

2018 CCEA STANDING ELECTIONS PROCEDURES INCLUDING RUN-OFF ELECTIONS PROCEDURES

PREFACE

The Fiscal/Membership year for these election procedures will be from September 1, 2017 through August 31, 2018. Membership must be held for the full year to qualify as a Fiscal/Membership year of eligibility for elected positions as outlined in the CCEA bylaws and in compliance with sister organizations.

I. NOMINATIONS

A. Nomination of Candidates

Candidates must submit a completed nomination form to the Elections Committee at the CCEA office no later than 6:00 p.m., Monday, December 11, 2017. Additional nomination forms will be accepted from the floor during the December 12, 2017 Association Representative Council meeting, at which time nominations will be declared closed. Each candidate must be a CCEA member, in accordance with the Bylaws, to be eligible for nomination to a CCEA open position.

1. If you are currently holding an NSEA-DA or NEA-RA Delegate position and your term is not expiring, submitted nomination forms for a duplicate position, respectively, will be voided by the Elections Committee.

B. Nomination Speeches by Candidates

Candidates for CCEA Officers and CCEA Executive Board shall be allowed five (5) minutes for nominating speeches. NSEA Board of Directors candidates shall be allowed three (3) minutes for nominating speeches. Candidates for CCEA TIP Coordinating Council shall be allowed two (2) minutes for nominating speeches. The cumulative time allotted for nominating speeches shall include the nominator, seconder, and candidate speeches. Candidates who will not be able to attend the AR Council meeting for professional reasons may submit their video recorded speech of the appropriate length to [Angela Ammons \(aammons@ccea-nv.org\)](mailto:aammons@ccea-nv.org) by 4:30 pm on Friday, December 8, 2017.

C. Procedure for Withdrawal

Any candidate wishing to withdraw from a race must do so in writing to the Elections Committee, prior to 4:30 p.m. on Friday, December 15, 2017

D. Election Procedures

Elections procedures, once adopted, will be posted on the CCEA website for viewing. Copies will be available at the CCEA office upon adoption by the Association Representative Council.

E. Notice of Vacancies

The Elections Committee shall notify each member of the positions for which candidates may be elected through the *CCEA Express* publication which will include additional information regarding proper procedure for submitting nominations. The January/February 2018 edition of the publication will include the Election Calendar.

II. VACANCIES

Only active CCEA members are eligible to run for any elected position and must meet the minimum qualifications as outlined in the CCEA Bylaws.

A. CCEA Executive Board Officers (2-year term)

The composition and terms of the CCEA Executive Board Officer are stated in the CCEA Bylaws; Article IV. The positions open for the 2018 Elections are:

President (2018-2020)
Vice President (2018-2020)

1. **ELIGIBILITY:** Membership must be held for at least two (2) Fiscal / Membership years immediately preceding the time of seating for a post probationary member to qualify for the offices of President and Vice President (CCEA Bylaws: Article IV, Section 2). The burden of proof of post-probationary status resides with the candidate. Any official documentation that reflects post-probationary status must be submitted to the Election Committee. The document will only be considered up to one (1) page in length.
2. An Officer running for re-election to a currently held position, shall be deemed to have demonstrated post-probationary status.

B. CCEA Executive Board (2-year term)

The composition and terms of the CCEA Executive Board are stated in the CCEA Bylaws: Article V, Section 1. The positions open for the ~~2016~~2017 Elections are:

Seat 1B (2018-2020)
Seat 2B (2018-2020)
Seat 3B (2018-2020)

Seat 4B (2018-2020)
Seat 5B (2018-2020)
Seat 6 - OLP (Other Licensed Professional)

1. **ELIGIBILITY:** Membership shall be held for at least one (1) Fiscal / Membership year immediately preceding the time of seating to qualify for the Executive Board position. (CCEA Bylaws: Article V, Section 2 and 6).
2. Seat 6 OLP shall be held by a member meeting all eligibility requirements and in addition be under contract in one of the Other Licensed Professional job titles.
 - a. All OLPs shall be a voting member of the OLP zone ONLY and therefore vote for the OLP zone representative(s).
 - b. An OLP may return to their geographical zone based on home school assignment by submitting a written request to the Election Committee Chair (to be forwarded to the Executive Secretary and Leadership of CCEA).
 - i. The OLP member shall return to the geographical zone if and only if the member is running for an Executive Board Seat of a geographical zone. The OLP shall remain in the geographical zone if elected for the duration of the term to be served.

