NEA Student Program Elections Procedures

2016-17
Revised April 2017
INTRODUCTION

National Education Association Student Program (NEASP) elections are held each year in the summer at the NEASP Student Leadership Conference (SLC).

Annually, elections are held for three student representatives and alternates to the NEA Board of Directors and three student representatives and alternates to the NEA Resolutions Committee.

Candidates for the Board of Directors positions must familiarize themselves with Campaign and Elections Regulations for NEA Offices—State, Retired, and Student Directors, the NEA policy which governs such elections. This document is available from the NEASP Office neaspelection@nea.org or NEA Governance and Policy Support (202-822-7000).

Candidates for the Resolutions Committee must familiarize themselves with Guidelines for the Elections of Resolutions Committee Members, the procedures for these elections. This document is available from NEA Governance and Policy Support by calling 202-822-7000.

Every other year, elections are held for the NEA Student Program Chairperson (Chairperson of the Advisory Committee of Student Members).

Student members who are delegates to the NEA Representative Assembly (NEA-RA) are eligible to vote in the NEASP elections.

These procedures will apply to all NEASP elections. The NEASP Elections Procedures document constitutes the process for electing these positions at the NEASP Student Leadership Conference and will be altered only by NEA.

These elections procedures will adhere to fair and just procedures. If anything in these procedures is found to be in conflict with NEA policy, rules or regulations, NEA policy, rules and regulations will prevail.

POSITIONS, TERMS AND RESPONSIBILITIES

NEA Student Program Chairperson

Term of Position and Term Limit

The term of NEASP Chairperson shall be two (2) years beginning August 1 following the election. An NEASP Chairperson shall not serve more than one (1) term.

Roles and Responsibilities

The NEASP Chairperson will

- serve as the chairperson of the Advisory Committee of Student Members (ACSM);
- relocate to Washington, D.C.;
- work in conjunction with the student program staff to ensure the smooth functioning of day-to-day operation;
- preside over the Student Leadership and Professional Issues Conference (SLC);
- coordinate the Student Leadership Conference;
- communicate with national and state student leaders;

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- attend all NEA Executive Committee, Board of Directors, Program and Budget Committee and NEA Fund for Children and Public Education meetings, the National Council for the Accreditation of Teacher Education (NCATE) and other committee meetings as needed;
- travel as necessary to promote the Student Program.

NEA Director (Student Representative)

Term of Position and Term Limit
One (1) student director shall serve a term of two (2) years and two (2) student directors shall serve terms of one (1) year. No student director may serve more than two (2) years. The directors shall be Student members of the Association.

Roles and Responsibilities
Roles and responsibilities of the NEA Board of Directors representing Students include but are not limited to:

- attending five (5) NEA Board meetings, four of which are held in Washington, D.C., and one of which is held at the site of the NEA-RA;
- producing and sharing a report with the NEASP chairperson after each meeting;
- communicating effectively with the NEASP chairperson, the NEA student directors, and other state and national student leaders;
- traveling as necessary to promote the NEASP across the country.

Information regarding NEA Board of Directors can be found in NEA Bylaw 5.

NEA Resolutions Committee (Student Representative)

Term of Position and Term Limit
The term of the Resolutions Committee members is one (1) year. No committee member may serve more than one (1) year. The committee members shall be Student members of the Association.

Roles and Responsibilities
Roles and responsibilities of the NEA Resolutions Committee are governed by NEA Standing Rule 10. Responsibilities include but are not limited to:

a) attending two (2) NEA Resolutions Committee meetings, one of which is held in Washington, D.C., for five days, and the second of which is held at the site of the NEA-RA;
b) producing and sharing a report with the NEASP chairperson after each meeting;
c) informing the NEASP chairperson about any resolutions under discussion pertinent to the Student Program;
d) communicating effectively with the NEASP Chairperson, the other Student Resolution Committee members and other state and national student leaders.
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ELECTIONS PROCESS

Elections Committee

During the Spring, the NEASP chairperson will appoint the Elections Committee chairperson.

The NEASP chairperson and the Elections Committee chairperson will appoint the Elections Committee. The committee will be chosen from the list of Student delegate and non-delegate participants to the Student Leadership Conference.

The NEASP office will schedule the time and location of the candidate meeting, nominations, and elections through development of the SLC agenda.

