



Leading the Way to Great Public Schools for Every Maine Student

2018-2019 ELECTIONS HANDBOOK

**Where applicable, the principles contained in this document
govern all elections for MEA office.**

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MEA OFFICERS/DIRECTORS

Grace Leavitt, MEA President

Jesse Hargrove, MEA Vice President

Beth French, MEA Treasurer

Amanda Cooper, NEA Director

Rob Walker, Executive Director

STRUCTURE AND BYLAWS AND ELECTIONS COMMITTEE MEMBERS

(denotes Elections Committee member)*

* Rebecca Manchester, Chair

*Terry Martin (Board Liaison)

*Jan Cerabona

*Julie Gomez

Terry Gordon, Staff Liaison

**Maine Education Association
2018-2019 ELECTIONS TIMELINE**

November 2018

- 9 **MEA-RA data verification mailing** to Representative Assembly delegates/alternates
- 27 Verification responses to be returned to MEA

December

- 27 Official **notification of vacancies** to local Governance Affiliate Presidents
The deadline set by the local governance affiliate president should allow ample time for processing and conducting elections, and submitting the *Notice of Intent/Certificate of Election* to MEA by March 5.
- 27 Official notification to delegates/alternates, etc. whose terms are up in 2019.

January 2019

- 15 Notification to local Governance Affiliates if there are no candidates for a particular office (for example, Officers, Board of Directors, etc.).
- 23 **Nomination deadline for Notice of Intent Forms “for elections conducted by MEA” prior to the Representative Assembly: MEA Board of Directors, NEA At-Large Delegates/Alternates, and Cluster Delegates/Alternates, MEA Representative Assembly Delegates/Alternates that are elected statewide – AFUM, ACSUM, UPMSA, MEA-Retired, MPBC, CCAC, CCAF and Cluster Delegates/Alternates (comprised of locals with less than 35 members). Completed *Notice of Intent Forms* (Attachment A) must be received at an MEA office by 4:30 PM.**
- 23 **Nomination deadline for Notice of Intent Forms “for elections conducted by MEA” if needed at the Representative Assembly: No Elections are scheduled for this year. Completed *Notice of Intent Forms* (Attachment A) must be received at an MEA office by 4:30 PM.**
- 23 Candidate **Biographical Sketch Forms and photos** for publication in the February/March issue of the *Maine Educator* “for elections conducted by MEA” **prior to the Representative Assembly**, as listed above, must be received at an MEA office by 4:30 PM.
- 23 Candidate **Campaign Statements to accompany the ballots “for elections conducted by MEA” prior to the Representative Assembly**, as listed above, must be received at an MEA office by 4:30 PM.
- 25 Candidates in contested elections are notified of their competition and that ballots for elections conducted by MEA are being distributed to local Governance Affiliate Presidents within 2 days.

February

- 5 **Ballots bulk mailed** by MEA to local Governance Affiliate Presidents. Verification of receipt of ballot postcards included with mailing.
- Feb. 5-
Mar. 5 **Ballots distributed to members** by local Governance Affiliate Presidents. **Voting period.**
- 13 Candidate **Biographical Sketch Forms and photos** for publication in the *April* issue of the *Maine Educator* “for elections conducted at the Representative Assembly” must be received at an MEA office by 4:30 PM.
- 13 **Postcards, verifying the receipt of ballots** by local governance affiliate presidents, must be received by MEA.

March

- 2 Deadline for submission of proposed Constitution, Bylaws or Standing Rules changes to Structure and Bylaws Committee.
- 4 **Ballots for elections conducted by MEA must be received at an MEA office by 4:30 PM.** Ballots may be mailed (in bulk or individually) or hand-delivered. *Please note – if ballots are delivered to an MEA office other than HQ, they will need to be mailed and received at HQ by the deadline, so please deliver early and allow time for mailing.
- 4 Completed **Notice of Intent/Certificate of Election Forms “for MEA-RA delegate/alternate elections conducted by local governance affiliates”** must be **received** at an MEA office **by 4:30 PM**.
- 4 Notification to candidates whose elections are conducted at the Representative Assembly may submit campaign flyers to be included with the mailing of the Representative Assembly Agenda Book.
- 8 **Opening of ballots** by MEA Elections/Structure & Bylaws Committee.
- 9 **Counting of ballots** by MEA Elections/Structure & Bylaws Committee.
- 9 Annual committee reports for the Representative Assembly Agenda Book must be **received** by the MEA President. (*For Resolutions Committee, Structure and Bylaws Committee and Strategic Budget Committee, due date is March 16, 2019.*)
- 11-15 **Notification of elections results** to candidates.
- 15 Student elections mailing.
- 22 Deadline for ballot recount request. Requests for a ballot recount must be **received** at an MEA office **by 4:30 PM**.
- 22 Deadline if needed for candidates whose elections are conducted at the Representative Assembly to submit campaign flyers to be included with the mailing of the Representative Assembly Agenda Book.

April

- 10 **NEA Representative Assembly Delegate/Successor Delegate** Forms “for delegates/alternates elected by local governance affiliates” must be **received** at an MEA office **by 4:30 PM**.
- 17 Agenda Books mailed to MEA Representative Assembly delegates/alternates.
- 22 Electronic Agenda Books e-mailed to MEA Representative Assembly delegates/alternates that requested an e-book.

May

- 1 **LATE FILERS:** Deadline for receipt of Notice of Intent/Certificate of Election for delegates who file late must be **received** at an MEA office **by 4:30 PM**. **Candidates who file after this date will be required to meet with the Structure and Bylaws Committee prior to the RA.**
- 11 Ballot recount date, if needed.
- 18-19 MEA Representative Assembly.
- 19 Elections, if needed, held for all candidates who are elected by the MEA Representative Assembly.

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ELECTIONS HANDBOOK

INTRODUCTION

This *Elections Handbook* is designed to assist candidates who seek election to MEA offices. The MEA Constitution, Bylaws, and Standing Rules set forth the basic requirements for candidates who seek MEA elective office. This *Elections Handbook*, is designed to implement those requirements.

The document is distributed to candidates who file a *Notice of Intent* to be a candidate for office. Additionally, the guidelines are made available annually to the presidents of the MEA local governance affiliates and the MEA Representative Assembly Delegates/Alternates so that they are aware of the appropriate role of governance affiliates in an election campaign. The candidate has the responsibility to ensure that all campaign workers are instructed to abide by the campaign regulations. If a candidate becomes aware of any unauthorized prohibited campaign activity that is being conducted in his/her behalf, the candidate should notify the chairperson of the Elections Committee, in writing, within forty-eight (48) hours of knowledge of the prohibited activity.

In the event that the Elections Committee finds that an alleged violation of a campaign regulation is in fact true, the Committee will direct immediate cessation of the irregular practice. Prior to any nominations or elections to be held at the Representative Assembly, the Committee shall report any violations of the election rules and regulations. Disputed elections shall be appealed to the Maine Education Association Elections Committee. (Rule 1, Section C)

The *Notice of Intent* form (*Attachment A*) for all statewide/at-large/district/cluster vacancies is available from the MEA Executive Director or on the MEA website in the *Members Only* area (address is on the front cover of this handbook).

The *Notice of Intent/Certificate of Election* form (*Attachment B/C*) for vacancies within local governance affiliates for MEA Representative Assembly delegates/alternates is available from the local governance affiliate president or on the MEA website.

