

2019

CCEA

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Executive Assistant
Governance

CCEA

Clark County Education Association

the union
of teaching
professionals

[ELECTION PROCEDURES]

2019-2020

CCEA 2020 Election

The CCEA Election committee members are to be nonpartisan in all matters of the CCEA Election. If a committee member chooses to run for any *open* position, they shall resign as the Election Committee member effective at the time of nomination. No appointments will be made of anyone who is running or related to anyone who is running for an elected position.

PROCEDURES

I. NOMINATIONS

A. Nomination of Candidates

Candidates must submit a completed nomination form to the Election Committee at the CCEA office no later than 6:00 p.m., Tuesday, December 17, 2019. Additional nomination forms will be accepted from the floor during the December 17, 2019 Association Representative Council (ARC) 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.

B. Candidate Speeches

Candidate speeches will be held at the February 25, 2020 ARC meeting. Candidates for CCEA Officers, CCEA Executive Board, and Government Relations (GR) Committee shall be allowed five (5) minutes for speeches. The cumulative time allotted for speeches shall include the nominator, second, and candidate speeches.

1. Candidates who will not be able to attend the ARC meeting for professional reasons may submit their video recorded speech of the appropriate length to aammons@ccea-nv.org by 4:30 pm on Friday, February 21, 2020.

C. Procedure for Withdrawal

Any candidate wishing to withdraw from a race must do so in writing to the Election Committee, prior to 5:00 p.m. on Friday, February 21, 2020

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 Election Committee shall notify each member of the positions for which candidates may be elected through the CCEA communications, which may include email, social media, and website.

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 (4-year term in alignment to bylaws)

The composition and terms of the CCEA Executive Board Officer are stated in the CCEA Bylaws; Article IV. The positions open for the 2020 Elections are:

President (2020-2024)
Vice President (2020-2024)

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). 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 (4-year term in alignment to bylaws)

The composition and terms of the CCEA Executive Board are stated in the CCEA Bylaws: Article V, Section 1. The positions open for the 2020 Elections are:

Seat 1B (2020-2024)

Seat 4B (2020-2024)

Seat 2B (2020-2024)

Seat 5B (2020-2024)

Seat 3B (2020-2024)

Seat OLP (2020-2024)

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).

C. CCEA Government Relations Committee shall be governed and managed by a five (5) member Committee, all of whom shall be contributors to the CCEA GR Committee and shall consist of the following:

1. The Vice President of CCEA;
2. Four (4) members elected by a plurality and at-large by and from CCEA TIP Committee contributors.
3. Terms of Committee members shall be for four (4) years. 2020 elections, the two (2) highest vote getters will have (4) years (2020 - 2024) and the remaining two (2) will have a two (2) year term (2020-2022).

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 all open positions for which candidates may be elected, the campaign period begins on December 17, 2019 at the close of the ARC meeting and will close on March 19, 2020.

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 or on behalf of the candidate for the office being sought.
- C. No Association resource, paid for by dues money or a portion of dues money, shall be used to promote the candidacy of any individual for a CCEA office, except as provided within these procedures.
- D. CCEA 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.

B. 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.

C. Role of Elected Leaders in Candidate Elections Campaign

1. Elected officers and/or Executive Board members at the local level 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 time. Officers, Executive Board, and Government Relations Committee 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, Executive Board, Government Relations Committee member in their 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 ARC.

D. 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.

E. Association Logo

The CCEA logo may NOT be used by candidates in campaign materials or in their displays. The Elections Newsletter, produced by the Association, may include the CCEA logo.

F. CCEA Staff

CCEA staff participation is limited to duties assigned and approved by the ARC as explicitly written in the Election Calendar (timeline) and within this procedural document. Staff shall not participate in campaigns including, but not limited to, endorsing candidates and distributing campaign materials.