C. CCEA Representatives on the NSEA Board of Directors (3-year term)

The composition and terms of the CCEA Representatives on the NSEA Board of Directors are stated in NSEA Bylaws: Article VI. The positions open for the ~~2017~~2018 Elections are:

Seat G (2018-2021) Seat H (2018-2021) Seat I (2018-2021)
Seat J (2018-2021) Seat K (2018-2021) Seat L (2018-2021)

D. CCEA TIP Coordinating Council Members (2-year term)

The composition of the CCEA TIP Coordinating Council is stated in the Clark County TIP

Coordinating Council Bylaws: Article IV, Section E. There are zero (0) open positions for the 2017-2019 TIP Coordinating Council

E. NSEA Delegate Assembly Delegates

1. CCEA Delegates to NSEA Delegate Assembly (2-year term)

- a. The composition of the Delegate Assembly is based on the membership of each local affiliate. The CCEA is entitled to one (1) delegate per seventy (70) members, approximately one hundred fifty one (151) delegates (based on 10,600 members). Verification from NSEA will come no later than December 1, ~~2016~~ 2017. The CCEA President, CCEA Vice President, CCEA Secretary, and CCEA Treasurer each fill a delegate position. There are approximately ninety-seven (97) delegate positions who will be serving the second (2nd) year of their two (2) year term. There are approximately fifty-four (54) delegate positions open for the 2018 Elections.
- b. The 2017 delegates to the NSEA Delegate Assembly will be informed in writing as to their status as a delegate during the first week of November 2017.

2. Alternate Delegates to the NSEA Delegate Assembly

- a. Alternate delegates are designated from the current elections ballot. After the number of delegate positions for the NSEA Delegate Assembly is filled for the 2018 Elections, the remaining candidates will be ranked from the greatest number of votes to the least number of votes. The candidate receiving the greatest number of votes, after all elected candidates, shall be the first (1st) alternate, the candidate receiving the second (2nd) greatest number of votes shall be the second (2nd) alternate, and so forth, until all alternate delegate seats are filled.
- b. When a delegate is unable to attend the NSEA Delegate Assembly, the first (1st) successor shall replace that delegate. If the first (1st) successor is unable to attend, the second (2nd) successor shall replace the first delegate that cannot attend, and so forth, until all delegate positions are filled or all successor delegates have been utilized. Successors will have 3 business days to respond from the first attempt of notification before the next successor is contacted.

In the event a delegate cancels within 24 hours of the group's departure, there will be only one attempt to contact each successor until one who can attend is located. In the event that the first attempt to contact a successor delegate is unsuccessful, the process will be repeated only until the close of CCEA business that day.

- c. The alternate delegate will receive a written confirmation with the name of the delegate being replaced. The delegate will receive written documentation with the name of the alternate who is replacing that delegate.
- d. The 2017 delegates to the NSEA Delegate Assembly will be informed in writing as to their status as a delegate during the first week of November 2017.
- e. An alternate replacing a delegate:
 - i. Serves for the remainder of the elected delegate's term at the Assembly for an elected delegate un-excused absence.
 - ii. Serves for the elected delegate at the Assembly from which the elected delegate has been excused.
- f. A delegate may be excused from the NSEA Delegate Assembly for reasonable cause as determined by the CCEA Executive Board. A letter requesting reinstatement must be received no later than 6:00 p.m. on Monday, December 11, 2017.

F. NEA Representative Assembly Delegates

Delegates to the NEA Representative Assembly for the state and local level will each appear in their own area on the ballot and each category will have its own successor delegates.

1. NSEA Delegates to NEA Representative Assembly (2-year term)

- a. CCEA is eligible for approximately eleven (11) NSEA state delegate positions to the NEA Representative Assembly. These positions will be funded by the NSEA according to its budget. Allocation of delegates shall be on the basis of active membership in the Association as of January 31, 2018 . There are six (6) delegates who will be serving the second year of their (2) year term. There are four (4) delegate positions open for the 2018 Elections.
 - 1. Buyout days will be in accordance with CCEA Policies.
- b. The 2017 delegates to the NEA Representative Assembly will be informed in writing as to their status as a delegate during the first week of November 2017

2. CCEA Delegates to the NEA Representative Assembly (2-year term)

- a. The composition of the Representative Assembly is based on the membership of each local affiliate. The CCEA is entitled to one (1) delegate per each one hundred-fifty (150) members – approximately seventy-one (71) delegates (based on 10,600 members). Allocation of delegates shall be on the basis of active

membership in the Association as of January 31, 2017. The CCEA President, CCEA Vice President, CCEA Secretary, and CCEA Treasurer each fill a delegate position. There are approximately twenty-eight (28) delegates who will be serving the second (2nd) year of their two (2) year term. There are approximately forty-one (41) delegate positions open for the 2018 Elections.