A “governance affiliate” is a recognized and chartered group of employees of a school administrative unit, higher education institution, retired teachers, students attending a higher education institution, or employees of an educational television station. (Bylaw Article VII, Section 2, Part A)

Prospective candidates are encouraged to submit their *Notice of Intent* form promptly so that they may become eligible for the various support services that MEA provides for candidates.

Questions pertaining to the interpretation of election procedures or the contents of this *Elections Handbook* should be directed to: Chair, MEA Elections Committee; Maine Education Association; 35 Community Drive; Augusta, ME 04330.

1. ELECTIONS COMMITTEE

A. Composition

The Elections Committee shall be composed of five (5) members: the Chairperson and four (4) members from the Structure and Bylaws Committee. The Structure and Bylaws Committee shall select the Elections Committee. *(Standing Rule 1, Section A)*

B. Responsibilities

The Elections Committee or its designee shall be responsible for:

1. supervising the accreditation and registration of delegates of the Representative Assembly;
2. conducting elections and any other items on which votes are taken by ballot;
3. providing a preliminary report at the first meeting of the Representative Assembly. The preliminary report shall include information concerning compliance with all requirements required of delegations. Noncompliance by delegations will be specifically noted and reported;
4. providing a final report prior to the adjournment of the Representative Assembly;
5. preparing ballots and setting up a method for counting the ballots; and
6. announcing the results of the elections as soon as the results are certified.

(Standing Rule 1, Section B)

C. Enforcement Procedures

In the event that the Elections Committee finds that an alleged violation of a campaign regulation is in fact true, the Committee will direct immediate cessation of the irregular practice. The Committee shall report to the Representative Assembly, prior to any nominations or elections, whether any candidate has violated the election rules and regulations. Disputed elections shall be appealed first to the Maine Education Association Elections Committee. If necessary, the disputed election shall then be appealed to the Structure and Bylaws Committee. *(Standing Rule 1, Section C)*

2. ELECTIONS CONDUCTED AT THE MEA REPRESENTATIVE ASSEMBLY

A. Notification of Vacancies

The Executive Director shall notify all members whose terms are up and each governance affiliate of the positions for which members may be elected prior to the date set by the Elections Committee which shall be not fewer than ninety (90) days prior to the annual meeting of the Representative Assembly. This notification shall include information regarding deadlines and the proper forms for submitting notices of intent.

B. Notices of Intent

For publication in the *Maine Educator*, a *Notice of Intent* to run for any Association office elected by the Representative Assembly shall be filed with the Executive Director on or prior to the date set by the Elections Committee which shall be not less than seventy-five (75) days prior to the annual meeting. (*Standing Rule 2, Section 1, Part A*) Members are responsible for confirming that MEA received all necessary documents.

C. Nominations/Offices

1. At the first business meeting of the Representative Assembly, official nominations shall take place as they are appropriate in each year for the elections provided by the Bylaws and Standing Rules. (*Standing Rule 2, Section 1, Part B-1*)
2. The following shall be elected by the Representative Assembly and nominations, as appropriate in each year, shall be made in the following order:
 - a. President, MEA Representative Assembly Delegate, and First Alternate National Education Association Director;
 - b. Vice President and Second Alternate National Education Association Director;
 - c. Treasurer;
 - d. National Education Association Director(s)
 - e. Maine Public Employees Retirement System Trustee(*Standing Rule 2, Section 1, Part B-2*)

Elections listed above shall take place at the annual meeting of the Representative Assembly by a majority vote of delegates present and voting. Elections shall be by open nomination and secret ballot unless there is only one (1) nominee. In the event there is only one (1) candidate for a position, the candidate shall be declared elected. (*Bylaw Article II, Section 5*)

3. Officers

The Maine Education Association Officers – President, Vice President, and Treasurer - shall be elected at the annual meeting of the Representative Assembly by a majority vote of delegates present and voting. Elections shall be by open nomination and secret ballot unless there is only one (1) nominee. In the event there is only one (1) candidate for a position, the candidate shall be declared elected. (*Bylaw Article II, Section 5*)

The Officers shall serve no more than two (2) three-year (3) terms to begin July 15. No officer shall be eligible to consecutively succeed himself/herself more than once for the same position.

Officers who will have completed fewer than two (2) years of a vacated seat will be eligible to serve two (2) consecutive three-year (3) terms.

Officers who will have completed two (2) years or more of a vacated seat are eligible to serve one (1) additional three-year (3) term.
(*Constitution Article VI, Section 3, Part A*)

4. NEA Director(s)

The National Education Association Director(s) shall be nominated and elected in accordance with the procedures defined in the NEA Bylaws. The National Education Association Directors terms shall begin on the date stipulated in accordance with NEA governance document requirements. If an NEA Director position is eliminated, and there is a director's term expiring, that director position will be eliminated. If an NEA Director position is eliminated and no director terms are expiring, then the least senior Director's position shall be eliminated.
(*Constitution Article VI, Section 3, Part B*)

5. Maine Public Employees Retirement System Trustee

The Maine Education Association representative on the Board of Trustees of the Maine Public Employees Retirement System shall be nominated and elected in accordance with the procedures followed in the election of officers. The term of office shall be as defined in the Maine Public Employees Retirement System Laws, Title 5, Chapter 101, Subchapter II, s1031. (*Bylaw Article II, Section 5, Part E*)

D. Nominations from the Representative Assembly Floor

Candidates for positions elected at the MEA Representative Assembly may also run from the floor when official nominations take place during the first session of the Representative Assembly. (*Standing Rule 2, Section 1, Part C*)

E. Only One Candidate for Any Vacancy

After nominations have ceased if only one (1) candidate exists for any vacancy, that candidate is to be declared elected. (*Standing Rule 2, Section 1, Part D*)

F. No Nominations

In the event that no nominations for an office have been received thirty (30) days after the initial notice, all presidents of governance affiliates affected by the election shall be notified and an additional vacancy period of thirty (30) days will take place. *(Standing Rule 2, Section 1, Part H)*

G. Election to More Than One Position

A member may not hold more than one of the offices of (1) President, (2) Vice President, (3) Treasurer, or (4) NEA Director as elected by the MEA Representative Assembly. Any member who is elected to more than one of these positions shall automatically be seated in the highest position to which elected, as delineated above. *(Standing Rule 2, Section 1, Part F)*

H. Multiple Candidates For Positions

In the event there is more than one (1) candidate for a vacant seat, the Elections Committee or designee will prepare a ballot for election.

The Elections Committee shall inform all candidates of the names of any other candidates who are in the same contest within two (2) weeks of the deadline for the distribution of ballots. *(Standing Rule 2, Section 2, Part H)*

I. If and When Campaigns

If and when a currently elected Maine Education Association officer declares his/her intent to run for a different office during the middle of a duly elected term, any candidates interested in conducting an "if and when" campaign for the possibly open officer position should do so by written expression of intent to the Executive Director. The election would occur only if and when the incumbent officer was elected to another officer position. This election would be determined by the Representative Assembly and any candidate seeking to fill the unexpired term would face election at the same Representative Assembly. Election rules for "if and when" campaigns are the same as those governing regular Maine Education Association campaigns. *(Standing Rule 2, Section 1, Part G)*

J. Candidate Speaking Order

If there is more than one (1) candidate for any vacancy elected by the Representative Assembly, each candidate shall be allowed five (5) minutes to speak at the time of official nominations. A question and answer period of not more than ten (10) minutes for each contested office shall be allowed. The time may be extended at the discretion of the Representative Assembly delegates. The candidate speaking order shall be determined by the order of nominations as stated in this Standing Rule. The candidate speaking order within each vacancy shall be determined by the order of names during an election year (alphabetical or reverse alphabetical). *(Standing Rule 2, Section 1, Part E)*

Candidate speaking order for question and answer period:

- The candidates' responses to the first question shall be in the same order as the nominating speeches.
- Subsequent responses shall be in a rotating order (the first to respond to the second question shall be the second candidate in the order of nominating speeches and so on until the end of the question and answer period).

