

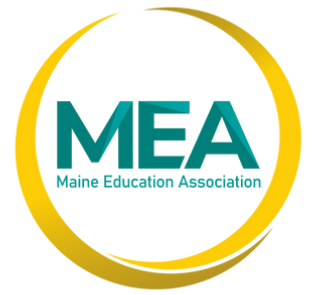
# **ELECTIONS HANDBOOK 2024 - 2025**

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

Many procedures have been standardized for operational consistency.

Some governing document citations are meant to provide support for the standardization for operational consistency.

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# MEA OFFICERS/DIRECTORS STRUCTURE & BYLAWS AND ELECTION COMMITTEE



## **MEA Officers and Directors**

*Jesse Hargrove, MEA President*

*Beth French, MEA Vice President*

*Jaye Rich, MEA Treasurer*

*Rebecca Cole, NEA Director*

*Rachelle Bristol, MEA Executive Director*

## **Structure & Bylaws and Election Committee Members**

(\* denotes Elections Committee Member)

*Krista St. Cyr, Chair\**

*Shelley Hooper*

*Robert Kuech*

*Belinda Micucci*

*Martha White*

*Rebecca Manchester, Board Liaison*

*Erin Noyes, MEA Staff Liaison*

**2024 - 25 RA DEADLINES ACCORDING TO MEA GOVERNANCE DOCUMENTS**

ITEM	REFERENCE IN DOCS	TIME FROM RA ACCORDING TO RULES	DUE DATE (PER RULES)	DATE TO BE DONE
Delegate data verification sent to ALL delegates				September 30
Delegate data verification due				October 11
Notification of terms expiring – del/alt, Board, Officer				October 21
<b>MEA CONDUCTED ELECTIONS - BEFORE RA: Cluster, Higher Ed, MEA-Retired, Student, Board of Dir., NEA Dist. &amp; At-Large</b>				
Notice of Intent deadline for publication		75 days	March 3	January 17
Notification of no nomination (del/alt positions only)	SR2, Sec 2, E	30 days after initial advertisement		January 17
Bios/photos/campaign statements due – Board, NEA At-large/Dist	SR2, Sec 5, C-2/C-4			January 17
Contested election notification	SR2, Sec 6, C	2 days prior to ballot distribution		January 20
Ballot distribution	SR2, Sec 6, B	45 days	April 2	February 3 - 7
Email Student MEA for NEA-RA delegate election (if contested, send ballots after 3/15 notice from NEA)				Email Feb. 1 Ballots March 19
Ballot return deadline				March 14
Ballot recount deadline	SR2, Sec 6, F			March 28
<b>ELECTIONS OF RA DELEGATES/ALTERNATES CONDUCTED BY LOCAL GOVERNANCE AFFILIATES</b>				
Notify Local Presidents # of del/alt vacancies	SR2, Sec 3, A	90 days	February 16	October 21
Certificate of Election deadline				March 14
Local delegate/successor forms for NEA RA deadline				April 4
<b>MEA CONDUCTED ELECTIONS - DURING THE RA: President, VP, Treasurer, NEA Director, MEPERS Trustee</b>				
Notice of Intent deadline for publication	SR2, Sec 1, A	75 days	March 3	(January 17)
No candidates for office additional advertising period – Officer elections	SR2, Sec 1, G	30 days after initial advertisement		(January 17)
Bios/photos due for Officer elections	SR2, Sec 5, C-2			(January 17)
Notify state-wide candidates about flyer for RA Agenda Book – due March 31				(February 28)
Notice of Intent deadline (no publication) - Officer Elections	SR2, Sec 1, A	30 days	April 17	(April 17)
Contested election notification	SR2, Sec 6, C	2 days prior to ballot distribution	May 16	(April 18)
<b>OTHER DEADLINES</b>				
Constitution/Bylaws/Standing Rules/Resolutions changes deadline	Const. Art. 8/SR3, Sec 4, D	70 days	March 8	March 1
Annual Committee Reports deadline				March 10/March 24
S&B open/count ballots				March 14
Notification of Election results				March 24 - 28
Budget presented to Board	Bylaws Art.9, Sec 3B	45 days	April 2	March 29
RA Agenda book mailed/emailed	Bylaws Art.9, Sec 3B	30 days	April 17	Mail: April 17 Email: Apr 14 - 18

**2025 PRE-RA Overview Meetings (PROM):**

- April 29 – Virtual
- May 5 – Portland
- May 6 – Augusta
- May 7 – Bangor
- May 8 – Presque Isle

**MEA-RA: May 17 & 18, 2025**

- 2025 Elections – candidates’ names on ballots must be Alpha-order**
- 2026 Elections – candidates’ names on ballots must be Alpha-order**
- 2027 Elections – candidates’ names on ballots must be Reverse-order**
- 2028 Elections – candidates’ names on ballots must be Reverse-order**

# 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, 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 *For Members* 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.