- b. The 2017 delegates to the NEA Representative Assembly will be informed in writing as to their status as a delegate.

3. Successor Delegates to the NEA Representative Assembly

- a. Successor delegates are designated from each funding category, CCEA or NSEA, of the current elections ballot. Successor delegates' names must have appeared on the ballot, printed or as a write-in. Successors cannot be appointed. If the list of successor delegates is depleted and successor delegates are still needed, those positions will remain vacant. After the number of delegate positions for the NEA Representative Assembly is filled from the 2018 Elections, candidates will be ranked from the greatest number of votes to the least number of votes. The candidate receiving the greatest number of votes, after elected delegates, shall be the first (1st) successor, the candidate receiving the second (2nd) greatest number of votes shall be the second (2nd) successor, and so forth, until all successor delegate positions are filled. If there is a tie among the successor delegates with the number of votes received, a lottery will be conducted by the committee to rank the order of the successors.
- b. When a delegate is unable to attend the NEA Representative Assembly, the first (1st) successor within that delegate category shall replace that delegate. If the first (1st) successor is unable to attend, the second (2nd) successor shall replace the first delegate that cannot attend, and so forth, until all delegate positions are filled or all successor delegates have been utilized. Successors will have 3 business days to respond from the first attempt of notification before the next successor is contacted.

In the event a delegate cancels within 24 hours of the group's departure, there will be only one attempt to contact each successor until one who can attend is located. In the event that the first attempt to contact a successor delegate is unsuccessful, the process will be repeated only until the close of CCEA business that day.

- c. The successor delegate will receive a written confirmation with the name of the delegate they are replacing. The delegate will receive written documentation with the name of the successor that is replacing that delegate.
- d. A successor delegate takes the place of a delegate and serves for the remainder of

the term. If the delegate is unable to attend the NEA Representative Assembly, that delegate is required to write a letter requesting reinstatement as a delegate to the NEA Credentials Committee by Friday, January 12, 2018. The delegate may then resume service in the term of office to which the delegate was elected upon a positive response from the NEA Credentials Committee.

III. VOTERS

All full-time and half-time members of CCEA are eligible to vote.

IV. GENERAL CAMPAIGN REQUIREMENTS

Candidates are responsible for seeing that their campaign workers are aware of these rules and regulations and may be held accountable for any and all violation(s) committed by campaign workers.

A. Campaign Period

For CCEA Officers, CCEA Executive Board Members, NSEA Board of Directors, CCEA TIP Coordinating Council, NSEA Delegate Assembly Delegates, and NEA Representative Assembly Delegates, the campaign period begins no earlier than six (6) months prior to nominations and shall terminate on the day and time ballots are due.

B. Campaign Revenues and Expenditures

1. Definitions

- a.** Campaign revenues mean financial contributions, goods, and/or in-kind services made available to the candidate by groups or individuals within and outside Nevada.
- b.** Campaign expenditures include costs or the money spent by the candidate for the office being sought.

2. No Association resource, paid for by dues money or a portion of dues money collected at the local, state, or national level, shall be used to promote the candidacy of any individual for a CCEA, NSEA, and/or NEA office, except as provided in Article V, Section C and D.

3. CCEA, NSEA, and/or NEA may not contribute money, goods, photographs, services, or anything of value, directly or indirectly, to promote the candidacy of any individual for CCEA office, except as provided within these procedures.

C. Campaign Materials

1. No candidate may have his/her materials prepared, printed, or delivered by the Association or its employees except for those provided within these procedures. However, a candidate may use the CCEA mailing address in the address return block of the materials, as long as the candidate name appears within the address block. EXAMPLE: John Doe

4230 McLeod Drive
Las Vegas, NV 89121

2. No usage of the CCEA logo, brand, or name is permitted.
3. Candidate understands that any candidate mail returned to CCEA will be shredded.