During the question and answer period, each candidate shall be allowed one (1) minute to answer each question.

K. Balloting/Voting

The following requirements shall be observed in the preparation for paper ballots:

1. The Elections Committee or designee shall prepare ballots containing the names of all certified candidates. (*Standing Rule 2, Section 6, Part A-1*)
2. The ballot 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. (*Standing Rule 2, Section 6, Part A-2*)
3. The order of names on the ballot shall be listed in alphabetical order for two consecutive years and in reverse alphabetical order for two consecutive years. (*Standing Rule 2, Section 6, Part A-3*)
4. Members shall be elected by secret ballot for each individual office. (*Standing Rule 2, Section 6, Part A-4*)
5. Balloting procedures should be so devised that the person expressing a choice cannot be identified with the choice expressed. (*Standing Rule 2, Section 6, Part A-5*)
6. If a paper ballot is used, the voter will be instructed to place the marked ballot in a sealed envelope which is then to be signed. Before tabulation, the ballot will be separated from the envelope identifying the sender. The outside envelope shall clearly indicate that a paper ballot is enclosed. Paper ballots may be returned in a batch as long as each ballot is in a separate envelope. (*Standing Rule 2, Section 6, Part A-7*)
7. If the number of candidates equals the number of vacancies for the same office, the candidates are to be declared elected. (*Standing Rule 2, Section 6, Part D*)

8. Runoff elections shall be held as necessary until there is an election for each position by a majority vote of those voting. The ballot shall list the candidates in descending order who received the highest number of votes on the previous ballot, listing one (1) more candidate than the number of positions to be filled. (*Standing Rule 2, Section 6, Part E*)
9. When voting at the MEA Representative Assembly, the delegate shall present appropriate identification to the poll clerk by wearing the badge provided at registration for the MEA Representative Assembly and shall register at the poll site. Materials promoting any candidate must be removed prior to entering the poll site. (*Standing Rule 2, Section 6, Part G*)

3. ELECTION OF BOARD OF DIRECTORS MEMBERS

Board of Directors elections shall be conducted by MEA.

A. Notification of Vacancies

The Executive Director shall notify all members whose terms are up and each governance affiliate of the positions for which members may be elected prior to the date set by the Elections Committee which shall be not fewer than ninety (90) days prior to the annual meeting of the Representative Assembly. This notification shall include information regarding deadlines and the proper forms for submitting Notices of Intent.

B. Notice of Intent

For publication in the *Maine Educator*, a *Notice of Intent* to run for a Board of Directors position shall be filed with the Executive Director on or prior to the date set by the Elections Committee which shall be not less than seventy-five (75) days prior to the annual meeting. (*Standing Rule 2, Section 3, Part A*) Members are responsible for confirming that MEA received all necessary documents.

C. Only One Candidate for Any Vacancy

After the deadline for filing a *Notice of Intent* has passed if only one (1) candidate exists for any vacancy, that candidate is to be declared elected. (*Standing Rule 2, Section 1, Part D*)

D. No Nominations

In the event that no nominations for an office have been received thirty (30) days after the initial notice, all presidents of governance affiliates affected by the election shall be notified and an additional vacancy period of thirty (30) days will take place. (*Standing Rule 2, Section 1, Part H*)

E. Multiple Candidates For Positions

In the event there is more than one (1) candidate for a vacant seat, a ballot shall be prepared for election.

All candidates shall be informed of the names of any other candidates who are in the same contest within two (2) weeks of the deadline for the distribution of ballots. (*Standing Rule 2, Section 1, Part H*)

F. Board Election Districts and Representation

1. Board Election Districts

Board of Directors members shall be elected by members in their respective governance districts. (Bylaw Article V, Section 1, Part A)

The Structure and Bylaws Committee shall be responsible for establishing MEA Board Election Districts within the state every five (5) years in accordance with guidelines listed below:

- a. The size of the Board of Directors shall be no fewer than twelve (12) nor more than twenty-three (23) members inclusive of the officers.
- b. The reapportionment shall strive for a balance of representation within each election district and shall be as geographically contiguous as possible. School district or union lines will also be considered.

(Standing Rule 4, Section 3, Part B)

2. Education Support Professional Board Member

Active K-12 education support professional members employed in education support positions shall be guaranteed representation on the Board of Directors. The Candidates for that seat shall come from and be elected by K-12 education support members by a statewide election. *(Constitution VI, Section 2, Part C)*

3. Higher Education Board Members

Higher education members shall be guaranteed representation on the Board of Directors: one (1) member representing the AFUM and community college units and one (1) member representing the ACSUM, UMPSA, and MPBCEA units. Candidates for these seats shall come from and be elected statewide, and elections shall be conducted in the same manner as other statewide elections. *(Constitution VI, Section 2, Part E)*

4. Retired Board Member

Retired members of the Association who are also members of the Maine Education Association-Retired shall be entitled to one (1) seat on the Board of Directors. Candidates for this seat shall come from and be elected statewide, and elections shall be conducted in the same manner as other statewide elections. *(Constitution VI, Section 2, Part D)*

The support educators, the higher education units, and the retired teachers shall elect Board of Directors members by mail ballot from among their statewide memberships. Elections shall be conducted in the same manner as other statewide elections.

G. Terms of Office for Board of Directors

MEA Board of Directors members shall serve no more than two (2) three-year (3) terms to begin July 15. No Board of Director member shall be eligible to consecutively succeed himself/herself more than once in any combination of MEA Director positions.

MEA Board of Directors members who will have completed fewer than two (2) years of a vacated seat will be eligible to serve two (2) consecutive three-year (3) terms.

MEA Board of Directors members who will have completed two (2) years or more of a vacated seat are eligible to serve one (1) additional three-year (3) term.

In no case will an MEA Director serve for more than eight (8) consecutive years.
(Constitution Article VI, Section 3, Part C)

H. Vacancies

A seat on the Board of Directors shall automatically become vacant when such member holding such position leaves the profession, resigns, is impeached, or is no longer employed in the governance district from which elected. Vacancies in all seats, except as provided, shall be filled by appointment by a majority vote of the members of the Board of Directors present at a regular or special meeting of said Board. Such appointment shall be effective until the next July 15. *(Constitution V, Section 4, Part A)*

Vacancies on the Board of Directors must be advertised to all governance affiliate presidents in affected governance districts and to all Board of Directors members. If the vacancy involves the retired board member, all retired members must be apprised of the vacancy. All governance affiliate presidents must be apprised of the education support professional vacancy. For higher education unit vacancies, the presidents of each unit shall be apprised of vacancies during the election season. For vacancies that do not occur during the election season, all higher education members must be apprised of the respective higher education unit vacancies. Notice must be provided at least thirty (30) days prior to appointment to the Board of Directors. The appointment must be in accordance with the MEA Constitution, Bylaws, and Standing Rules. *(Bylaw Article V, Section 4, Part C)*