The NEASP Elections Procedures, official Candidate Certificate of Eligibility forms, and other elections-related information will be emailed to state student organizers, state student presidents and other elected and appointed Student leaders by April 1 of an election year.

The Elections Committee will supervise all proceedings of the elections process.

The members of the Elections Committee must meet Student Program requirements for membership and may not participate in or support any NEASP campaign to elect themselves or others during the current election year.

The Elections Committee will conduct a Candidates Meeting at the SLC.

During the general session at SLC, the Elections Committee will provide a short presentation on the elections process prior to the opening of nominations.

Candidates

Candidates and/or their representatives are encouraged to attend the candidates meeting at the SLC to be eligible to run for office.

All candidates must submit a completed Candidate Certificate of Eligibility form to the NEASP or to the Elections Committee chairperson by May 15th of the election year and have their eligibility confirmed by NEASP.

Only candidates who have submitted a Candidate Certificate of Eligibility form may conduct campaign activities.

Only candidates having submitted a completed Candidate Certificate of Eligibility form by May 15th and whose eligibility has been confirmed by NEASP will be eligible for nomination.

Only nominated candidates will appear on the voting ballot. Also see information regarding “nominations”.

A candidate may declare his/her intent to seek office in the next election year no sooner than the end of the current SLC. No campaign will last more than one year.

Candidates are not required to be NEA-RA delegates.
Candidates are permitted to have an observer present during all portions of the elections process. Observers must be NEASP members. The candidate must give the name of any observer to the elections chairperson before the end of the candidates meeting at the SLC.

Observers must be sequestered during the elections process for their candidate.

Candidates will be provided by May 15th via email a copy of the NEA Student Program Election Procedures. Candidates for positions on the NEA Board of Directors will also receive a copy of the Campaign and Elections Regulations for NEA officers—State, Retired, and Student Directors. Candidates for positions on the NEA Resolutions Committee will also receive a copy of Guidelines for the Elections of Resolutions Committee Members.

**Voters**

Voters must be official voting delegates to the NEA RA.

Voters must have a form of state-issued photo identification and their name must appear on the official NEA RA delegate list. Voters may also use their temporary RA voting credential mailed from NEA to delegates prior to the SLC and NEA-RA in lieu of the voter’s name appearing on the delegate list.

**Campaigning**

Information about candidates will be posted on the NEASP website by May 30th. This information shall include: 8½ inches by 11 inches two hundred (200) word biography and 8 1/2 inches by 11 inches campaign flyer (photos optional on either piece). This information will appear in alphabetical order according to the positions for which the candidates are running. Candidates who wish to have a biography and/or flyer included on the website must submit pages to NEASP via email no later than May 1 of the election year.

The NEASP office will email to each Student Leadership Conference participant a link to the NEA website that will include information about candidates.

To ensure privacy, addresses of SLC participant, including delegates, will not be disclosed prior to the SLC.

Candidates having submitted a Candidate Certificate of Eligibility form in a timely manner and whose eligibility has been confirmed by NEASP may distribute campaign materials at any NEASP conference. No campaigning is permitted during the community service event and during the Awards presentation.

NEASP will provide tables at the SLC for use by declared candidates. Tables will be provided and assigned by lottery at the SLC. Campaign tables may only be set up in the designated area. Candidates are responsible for their own materials.

All campaign materials will carry an identification of source of sponsorship: for example, "Paid for by the Committee to Elect Jane Doe."

No campaign material may be present within 25 feet of the polling location.

No campaign materials may contain the logo of NEA or of any NEA affiliate.

No involvement by NEA or NEA affiliate staff is permitted in campaigns. Printing and distribution of candidate materials, monetary contributions, and counting of ballots by association staff is prohibited.
In its regular course of business, the membership or governing body of an affiliate may endorse a candidate for office. An affiliate may not call a meeting for the sole purpose of issuing an endorsement or otherwise spend any funds for that purpose. Once an endorsement has been made, an affiliate may not spend funds to publicize the endorsement or to encourage its delegates to vote for a particular candidate. An affiliate may include the action on the endorsement in a regularly published newsletter, but this is the only condition under which an affiliate may use funds to note the endorsement.

**NOMINATIONS & SPEECHES**

Nominations

Only candidates having submitted a completed Candidate Certificate of Eligibility form by May 15th and whose eligibility has been confirmed by the NEASP will be eligible for nomination.

