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

FROM: Michael Edwards
Senior Director, NEA Center for Governance

DATE: May 1, 2018

RE: One-Year Partial Term Election of Executive Committee Member at 2018 NEA RA

Delegates to the 2018 NEA Representative Assembly will elect a member to the NEA Executive Committee for a one-year term commencing August 1, 2018 and ending August 31, 2019. This election is necessary as a result of a vacancy arising on the Executive Committee for an unexpired 2016–2019 term. As provided in the enclosed information, candidates who wish to declare for this position should contact Carrie Lewis (clewis@nea.org) and may begin campaigning at that time.

Candidates for the one-year term will be officially nominated from the RA floor at the first meeting on July 2. Elections will be conducted on July 3. Delegates will also elect two members to the NEA Executive Committee for regular three (3) year terms. The April 15 candidate filing deadline for these two positions has passed. Delegates will further elect at-large members of the NEA Board of Directors. A memorandum describing the number and type of positions for these at-large elections will be issued prior to June 1 and will be included in RA delegate materials.

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

**INFORMATION AND DEADLINES
FOR EXECUTIVE COMMITTEE CANDIDATES
(ONE-YEAR TERM)**

Candidate Briefing Video

Starting this year, the Committee on Constitution, Bylaws, and Rules will no longer hold an in-person briefing for candidates and campaign managers. Instead, all candidates will be sent the link to a briefing video when they file. 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 in the Hilton Minneapolis to respond to questions and provide needed assistance as follows:

Friday, June 29 – 10:00am-12:00pm

Saturday, June 30 – 2:00pm-4:00pm

Sunday, July 1 – 10:00am-12:00pm

Staff will be available during business hours starting on Friday, June 29 through noon on Sunday, July 1.

Filing for Office

Candidates may file for office any time before the beginning of nominations at the first business meeting of the Representative Assembly on Monday, July 2. **However, candidates are strongly encouraged to file by noon on July 1, 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). Filings are accepted via email to clewis@nea.org starting May 1 through noon on July 1. From June 29 through noon on July 1, candidates may also pick up/turn in forms to Carrie Lewis in the Executive Workroom in the Hilton Minneapolis.

Candidate EXPO Booths

Candidates for Executive Committee are provided a booth at the NEA EXPO during the Annual Meeting. Booth space will be guaranteed for any Executive Committee candidate who files by May 24, 2018. NEA will make every effort to provide booths for candidates who file after this date, but we cannot guarantee that a booth will be available. NEA will hold a drawing for booth location on May 4 (this drawing was initially set for candidates for the three-year terms, the filing deadline for which was April 15). Candidates who have filed for the one-year seat prior to this date will be invited to the drawing. Candidates who file after this date will be assigned a booth location.

Candidate Brochures

Candidates for the one-year Executive Committee seat may submit a brochure for posting on the RA delegate website. The content is determined by the candidate, provided it complies with legal requirements and, therefore, is subject to review by the NEA Office of General Counsel. The brochure must be no more than two pages. It cannot include any NEA logo or symbol of the united education profession, or any photos or language that suggest an endorsement by NEA. The brochure must have no more than 500 words total. Artwork/photos should be submitted in gray scale mode (not in color).

The brochure must include a disclaimer on **each page** (front and back) of the material, as follows:

“NEA is publishing and/or distributing candidate brochures as a service to its members in order to ensure a fully informed electorate. All candidates were provided with an equal opportunity to submit brochures to NEA for distribution. This brochure was prepared by candidate (candidate’s name) and solely reflects the views and opinions of the candidate, and not those of NEA or its affiliates. (Candidate’s name) is solely responsible for the content.”

Candidate Photographs for Video Displays: Initial Deadline, 2:00pm, Friday, June 29

Candidates for the one-year Executive Committee position may have photographs displayed on video screens throughout the convention center at selected times and locations, beginning with the opening of delegate registration through the closing of the polls. Any candidate who wishes to take advantage of this service from the beginning must have submitted a photograph to the NEA Committee on Constitution, Bylaws, and Rules by 2:00 p.m., Friday, June 29, 2018. Candidates providing photos after this deadline will be added to the video screens as soon as possible. A photographer will be available for candidates who wish to have a photo taken. See below for the dates, times, and locations.

Candidate Photographs/Statements for RA Today: Deadline, Noon, Sunday, July 1

Candidates for the one-year Executive Committee position may have photographs and biographical information published in the July 2 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 Sunday, July 1, 2018.

A photographer will be available to photograph candidates who may desire this service. To meet publication deadlines, these photographs will be taken between 11:00 a.m. and 11:30 a.m. on Friday, June 29, and Sunday, July 1, in the Executive Workroom in the Hilton Minneapolis. 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.

The Biographical statement (maximum of 125 words) must be submitted on the form provided by NEA to Carrie Lewis (clewis@nea.org).

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 the Executive Workroom Hilton Minneapolis beginning June 29, 2018.
- 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 Required by Standing Rule 11

Lotteries will determine the order of nominations, responses by candidates or designees, and candidate names on the ballot. Candidates will be notified of the date and time.

Nominations

Candidates will be nominated from the floor of the Representative Assembly. Nominators must be delegates. Candidates should provide the Committee on Constitution, Bylaws, and Rules the nominator and microphone number as early as possible, using the form in the filing packet.

Raffles and Lotteries for Campaign Fundraising

Board of Directors 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.