I. Leaves of Absence

Board of Directors members may elect to take a temporary leave of absence during their term of office. This temporary vacancy shall be filled by temporary appointment by a majority vote of the members of the Board of Directors present at a regular or special meeting of said Board. The procedures outlined in the Association Policy Handbook shall apply for temporary appointments. Such appointment shall be effective until the Board of Directors member who is on temporary leave of absence returns to the position. The temporary Board member will be afforded all rights and privileges of an elected Board position. The Board of Directors stipend for the elected Board of Directors member and the temporary appointment shall be pro-rated to each member accordingly. *(Bylaw Article V, Section 4, Part D)*

J. Appeal of Election to Board of Directors Seats

Members shall not be entitled to seats on the Board of Directors until the ballots have been counted and the Elections Committee has ratified the results of the election. An appeal of the decision of the election results would first be taken to the Elections Committee. An appeal of the decision of the Elections Committee may then be taken to the Structure and Bylaws Committee. An appeal of the decision of the Structure and Bylaws Committee may then be taken to the Board of Directors, but in case of such appeal, the right to decide the appeal shall be the role of the uncontested members of the Board of Directors. *(Bylaw Article V, Section 1, Part B)*

4. ELECTION OF MEA REPRESENTATIVE ASSEMBLY DELEGATES/ALTERNATES

Delegates shall be elected in accordance with the one-person one-vote principle. Elections shall be conducted by open nomination and secret ballot. Only active, active education support, student, and retired members of the Maine Education Association shall be eligible to nominate and vote. (*Constitution Article V, Section 3, Part B*)

A. Eligibility

1. Membership Categories

Any active and active education support member of the Maine Education Association is eligible to be elected a voting member of the Representative Assembly by active and active education support members. Any retired member of the Maine Education Association is eligible to be elected a voting member of the Representative Assembly by retired members. Any student member of the Maine Education Association is eligible to be elected a voting member of the Representative Assembly by student members. (*Constitution Article V, Section 3, Part A*)

2. Dues Transmittal

The delegates who represent Cluster Delegates/Alternates, Higher Education Delegates/Alternates, Maine Education Association-Retired Delegates/Alternates, and Student Delegates/Alternates shall be seated in the Maine Education Association Representative Assembly at the annual meeting only if the governance affiliate they represent has transmitted sixty (60) percent of the dues receivable by May 1. Any delegate from a governance affiliate who is denied a seat at the Representative Assembly due to the application of this section may appeal the matter to the full Representative Assembly which may, by majority, vote to seat the delegate. (*Bylaw Article II, Section 2, Part D*)

B. Elections Conducted by MEA

1. Allocation of Delegates/Alternates/Membership Categories

Elections for the following delegates/alternates shall be conducted by the Maine Education Association:

a. Cluster Delegates/Alternates

Affiliates with 34 or less members shall be clustered into election districts containing at least 35 members. (*Bylaw Article II, Section 1, Part C-7*)

A delegate elected to represent a governance affiliate or cluster election district shall be a member of that governance affiliate or a governance affiliate within the cluster election district. (*Bylaw Article II, Section 1, Part A*)

b. MEA-Retired Delegates/Alternates

Delegates/alternates representing retired members shall be apportioned in accordance with the ratio of one (1) delegate per five hundred (500) members or major portion thereof. (*Bylaw Article II, Section 1, Part E*)

c. Student Delegates/Alternates

Delegates/alternates representing student members shall be apportioned in accordance with the following:

- (1) student affiliates with 35 to 199 members shall be entitled to one (1) delegate;
- (2) student affiliates with 200 to 499 members shall be entitled to two (2) delegates;
- (3) student affiliates with 500 to 799 members shall be entitled to three (3) delegates.

Student delegate terms shall be for one (1) year.
(*Bylaw Article II, Section 1, Part D*)

d. Higher Education Delegates/Alternates

Delegates/alternates, representing active and active education support members, shall be apportioned to governance affiliates in accordance with the following:

- (1) affiliates with 35 to 104 members shall be entitled to one (1) delegate;
- (2) affiliates with 105 to 174 members shall be entitled to two (2) delegates;
- (3) affiliates with 175 to 244 members shall be entitled to three (3) delegates;
- (4) affiliates with 245 to 314 members shall be entitled to four (4) delegates;
- (5) affiliates with 315 to 384 members shall be entitled to five (5) delegates; and
- (6) affiliates with 385 or more members shall be entitled to one (1) delegate for each additional 70 members or major portion thereof.

(*Bylaw Article II, Section 1, Part C*)

A delegate elected to represent a governance affiliate or cluster election district shall be a member of that governance affiliate or a governance affiliate within the cluster election district. (*Bylaw Article II, Section 1, Part A*)

2. Loss of Membership

When a governance affiliate suffers a loss of membership as of August 31 and the loss of membership reduces the number of delegates to which the governance affiliate is entitled, and there are no vacant delegate seats, then the delegate(s) and alternate(s), if any, elected more recently shall suffer the delegate seat reduction. *(Bylaw Article II, Section 1, Part F)*

In the event that the loss of membership results in the loss of more than one (1) delegate, the governance affiliate shall determine by random selection the Representative Assembly delegate(s) who will retain their seat(s). *(Bylaw Article II, Section 1, Part G)*

3. Terms of Delegates/Alternates

- a. All terms of office of Representative Assembly delegates/alternates shall be for three (3) years, or as specified on the official vacancy list as of August 31 of the current election year. The terms shall begin and expire upon ratification of MEA election results. *(Bylaw Article II, Section 2, Part A)*
- b. Delegates and alternates shall be elected at the same time. *(Bylaw Article II, Section 2, Part B)*
- c. An alternate delegate who has been elected through the regular elections process may be designated to replace a delegate who is unable to attend the Representative Assembly and shall resume alternate delegate status immediately following the Representative Assembly. An alternate delegate may also be designated to serve the remaining term of a delegate who has resigned from the delegate position or who is no longer employed in the governance affiliate represented. *(Bylaw Article II, Section 2, Part C)* In multi-delegate governance affiliates, the alternate delegate with the longest term, as determined by the local governance affiliate president, shall be designated the first alternate delegate. The alternate delegate with the next longest term shall be designated the second alternate delegate, and so forth, until all seats are filled.

4. Notification of Vacancies

The Executive Director shall notify all members whose terms are up prior to the date set by the Elections Committee which shall not be fewer than ninety (90) days prior to the annual meeting of the Representative Assembly. This notification shall include information regarding deadlines and the proper forms for submitting Notices of Intent. *(Standing Rule 2, Section 3, Part A)*

5. Posting of Vacancies

Each governance affiliate president or designee shall post the vacancies that exist within their governance affiliate, along with instructions for filing a *Notice of Intent* to be a candidate for those vacancies and the deadline. Other vacancies that exist within the state association (MEA) shall also be posted.

6. Notices of Intent

A *Notice of Intent* form to run for any Association office, except MEA Representative Assembly delegate/alternate governance affiliate vacancies, shall be filed with the Executive Director on or prior to the date set by the Elections Committee which shall be not less than seventy-five (75) days prior to the annual meeting. (Standing Rule 2, Section 1, Part A) Members are responsible for confirming that MEA has received all necessary documents.

7. Only One Candidate for Any Vacancy

After the deadline for filing a *Notice of Intent* has passed if there is only one (1) candidate for each vacant position, the candidate shall be declared elected.

