remarks should address the reason for running for office and such remarks will not attack other candidates)
21. Candidates are precluded from using the HCEA/MSEA/NEA logo on any material related to his/her campaign.
22. Election results will be announced within five (5) school days after receipt of ballots. Every reasonable effort will be made to notify candidates via email or telephone as soon as the Elections Committee has verified the election results.

23. A majority of votes cast is required to elect an officer to the Board of Directors. In all other races, only a plurality of votes cast is necessary. (add to ByLaws)
24. If no candidate for an officers' position receives a majority of votes cast, a runoff election between the two (2) top candidates will be held. (add to ByLaws)
25. Violation of any rules, willfully or inadvertently, will be reviewed by HCEA Ethics Review Board and may result in penalties up to and including disqualification in the Election Term.
26. Additional election forums may be set up through the Elections Committee, at its sole discretion.
27. All candidates running for HCEA Officer positions may distribute campaign materials at the December, January and February Rep Council Meetings.
28. The Election Committee will reveal to the HCEA Membership candidates for a position of HCEA office after receipt of a properly completed nomination form and after verification of eligibility to run for the position.

**HCEA BYLAWS, ARTICLE V BOARD OF DIRECTORS**  
**SECTION 2: Composition and Election**

- a. The Board of Directors shall consist of the four elected officers and the elected Directors.
- b. All Directors will be elected at-large by the membership of the Association.
- c. There shall be a total of nine (9) Directors, including two (2) Paraprofessionals.
- d. Directors will be elected to serve a two (2) year term. Directors will serve for no more than three (3) consecutive two-year terms.
- e. Four (4) Directors will be elected in odd numbered years (at the same time as the HCEA officers), including one (1) Paraprofessional member. Five (5) Directors will be elected in even number years, including at least one (1) Paraprofessional member.

Approved Rep Council 11/14/17