I. Election Chair, Ballot Chair, Ballot Committee, Election/Recommendation Review Chair and Election/Recommendation Review Committee Duties

A. The NCESP President shall appoint the Election Chair and Ballot Committee Chair before the ESP Conference. The Election Chair and Ballot Committee Chair shall not be a current member of the NCESP Executive Committee. Neither Chair can be a current member of the NEA Board of Directors. The Executive Committee shall approve the appointments.

B. Election Chair Duties

i. The Election Chair will receive, review, and validate all documents pertaining to the elections of NCESP officers and regional directors as well as recommendations of candidates for NEA office.

ii. All documents sent to the Election Chair shall be provided to the NCESP President. (In elections involving the president, the material will be provided to the vice president.)

iii. The Election Chair shall observe the balloting process and the counting of the ballots.

iv. The Election Chair will have a place on the agenda to explain the Council’s election and recommendation procedures at the general membership meetings at the NEA ESP Conference and NEA RA.

v. The Election Chair shall chair the Election/Recommendation Review Committee.

vi. The Election Chair shall appoint two members to the Election/Recommendation Review Committee in accordance with Article VI, Section - 3 Standing Committee – Election/Recommendation Review Committee.

C. Ballot Chair Duties

i. The Ballot Chair will be responsible for the ballot integrity.

ii. The Chair, with assistance from ballot committee members, shall be responsible for handing out ballots, maintaining and monitoring the ballot box, and the counting of all votes.

iii. The Ballot Chair shall appoint two committee members in good standing with the Council. They cannot be current members of the Council’s Executive Committee or current members of the NEA Board of Directors.

iv. The Ballot Chair shall serve on the Election/Recommendation Review Committee.

D. Election/Recommendation Review Committee

i. The committee will receive all election/recommendation complaints/charges through the Election Chair.

ii. All complaints/charges must be submitted to the Election Chair within thirty minutes after the announcement of election/recommendation results.

iii. All complaints/charges must be in writing and signed by 25 delegates who voted in election or recommendation.

iv. The committee will meet thirty minutes after the adjournment of meeting if the complaint/charge qualifies under Section I.D.ii of the Election Procedures.

v. The decision by the committee shall be final.

vi. The decision by the committee shall be reported at the next ESP Caucus meeting at the NEA RA during which the vote was taken.

vii. If the committee determines that an election/recommendation infraction has occurred, it shall report its findings to the NCESP President. Upon notification of an election/recommendation
Infringement the NCESP President shall announce when and where the new election shall take place. Only delegates who voted in the contested election shall be eligible to vote.

II. Notification of Vacancies

A. It will be the responsibility of the NCESP President to make the notification of vacancies through the newsletter(s) and at the ESP Conference.

III. Nominations

A. Candidates running for office must submit a completed NCESP Council Officers Nomination and Biographical Form to the NCESP Election Chair and President of NCESP by May 1 of the year of their election.

B. Candidates nominated must meet all of the eligibility requirements:
   i. An active member of the NCESP for at least one (1) year immediately preceding the election.
   ii. An active ESP member of the NEA
   iii. Complete the NCESP Council Officers Nomination and Biographical Form.
   iv. Must be formally nominated by an NCESP member during the first business meeting prior to the NEA RA.
   v. Balloting Committee will count the votes.
   vi. The election results will be reported to the Election Chair and NCESP President. The results will be posted and announced during a meeting. Candidates will be notified of results.
   vii. Must be formally nominated by an NCESP member during the first business meeting and before the candidate speeches at the RA.

IV. Speeches

A. Speeches will be three minutes for each candidate at the beginning of the business meeting prior to the NEA RA.

V. NCESP Council Officers Nominations and Biographical Forms

A. Must be completed by candidates.
B. Will be made available to the membership.
C. Any candidate who has completed and the NCESP Council Officers Nomination and Biographical form by the filing deadline and have all their documents verified by election chair will have their name and candidate statement published in the NCESP newsletter prior to the NEA RA.

VI. NCESP Campaign Materials

A. Meets NEA guidelines.
B. Not allowed in the voting area.
C. Candidates not allowed in the voting area, except to vote.

VII. NCESP Elections

A. Officers of NCESP shall be elected at the meeting held in conjunction with the NEA Representative Assembly.
B. NCESP members will be allowed to vote if they sign member roster before receiving ballot and meet one of the following criteria and show a picture ID:
   i. Name on the Official Roster
   ii. Membership Card
iii. Membership Receipt

C. To be eligible to vote you must be a member by the beginning of the business meeting.
D. Each member shall have one vote.
E. On policy issues, an individual can only vote in one category, as an “individual member” or as an “organizational representative”
F. The President, Vice President, Secretary-Treasurer, and Ethnic Minority Director-at-Large (if applicable) shall be elected by all members present and voting.
G. Regional Directors shall be elected by members from the appropriate region present and voting.

VIII. Recommendation Procedures
A. Courtesies extended to all candidates seeking NCESP Recommendation
   i. Candidates seeking NCESP Recommendation must file the appropriate papers with the National Education Association.
   ii. Candidates’ campaign committees are fully responsible for the arrangements for their own campaign activities during the NCESP Conference
   iii. Candidates will be allowed to distribute campaign literature.
   iv. NCESP name may be used on campaign literature if the candidate received the “Recommendation”.
   v. Copy of these procedures will be mailed to each candidate upon request by individual.

B. Options for Receiving the NCESP Recommendation:

   i. Option 1: Membership determines recommendation
      1. Candidates will be allowed a 3-minute speech before the membership during a council meeting prior to the NEA ESP Conference. If time permits questions may be asked.
      2. At the end of the speeches, secret ballot will be given to NCESP members.
      3. The NCESP Election Committee will be responsible for counting the ballots.
      4. A majority of the votes shall be required in order for the NCESP to recommend that candidate for the specific office.
      5. NCESP will notify its Recommendations to the membership prior to the NEA RA.

   ii. Option 2: NCESP Officers shall determine the recommendation
      1. This process will be used ONLY if there is NO OPPORTUNITY for the NCESP to hold a business meeting prior to the NEA ESP Conference
      2. NCESP Officers will develop a screening process for which candidates will need to participate. This process could be one or both: interviews and/or questionnaire.
      3. NCESP Officers will go into Executive Session to review documents and vote on the recommendation. A 2/3 majority of those present and voting shall be required in order for the Officers to recommend to the membership the NCESP Recommendation of a candidate.
      4. Candidates will be notified of results by the NCESP President.

Screening Process will be outlined and presented to the membership at the next meeting, to be placed into its minutes.

IX. Election/Recommendation Results

A. The Balloting Committee shall count the votes
   i. Elections
      1. All candidates for each office receiving a majority of those eligible, present and voting shall be declared elected
      2. Runoffs
         a. If a second ballot is required because no candidate receives a majority vote, the top two names will appear on the second ballot.
b. If majority is not achieved, the plurality rules for the runoff election.
c. If time becomes an issue for runoffs, plurality will rule for the first ballot, only if the majority of the membership present and voting approves.

ii. Recommendations
1. All candidates for each office receiving a majority of votes shall be declared recommended.
2. If fewer candidates receive a majority than there are positions for recommendations, only those receiving a majority will receive the recommendation.
3. If more candidates receive a majority than there are positions for recommendation, all of those receiving a majority of the votes will receive a recommendation.
4. There will be no runoffs for the recommendation process.