8. No Nominations

In the event that no nominations for an office have been received thirty (30) days after the initial notice, all presidents of governance affiliates affected by the election shall be notified and an additional vacancy period of thirty (30) days will take place. (Standing Rule 2, Section 1, Part H)

9. Multiple Candidates for Positions

In the event there is more than one candidate for a vacant seat, a ballot shall be prepared for election.

The Elections Committee shall inform all candidates of the names of any others who are in the same contest within two (2) days of the deadline for the distribution of ballots or earlier if possible. (Standing Rule 2, Section 2, Part D)

10. Candidate Involvement in Elections

A candidate shall not be involved in running an election within the candidate's local governance affiliate. (Standing Rule 2, Section 3, Part F)

11. Balloting/Voting/Recount Request

The following requirements shall be observed in the preparation of the ballot:

- a. Ballots shall be prepared for election containing the names of all certified candidates. (Standing Rule 2, Section 6, Part A-1)
- b. The ballot 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. (Standing Rule 2, Section 6, Part A-2)
- c. The names on the ballot shall be listed in alphabetical order for two (2) consecutive years and in reverse alphabetical order for two (2) consecutive years. (Standing Rule 2, Section 6, Part A-3)
- d. Contested candidates shall be notified no fewer than two (2) days prior to the distribution of ballots. (Standing Rule 2, Section 6, Part D)
- e. Members shall be elected by secret ballot for each individual office. (Standing Rule 2, Section 6, Part A-4)
- f. In elections conducted by MEA prior to the MEA Representative Assembly, ballots shall be distributed to active, active education support, student and retired members on or prior to a date selected by the Elections Committee at least forty-five (45) days prior to the first day of the Representative Assembly and shall be returned no later than the date established by the Elections Committee. (Standing Rule 2, Section 6, Part B)
- g. Balloting procedures should be so devised that the person expressing a choice cannot be identified with the choice expressed. (Standing Rule 2, Section 6, Part A-6)
- h. if a paper ballot is used, the voter will be instructed to place the marked ballot in a sealed envelope which is then to be signed. Before tabulation, the ballot will be separated from the envelope identifying the sender. The outside envelope shall clearly indicate that a paper ballot is enclosed. Paper ballots may be returned in a batch as long as each ballot is in a separate envelope. (Standing Rule 2, Section 6, Part A-7)
- i. The intent of the voter shall be the governing factor in determining how the vote shall be counted. (Standing Rule 2, Section 6, Part A-6)
- j. All candidates will be notified of the election results in writing and in a timely manner.

- k A ballot recount request for elections conducted by the MEA must be received by the Elections Committee at an MEA office as stated in the Elections Timeline. The Elections Committee will recount the ballots. The recount will take place on the date stated in the MEA Elections Timeline. All candidates involved will be notified of the date of the ballot recount, will be invited to observe the ballot recount, and will be informed of the results of the ballot recount. (*Standing Rule 2, Section G*)

12. Delegates/Alternates Who File Late

- a. Members who file Notices of Intent to become delegates/alternates after May 1 shall be considered late and shall meet with the Structure and Bylaws Committee prior to the first business session for an orientation session regarding seating procedures. Members will be required to:
 - (1) provide proof of membership,
 - (2) submit a Certificate of Election signed by the local president.Members are responsible for confirming that MEA has received all necessary documents.
- b. A list of delegates who filed late shall be presented to the Representative Assembly for seating. A majority vote of delegates shall be required to seat delegates/alternates who filed late.
- c. Any delegate who is denied a seat at the Representative Assembly due to the application of this section may appeal the matter to the full Representative Assembly which may, by majority, vote to seat the delegate. (*Bylaw Article II, Section 2, Part D*)

C. Elections Conducted by Local Governance Affiliates

Elections for local MEA Representative Assembly delegates and alternates shall be conducted by the governance affiliate (local association) following the procedures stated herein. (*Standing Rule 2, Section 3*)

1. Allocation of Delegates/Alternates

Allocation of delegate credentials to governance affiliates shall be on the basis of active and active education support professionals in the Association as of August 31 of the year preceding the convening of the Representative Assembly. (*Constitution Article V, Section 2, Part A*).

A delegate elected to represent a governance affiliate or cluster election district shall be a member of that governance affiliate or a governance affiliate within the cluster election district. (*Bylaw Article II, Section 1, Part A*)

In apportioning or reapportioning delegates, the Structure and Bylaws Committee shall adhere to the principle of one-person, one-vote. Each governance affiliate shall provide ethnic minority representation at least proportionate to its ethnic minority

membership and shall provide proportionate representation by educational position. *(Bylaw Article II, Section 1, Part B)*

Delegates, representing active and active education support members, shall be apportioned to governance affiliates in accordance with the following:

- a. affiliates with 35 to 104 members shall be entitled to one (1) delegate;
- b. affiliates with 105 to 174 members shall be entitled to two (2) delegates;
- c. affiliates with 175 to 244 members shall be entitled to three (3) delegates;
- d. affiliates with 245 to 314 members shall be entitled to four (4) delegates;
- e. affiliates with 315 to 384 members shall be entitled to five (5) delegates; and
- f. affiliates with 385 or more members shall be entitled to one (1) delegate for each additional 70 members or major portion thereof.

(Bylaw Article II, Section 1, Part C)

2. Loss of Membership

When a governance affiliate suffers a loss of membership as of August 31 and the loss of membership reduces the number of delegates to which the governance affiliate is entitled, and there are no vacant delegate seats, then the delegate(s) and alternate(s), if any, elected more recently shall suffer the delegate seat reduction. *(Bylaw Article II, Section 1, Part F)*

In the event that the loss of membership results in the loss of more than one (1) delegate, the governance affiliate shall determine by random selection the Representative Assembly delegate(s) who will retain their seat(s). *(Bylaw Article II, Section 1, Part G)*

3. Terms of Delegates and Alternates

- a. All terms of office of Representative Assembly delegates shall be for three (3) years, or as specified on the official vacancy list as of August 31 of the current election year. The terms shall begin and expire upon ratification of MEA election results. *(Bylaw Article II, Section 2, Part A)*
- b. Delegates and alternates shall be elected at the same time. *(Bylaw Article II, Section 2, Part B)*
- c. An alternate delegate who has been elected through the regular elections process may be designated to replace a delegate who is unable to attend the Representative Assembly and shall resume alternate delegate status immediately following the Representative Assembly. An alternate delegate may also be designated to serve the remaining term of a delegate who has resigned from the delegate position or who is no longer employed in the governance affiliate represented. *(Bylaw Article II, Section 2, Part C)* In multi-delegate governance affiliates, the alternate delegate with the longest term, as determined by the local governance affiliate president, shall be designated the first alternate delegate. The alternate delegate with the next longest term shall be designated the second alternate delegate, and so forth, until all seats are filled.

4. Notification of Vacancies

The Executive Director shall notify all local governance affiliates of the number of delegates/alternates to which they are entitled on or prior to the date set by the Elections Committee which shall be not fewer than ninety (90) days prior to the annual meeting of the Representative Assembly. This notification shall include a list of delegates/alternates and the year their terms expire, the clustering of governance affiliates for the purpose of electing Representative Assembly delegates/alternates, other MEA vacancies which exist, information regarding deadlines, and the proper forms for submitting the names of elected delegates/alternates. (*Standing Rule 2, Section 3, Part A*)

5. Posting of Vacancies

Each governance affiliate president or designee shall post the vacancies that exist within their governance affiliate, along with instructions for filing a *Notice of Intent/Certificate of Election* to be a candidate for those vacancies and the deadline. Other vacancies that exist within the state association (MEA) shall also be posted.

