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TO: NEA Board of Directors
NEA Executive Committee
State Affiliate Presidents
State Affiliate Executive Directors

FROM: Sabrina Tines
Senior Director, NEA Center for Governance

DATE: May 31, 2019

RE: At-Large Director Elections for the 2019 NEA Representative Assembly

Delegates to the 2019 NEA Representative Assembly will elect eight (8) at-large representatives to the NEA Board of Directors as follows:

- One (1) administrator.
- One (1) classroom teacher in higher education.
- Six (6) Active members employed in education support professional positions.

The administrator and higher education director positions are for regular three-year terms. Five ESP director positions are for regular three-year terms, and one ESP director position is for a one-year term. These positions must be filled to meet the requirements of Article V, Section 1 of the NEA Constitution. Relevant provisions appear below:

d. Administrators shall be represented on the Board in proportion to their membership in the Association. If the percentage of administrators elected to the Board of Directors fails to achieve proportional representation, the Representative Assembly shall elect at large the number required to assure such representation. Candidates for these positions shall be nominated by the delegates at the Representative Assembly who are administrators.

e. Classroom teachers in higher education shall be represented on the Board at least in proportion to their membership in the Association. If the percentage of classroom teachers in higher education elected to the Board of Directors fails to achieve such proportional representation, the Representative Assembly shall elect at large the number required to assure such representation. Candidates for these positions shall be nominated by the delegates at the Representative Assembly who are classroom teachers in higher education.

f. Active members employed in education support professional positions shall be represented on the Board at least in proportion to their membership in the Association. If the percentage of such members elected to the Board fails to achieve such proportional representation, the Representative Assembly shall elect at large the number required to assure such representation. Candidates for these positions shall be nominated by the delegates at the Representative Assembly who are Active members employed in education support professional positions.

Delegates may also elect at-large alternate representatives to the NEA Board of Directors to three (3) year terms as follows:

- One (1) administrator.
- One (1) classroom teacher in higher education.

At-large alternate positions may be filled to meet NEA Bylaw 5-6(a)ii which states:

If, pursuant to Article V, Section 1 of the Constitution, the Representative Assembly elects one or more at-large ethnic minority, administrator, classroom teacher in higher education, or education support directors, the Representative Assembly shall also elect one at-large alternate in a particular category to serve in an at-large director's place if he or she is unable to attend a meeting of the Board of Directors.

Candidates may be nominated for election to a regular director position OR to the alternate position for which they are eligible, but shall not be nominated for election to both positions.

The July 4 issue of the *RA Today* newspaper will carry pictures of at-large candidates and statements containing biographical information (please see the attached for information about submitting the photo and statement). Candidate photographs will also be displayed on video screens throughout the convention center at selected times and locations. If you know of any prospective candidates for the at-large positions, please share this information with them.

NEA Standing Rule 11 provides that nominations shall occur at the first business meeting of the Representative Assembly and that the elections shall be held on the second day of the Assembly. Further information regarding nominations and campaign procedural requirements may be found in Standing Rule 11 and in *Campaign and Election Regulations for NEA Offices*, which is available from the NEA Executive Office—Center for Governance.

Cc:

Committee on Constitution, Bylaws, and Rules
Chairperson, Committee on Elections
Chairpersons, NEA Ethnic Minority Affairs Committee
President, National Council for Education Support Professionals
President, National Council for Higher Education
Delegates to the NEA Representative Assembly
State Annual Meeting Coordinators
2019 At-Large Candidates

INFORMATION AND DEADLINES FOR CANDIDATES

Candidate Briefing Video

The Committee on Constitution, Bylaws, and Rules no longer holds an in-person briefing for candidates and campaign managers. Instead, all candidates will be sent the link to a briefing video as soon as they file. Prospective and filed candidates may also access the videos here:

- At-Large Board Candidates: <https://vimeo.com/325435250>
- Executive Committee Candidates: <https://vimeo.com/325431843>

All candidates and campaign managers are expected to review this video to ensure compliance with campaign regulations and obtain all necessary logistical information.

