



## **MEA ELECTION AND VOTING POLICY**

*Amended and approved by the MEA Representative Council on December 8, 2015.*

No policy can anticipate or serve perfectly in every situation. Sound ethical practices by all provide the Association with capable and responsible officers and leaders.

### **Notification of Elections and/or Voting**

A notice will be sent to the general membership of upcoming elections and/or voting. The notification will contain the dates polls are open, the purpose, positions open for nomination, and the voting timeline.

Should the elections be interrupted due to unusual circumstances, the timeline will be adjusted and members will be notified of the changes.

### **Nominations**

Nomination forms for open positions shall be sent to each active member. The consent of the individuals placed on the nomination form must first be obtained. Members may nominate themselves for any office.

Nominations will only be accepted by email.

Open nominations will be held for one week. It is the responsibility of the nominator to ensure that the MEA office receives the nomination form before the close of nominations established by the election timeline. When a nomination form is received, a confirmation e-mail will be sent to the nominee and the nominator.

Candidates' names will be posted on the MEA web site in a timely manner as they are received.

Candidates are expected to abide by the terms and conditions set forth in the MEA Election and Voting Policy.

Confirmed candidates will be announced at a Representative Council meeting prior to the election.

Candidates' names will be randomly drawn at the same Representative Council meeting and placed on the ballot in the order drawn.

Each candidate will be asked to complete a biography form.

Biographies must be submitted to the MEA office before the deadline established in the election timeline.

## **Uncontested Races**

If after the nomination period closes there is an uncontested candidate for a position, that candidate shall be considered elected. Members will be notified and the election will be certified at the next Representative Council meeting. The same would hold true for a slate of candidates for a specified number of positions, such as delegates to the NEA or WEA Representative Assembly.

## **Campaigning**

Campaigning is defined in this policy, as any activity initiated by the candidates or their designee(s) with the intent to influence a person's vote.

Campaigning may begin after adjournment of the Representative Council meeting where candidates are announced and ends when polls close. Campaigning cannot occur during Representative Council or Executive Board meetings.

Candidates should refrain from formal campaigning during the student school day.

Each candidate may request a list of MEA voting members and their building locations. This list may only be used for current MEA campaigning purposes.

Building Representatives are not responsible for disseminating candidate information or materials.

## **Forum(s)**

At least one candidate forum may be scheduled. The voting committee will be responsible for setting the date(s), time(s), place(s), and regulations of each forum.

The forum(s) must allow for member participation.

## **Ballots**

Ballots will be cast electronically.

The ballots will be prepared by the President and/or designee(s). The final draft of the ballot will be approved by the President and/or Voting Chair.

Ballots shall include the names of all confirmed candidates and must include a space for a write-in candidate for each open position.

Candidates may have their name withdrawn from the ballot by submitting a request in writing to the President before the ballots are approved.

All biographies submitted will be included with the ballots.

Write-in candidates must be typed in by the voter and in the appropriate space.

## **Voting**

Only active members of the Marysville Education Association may vote.

Voting instructions will be given to each member.

Elections or voting will be held for five consecutive school days.

- Polls will open at 6:00 a.m. (Pacific Time) on the first day of elections.
- Polls will close at 6:00 p.m. (Pacific Time) on the fifth day of elections.

## **Counting of Ballots**

The President's designee shall count the ballots and provide a final election report.

## **Election and/or Voting Results**

The final election and/or voting results will be posted on MEA's web site.

Results are considered "unofficial" until certified by Representative Council.

## **Successor Delegates for WEA RA and/or NEA RA**

A successor delegate is defined as a delegate candidate who did not receive sufficient votes to be elected as a delegate. Only delegate candidates who received a minimum of 10% of total votes cast for the election, not the specific race, will be considered for a successor delegate position. Successor delegates will be listed in order of votes received. If there is a tie for successor delegate positions, a drawing will be held by the MEA Election Chair.

A successor delegate shall serve the full term of the delegate in whose place the successor delegate is serving.

In the event MEA decides not to send successor delegates to a representative assembly, members will be notified prior to the election.

## **Run-off Elections**

If no person receives the majority (majority is 50% plus one) of votes cast, a run-off between the top two candidates for that position will be required.

Run-off elections will be held in a timely manner.

All terms and conditions of the first election are applicable to the run-off elections.

## **Challenging an Election**

In case of a challenge, the candidate shall present in writing to the Voting Chair any concerns regarding voting procedures, infraction of the rules, or the election. This challenge must take place within three (3) days of the results being posted on the web site.

The voting committee will review and rule on the concerns and will respond in writing to the candidate within ten (10) calendar days of receipt of the challenge.

The candidate shall have the right to appeal the decision of the voting committee to the MEA Executive Board. The appeal must take place within five (5) calendar days after receipt of ruling. The MEA Executive Board shall make the final decision on the appeal.

No Executive Board member who is running for the challenged position or who challenges the election may be involved in the discussion or rule on the appeal.

## **Certifying the Election and/or Voting Results**

The Voting Chair will submit the results to the Representative Council in a written report.

The Representative Council shall certify the qualifications of candidates and validity of elections of officers at the first Representative Council meeting following the election.

The results of elections and/or voting will be filed with the Rep Council minutes when they are certified.

## **Concurrent Elections**

MEA Executive Board elections may be held concurrently with the WEA Representative Assembly Delegate and NEA Convention Delegate elections. When more than one election is conducted on the same ballot, the terms and conditions set forth for balloting and voting in the MEA election policy will be in effect.

State and/or National elections conducted by the Marysville Education Association will be governed by the guidelines provided for those specific elections.

Adopted and approved by Representative Council on January 18, 2005

Amended and approved by Representative Council on May 22, 2007

Amended and approved by Representative Council on April 30, 2013

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