6. Notice of Intent/Certificate of Election (*Attachment B/C*)

A *Notice of Intent/Certificate of Election* form to run for local MEA Representative Assembly delegate/alternate governance affiliate vacancies shall be delivered to the local president (or designee) on or prior to the date set by the local. Members are responsible for confirming that all necessary documents have been received.

7. Only One Candidate for Any Vacancy

Whenever the number of nominees for delegate or alternate to the Representative Assembly is not greater than the number of vacancies in the delegation from a governance affiliate or cluster election district, nomination shall be considered equivalent to election. (*Standing Rule 2, Section 3, Part D*)

8. Multiple Candidates For Positions

In the event there is more than one (1) candidate for a vacant seat, a ballot shall be prepared and distributed to all local association members. (*Standing Rule 2, Section 1, Part H*)

9. Candidate Involvement in Elections

A candidate shall not be involved in running an election within the candidate's local governance affiliate. (*Standing Rule 2, Section 3, Part F*)

10. Balloting

- a. Ballots shall be prepared for election containing the names of all certified candidates. (*Standing Rule 2, Section 6, Part A-1*)
- b. The ballot 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. (*Standing Rule 2, Section 6, Part A-2*)
- c. The names on the ballot shall be listed in alphabetical order for two (2) consecutive years and in reverse alphabetical order for two (2) consecutive years. (See the Sample Ballot provided in the Elections packet for this year's ballot order). (*Standing Rule 2, Section 6, Part A-3*)
- d. Members shall be elected by secret ballot for each individual office. (*Standing Rule 2, Section 6, Part A-4*)
- e. Balloting procedures should be so devised that the person expressing a choice cannot be identified with the choice expressed. (*Standing Rule 2, Section 6, Part A-5*)
- f. The governance affiliate president or designee shall conduct the counting of the ballots and complete the *Notice of Intent/Certificate of Election* to be submitted to the Executive Director at the Maine Education Association headquarters in Augusta on or prior to the date set by the Elections Committee. Members are responsible for confirming that MEA has received all necessary documents.

11. Notice of Intent/Certificate of Election (*Attachment B/C*)

The governance affiliate president shall complete a *Notice of Intent/Certificate of Election* for each person elected as a delegate/alternate. The *Notice of Intent/Certificate of Election* must be forwarded to the MEA Executive Director at MEA headquarters in Augusta no later than the deadline set by the MEA Elections Committee. Members are responsible for confirming that MEA has received all necessary documents. (*Standing Rule 2, Section 3, Part E*)

12. Delegates/Alternates Who File Late

- a. Members who file a *Notice of Intent/Certificate of Election (Attachment B/C)* to become delegates/alternates after the May 1 deadline shall be considered late and shall meet with the Structure and Bylaws Committee prior to the first business session for an orientation session regarding seating procedures. Members will be required to:
 - (1) provide proof of membership,
 - (2) submit a *Notice of Intent/Certificate of Election* signed by the local president. Members are responsible for confirming that MEA has received all necessary documents.

- b. A list of qualified delegates who filed late shall be presented by the Elections Committee to the Representative Assembly for seating. A majority vote of delegates present and voting shall be required to seat delegates/alternates who filed late. (*Bylaw Article II, Section 3, Part B*)
- c. Members who filed late and are seated by the Representative Assembly shall hold office only until the next ratification of MEA election results. (*Bylaw Article II, Section 3, Part C*)
- d. Any delegate from a governance affiliate who is denied a seat at the Representative Assembly due to the application of this section may appeal the matter to the full Representative Assembly which may, by majority, vote to seat the delegate. (*Bylaw Article II, Section 2, Part D*)

5. ELECTION OF NEA REPRESENTATIVE ASSEMBLY DELEGATES/ALTERNATES

A. Eligibility

Only persons who have been and remain active and active education support members of the Maine Education Association and the National Education Association for the two (2) years immediately preceding their nomination shall be eligible to be delegates/alternates to the National Education Association Representative Assembly. Elections shall be conducted in accordance with procedures in the Standing Rules, Elections Handbook, and the NEA Elections Guidelines. (*Bylaw Article III, Section 1*)

Student and retired members are also eligible to become delegates/alternates to the NEA Representative Assembly according to procedures outlined in the MEA Standing Rules, Elections Handbook, and the NEA Election Guidelines. (*Bylaw Article III, Section 2*)

B. Elections Conducted by the MEA

The number of delegates to the National Education Association Representative Assembly shall not exceed the number of delegates allocated by the National Education Association, based on NEA Active membership as of January 15 of the calendar year in which the Representative Assembly convenes. (*Standing Rule 2, Section 4, Part A-1*)

1. At-Large Delegates/Alternates

In odd-numbered years, the number of at-large delegates/alternates shall be elected to fill the number of delegate seats allowed by the National Education Association based on NEA Active membership as of January 15 of the calendar year in which the Representative Assembly convenes. If during the even-numbered year MEA's total NEA Active membership decreases and MEA is allowed one (1) less delegate to the NEA-RA and all seats are filled, the at-large delegate who received the least number of votes during the MEA election process the previous year will become the first alternate delegate to the NEA-RA. If during the even-numbered year, MEA's total NEA Active membership increases and MEA is allowed one (1) more delegate to the NEA-RA, the at-large delegate who serves as the first-alternate will become the delegate to fill this vacancy.

At-large delegates/alternates are elected by active and active education support professional members in odd-numbered years for two-year (2) terms. The number of at-large seats shall not exceed the number of district seats. (*Standing Rule 2, Section 4, Part A-3*) Elections shall be conducted in the same manner as elections conducted by MEA.

Alternate delegates for each category shall be ranked according to the highest number of votes received. (*Standing Rule 2, Section 4, Part A-6*) If there is more than one candidate for a delegate position, the candidate receiving the highest number of votes becomes the delegate. The candidate receiving the second highest number of votes will become the first alternate delegate, and so on.

A candidate may also run for an alternate seat only. The candidate receiving the highest number of votes becomes the first alternate, and so on. However, if there is more than one candidate for the delegate position, the candidates running for alternate seats would succeed a candidate who receives the second highest number of votes for the delegate position, and so on.

Funding is provided by MEA for the number of at-large delegates allocated by the National Education Association.

2. District Delegates/Alternates

NEA Representative Assembly district delegates/alternates are elected by active and active education support professional members in each NEA election district as designated by the Structure and Bylaws Committee in even-numbered years for two-year (2) terms. (*Standing Rule 2, Section 4, Part A-4*) Elections shall be conducted in the same manner as elections conducted by MEA.

Alternate delegates for each category shall be ranked according to the highest number of votes received. (*Standing Rule 2, Section 4, Part A-6*) If there is more than one candidate for a delegate position, the candidate receiving the highest number of votes becomes the delegate. The candidate receiving the second highest number of votes will become the first alternate delegate, and so on.

A candidate may also run for an alternate seat only. The candidate receiving the highest number of votes becomes the first alternate, and so on. However, if there is more than one candidate for the delegate position, the candidates running for alternate seats would succeed a candidate who receives the second highest number of votes for the delegate position, and so on.

Funding is provided by MEA for one (1) delegate for each of the National Education Association election districts.

If there are no candidates for a district seat by the deadline, an additional vacancy period of thirty (30) days will take place.

3. Student Delegates/Alternates

The number of student delegates to the NEA Representative Assembly shall be based on NEA Active membership as of March 15 of the calendar year in which the Representative Assembly convenes. Elections shall be conducted in the same manner as elections conducted by MEA.