The Chair of the Committee on Constitution, Bylaws, and Rules will hold office hours in the Executive Workroom (room 339AB in the Hilton Americas Houston) to respond to any questions and provide any needed assistance to candidates as follows:

Monday, July 1 – 2:00 pm – 4:00 pm
Tuesday, July 2 – 10:00 am – 12:00 pm
Wednesday, July 3 – 10:00 am – 12:00 pm

Staff will be available during business hours starting on Monday, July 1 through noon on Wednesday, July 3.

Filing for Office

At-Large candidates may file for office any time before the beginning of nominations at the first business meeting of the Representative Assembly on Thursday, July 4. **However, candidates are strongly encouraged to file by noon on July 3, in order to take advantage of candidate photo video displays and photo statement printing in the *RA Today*.**

Filing forms are available on the delegate website (<http://ra.nea.org/delegate-resources/>) or from Carrie Lewis in the NEA Center for Governance (clewis@nea.org). Beginning on July 1 through noon on July 3, candidates can pick up and turn in filing forms to Carrie Lewis in room 339AB in the Hilton Americas Houston. Filings will also be accepted via email to clewis@nea.org through noon on July 3.

Candidate Photographs for Video Displays: Deadline, Noon, Wednesday, July 3

Candidates may have photographs displayed on video screens throughout the convention center at selected times and locations. Any candidate who wishes to take advantage of this service must have submitted a photograph to the NEA Committee on Constitution, Bylaws, and Rules by noon on Wednesday, July 3. A photographer will be available for candidates who wish to have a photo taken. See below for the date, time, and location.

Candidate Photographs/Statements for RA Today: Deadline, Noon, Wednesday, July 3

Candidates for at-large positions on the NEA Board of Directors may have photographs and biographical information published in the July 4 issue of *RA Today*. Any candidate who wishes to take advantage of this service must have filed for office and submitted a photograph and biographical information to the NEA Committee on Constitution, Bylaws, and Rules by noon on Wednesday, July 3.

- An NEA photographer will be available to photograph candidates who may desire this service. To meet publication deadlines, these photographs will be taken between 11:00 am and 11:30 am on Monday, July 1 and Wednesday, July 3, in room 339AB in the Hilton Americas Houston. Electronic candidate photographs (sent to clewis@nea.org), must be in color; in JPG, GIF, or PNG file format (JPG format suggested); no smaller than 500KB and no larger than 5MB.

- Biographical statements must be submitted on the form provided by NEA to Carrie Lewis (clewis@nea.org). Candidates must use no more than 100 words **total** for all responses on the form combined, excluding pre-printed headings.

Campaign Materials

Standing Rule 12.A specifies that any printed material distributed in the auditorium and adjacent lobbies must be cleared with the chairperson of the Committee on Constitution, Bylaws, and Rules. To ensure compliance with Rule 12.A, the Committee has adopted the following procedures:

- Every candidate is required to transmit **two copies** of any printed campaign material to the chairperson of the Committee on Constitution, Bylaws, and Rules. This material is retained by the Committee for the duration of the Representative Assembly. Materials may be submitted in room 339AB in the Hilton Americas Houston beginning July 1, 2019.
- Retention of the material by the Committee will constitute clearance. The chairperson of the Committee will contact candidates as needed. The chairperson of the Committee will announce any violation of this procedure to the Representative Assembly.

Lotteries

Lotteries will determine the order of nominations for each category, the order of responses by candidates or designees, and the order in which candidate names appear on the ballot. Candidates will be notified of the dates and times for the lotteries.

Nominations

Standing Rule 11 provides that candidates be nominated from the floor of the Representative Assembly. Nominators must be delegates. Candidates for at-large positions representing education support professionals (ESP) on the NEA Board of Directors must be nominated by delegates who are also ESP members; candidates representing administrators must be nominated by delegates who are administrators; candidates representing classroom teachers in higher education must be nominated by delegates who are classroom teachers in higher education.

Candidates should notify the Committee on Constitution, Bylaws, and Rules about the name of and the microphone number to be used by their nominators as early as possible, using the form provided in the filing packet.

Raffles and Lotteries for Campaign Fundraising

NEA Board policy permits candidates for NEA office to give away items by lottery, raffle, drawing, or similar means, provided that such activity is legal under the relevant state law. It is illegal in most states to conduct an activity in which any participant pays or promises to pay money to be eligible to win a prize. If a lottery or similar activity is to be legal, everyone who is otherwise eligible to participate must have an equal opportunity to win regardless of making a contribution.



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