



1201 16th St., N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Lily Eskelsen García
President

Rebecca S. Pringle
Vice President

Princess R. Moss
Secretary-Treasurer

John C. Stocks
Executive Director

MEMO

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 31, 2018

RE: At-Large Director Elections for the 2018 NEA Representative Assembly

Delegates to the 2018 NEA Representative Assembly will elect two (2) Active members employed in education support professional positions to serve as at-large directors on the NEA Board of Directors. Each position is for a three-year term. These positions must be filled to meet the requirements of Article V, Section 1 of the NEA Constitution. Relevant provisions appear below:

- 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.

The July 2 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 during the first three days of the Annual Meeting beginning with the opening of delegate registration. 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.

Delegates may also elect one (1) at-large alternate representative to the NEA Board of Directors to a three-year term from among Active members employed in education support professional positions.

At-large alternate positions may be filled to meet the requirements of NEA Bylaw 5-6 which states:

- (ii) 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.

In addition to at-large director elections for the NEA Board, delegates will elect a member to serve on the NEA Executive Committee for a one-year term. This election is necessary as a result of a vacancy arising on the Executive Committee for an unexpired 2016–2019 term. Delegates will also elect two members to the Executive Committee for regular three-year terms. The deadline to file for the three-year positions has passed. More information about filing for the one-year position on the Executive Committee is enclosed and also posted at www.nea.org/ra.

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
2018 At-Large Candidates

INFORMATION AND DEADLINES FOR CANDIDATES

Candidate Briefing Video

Starting this year, the Committee on Constitution, Bylaws, and Rules will no longer conduct an in-person briefing for candidates and campaign managers. Instead, all candidates will be sent a 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/259724862>
- Executive Committee One-Year Term Candidates: <https://vimeo.com/267467294>
- Executive Committee Three-Year Term Candidates: <https://vimeo.com/259728412>

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

The Chair of the Committee on Constitution, Bylaws, and Rules will hold office hours in the Executive Workroom (**Symphony I** room at Hilton Minneapolis, 1001 South Marquette Ave) to respond to any questions and provide any needed assistance to candidates 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 beginning Friday, June 29 through 12:00 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 12:00 noon on Sunday, 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). Beginning on Friday, June 29 through 12:00 noon on Sunday, July 1, candidates may pick up and turn in filing forms to Carrie Lewis in the **Symphony I** room at the Hilton Minneapolis. Filings will also be accepted via email to clewis@nea.org through 12:00 noon on July 1.

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

Candidates 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 submit a photograph to the Committee on Constitution, Bylaws, and Rules by 2:00pm, Friday, June 29. Candidates who provide 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 dates, times, and locations.

Candidate Photographs/Statements for *RA Today*: Deadline, 12:00 Noon, Sunday, July 1

Candidates for at-large positions on the NEA Board of Directors, and candidates for the one-year Executive Committee term, 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 file for office and submit a photograph and biographical information to the Committee on Constitution, Bylaws, and Rules by 12:00 noon on Sunday, July 1.

- An NEA photographer will be available to photograph candidates interested in this service. To meet publication deadlines, these photographs will be taken between 11:00am and 11:30am on both Friday, June 29, and Sunday, July 1, in the **Symphony I** room at 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.
- Biographical statements 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 **Symphony I** room at the Hilton Minneapolis beginning Friday, June 29.
- 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 NEA Standing Rule 11

Lotteries will determine (a) the order of nominations for each category, (b) the order of responses by candidates or designees, and (c) the order in which candidate names appear on the ballot. Candidates will be notified of the date and time.

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 micro-phone 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.



Great Public Schools for Every Student