Allocation of delegate credentials is determined by the National Education Association and is based on one (1) position for the first 50 members, a second for 750 members, and an additional position for each subsequent 500 members. Only student members may nominate, vote for, or serve as a student delegate/alternate. (NEA election guidelines)

Alternate delegates for each category shall be ranked according to the highest number of votes received. (Standing Rule 2, Section 4, Part A-6) If there is more than one candidate for a delegate position, the candidate receiving the highest number of votes becomes the delegate. The candidate receiving the second highest number of votes will become the first alternate delegate, and so on.

A candidate may also run for an alternate seat only. The candidate receiving the highest number of votes becomes the first alternate, and so on. However, if there is more than one candidate for the delegate position, the candidates running for alternate seats would succeed a candidate who receives the second highest number of votes for the delegate position, and so on.

Funding is provided by MEA for one (1) delegate.

4. Retired Delegates/Alternates

Allocation of delegate credentials is determined by the National Education Association based on the state's NEA-Retired membership as of January 15. Elections shall be conducted in the same manner as elections conducted by MEA.

Delegate positions are based on one (1) position for the first 50 members and an additional delegate position for each 1,000 NEA-Retired members thereafter. Only NEA-Retired members may nominate, vote for, or serve as a retired delegate/alternate. (NEA election guidelines)

Alternate delegates for each category shall be ranked according to the highest number of votes received. (Standing Rule 2, Section 4, Part A-6) If there is more than one candidate for a delegate position, the candidate receiving the highest number of votes becomes the delegate. The candidate receiving the second highest number of votes will become the first alternate delegate, and so on.

A candidate may also run for an alternate seat only. The candidate receiving the highest number of votes becomes the first alternate, and so on. However, if there is more than one candidate for the delegate position, the candidates running for alternate seats would succeed a candidate who receives the second highest number of votes for the delegate position, and so on.

Funding is provided by MEA for one (1) delegate.

5. Cluster Delegates/Alternates

Members of local governance affiliates with less than seventy-six (76) members may be clustered with other governance affiliates with less than seventy-six (76) members who are officially affiliated by NEA into NEA cluster election districts as designed by the Structure and Bylaws Committee for the election of delegates/alternates for two-year (2) terms. (*Standing Rule 2, Section 4, Part A-5*)

Elections shall be conducted in the same manner as elections conducted by MEA.

Funding for cluster delegates is the responsibility of the individual delegate representing the cluster district or may be funded by the local governance affiliates represented within each cluster district.

6. Local Governance Affiliate Delegates/Alternates

For the election of local governance affiliate delegates/alternates to the NEA Representative Assembly, the NEA allocates the number of delegates to local affiliate presidents whose local associations are officially affiliated with NEA. Local associations are responsible for electing delegates and alternates, completing the report forms and submitting them to MEA by the date set in the elections timeline. The candidate with the highest number of votes is to be declared the first delegate to the NEA Representative Assembly and so on until the number of allocated delegate seats are filled. The remaining candidates may be declared alternate delegates, rank ordered according to the number of votes received. (*Standing Rule 2, Section 4, Part B*)

Elections shall be conducted in the same manner as elections conducted by local governance affiliates.

Funding for local governance affiliate delegates is the responsibility of the local governance affiliate or the individual delegate representing the local association.

Members of local governance affiliates with less than seventy-six (76) members may be clustered with other governance affiliates with less than seventy-six (76) members who are officially affiliated by NEA into NEA cluster election districts as designed by the Structure and Bylaws Committee for the election of delegates/alternates for two-year terms. (*Standing Rule 2, Section 4, Part A-5*) Elections for cluster delegates/alternates shall be conducted in the same manner as elections conducted by MEA.

7. Election to the NEA Resolutions Committee

Pursuant to NEA Standing Rule 10, Maine delegates elected to serve as state members of the NEA Resolutions Committee shall be elected for one (1) year terms. No member shall serve for more than six (6) years as a state member. Elections shall be by secret ballot at the third caucus of the state delegation meeting. Terms shall begin on September 1. Service as a Resolutions Committee member prior to September 1, 2008 shall count toward the six (6) year term limit. A state member of the Resolutions Committee shall immediately relinquish his/her position when such member ceases to be a delegate to the NEA Representative Assembly.

6. ASSOCIATION RESOURCES FOR CANDIDATES

A. Mailing Labels/Lists/E-mail Lists

1. Candidates Elected by the Representative Assembly or At-Large

Upon request of a candidate running for office elected at the Representative Assembly or at-large, the Maine Education Association shall provide at no charge to the candidate either one (1) set of mailing labels, list, or E-mail list of the Maine Education Association governance affiliate presidents and/or Representative Assembly delegates. The mailing labels or list shall contain member names, addresses, name of governance affiliate, and telephone numbers as available to the Association. The mailing labels or lists shall be mailed to the candidate's home address or sent electronically upon receipt of a letter from the candidate guaranteeing the labels'/lists' confidentiality as provided by Maine Education Association policy. (*Standing Rule 2, Section 5, Part C-1-a*)

2. Candidates Elected in a Governance District, Cluster Election District, or Local Governance Affiliate

Upon request of a candidate running for office to be elected in a governance district, cluster election district, or governance affiliate, the Maine Education Association shall provide at no charge to the candidate either one (1) set of mailing labels, list, or E-mail list of the Maine Education Association members eligible to vote for the candidate's office. The mailing labels or list shall contain names, member addresses, name of governance affiliate, and telephone numbers as available to the Association. The mailing labels, or lists shall be mailed to the candidate's home address or sent electronically upon receipt of a letter from the candidate guaranteeing the labels'/lists' confidentiality as provided by Maine Education Association policy (*Standing Rule 2, Section 5, Part C-1-b*)

3. Request Timeline

A one-week (1) notice is necessary to provide any mailing labels or lists. (*Standing Rule 2, Section 5, Part C-1-c*)

4. Additional Lists/Labels/Cost

Upon request of a candidate, the Maine Education Association shall provide at actual cost, including staff time, additional sets of the Maine Education Association member mailing labels and/or lists. The cost of these sets of mailing labels or lists must be reported as campaign expense. (*Standing Rule 2, Section 5, Part C-1-d*)

5. Requests Prior to and After May 1

Lists/labels of MEA Representative Assembly delegates/alternates requested prior to May 1 will include names of those MEA Representative Assembly delegates whose terms will expire once the election results have been ratified. Lists/labels of the newly elected MEA Representative Assembly delegates will be available by May 1.