Only nominated candidates will appear on the voting ballot.

After nominations for a position are closed, if the number of candidates nominated equals (or less than) the number of positions to be filled, the Elections Chairperson will declare such candidates elected and the voting for these positions will not be held.

Nominations will be conducted at a time specified in the SLC agenda.

All nominations must be made by NEASP members.

Candidates may not nominate themselves.

Immediately following nominations each candidate will be allowed one (1) minute to address the SLC.

**Formal Speeches**

After nominations have closed and at a time specified in the SLC agenda, nominated candidates, except those declared elected, will have an opportunity to give a speech.

Candidates addressing the SLC with their formal speech will adhere to time limits as follows:

- NEASP Chairperson – three (3) minutes;
- NEA Director – two (2) minutes;
- Resolutions Committee – two (2) minutes

A member of the Elections Committee will serve as timekeeper. Each speaker shall be given a thirty (30) second warning before the time has elapsed, and the timekeeper shall stand at the end of the time allotted.

Candidates will be sequestered while formal speeches are given by other candidates for the same office.

The Elections Committee will determine the order of speeches by blind selection.

**Question and Answer Session**

A question and answer session will be conducted at a time given in the SLC agenda.

Questions will be solicited from SLC participants.
The Elections Committee will oversee and conduct the question and answer session.

Candidates will be sequestered while other candidates for the same office respond to questions in this session.

Candidates declared elected will not participate as panelist for the Question and Answer session.

Candidates participating in the Question and Answer session will adhere to time limits as follows:

- NEASP Chairperson – three (3) minutes;
- NEA Director – two (2) minutes;
- Resolutions Committee – two (2) minutes

VOTING

The Elections Chairperson is responsible for preparing ballots, with printing assistance from the NEASP Office. The Elections Committee is responsible for verifying the accuracy of the ballots.

A separate ballot for each position elected will be created.

Ballots and ballot boxes will be supervised by the Elections Committee.

After nominations are closed, if the number of candidates nominated equals the number of positions to be filled, the Elections chairperson will announce that the positions are filled and the elections for these positions will not be held.

Candidate names will be listed on the ballot by office, in alphabetical order.

Results

Election results will be announced at a time provided during the SLC.

The results will be posted at a designated site for the remainder of the SLC.

Ballots, voting register, and the Elections Committee final report will be kept on file at the NEASP office for one year following election.
CHALLENGE PROCEDURES

Reporting of a Challenge

A challenge to an NEASP election will be decided initially by the NEASP office and Elections Committee chairperson, subject to the right of appeal by the challenger to the NEA Committee on Constitution, Bylaws and Rules.

All challenges to the outcome of an election must be reported in writing to the NEASP chairperson within 30 days of the election.

The NEASP office and Elections Committee chairperson will review the challenge and notify relevant parties about the outcome of their deliberations within 30 days of the challenge.

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The NEASP Chairperson, Elections Committee chairperson, and available members of the Elections Committee will research the challenge and conduct such fact-finding as is needed.

The NEASP chairperson, Elections Committee chairperson, and available members of the Elections Committee will seek to determine (1) if the challenge alleges a violation of NEASP Election Procedures; and (2) if the challenge is supported by appropriate documentation. They will produce a report and include names and addresses of parties who can give evidence.

Decisions of the NEASP chairperson, Elections Committee chairperson and Elections Committee will be final unless appealed by the challenger to NEA Committee on Constitution, Bylaws and Rules.

Appeal

The challenger may appeal the decision of the NEASP to the NEA Committee on Constitution, Bylaws and Rules.

Appeals to the NEA Committee on Constitution, Bylaws and Rules must be made within ten (10) days of written notification of the NEASP decision.

