

Carroll County Education Association
2023 Election Guidelines

Election Committee Chairperson Jason Cashen jlcashe@carrollk12.org

Election Committee Members

Elementary / Manchester Elementary:

Middle School / North Carroll Middle: Cathy DeStefano cedeste@carrollk12.org

High School / Manchester Valley HS: Jason Cashen jlcashe@carrollk12.org

Guidelines:

ARTICLE VIII. NOMINATIONS, ELECTIONS, AND ACCREDITATION

- A. The Election Committee shall prepare guidelines for the nomination, election, and accreditation of the officers and the other members of the Executive Board. All members of the Elections Committee shall not sit on the executive board, be a building representative or be an officer of the association. Members may not run for office while they serve on the Elections Committee.
- B. Notification of Election will be sent through USPS to home addresses on **Thursday, February, 2, 2023.**
- C. Such guidelines shall be presented to the **January RA** for review and adoption. These guidelines shall include, but not be limited to the following:
 - i. open nominations by individual members,
 - ii. provision for publication of the list of nominations in an official publication of the Association at least (2) two weeks prior to election,
 - iii. provisions for secret ballot election by the membership,
 - iv. provisions for distribution, collection and tally of the ballots,
 - v. provisions for the election of officers by plurality of the valid ballots cast and,
 - vi. provision for meeting the appropriate requirements of the Constitution and Bylaws of the NEA,
 - vii. provisions to serve as decision maker if any dispute arises within 5 days after any elections.

Additional Guidelines:

- A. Open Nominations for **2023:**
 - i. **The following CCEA offices will be open for nominations:**
 - 1. Nine (9) NEA Delegates
 - a. Four (4) Officers automatic delegates by virtue of CCEA Bylaws
 - b. Five (5) elected delegates only three (3) are funded through CCEA

- i. If there are any delegates funded through MSEA or NEA, then the CCEA funds will be transferred to CCEA elected delegates
 2. Twenty-seven (27) MSEA Delegates
 - a. Four (4) Officers automatic delegates by virtue of CCEA Bylaws
 - b. At minimum 16 MSEA Delegates are funded through CCEA. Final number of Delegates funded will be determined by the FY 24 CCEA Budget.
 3. All nominees receiving votes will be rank-ordered by the number of votes received. Delegates receive funding based on placement in that ranking.
- B. Nominations:
 - i. A member can only run for a single officer or executive board position. However, members running for an officer or executive board position are permitted to run for either/both NEA or MSEA delegate in addition to their officer or executive board position.
 - ii. Nominations for open positions will be taken beginning at the February RA and will be taken from Thursday, February 16, 2023 until close of school on, Thursday, March 2, 2023.
 - iii. Nominations must be sent to Chair of Elections Committee via email or letter: Jason Cashen jlcashe@carrollk12.org
- C. Nomination Verification:
 - i. The Election Committee will verify nominations through the close of school on Thursday, March 9, 2023.
 - ii. Nominees may request knowledge of their nominator if the information is available.
 - iii. Nominees may, upon their request, be informed of the number of nominees for the position they are nominated, but not who they are specifically.
- D. Notification of Nomination:
 - i. CCEA members will be notified of all nominations via the Union electronic newspaper "The Advocate" on or about Friday, March 10, 2023.
- E. Elections:
 - i. To help increase the level of member participation in the CCEA election process, the Election Committee has made the recommendation to hold the CCEA election electronically. CCEA has contracted with Election Buddy <https://www.electionbuddy.com/account> to coordinate the electronic election. Each member with a home email address will receive their ballot electronically. Members without a home email address will be provided with an absentee ballot upon request.

1. Electronic voting will occur between **Monday, March 13, 2023** through **Friday, March 24, 2023**.
2. All members who have a home email address on file will receive an electronic ballot.
3. The Elections Committee will verify the electronic tally and will include any returned absentee ballots in the final election results.
4. The committee will notify the President of the results and the results will be announced via email to all members within 10-14 days from the close of the elections.
5. All offices must be won by plurality of the votes cast. If there is a tie, a run off election will be held.
6. Candidate ballot positions will be generated randomly in the electronic ballots.
7. Candidate ballot positions will be listed alphabetically on the absentee ballots.

F. Absentee Ballot Provision:

- i. Absentee ballots for elections will be available to all members who do not have a home email address on file with CCEA.
- ii. Only members who do not have a home email address may request an absentee ballot from **Monday, March 13, 2023 until Wednesday, March 15, 2023**.
- iii. Members will need to request via email or by letter an absentee ballot from the following committee members based on their assigned level.
 - iv. Elementary / Manchester Elementary: Jason Cashen jlcashe@carrollk12.org
 - v. Middle School / North Carroll Middle: Cathy DeStefano cedeste@carrollk12.org
 - vi. High School / Manchester Valley HS: Jason Cashen jlcashe@carrollk12.org
- vii. Absentee ballots must be returned to the respective level committee member by the close of school on **Friday, March 24, 2023** via email, fax, or hard copy through the pony.
 1. To ensure election security, absentee ballots sent through the pony must be returned to the designated representative in a double sealed envelope. Member's name and building location must be on the outside envelope and the secret ballot in the inside envelope.

G. Campaigning:

- i. Campaigning will officially begin on **Friday, March 10, 2023**.
- ii. On **Friday, March 10, 2023** or there about, CCEA will **electronically** publish an Election issue of the CCEA Advocate. Each Officer and Executive Board

- nominee will be allowed to submit a picture and written article. Officer nominees are limited to an article of no more than 200 words while Executive Board nominees are limited to an article of no more than 100 words. MSEA/NEA Delegate nominees **may submit an article of no more than 50 words (no picture)**.
- iii. Nominees must send their information to Miranda Sturdivant msturdivant@mseanea.org via email or dropped off in person to the CCEA office by close of school on **Thursday, March 9, 2023**.
 - iv. Nominees and supporters are prohibited from using CCEA funds or equipment to prepare or distribute campaign material. This includes the use of computers, copiers, or printers.
 - v. Nominees may have access to the CCEA Building Rep Roster. The Building Rep Roster will include the Building Rep's school email, school phone number and the member count in each building.
 - vi. Nominees must use their own resources to promote their candidacy, and upon request, should provide digital files and/or receipts for materials, campaign materials produced, prepared, or copied.
 - vii. Candidates will be allowed three minutes during the **March 16, 2023** Representative Assembly (RA) to give brief remarks about their candidacy. The RA will be held at the CCEA office and will begin at 5:**15** PM. All CCEA members are encouraged to attend.
 - viii. CCEA has a duty to treat all candidates equally with respect to distributing literature, whether posting literature to the CCEA bulletin board(s) or placing materials in member mailboxes.

H. Dispute:

- i. Any nominee may dispute the results of the elections, within 5 days, communicate to the Election Committee Chair (Jason Cashen jlcashe@carrollk12.org) the nature of the dispute and present any and all documentation to support his or her dispute.
- ii. After receiving the dispute, the Election Committee will reconvene to conduct the necessary investigation. The Election Committee will notify the CCEA President and nominee of their decision.