



2017-2018 MNEA ELECTION GUIDELINES

Adopted September 21, 2017

INTRODUCTION

The Nominations and Elections Commission is charged with the responsibility of governing MNEA elections. For duties and responsibilities of this committee see MNEA Bylaws Article VI – Nomination and Elections Commission.

ELIGIBILITY

To be eligible to run for an office or director seat, the candidate:

1. Must be a member of MNEA, TEA, and NEA,
2. Must be nominated from the floor of the MNEA Representative Assembly.
3. Must not be an **active** member of the Nominations and Elections Commission from the time of the official announcement of candidacy through the announcement of election results **unless** the member is running unopposed wherein he/she shall be allowed to remain an active member of the committee if applicable.
4. Must have been a member “of MNEA, TEA and NEA for a period of at least three consecutive years immediately prior to their election” if running for president, recording vice president, or treasurer. (*MNEA Constitution*, Article IV, Section 5.)

PUBLIC CAMPAIGNING

Public campaigning shall be defined as:

- Public vote solicitation
- Mailing or distribution of literature, including email
- Use of social media or other websites
- Displaying of posters or signs
- Phone banking
- Distribution of imprinted campaign mementos

Public campaigning shall start immediately following adjournment of the first Representative Assembly meeting of the spring semester. All public campaigning shall end on the final day of the election period.

CAMPAIGN FORMS AND MATERIALS

1. Candidates may use district mail and/or email systems within the limits of existing district policy.
2. Other school district resources, including instructional time, may not be used for campaign purposes.
3. No MNEA resources may be used without the approval of the Nominations and Elections Commission.
4. In the event the Commission so requests, a report of expenditures and in-kind donations shall be submitted to the chair within two (2) weeks.
5. No school, MNEA, or Administration letterhead may be used for campaign purposes.
6. A copy of all campaign materials shall be made available to the Commission upon request.
7. Upon request, a candidate shall receive a list of active members sorted by work location.

MNEA ELECTION PROCEDURES

1. The Nominations and Elections Commission will certify each election on the basis of ballots received before the deadline.
2. Contested officer, director, and NEA delegate elections shall be conducted electronically.
3. Challenges of accuracy or improper procedure shall be registered in writing with the Nominations and Elections Commission by 5:00 P.M. of the Monday following the end of the election period. The Nominations and Elections Commission shall have the responsibility of investigating alleged violations in a timely manner. The Nominations and Elections Commission shall have the authority to resolve the issues and provide a written response.
4. In the event of a challenged race, the Nominations and Elections Commission may delay publishing of the election results until a resolution is reached.

5. In the event of a tie vote in a two-person race for any office other than TEA or NEA delegate, the chair will invite both candidates to address the next regularly scheduled MNEA Representative Assembly. Following candidate speeches at the Assembly, a secret ballot election shall be conducted to break the tie. If another tie is achieved, this same procedure will be repeated with the Executive Board serving as the electorate.

CALENDAR FOR REGULAR ELECTIONS

1. Vacancies for all positions will be announced at the second Representative Assembly meeting of the fall semester.
2. The call for nominations of candidates from the floor will be made at the first Representative Assembly meeting of the spring semester.
3. Each candidate is responsible for submitting a profile, an optional photo, and an optional video to the Nominations and Elections Commission for publication by the Monday following the call for nominations at the MNEA Representative Assembly. Submissions should be no longer than 100 words or 3 minutes. The Nominations and Elections Commission has the authority to edit entries for publication.
4. A candidate information publication will be sent to the membership within 15 days of the call for nominations.
5. Candidate speeches will be given at the first Representative Assembly of the spring semester.
6. Balloting will begin at 12:01 a.m. on March 15 and conclude at 11:59 p.m. on April 5.

CALENDAR FOR SPECIAL FALL ELECTIONS

1. Vacancies for all positions will be announced at the first Representative Assembly of the fall semester.
2. The call for nominations of candidates from the floor will be made at the second Representative Assembly of the fall semester.
3. Uncontested candidates shall be elected by acclamation or rule at the second Representative Assembly of the fall semester in accordance with *The MNEA Constitution and Bylaws* and *The Standing Rules of the MNEA Representative Assembly*.
4. An electronic ballot for contested elections will be open for a minimum of 8 school days starting on the Tuesday following the second Representative Assembly of the fall semester.
5. Official election results will be published following the conclusion of balloting.

TEA/NEA DELEGATE ELECTION GUIDELINES

1. Names of candidates whose forms are received on time appear on each electronic ballot in a random order followed by the position the candidate holds in the Association and/or the candidate's current school or work location.
2. In the event of a tie vote for delegate and alternate positions, the Nominations and Elections Commission shall select the delegate/alternate position by random drawing.
3. When the number of nominees for TEA delegate is less than the number of allotted positions, the President and Recording Vice President of MNEA shall be authorized to designate all nominees as elected delegates to the TEA Representative Assembly.

TEA/NEA DELEGATE ELECTION CALENDAR

1. The TEA/NEA delegate election period shall be the same as the MNEA officer/spring election period. However, TEA delegate nominations shall remain open if the delegate cap has not been reached.
2. NEA Delegate Nominations must be submitted to MNEA no later than the day of the second Representative Assembly of the spring semester.