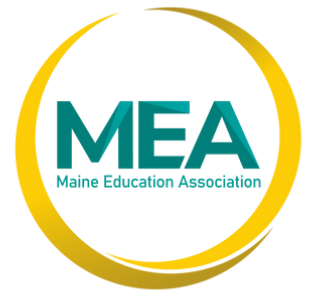
A “governance affiliate” is a recognized and chartered group of employees of a school administrative unit, higher education institution, retired teachers, students attending a higher education institution, or employees of an educational television station. (Bylaw Article VII, Section 2, Part A)

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.

# ELECTIONS HANDBOOK

## I. 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 of delegations. Noncompliance by delegations will be specifically notes 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)

# ELECTIONS HANDBOOK

## II. 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 or other official MEA publication sent to members by the date determined by the Structure and Bylaws committee, 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.

In order to be considered as a candidate for any Association office elected by the Representative Assembly, Notice of Intent must be filed with the Executive Director no later than thirty (30) calendar days prior to the first day of the Representative Assembly. (Standing Rule 2, Section 1, Part A)

Members are responsible for confirming that MEA received all necessary documents.

### C. Offices

1. The following shall be elected by the Representative Assembly as appropriate in each year:
  - o President, MEA Representative Assembly Delegate, and First Alternate National Education Association Director;
  - o Vice President, MEA Representative Assembly Delegate and Second Alternate National Education Association Director;
  - o Treasurer; and MEA Representative Assembly Delegate
  - o National Education Association Director(s), and MEA Representative Assembly Delegate
  - o Maine Public Employees Retirement System Trustee  
(Standing Rule 2, Section 1, Part B-1)



## 2. 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.

All candidates for the office of President, Vice President, and Treasurer shall have been active or active education support members of the Maine Education Association for at least two (2) years immediately preceding the election. All officers shall maintain membership in the Association. (Constitution Article VI, Section 1)

Elections shall be by 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 themselves 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)

## 3. 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 Director(s) 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)





## H. If and When Campaigns

If and when a currently elected Maine Education Association officer declares their 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 F)

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

The candidate speaking order within each vacancy shall be determined by the order of names during an election year (alphabetical or reverse alphabetical). 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 appearance on the ballot and so on until the end of the question and answer period). (Standing Rule 2, Section 1, Part D)

The order of names on the ballot shall be determined 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)

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.



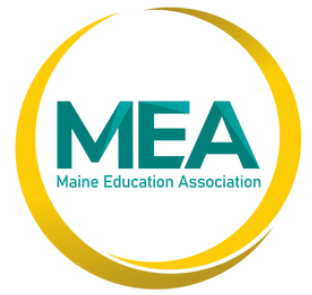
## J. Balloting/Voting

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 (2) consecutive years and in reverse alphabetical order for two (2) 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 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 C)

# ELECTIONS HANDBOOK

## III. ELECTION OF BOARD OF DIRECTOR MEMBERS



Board of Directors elections shall be conducted by MEA.

### A. Notification of Vacancies

1. 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.
2. 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 appointments to the Board of Directors. The appointments must be in accordance with the MEA Constitution, Bylaws, and Standing Rules. (Bylaw Article V, Section 4, Part D)

### B. Vacancies

A seat on the Board of Directors shall automatically become vacant when such member holding such position leaves the profession, resigns, is impeached, is no longer employed in that governance district from which elected, or whose change in membership category makes such member no longer eligible to represent that governance district. Vacancies in all seats shall be filled by appointment by a majority vote of the members of the Board of Directors present at a regular or special meeting according to procedures outlined in the Policy Handbook. Such appointment shall be effective until the next July 15. (Bylaw Article V, Section 4, Part A)

### C. 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 all appointments. Such appointment shall be effective until the Board of Directors member who is on temporary leave of absence returns to the position. (Bylaw Article V, Section 4, Part E)

## **D. Notice of Intent**

For publication in the Maine Educator or other official MEA publication sent to members by the date determined by the Structure and Bylaws committee, 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 1, Part A)

Members are responsible for confirming that MEA received all necessary documents.