B. *Maine Educator* Announcement/Biographical Sketch/Photo

Announcement in the Maine Education Association's *Maine Educator*: Candidates who have filed a *Notice of Intent (Attachment A)* to run for at-large or governance district office may submit a picture and a biographical sketch with the *Notice of Intent (Attachment A)*. The MEA Executive Director shall publish the submitted pictures and biographical sketches of candidates whose elections are held prior to the MEA Representative Assembly in the February issue of the *Maine Educator*. The length of each biographical sketch submitted shall be two hundred (200) words or fewer and shall be written in paragraph format. The Executive Director shall publish the submitted pictures and biographical sketches of candidates whose elections are held at the MEA Representative Assembly in the April issue of the *Maine Educator*. Paid advertisements for political campaigns shall not be accepted by the Maine Education Association. (*Standing Rule 2, Section 5, Part C-2*)

C. Campaign Statement

Candidates who have filed a *Notice of Intent (Attachment A)* form for an election held prior to the MEA Representative Assembly may submit a brief campaign statement to be included with a mailed ballot. The campaign statement may not exceed thirty (30) words and must be submitted in paragraph format. MEA will not rewrite material. If the submission is too long, MEA will cut the campaign statement from the end toward the beginning to meet the word allotment. This applies to all contested elections where ballots are mailed to local associations or individual members. (*Standing Rule 2, Section 5, Part C-4*)

D. Campaigning at MEA Functions

1. Candidates running for an office to be elected at the MEA Representative Assembly may attend any governance meeting. Any campaign activity must be part of the agenda of the meeting and every candidate for the same office must be given equal access to the meeting. It is the responsibility of the candidate to contact the Chair of the Governance meeting to request time on the agenda. Each candidate running for an office that is elected by the Representative Assembly shall be allowed five (5) minutes to speak at Governance meetings. A question and answer period of not more than ten (10) minutes for each contested office shall be allowed. The time may be extended at the discretion of the meeting attendees. During the question and answer period, each candidate shall be allowed one (1) minute to answer each question. The speaking order shall follow the method outlined in "Elections Conducted at the MEA Representative Assembly" of this Elections Handbook. (*Standing Rule 2, Section 5, Part D-1*)

2. Campaign activities during training sessions are prohibited. (Standing Rule 2, Section 4, Part b) Campaign activities may occur only before and after training sessions such as, but not limited to, Affiliate Councils for Training (ACT), District Bargaining Councils (DBC), and Governance meetings. (*Standing Rule 2, Section 5, Part D-2*)
3. Campaign activities at statewide conferences other than the Representative Assembly shall be restricted to posters, leaflets, exhibit table, personal visits, and a hospitality suite. (*Standing Rule 2, Section 5, Part D-3*)
4. Campaign activities at the Representative Assembly shall not disrupt the business of the Assembly. Campaign activities at the meeting site must cease prior to the opening of the polls on the first day of voting. Candidates must remove their campaign materials from the meeting site no later than two (2) hours after the election results are reported to the Representative Assembly. No campaigning materials or activities will be allowed at the MEA RA Awards Banquet. (*Standing Rule 2, Section 5, Part D-4*)

E. Candidate Flyer

The Maine Education Association will include a single sheet flyer not to exceed 8 1/2" x 11" of any candidate for office to be elected at the Representative Assembly in the advance mailing to delegates. The flyer must be prepared by the candidate at the candidate's expense. (*Standing Rule 2, Section 5, Part C-3*)

7. GENERAL CAMPAIGN REQUIREMENTS

A. Candidate Responsibilities

Candidates have the responsibility to see that all campaign workers are aware of and abide by these rules and regulations. (*Standing Rule 2, Section 5, Part A*)

B. Definitions

1. Campaign Year

- a. For positions elected by the MEA Representative Assembly, the campaign year shall begin at the close of the Representative Assembly in a given year and shall terminate one (1) year later upon the adoption of the final report of the Elections Committee. (*Standing Rule 2, Section 5, Part B-1-a*)
- b. For elections conducted by MEA, the campaign year shall begin at the close of the Representative Assembly in a given year and shall terminate on the deadline date set for the return of ballots and upon certification of elections by the Elections Committee. (*Standing Rule 2, Section 5, Part B-1-b*)

2. Campaign Revenues and Expenditures

Campaign revenues shall mean financial contributions and goods and/or services in kind made available to the candidate by groups or individuals within and outside Maine. Campaign expenditures shall include:

- a. costs connected with printing material that directly advance the position of the candidate on issues pertaining to the office being sought;
- b. mailing of said material;
- c. operation of hospitality suites during the campaign year whether such suites are funded by the candidate or by friends within or outside Maine;
- d. expenditures of the official campaign committee (committee members and candidates), including travel, lodging and meals; and,
- e. giveaways including but not limited to buttons, favors, and so forth.

(Standing Rule 2, Section 5, Part B-2)

No resource paid for by dues money and no portion of dues money collected at the local, state or national levels shall be used to promote the candidacy of any individual for a Maine Education Association office. Following elections, each candidate whose election is conducted by the MEA shall receive a Candidate Campaign Statement. Candidates shall submit to the Executive Director a signed Candidate Campaign Statement, witnessed by an MEA member, stating that no dues money or Association resources were utilized by the candidate.

3. Campaign Activities

Campaign activities shall include those activities (i.e. speeches, receptions, personal visits, press interviews, and radio and TV appearances) which contribute to the candidate's attempt to persuade the voting constituencies of their merits in the pursuit of the office in question. *(Standing Rule 2, Section 5, Part B-3)*

4. Campaign Materials

Campaign materials shall include posters, brochures, biographical sketches, position papers, buttons, or any objects or printed material bearing the name of the candidate or promoting the candidacy of an individual for a Maine Education Association office. Newspaper advertisements, radio and/or television interviews, or participation in talk shows, the tapes of which may be disseminated to advance the candidate's campaign, also shall fall into the classification of campaign materials. *(Standing Rule 2, Section 5, Part B-4)*

Association Logo



The MEA logo is a registered trademark and the property of the Maine Education Association. Therefore, MEA requires permission of the Executive Director to use

the Association logo. The logo may not be used in local, state, or national Association candidate campaign materials.
(Policy Adopted 1983, Revised 12/07, Revised 8/12, Revised 7/15)

5. Written Material

Distribution by a candidate or designee of written and/or printed materials shall constitute a legitimate campaign activity, and actual expenses thus incurred must be reported. All campaign materials must carry an identification of their source and sponsorship (i.e. paid for by the candidate or their committee). (*Standing Rule 2, Section 5, Part B-5*)

8. ELECTIONS APPEALS PROCEDURES

(Adopted by the Structure and Bylaws Committee)

A. Scope

These rules shall apply whenever the Elections Committee considers an alleged violation of campaign regulations in the Standing Rules.

B. Notice

Any complaint to the Elections Committee shall specify in writing the regulations alleged to be violated. The Committee shall determine the date, time, and place for a hearing. The MEA Executive Director shall provide written notice of the complaint and hearing to all parties.

C. Rights At Hearing

The hearing shall be informal, provided that every party shall have the right to:

1. be represented by a person of his/her choice. The MEA General Counsel or his/her designee shall act as counsel for the Committee.
2. call and examine witnesses and make oral cross-examination of any person present and testifying.
3. present evidence and arguments on all issues raised by the complaint. The rules of evidence observed by courts shall not apply, but evidence upon which reasonable persons may rely in the conduct of serious affairs is admissible.

D. Agreed Settlement

At any time prior to rendering its decision, the Committee may make an informal disposition of the matter upon an agreed written settlement by the parties.

E. Decision

The Committee shall decide in writing whether a violation of campaign regulations has been established by a preponderance of the evidence and whether such violation may have affected the outcome of the election.

F. Remedy

If a majority of the Committee finds a violation, it may direct appropriate relief consistent with the nature of the violation, Association policy, and applicable law. Relief may include, but shall not be limited to:

1. reporting its decision to the MEA Representative Assembly; to the NEA Credentials Committee; to the governing body whose office was subject to the violation; and/or to the membership at large. No minority report shall issue.
2. declaring the election to be void and directing the conduct of a new election in conformity with the Association's governance documents and the law.

G. Appeal

Consistent with governance documents, any appeal from a decision of the Committee shall be taken to the governing body whose office was subject to the alleged campaign violation.