

IXB
ELECTIONS PROCEDURES

Association

CCEA 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

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.

I. NOMINATIONS

A. Nomination of Candidates

Candidates must submit a completed nomination form to the Elections Committee at elections@ccea-nv.org by the close of December 14, 2021 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. Procedure for Withdrawal

Any candidate wishing to withdraw from a race may do so in writing to the Elections Committee at elections@ccea-nv.org, prior to the election

A. Candidate Speeches

Candidate speeches will be held at the February 22, 2022 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 elections@ccea-nv.org three (3) business days prior to the ARC meeting.

E. Notice of Vacancies

The Elections Committee shall notify members November 1, 2021 of open positions by 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.

-Treasurer (2022-2026)

Secretary (2022-2026)

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.

Seat 1A (2022-2026)

Seat 4A (2022-2026)

Seat 2A (2022-2026)

Seat 5A (2022-2026)

Seat 3A (2022-2026)

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).
4. Two (2) year term committee members seats will be open for the 2022 election period with a four (4) term 2 highest votes will serve a term of 2022-26
5. Four (4) year term committee members seat will be open for the 2024 election period with the 2 highest votes will serve their term for the term of 2024-28

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 once nomination is received and will close on the next scheduled ARC meeting date.

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 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 at the ARC meeting. 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 the current month membership roster.

“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. 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 Elections 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 *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.

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 Elections 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. Preparation of Ballot

The Elections 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 Elections 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.

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 18, 2022 at 4:00 pm and will end Saturday, March 19, 2022 at 11:59pm.

4. Members who need access to electronic voting may vote at the CCEA office on Friday, March 18, 2022 from 4:00pm – 7:00pm or Saturday, March 19, 2022 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 Elections Committee will review and verify the results of the election on Sunday, March 20, 2022 via Zoom meeting.
- B. The Elections 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 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 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. Elections Committee will use the following procedures during ARC Elections:
 1. Voting members will be sent a link to their CCSD email at time of registration. It is the member's responsibility to open the link and vote.
 - 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 voting link.
 3. The election, including speeches, will begin at approximately **5:30 p.m.**
- C. The Election Committee will receive the election report from third party election services.
- D. Virtual Vacancy Elections
 1. A vacancy election will be held during the regularly scheduled ARC meeting for positions that become vacant outside of the regular election cycle pursuant to CCEA Bylaws.
 2. Election Committee will use the following procedures during Virtual ARC Elections:
 - a. A nomination form will be provided on request by emailing elections@ccea-nv.org upon announcement of the vacant position(s). Nominations will close three (3) business days prior to the ARC meeting. The Election Committee will notify all nominees that their nomination form was received.

- b. Candidates shall be allowed five (5) minutes for speeches. The cumulative time allotted for speeches shall include the nominator, second, and candidate speeches. 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 elections@ccea-nv.org three (3) business days prior to the ARC meeting.
- c. A virtual ballot will be sent out through the webinar polling feature following the candidate speeches.
- d. Members of the Elections Committee will review and verify the results of the election at the CCEA office the day following the ARC meeting.
- e. 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.

X. Association Representative Elections

- A. Elections for Association Reps, OLPs and SOTs will be held between September 11th and September 30th of each year.
- B. The CCEA President or designee will notify members of the nomination process and dates of elections one week prior to September 11th.
- C. The CCEA President or designee will conduct elections through an online secret ballot election process for each site for the AR and OLP elections. SOT elections are conducted as prescribed by law.
- d. Members running for a position as an AR or OLP must follow all rules pertaining to campaign requirements as stated in the Election procedures.

XI. ENFORCEMENT PROCEDURES

- a. In the event that the Elections 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 Elections Committee. Such form must be filed with the Chairperson of the Elections 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 Elections 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 Elections 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 Elections 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 Elections 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 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 investigation.
- g. 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.
- 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 Elections Committee.
- i. The Elections Committee will meet as soon as possible to render a recommendation to the ARC. The Elections Committee shall prepare for the CCEA ARC a written report of all challenges that were considered by the Election committee. 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 ARC 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 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)
 Amended & adopted by the ARC (4/28/2020)
 Amended & adopted by the ARC (9/22/2020)
 Amended & Adopted by the ARC (10/26/21)