

The following guidelines have been prepared to provide specific information about nomination for, campaigning for, and balloting for office or conducting others' campaigns within the IEA/NEA.

The Idaho Education Association/National Education Association is classified as a labor organization and is therefore subject to the provisions of the election laws of the NEA and the federal Landrum-Griffin Act.

STATE ELECTIONS (See Delegate Assembly Standing Rule 11)

1. **Nominating Procedure** (See also DA Standing Rule 11.3)

- a. Nominating Committee. The president is to appoint annually a nominating committee of three members from the Board of Directors which shall ensure by each annual Delegate Assembly that there be at least one nomination for any statewide office which may have a vacancy (President, Vice-

be open to all NEA/IEA active members in that governance region. The IEA shall notify governance region leadership of a pending election for said positions. Accompanying that notification will be the nomination form (see Nomination Form for IEA Office attached) and a listing of the Roles and Responsibilities for IEA Board members compiled from the IEA Constitution and Bylaws and the Board of Directors Code of Ethics. This listing of roles and responsibilities is to ensure that all candidates are aware of their responsibilities should they be elected. Region governance leadership is to advertise the election, seek candidates to run for those positions and distribute the nomination form and roles and responsibilities list to potential candidates. It is the responsibility of the candidates to comply with the requirement of the nomination form and return the nomination form to the IEA headquarters office on the schedule adt(ons9to)-12 ()bwe (on)10 (f)2 (

be notified. Candidates will be under the supervision of the IEA Executive Director or designee while inspecting the lists.

f. Use of IEA staff and facilities IEA staff employees may not contribute to, support, or engage in campaign activities or facilitate campaign activities of candidates for office at the local, region, state or national Association levels. Staff may assist candidates or their committees in securing logistical or regulatory information necessary to the conduct of the campaign consistent with the election guidelines.

g. Electronic Equipment or Services A candidate for IEA office may not use any equipment or supplies owned by the IEA, for campaign purposes.

A candidate for IEA office may use for campaign purposes any electronic equipment or service to which they have access without the expenditure of any resources by IEA or its affiliates, provided that the candidate may not receive any assistance in such use from any individual who at the time of providing the assistance is receiving compensation from IEA or its affiliates. A candidate has complete control over the content of messages that they transmit on such equipment or service. (24)

No candidate may remove a campaign message placed by another candidate on IEA online message boards. The IEA may prohibit all candidates from placing any campaign messages on IEA online message boards, provided candidates receive notice of such prohibition and the prohibition is enforced in a uniform manner.

h. Association Meetings A social or fundraising event promoting a candidate for IEA office may be sponsored in conjunction with a meeting of the IEA or affiliate provided the candidate or campaign committee is responsible for all costs incurred in connection with the event and that all other candidates for the same position are given an opportunity to sponsor a comparable event in conjunction with the meeting.

i. Campaigning at Local, Region or State Association Functions Campaign activities by a candidate for an IEA position at a local, region or state function (meeting, conference, social event, etc.) must be incidental to the function and must not intrude on the planned program. Campaigning may take place before or after the function and between sessions of the function (i.e., at meal breaks). For example, a candidate's campaign workers may place campaign materials at the places of participants or observers prior to the opening of the meeting or may distribute campaign material to participants outside the entrance of the meeting room. A campaign worker, however, would not be permitted to distribute campaign material once the meeting has begun or to announce a campaign-related activity during the meeting. An exception: Any candidate for any Association position must be granted at least 3 minutes on the agenda of a governance region's pre-Delegate Assembly meeting for the purpose of promoting their candidacy, provided that the region leadership or the region office is informed at least 24-hours in advance of the candidate's intent to appear. (03, 24)

j. Campaigning by IEA Officials Campaigning by elected or appointed IEA officials, when on assignment for IEA or when traveling at IEA expense, must be incidental to the assignment and must not interfere with the official's duties. For example, an IEA official who is a candidate for office and assigned to represent the Association at a meeting is permitted to meet with supporters or campaign committee members during off-duty hours. All expenses incurred in connection with such a campaign meeting are campaign expenses and are not chargeable to the IEA.

The hotel room of a candidate traveling on assignment at IEA expense may be used for campaign purposes (i.e., a meeting of the campaign committee or a social event),

provided IEA is reimbursed on a pro rata basis for the time the room was used for such purposes. The amount of the reimbursement is computed as follows: the daily room rate is divided by 24 (hours) to determine an hourly room rate. The hourly rate is multiplied by the number of hours the candidate's room was used for campaign purposes. The total amount should be remitted to IEA or deducted from the official's expense reimbursement.

3. Allowance for Ballot Write-in option for IEA Elective Office

Pursuant to provisions of the IEA Constitution, Article VII, the following procedures shall be applied:

a. This section allowing for a ballot write-in option applies to the offices of IEA President, IEA Vice President, NEA Director, IEA Representative on the NEA Resolutions Committee, IEA At-large Board member, ESP IEA Board member at large, IEA Board members representing IEA governance regions, IEA Retired members on the IEA Board of Directors. (IEA Constitution, Article IV, Sec. 1.)

b. Nominations for these offices shall close two months prior to the annual Delegate Assembly (IEA Constitution, Article IV, Section 1.)

