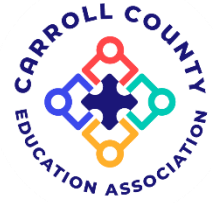


Carroll County Education Association  
2024 Election Guidelines



Election Committee: Jason Cashen (Chair), Madison Baber, Cathy DeStefano

**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 1, 2024.
- 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 2024:
  - i. The following CCEA offices will be open for nominations:
    - 1. Vice President (3 year term)
    - 2. Secretary (3 year term)
    - 3. Four (4) Executive Board Members (3 year terms)
    - 4. Nine (9) NEA Delegates
      - a. Four (4) Officers automatic delegates by virtue of CCEA Bylaws
      - b. A minimum of three (3) NEA Delegates are funded through CCEA. Additional Delegates may receive funding through CCEA.
        - i. If any CCEA funded delegates are funded through MSEA or NEA, then the CCEA funds will be transferred to other CCEA elected delegates
      - c. Final number of Delegates funded will be determined by the FY 25 CCEA Budget.

- d. All nominees receiving votes will be rank-ordered by the number of votes received and may receive funding based on placement in that ranking.
  - 5. Twenty-seven (27) MSEA Delegates
    - a. Four (4) Officers automatic delegates by virtue of CCEA Bylaws
    - b. A minimum 16 MSEA Delegates are funded through CCEA. Additional Delegates may receive funding through CCEA.
    - c. Final number of Delegates funded will be determined by the FY 25 CCEA Budget.
    - d. All nominees receiving votes will be rank-ordered by the number of votes received and may 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 15, 2024 until close of school on, Thursday, February 29, 2024.
  - iii. Nominations must be sent to Chair of Elections Committee via email or letter: Jason Cashen [jlcashe@carrollk12.org](mailto:jlcashe@carrollk12.org)
- C. Nomination Verification:
  - i. The Election Committee will verify nominations through the close of school on Thursday, March 7, 2024.
  - 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 8, 2024.
- 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 11, 2024 through Friday, March 22, 2024.
    - 2. All members who have a home email address on file will receive an electronic ballot.
      - a. Should a member have a problem accessing their election buddy ballot and voting electronically, members should email Miranda Sturdivant and

Jason Cashen to alert them to the issue. Miranda Sturdivant will attempt to resolve the issue with the member and Election Buddy. If the issue cannot be resolved, the member will be allowed to cast a paper ballot in person with either Miranda Sturdivant or Robin Staub at the CCEA office between March 11, 2024 and March 22, 2024.

3. The Elections Committee will verify the electronic tally and will include any returned absentee ballots or paper 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 members who do not have a home email address on file with CCEA.
- ii. Members who do not have a home email address may request an absentee ballot from Monday, March 11, 2024 until Wednesday, March 13, 2024.
- iii. Members will need to request via email or by letter an absentee ballot from the following committee members based on their assigned level.
  1. Elementary School: Madison Baber      [mpbaber@carrollk12.org](mailto:mpbaber@carrollk12.org)
  2. Middle School: Cathy DeStefano      [cedeste@carrollk12.org](mailto:cedeste@carrollk12.org)
  3. High School: Jason Cashen      [jlcashe@carrollk12.org](mailto:jlcashe@carrollk12.org)
- iv. Absentee ballots must be returned to Miranda Sturdivant, Office Manager of by the close of school on Friday, March 22, 2024 via email or hard copy through the pony.
  1. To ensure election security, absentee ballots sent through the pony must be returned to the CCEA Office 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 8, 2024.
- ii. Nominees must send their information to Miranda Sturdivant [msturdivant@mseanea.org](mailto:msturdivant@mseanea.org) via email or dropped off in person to the CCEA office by close of school on Thursday, March 7, 2024.
  1. 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.
  2. MSEA/NEA Delegate nominees may submit an article of no more than 50 words (no picture).
- iii. On Friday, March 8, 2024 or there about, CCEA will electronically publish an Election issue of the CCEA Advocate.

- 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 21, 2024 Representative Assembly (RA) to give brief remarks about their candidacy. The RA will be held at the CCEA office and will begin at 5:00 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](mailto: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.

Approved January 18, 2024 Representative Assembly