V. ASSOCIATION RESOURCES AVAILABLE TO CANDIDATES

A. Literature Distribution to CCEA Members

1. As an organization, CCEA STRONGLY discourages the use of district (CCSD) property for the use of campaign information dissemination. The use of district property (which may include computers, email addresses, or copy machines, etc.) may result in school district investigation and possible disciplinary action.
2. Each candidate will be responsible for producing his/her own campaign material. Distribution must ONLY occur outside of contract time. Campaign Literature may ONLY be sent to members at school addresses. No campaign material may be mailed to home or personal addresses.

3. The Election 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 at the December ARC meeting. The 2020 label request window will span from the Tuesday ARC meeting on December 17, 2019 through Friday, December 20, 2019 at CCEA close of business. 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 17, 2019.

“A candidate will be required to sign an affidavit attesting to the use and purpose of the labels at time of pick up.”

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).
 - B. Upon written request from a candidate running for CCEA Officer, Executive Board, or Government Relations Committee 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. An announcement in the *CCEA Elections Newsletter*: Candidates who have filed a nomination form to run for CCEA Officer, CCEA Executive Board, or Government Relations Committee 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 via the Office Administrator to Governance, **Angela Ammons (aammons@ccea-nv.org)** and may include a “cc” Election Committee Chair, **Kara Mach, (machk82@yahoo.com)**, no later than 4:30 p.m. on Friday, February 21, 2020. Only email submissions will be accepted.

Candidates will receive an electronic acknowledgement of receipt. The campaign statement must be in a word /PDF file 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, Friday, February 21, 2020 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 will 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 Friday, February 21, 2020. The file must be emailed to: aammons@ccea-nv.org.

- 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 Election Committee.
 - i. 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 will be reviewed in their entirety and those statements including negative or slanderous material will not be printed. 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.
- C. A candidate and/or designee may challenge the determination of the CCEA Election 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 Review Board will be final.
- D. 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 CCEA Election Committee 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 CCEA Election Committee determination.
- B. Within five (5) 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 Review 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 CCEA Election Committee. The CCEA Election Committee responsible for the determination will have an opportunity to respond.

- E. After the conclusion of the meeting or telephone conference call, the Review Board will decide whether the campaign material is acceptable. The Review Board will notify the candidate of their 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 *2020 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 Election Committee, by 4:30 p.m. on Friday, February 21, 2020. 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 ARC following the October ARC meeting.

B. Elections Conduct

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

C. Observers

Each candidate will be permitted to have one (1) observer in a designated area during the Election Committee meeting in which results are reviewed. All observers must wear identification badges and refrain from taking part in, talking, or interfering with the Election Committee. No observer shall release any elections results until after the Election Committee has posted the results in the CCEA office window. 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 meeting room. Observers must stay in the meeting room at all times except for restroom and lunch breaks.

D. Preparation of Ballot

The Election Committee shall review, record, and report all verified candidates. The following requirements shall be observed during the ballot process:

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. 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.

4. The final copy of the candidate list and ballot shall be proofread and initialed by the Chairperson of the Election Committee and members of the Election committee.
 5. Ballots will not contain any campaign materials.
- E. **Order of Names**
Candidate names shall be alphabetical in ascending order in president/vice president voting years and descending order in secretary/treasurer years.
- F. **Secret Balloting**
Candidates for each individual office shall be elected by secret ballot that will be provided by a secure, third party company. Competitive bids will be shared with the Election Committee by February 1, 2020
- G. **Voting**
1. Ballots will be sent to CCEA members via an email link to their personal and district email address on record.
 2. Eligible voting members will have access to both a secure location and computer at CCEA to cast their vote.
 3. Voting begins Friday, March 20, 2020 at 4pm and will end Saturday, March 21, 2020 at 11:59pm.
 4. Members who need access to electronic voting may vote at the CCEA office on Friday, March 20, 2020 from 4:00pm – 7:00pm or Saturday, March 21, 2020 from 8:00am – 1:00pm. All eligible voters in line at the CCEA office at the close of these voting times will be allowed to vote.