## **E. 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 C)

## **F. No Nominations**

If there are no candidates for any office listed in this section by the deadline an additional advertising period of thirty (30) days will take place. (Standing Rule 2, Section 1, Part C)

## **G. 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) days of the deadline for the distribution of ballots or earlier if possible. (Standing Rule 2, Section 2, Part D)



## H. 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:

- 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.
- 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 Article 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 by a statewide election. (Constitution Article 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 by a statewide election. (Constitution Article 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.

# ELECTIONS HANDBOOK



## **I. 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.

An exception to this is for MEA Board of Directors members who will have completed fewer than two (2) years of a vacated seat; in this case, they 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)

## **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 certified 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)

# **IV. 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 the Governance Affiliate 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 paragraph may appeal the matter to the full Representative Assembly which may, by majority, vote to seat the delegate. (Bylaw Article II, Section 2, Part E)

## B. Elections Conducted by MEA

### 1. Allocation of Delegates/Alternates

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 and remain 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 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 representing student members shall be apportioned in accordance with the following:

- student affiliates with 35 to 199 members shall be entitled to two (2) delegates;
- student affiliates with 200 to 499 members shall be entitled to three (3) delegates;
- student affiliates with 500 to 799 members shall be entitled to four (4) delegates.

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

## **d. Higher Education Delegates/Alternates**

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

- affiliates with 35 to 104 members shall be entitled to one (1) delegate;
- affiliates with 105 to 174 members shall be entitled to two (2) delegates;
- affiliates with 175 to 244 members shall be entitled to three (3) delegates;
- affiliates with 245 to 314 members shall be entitled to four (4) delegates;
- affiliates with 315 to 384 members shall be entitled to five (5) delegates; and
- 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 and remain 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 shall be for one 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)

### **4. 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.

### **5. Notices of Intent**

For publication in the Maine Educator or other official MEA publication sent to members by the date determined by the Structure and Bylaws committee, 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.

### **6. 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. (Standing Rule 2, Section 6, Part D)

If there are no candidates for any office listed in this section by the deadline, an additional advertising period of thirty (30) days will take place. (Standing Rule 2, Section 1, Part G)



## **7. 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)

## **8. Balloting/Voting/Recount Request**

- a. the Elections Committee or designee shall prepare ballots 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 order of names on the ballot shall be determined 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 C)
- 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 as of January 15th of the current year. Ballots shall be distributed 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-5)



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 MEA 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 6, Part F)

## V. 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 to the National Education Association Representative Assembly. Elections shall be conducted in accordance with procedures outlined in the MEA 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**

NEA Representative Assembly 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.

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.

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 soon.

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.

Alternate delegates for each category shall be ranked according to the highest number of votes received. (Standing Rule 2, Section 4, Part A-6)



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.

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.

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

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

## **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 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.

## **C. Election to the NEA Resolutions Committee**

Pursuant to NEA Standing Rule 7, 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 their position when such member ceases to be a delegate to the NEA Representative Assembly.

# ELECTIONS HANDBOOK

## VI. 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 or other official MEA publication: 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 an issue of the Maine Educator or other official MEA publication sent to all members, as determined by the Structure and Bylaws committee. 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 an issue of the Maine Educator or other official MEA publication sent to all members, as determined by the Structure and Bylaws committee. 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 Form for an election held prior to the MEA Representative Assembly may submit a brief campaign statement (thirty (30) words or fewer) to be included with a ballot. This applies to all contested elections where ballots are distributed to local associations or individual members. (Standing Rule 2, Section 5, Part C-4)

## **D. Campaigning at MEA Functions**

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. (Standing Rule 2, Section 5, Part D-1)

Campaign activities during training sessions are prohibited (Standing Rule 2, Section 5, Part D-2)

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)

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)

# **VII. 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 Affidavit. Candidates shall submit to the Executive Director a signed Candidate Campaign Affidavit, 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, exhibit table, 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)

### 5. 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)

### 6. 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)

# ELECTIONS HANDBOOK

## VIII. ELECTIONS APPEALS PROCEDURES

(Adopted by the Structure & 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:

- a. be represented by a person of their choice. The MEA General Counsel or their designee shall act as counsel for the Committee.
- b. call and examine witnesses and make oral cross-examination of any person present and testifying.
- c. 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: a. 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.

b. 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.