4. Balloting Procedures (See also DA Standing Rule 11.3)

Use of Paper Ballots

a. Preparation and Procedures

(1). A four-piece mail ballot package shall be the method of conducting IEA

advised not to place any identifying information on this envelope. It is recommended that a standard No. 6 1/2 envelope or comparable envelope measuring 3 " by 6 1/2" be used for the Secret Ballot Envelope.

iii. Return Ballot Envelope. This postage-paid envelope will be used by the voter to return the secret ballot envelope with the marked ballot sealed inside. It shall be pre-addressed to a post office box designated for the receipt of returned voted ballots and contain space for the voter to print their name and address in the upper left corner. The voter identification number (which corresponds to the voter's number on the voter eligibility list) should appear in the lower left corner of this envelope. It is recommended that a standard No. 9 envelope or comparable envelope measuring 3 " by 8 " be used for the Return Ballot Envelope.

iv. Large Mailing Envelope. This large envelope will be used to mail the other mail ballot items to each member. The return address should be a post office box designated solely for the receipt of ballot packages returned undelivered so that they can be mailed by election officials after correct addresses have been obtained. It is recommended that a standard No. 10 envelope or comparable envelope measuring 4 " by 9 1/2" be used for the Large Mailing Envelope.

d. All paper ballots received in the IEA office by the deadline date shall be counted if the intent of the voter can be determined.

e. Ballot Tabulation: To facilitate an accurate and unbiased count of the IEA statewide election ballots the following procedures will be followed:

(1). The Elections Committee will annually create and oversee the process to assure the receipt and security of paper ballots outside of the IEA headquarters and without involvement of IEA staff, with due respect to the policies and guidelines stated herein, and while meeting the requirements of the LMRDA.

(2). In no case shall any Secret Ballot Envelope be opened prior to the counting of ballots. In the event that a ballot is received in an unsealed envelope, the ballot will be placed with the group of challenged ballots.

(3). The IEA President, Treasurer, Secretary, and Chair shall appoint a minimum of at least four members (excluding IEA staff) to tabulate paper ballots for statewide office positions and/or amendments to the IEA Constitution.

~~(4). All official candidates or sponsors and/or amendments~~

fifteenth (15th) day after the close of the elections, provided there is no challenge to the election under review.

k. The person elected to any statewide office of the IEA must receive the highest number of the total votes cast by the membership for this office.

5. Guidelines for Region Governance Leadership in Assisting in the Conducting of Elections for governance region Board of Directors Members. (14)

a. Written notification of a pending vacancy and subsequent nomination and election for IEA Board of Directors member(s) from a region shall be provided to region governance leadership (see "1. Nominating Procedures" paragraph f. above.) (14, 19)

b. Nomination shall be open to active members only and shall be by nomination form provided by the IEA (see form attached). Nomination forms shall be submitted by candidates to the IEA headquarters office on a schedule adopted by the IEA Board of Directors (see "1. Nominating Procedures" paragraph f. above.) (09, 14, 19)

c. The governance region leadership shall assist in the election process as described in "1. Nominating Procedures" paragraph e. above. In all cases, the nomination of, balloting for and tabulation of results for governance region Board of Directors members shall take place on a schedule adopted by the Board of Directors and consistent with the elections schedule for other statewide elections. (14, 15)

d. Members of the Board of Directors elected from each region shall be nominated according to procedures established by the Board of Directors and elected by plurality ballot in that region. (18)

e. When a new position is created by an increase of membership, the initial term of that position must insure that the principle of staggered terms is upheld.

f. The IEA President shall cause the elections subcommittee of the IEA Board of Directors to report the election results to the Board of Directors who shall certify the election. The IEA President shall notify all candidates of the result of the election as soon as possible following the certification of the results by the IEA Board of Directors. (14)

g. Except for logistical assistance and support of the process, no IEA staff member is to participate in the aforementioned elections process. (14)

6. Guidelines for local associations in the conducting of elections for local, cluster, and state delegates to the NEA Representative Assembly.

a. All delegates and successors to the NEA RA must be elected.

b. Only active members (certified K-12 or ESP) are eligible to run for any available local, cluster, or state delegate slot to the NEA RA.

c. Locals must ensure that open nominations occur for local, cluster and state delegate slots to the NEA RA.

d. Each active member (certificated K-12 or ESP) is entitled to a secret ballot in the election of local, cluster, or state delegates to the NEA RA.

e. Only active members (certificated K-12 or ESP) are entitled to vote for local, cluster, or state delegates to the NEA RA.

f. Electronic and paper ballots for state delegate positions to the NEA RA shall be sent to the email or mailing addresses of each IEA eligible voting member in accordance with the procedures listed above. Ballots will be prepared at the IEA state level. (20)

g. All electronic and paper ballots for state delegate positions to the NEA RA must be returned to the IEA office by the timelines adopted by the IEA Board of Directors (see instructions attached). The deadline for the return of ballots to the IEA headquarters office must be prior to the meeting of the IEA Board of Directors. ~~Dil2 T~~