NOTE: While CCEA makes every effort to have the most up-to-date membership address information on record, the candidate understands that the post office may return mail to CCEA's mailing address and that neither CCEA nor the CCEA Elections Committee bears any responsibility for such returned items.

D. Role of Elected Leaders in Candidate Elections Campaign

1. Elected officers and/or Executive Board members 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. Campaign activities may not occur during official Association functions and may not involve the expenditure of Association funds at any level - local, state, or national. Officers, and/or Executive Board members may not use Association funds, facilities, equipment, personnel, stationery, newsletters, or any other Association asset to assist them in campaigning.
2. A CCEA elected officer and/or Executive Board member in his or her official capacity shall not carry any reference to an election for CCEA office unless the reference is a notice of the elections or in the nature of a report on an item of business at a meeting of the Executive Board or other official CCEA meetings, excluding the Association Representative Council.

E. Campaign Material Identification

The name(s) of sponsor(s) must be approved by the campaign candidate and be visible on all campaign materials except novelty items, buttons, and food products, which are excluded from this requirement. A candidate is responsible for all materials pertaining to his/her candidacy.

F. Association Logo

Neither the CCEA, NSEA, or NEA logo nor the symbol of the United Education Profession may be used by candidates in campaign materials or in their displays. The Elections Newsletter, produced by the Association, may include any logo or symbol of the United Education Profession.

V. ASSOCIATION RESOURCES AVAILABLE TO CANDIDATES

A. Literature Distribution to CCEA Members

1. Candidate materials cannot be sent through school mail. Candidate materials cannot be sent to or from district proprietary email servers including Interact and/or @nv.ccsd.net Google addresses . Violating this rule may result in disciplinary action by CCSD.

NOTE: NO CAMPAIGN MATERIALS WILL BE SENT THROUGH SCHOOL MAIL. During the 1994 CCEA Elections, the Association was made aware by the School District of the ruling in the case of Fort Wayne Community Schools, Fort Wayne Education Association and United States Postal Service (Case No. 90-3316). The United States District Court for the Northern District of Indiana entered judgment in favor of schools. **Therefore, school mail is only to be used for school-related matters.**

2. Each candidate will be responsible for producing his/her own campaign material. Distribution must ONLY occur outside of contract time. (ex. On personal time, outside contract, on personal day, etc)
3. The Elections Committee and/or the Association will not be held responsible if Association Representatives do not distribute candidate literature.

B. Mailing Labels

1. Labels can be requested for a period of eight (8) business days following the December ARC. The 2018 election request window will span from Wednesday, December 13 through Friday, December 22, 2017,. A candidate must give written notice to CCEA to request mailing labels. CCEA will have the labels available within three business days from the written request being received. Printing of mailing labels will be from a membership roster dated December 13, 2017.

At the time of pickup, a candidate will be required to sign an affidavit attesting to the use and purpose of the labels.

2. Labels shall be available under the following format:
 - a. Upon written request, CCEA shall provide sets of the CCEA Association

Representative mailing labels, which shall include school site, school address, and number of members at each school site. The candidate's cost will be at actual cost including staff time for each Executive Board zone (\$10.00 per zone).

- c. Upon written request from a candidate running for CCEA Officer, CCEA Executive Board, and/or NSEA Board of Directors, CCEA shall provide a general membership list which shall include member name, school site and school address to a designated mail processing company for distribution of campaign literature. The candidate will be responsible for all costs associated with the production and mailing of the campaign piece. Sets available can include individual zones or entire membership.
3. Association Representatives at their work location have the responsibility to dispense **only** campaign literature, which carries the name(s) of sponsor(s). (i.e., Committee to Elect).
4. Campaign materials may be displayed and/or distributed to members at CCEA functions, before and/or after meetings, but materials may not be attached to vehicles or walls. Candidate is responsible for removing and/or collecting his/her materials at the end of the function.

C. CCEA Elections Newsletter

1. Content of Materials

- a. Announcement in the *CCEA Elections Newsletter*: Candidates who have filed a nomination form to run for CCEA Officer, CCEA Executive Board, NSEA Board of Directors, and/or CCEA TIP Coordinating Council will have the opportunity to submit a campaign statement and have their picture taken by the CCEA photographer. Campaign statements and photos must be submitted to the CCEA Elections Committee by email only to **Angela Ammons** (aammons@ccea-nv.org) and may include a "cc" to Noel Kleemann, Election Committee Chair (noelkleemann@gmail.com), no later than 4:30 p.m. on Thursday, December 14, 2017.