VII. Verification of Results

- A. Members of the Election Committee will review and verify the results of the election at the CCEA office on **Sunday, March 22, 2020.**
- B. The Election Committee will invalidate:
 1. Any write-in that is not an eligible CCEA member.
 2. 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.
- C. All positions will be elected in accordance with the current CCEA Bylaws and Policies.
- D. The Elections Committee Chairperson and members will initial or sign the elections results.
- E. The chairperson of the Election Committee or designee will announce the results of the elections as soon as the results are certified. Candidates for CCEA Officers, Executive Board, and Government Relations Committee will be notified by phone and/or email.
- G. The elections results will be presented to the CCEA ARC for ratification. Once ratified, they will be posted on the CCEA website.
- H. All electronic ballots will be deleted thirty (30) days after ratification by the ARC, unless there is a challenge.
- I. 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 Bylaws.

IX. VACANCY ELECTIONS

- A. A vacancy election will be held during regularly scheduled ARC meeting for positions that become vacant outside of the regular election cycle pursuant to CCEA Bylaws.
- B. Election Committee will use the following procedures during ARC Elections:
 - 1. Ballots for open positions will be stapled together as 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 will 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 who 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.
 - 6. 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.
- C. 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 Election Committee finds that an alleged violation of a campaign regulation has occurred, the Election 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 Election Committee. Such form must be filed with the Chairperson of the Election Committee and must include the alleged violation, date, and place. Relevant documentation from the plaintiff should be submitted with the challenge. 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 Election Committee may make a recommendation to the ARC 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 Election Committee finds that an alleged violation of a campaign regulation is in fact true, the Election Committee will direct immediate cessation of the irregular practice.

- 1. The Election Committee Co-Chairs will informally attempt to resolve the situation by requesting cessation of the irregular practice.

- C. The Election Committee shall meet within five (5) business days of receiving a challenge or allegation of wrongful elections practices, or as soon as available thereafter, to consider the challenge substantiated or unsubstantiated as presented. Challenges that are deemed substantiated will then have an investigation. Challenges may not be considered if filed with missing or incomplete information. The plaintiff will be notified via email if the challenge will move to investigation.
- D. The Election Committee shall conduct an investigation to gather information within five (5) business days of determining a challenge is substantiated or warrants further investigation.
- E. The Plaintiff and Defendant will be notified of the investigation by the Election Committee Chairperson, or their representative, via telephone with a follow-up email.
- F. The Plaintiff and Defendant, or their representative, will have the right to challenge members of the Election Committee and request their disqualification from any investigation, and/or proceedings involving their allegations and/or challenges. Members of the Election Committee may voluntarily remove themselves from any proceedings in which they feel unable to provide an unbiased recommendation. The Election 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 investigation.
- G. Members of the Election Committee shall gather information. The Chairperson of the Election Committee shall act as the facilitator unless that person has been successfully challenged or has voluntarily removed him/herself for the proceedings.
- H. During the investigation the Plaintiff and Defendant, or their representative, may be asked to present evidence in the form of documentation and/or witnesses before the Election Committee.
- I. The Election Committee will meet as soon as possible to render a recommendation to the ARC. The Election Committee shall prepare for the CCEA ARC a written report of all challenges that were considered by the Election committee. The Election Committee's investigation and all documentation are to remain confidential and will be destroyed with the ballots.

The Election 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 ARC on a yearly basis, shall adopt standing Election 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 ARC (11/25/08).
Amended & adopted by the ARC (11/24/09).
Adopted by the ARC (11/23/10).
Adopted by the ARC (11/22/11).
Adopted by the ARC (11/20/12).
Amended & adopted by the ARC (12/11/12).
Amended & adopted by the ARC (11/26/13).
Adopted by the ARC (11/25/14).
Amended & Adopted by the ARC (11/24/15).
Amended & Adopted by the ARC (11/29/16).
Amended & adopted by the ARC (11/28/17).
Amended & adopted by the ARC (1/22/19).
Amended & adopted by the ARC (10/22/19).

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