The NEA Committee on Constitution, Bylaws and Rules will review the challenge and notify parties about their findings within 30 days. The committee’s ruling will be final.
APPENDICES

Candidate Certificate of Eligibility Form

Financial Disclosure Form

NEA Student Program
Candidate Certificate of Eligibility/Declaration Form

This form due no later than close of business, May 1, 2017

(Choose one)

___ Chairperson of the Advisory Committee of Student Members (1) (Elected in even years)
___ Board of Directors Member- 1 year term (2)
___ Board of Directors Member- 2 year term (1) (Elected in odd years)
___ Resolutions Committee Member (3)

Name: ________________________________________________________________

Permanent Address: ____________________________________________________

City, State, Zip code: __________________________________________________

Phone Number: ______________________ E-mail Address: ____________________

College/University Attending: _____________________________________________

College/University Address: _____________________________________________

Academic Major(s): ______________________________________________________

Certification Area: __________________ Class Status: ☐ Freshman ☐ Sophomore
☐ Middle ☐ Junior ☐ Senior
☐ Elementary ☐ Other (Please Specify) ____________________________________
☐ Secondary ☐ Graduate

When will you student teach/intern? _________________________________________

Anticipated Graduation Date: (month/year) ________________________________

ETHNIC MINORITY DESIGNATION* (check as appropriate)
☐ American Indian/Alaska Native ☐ Asian
☐ Black ☐ Hispanic
☐ Native Hawaiian or other Pacific Islander ☐ Other Racial or Ethnic Minority

LANDRUM-GRIFFIN ACT**
During the past thirteen years, have you been convicted of or served any part of a prison term resulting from the conviction of a crime, excluding minor traffic offenses? ☐ YES ☐ NO

I certify that I am currently a Student Member of the National Education Association

Date: __________________ SIGNATURE OF CANDIDATE: ____________________________

Return this form via email to: NEASPelection@nea.org

*Ethnic-minority information is optional and failure to provide it will in no way affect your membership status, rights, or benefits in NEA, your state Association, or any of their affiliates.

**NEA is covered by the Labor-Management Reporting and Disclosure (i.e., Landrum-Griffin) Act, Section 504 of which provides in pertinent part that no person “who has been convicted of, or served any part of a prison term resulting from his conviction of “certain enumerated crimes within the past thirteen years may serve as an “officer” of a covered labor union. If you have checked “Yes” above, a representative of the NEA Executive Office will contact you regarding this matter.
**NEA Student Program Elections Policy**

**FINAL REPORT OF CAMPAIGN REVENUES AND EXPENSES**

Complete and submit to the state association president, the President of NEA-Retired, or the Chairperson of the NEA Advisory Committee of Student Members Committee on Constitution, Bylaws, and Rules, as the case may be, within 30 days following the certification of the result of the election.

No money or resources of NEA, an NEA affiliate, a labor organization, an employer, or an entity created or controlled by any of the above, shall be used to promote the candidacy of any individual for an NEA office. —NEA Standing Rule 12.E.1

The following procedure shall apply in regard to elections for NEA office that do not take place at the Representative Assembly: Using forms provided by the Committee on Constitution, Bylaws, and Rules, each candidate for state, retired, or student director shall file a final report of campaign revenues and expenses with the state association president, the President of NEA-Retired, or the Chairperson of the NEA Advisory Committee of Student Members, as the case may be, or his or her designee. Such report must be filed no later than thirty (30) days following certification of the result of the election, and a copy of the report shall be submitted to NEA together with the notice of certification of the result of the election. —NEA Standing Rule 12.E.3

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<thead>
<tr>
<th>SOURCES OF REVENUE</th>
<th>AMOUNTS</th>
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<tbody>
<tr>
<td>Cash Contributions from NEA Members</td>
<td>$</td>
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<tr>
<td>Cash Contributions from non-NEA Members</td>
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<tr>
<td>Cash from Raffles, Lotteries, or Similar Fund-Raising</td>
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<tr>
<td>Activities (not reported above)</td>
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<tr>
<td>Donations in Kind</td>
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<tr>
<td><strong>Total Revenue</strong></td>
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<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>AMOUNTS</th>
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<tbody>
<tr>
<td>For Printing</td>
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<tr>
<td>For Mailing</td>
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<tr>
<td>For Other Media Materials</td>
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<td>For Hospitality and Entertainment</td>
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<td>For Campaign Committee Expenses</td>
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<tr>
<td>For Giveaway(s)</td>
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<tr>
<td>For Raffles, Lotteries, or Similar Fund-Raising Activities</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Candidate for Office of: ________________________________

Candidate's Name (print): __________________________________________________________

Candidate's Signature: ___________________________ Date: __________

Mailing Address: __________________________________________

Home Phone: __________________________ Work Phone: __________________________

Email: neaspelection@nea.org no later than 30 days after the election.