Candidates will receive an electronic acknowledgement of receipt. Facsimile submissions will not be considered. The campaign statement must be in a typed electronic format and cannot exceed 150 words. All words exceeding the 150-word limit will be deleted. Any campaign statement not received by 4:30 p.m. on Thursday December 14, 2017 will not be published in the Elections Newsletter. All campaign statements must be submitted between the close of nominations and the deadline date to provide the campaign statements. Paid advertisements for political campaigns shall not be accepted by the CCEA. Candidates may have the CCEA photographer take their photo during the designated dates or submit a

digital photograph, as a JPEG, EPS, or TIFF file by 4:30 p.m. on Thursday, December 14, 2017. The file must be emailed to: aammons@ccea-nv.org. Campaign materials cannot be sent to or from district proprietary email servers including Interact and/or @nv.ccsd.net Google addresses

- b. When CCEA pays for production and/or dissemination of materials, CCEA reserves the right to reject any materials that could expose CCEA to legal liability or that are not in the best interests of the Association, and shall be subject to review by the CCEA Elections Committee.
- c. Any material printed and/or distributed by CCEA must be informational in nature. Such materials will be restricted to factual statements expressing a candidate's view on issues or providing biographical information. Statements or messages will be limited to objective facts and will not include negative or slanderous material. Examples include, but are not limited to, subjective statements about candidates, testimonials, explicit or implicit references to or comparisons with other candidates or their campaign themes. Statements or messages may contain factual information about the candidate and the office being sought.
- d. A candidate and/or designee may challenge the determination of the CCEA Elections Committee that materials proposed by the candidate for printing and/or distribution by CCEA are unacceptable. This challenge will be heard by the Review Board. A challenge to the CCEA Elections Committee's determination on campaign materials will be presented to the Review Board and the decision of the Board will be final.
- e. When the candidate pays both production and dissemination costs and CCEA merely serves as a conduit for transmitting the material to members and/or delegates, the candidate retains full and final authority over the content of the material as well as its size, shape, weight, length, and so forth.

2. Procedure for Challenging CCEA Elections Committee Determination on Candidate's Materials

- A. A challenge to the administrative determination shall be filed on a notarized form provided by the Review Board. Said notice will be given by the close of business of the CCEA workday immediately following the day on which the candidate is informed of the administrative determination.
- B. Within three (3) business days after the above notice is filed, the Review Board will, at its option, hold a meeting or a telephone conference call to address the challenge. The Board will attempt to schedule the meeting or telephone conference call at a time convenient for the candidate.

- C. Before the meeting or telephone conference call, the Review Board Chairperson will transmit a copy of the campaign material in question to each Board member.
- D. During the meeting or telephone conference call, the candidate will have an opportunity to explain to the Review Board the basis for the challenge to the administrative determination and CCEA Elections Committee responsible for the administrative determination will have an opportunity to explain that determination
- E. After the conclusion of the meeting or telephone conference call, the Board will decide whether the campaign material is acceptable. The Review Board will notify the candidate of the Review Board decision by the close of business of the CCEA workday immediately following the day on which the meeting or telephone conference call is concluded.
- F. To comply with the requirements relative to the distribution of campaign material in the *2018 CCEA Standing Elections Procedures* and throughout this document, the timelines in the above procedure will be strictly adhered to. The Committee may extend a timeline only for good cause.

D. Candidate Video

Candidates may submit a video file to the CCEA Elections Committee, by 4:30 p.m. on Thursday, December 14, 2017 ,

The content of the video must follow all applicable guidelines used for the submittal of the CCEA Elections Newsletter statement. These items are regarded as vehicles for impartial publication of election information. If a candidate does not comply with the criteria, the video will not be uploaded

VI. ELECTIONS PROCEDURES

A. Materials

Elections procedures will be posted on the website and available for downloading and printing at least ten (10) calendar days prior to the close of nominations. Copies will also be available at the CCEA office upon adoption by the Association Representative Council.

B. Elections Conduct

The conduct of all elections of the CCEA offices shall be the responsibility of the Elections Committee, including ratification of the contractual agreement between CCEA and CCSD at the General Membership meeting, elections held at Association Representative Council meetings, and elections files

C. Observers

Each candidate will be permitted to have one (1) observer at the tabulations of the ballots in a

designated area. All observers must wear identification badges and refrain from taking part in, talking, or interfering with the Elections Committee. No observer shall release any elections results until after the Elections Committee has posted the results in the CCEA office. The Association will not be responsible for any costs associated with the candidate's observer.

Observers will be prohibited from using cell phones or computers in the tabulation room. Observers must stay in the tabulation room at all times except for restroom and lunch breaks.

D. Preparation of Ballot

The Elections Committee shall prepare the ballots of all verified candidates. The following requirements shall be observed in the preparation of the ballot:

1. The names of all candidates shall appear on the ballot.
2. Space will be provided for write-in candidates for each open race.
3. All envelopes will be numbered for verification purposes.
 - a. Numbered envelopes will be logged prior to distribution.
 - b. The Election Committee will verify one mailing crate per zone, to ensure printing accuracy and a full count of numbers as listed on the master roster.
 - c. The Committee will review a sample ballot to ensure proper printing of the ballot.
 - d. The Committee will scan all remaining mailing crates for properly sealed envelopes.
 - e. An Election Committee member and alternate will be assigned to pick up ballots from the clearing house.

The ballot box will be secured and the key(s) will be placed individually in a sealed and taped envelope. A key will be kept by two (2) members of the Election Committee. These members will not be the same members as those assigned to pick up ballots.
4. Elections Committee members will be allowed to participate in the preparation of ballots whether they are seeking office or not, but will not be allowed to tabulate votes if they are seeking office for positions other than Representative Assembly and/or Delegate Assembly.
5. The ballots shall not identify the source of any nominators, indicate endorsing parties, or contain any information that might be construed as prejudicial, such as a candidate's capabilities, prior service, or present or previous office(s) held.
6. The final copy of the candidate list and ballot shall be proofread and initialed by the Chairperson of the Elections Committee and members of the committee.

7. Ballots will not contain any campaign materials.
8. After ratification by the Association Representative Council, all ballots will be destroyed 30 days after the elections unless there is a challenge.

E. Order of Names

The order of names of candidates on the ballot shall be in ascending order in even years and descending order in odd years.

F. Secret Balloting

Candidates for each individual office shall be elected by secret ballot.

G. Voting

1. Ballots will be sent to the members, at their home address on record, **via bulk mail**
2. Each member is responsible for returning his/her own ballot to the CPA firm of Daniel McArthur, Ltd. **no later than 4:00 p.m. on Friday, February 23, 2018**. Ballots may be returned by mail or delivered in person to Daniel McArthur, Ltd. at 501 S. Rancho Drive, #E-30, Las Vegas, NV 89106, as long as each ballot is in the envelope provided.
 - a. Ballots will be stored in a large locked ballot box.
 - b. The Election Committee chair or designee will pick up the locked ballot box after voting has concluded. The box will be stored at CCEA in the conference room. The conference room is to remain locked while the box is there until the scheduled ballot count.
 - c. The Elections Chair will open the ballot box with two (2) or more committee members present at the beginning of counting ballots.
3. If a member does not receive a ballot, or needs a new envelope, he/she should contact Angela Ammons at 702-733-3063 who will relay the information to the Elections Committee.

VII. TABULATION OF BALLOTS

- A. Members of the Elections Committee will count ballots at the CCEA office on **Saturday, February 24, 2018**.
 1. Election Committee members will not be allowed to tabulate votes if they are seeking office for positions other than Representative Assembly and/or Delegate Assembly.
- B. The Elections Committee shall be responsible for setting up a method of counting the ballots.
- C. Blank ballots shall not be counted in the total number of ballots cast.
- D. Invalid ballots shall be counted in the total number of ballots cast. The Elections Committee will invalidate:

1. Sections of the ballot where votes exceed the numbers of positions available.
 2. Any write-in that is not an eligible CCEA member.
 3. Any write-in that is not using legal name or common preferred name.
EXAMPLE: Michael Jones and Mike Jones will be counted for the same person unless otherwise identified as separate people.
 4. Any write-in that is not legible.
 5. Any write-in that is not bubbled.
 6. Any altered ballot, resulting in the entire ballot being invalid.
 7. Any ballot that was completed in ink.
 8. Any ballot marked in such a way that it cannot be determined for whom the vote is cast. Only that race will be invalidated, not the entire ballot.
 9. Any ballot in a non-CCEA issued envelope.
- D.** The Elections Committee has the authority to recount ballots.
- E.** Winners of positions for CCEA Officer, CCEA Executive Board, and NSEA Board of Directors will be determined by a majority vote. Winners of positions for CCEA TIP Coordinating Council, Delegates to NEA Representative Assembly, and Delegates to NSEA Delegate Assembly will be determined by a plurality vote.
- F.** A run-off election will occur if no candidate for the position(s) of CCEA Officer, CCEA Executive Board, and/or NSEA Board of Directors receives the number of votes needed to be elected. Standing elections procedures will be followed for the CCEA Officers and Executive Board. The NSEA Bylaws will be followed to conduct a runoff election for the NSEA Board of Directors.
- G.** The Elections Committee Chairperson and members will initial or sign the elections results.
- H.** The chairperson of the Elections Committee or designee will announce the results of the elections as soon as the results are certified. Candidates for CCEA Officers, Executive Board, and NSEA Board of Directors will be notified by phone, followed by a letter as to the results of the elections. The results of the elections will also be posted in the CCEA office and, once ratified, on the CCEA website.
- I.** The elections results will be presented to the CCEA Association Representative Council for

ratification. Once ratified, they will be posted on the CCEA website.

- J.** After ratification by the Association Representative Council, all ballots will be destroyed thirty (30) days after, unless there is a challenge.
- K.** If the number of candidates equals the number of vacancies for the same office, the candidates shall be declared elected after nominations are closed in accordance with CCEA, NSEA, and NEA Bylaws.
- L.** Elections results in which the spread between candidates is 5% or less of the total votes cast for the position of CCEA Officers, CCEA Executive Board and NSEA Board of Directors must be recounted by hand by the Elections Committee prior to announcing any elections results.

VIII. RUN-OFF ELECTIONS PROCEDURES

Candidates whose names will be on a run-off ballot may resume campaigning immediately upon ratification of the elections results by the Association Representative Council. All standing elections procedures will be followed.

- A.** Run-off elections for positions determined by majority vote shall be held as necessary until there is an election for each position by a majority vote.
- B.** If run-off elections are necessary, the Elections Committee will notify each candidate involved within 48 hours. Association Representatives and the Executive Board will be notified at the next Association Representative Council meeting.
- C.** Run-off elections shall mean a voting procedure as follows:
 - 1.** If a candidate has not achieved a majority of the valid ballots cast, another election shall be held.
 - 2.** The run-off ballot shall contain a sufficient number of candidates to assure that one more candidate than the position allows are listed.
 - 3.** The names of candidates will be listed in alphabetical order by last name.
 - 4.** The NSEA Bylaws governs the run-off elections for members to the NSEA Board of Directors.
 - 5.** Write-ins will not be permitted in a runoff election.
 - 6.** Runoff elections do not apply to seats on the NSEA Delegate Assembly and NEA Representative Assembly.

- D. Standing elections procedures will be followed, with the Elections Committee establishing the dates for the run-off elections and informing the candidates and Association Representatives, if an Association Representative Council meeting is not scheduled within five (5) days of the announcement of the run-off elections.

IX. VACANCY ELECTIONS

- A. A vacancy election will be held during regularly scheduled Association Representative Councils (ARC) for positions that become vacant outside of the regular election cycle pursuant to CCEA Bylaws.
- B. Elections Committee will use the following procedures during ARC Elections:
 - 1. Ballots for open positions will be stapled together in a set. Voting members will be issued one set of ballots along with their single voting card at time of registration. It is the member's responsibility to maintain possession of elective material. No duplicates or replacements will be provided.
 - a. Guests that register will be given a colored GUEST sticker.
 - b. Additional guests, such as children, may also be designated with a guest sticker.
 - 2. Each open position will have a separate ballot sheet. Each position will have a different color for easy visual designation.
 - 3. An envelope will be provided for each open position to secure the ballots once they have been counted. Each envelope should be prepared with an election result sheet and a motion form.
 - 4. The election, including speeches, will begin at approximately 5:30 p.m.
 - 5. A locked ballot box will be available to voting members that need to leave early. A member of the election committee shall monitor the box. The ballot box will be clearly visible from the ARC floor.
 - a. The key to the locked ballot box will be sealed and taped inside an envelope. The Elections Chair or a designated member of the election committee will hold the key until it is time to count the ballots.
 - 6. The Election Committee will count ballots in a separate room, when available, or in an area separate from the ARC floor.

X. ENFORCEMENT PROCEDURES

- A. In the event that the Elections Committee finds that an alleged violation of a campaign regulation has occurred, the Committee will direct immediate cessation of the irregular practice.
 - 1. The Committee Chair(s) will informally attempt to resolve the situation by requesting cessation of the irregular practice.

- B.** A challenge or alleged violation to the elections shall be filed on a notarized form provided by the Elections Committee. Such form must be filed with the Chairperson of the Elections Committee and must include the alleged violation, date, and place. The challenge or alleged violation shall be entertained only if it is filed within ten (10) business days after the member knew, or reasonably should have known, of the alleged violation, or within ten (10) business days of the posting of the elections results, whichever date shall occur first. The Committee may make a recommendation to the Association Representative Council on the challenge or alleged violation within thirty (30) business days. Any challenge filed after such specified time period must be presented before the Review Board.

In the event that the Elections Committee finds that an alleged violation of a campaign regulation is in fact true, the Committee will direct immediate cessation of the irregular practice.

1. The Committee Co-Chairs will informally attempt to resolve the situation by requesting cessation of the irregular practice.
- C.** The Elections Committee shall, within five (5) business days of receiving a challenge or allegation of wrongful elections practices, conduct an investigation to gather information. The Plaintiff and Defendant will be notified of the investigation by the Elections Committee Chairperson, or their representative, via telephone with a follow-up certified, return receipt letter.
- D.** The Plaintiff and Defendant will be notified of the investigation by the Elections Committee Chairperson, or their representative, via telephone with a follow-up certified, return receipt letter.
- E.** The Plaintiff and Defendant, or their representative, will have the right to challenge members of the Elections Committee and request their disqualification from any investigation, and/or proceedings involving their allegations and/or challenges. Members of the Elections Committee may voluntarily remove themselves from any proceedings in which they feel unable to provide an unbiased recommendation. The Elections Committee shall consider all challenges to Committee members prior to the investigation. Spouses, significant others, and/or family members of the Plaintiff and/or Defendant will be automatically disqualified from the proceedings.
- F.** Members of the Elections Committee shall gather information. The Chairperson of the Elections Committee shall act as the facilitator unless that person has been successfully challenged or has voluntarily removed him/herself for the proceedings.
- G.** During the investigation the Plaintiff and Defendant, or their representative, will have the opportunity to present evidence in the form of documentation and/or witnesses before the Elections Committee.
- H.** The Elections Committee will meet as soon as possible to render a recommendation to the

Association Representative Council. The Elections Committee shall prepare for the CCEA Association Representative Council a written report if the relevant facts regarding any violation are substantiated by a thorough investigation. The Elections Committee's investigation and all documentation are to remain confidential and will be destroyed with the ballots.

The Elections Committee may recommend any of the following actions to the CCEA Association Representative Council:

1. Denial of a candidate assuming an office or position for which they have won elections;
2. Censure of a member for wrongful elections practices;
3. Suspension of a member's right to seek or hold office for a specific length of time;
4. Complete rejection of any and/or all charges and/or challenges; and/or
5. Any other action that the Elections Committee deems appropriate

XI. STANDING ELECTIONS PROCEDURES ADOPTION

The CCEA Association Representative Council, on a yearly basis, shall adopt standing Elections Procedures.

Adopted by the Senate (12/12/95).
Adopted by the Senate (12/17/96).
Amended by the Senate (01/23/96, 02/27/96).
Amended & adopted by the Senate (12/16/97).
Adopted by the Senate (12/15/98).
Amended & adopted by the Senate (11/23/99).
Amended & adopted by the Senate (11/28/00).
Amended & adopted by the Senate (11/27/01).
Amended & adopted by the Senate (11/26/02).
Amended & adopted by the Senate (11/25/03).
Amended & adopted by the Senate (11/23/04).
Amended & adopted by the Senate (11/22/05).
Amended & adopted by the Senate (11/28/06).

Amended & adopted by the Association Rep Council (11/25/08).
Amended & adopted by the Association Rep Council (11/24/09).
Adopted by the Association Rep Council (11/23/10).
Adopted by the Association Rep Council (11/22/11).
Adopted by the Association Rep Council (11/20/12).
Amended & adopted by the Association Rep Council (12/11/12).
Amended & adopted by the Association Rep Council (11/26/13).
Adopted by the Association Rep Council (11/25/14).
Amended & Adopted by the Association Rep Council (11/24/15).
Amended & Adopted by the Association Rep Council (11/29/16).
Amended & adopted by the Association Rep Council (11/27/07).