

EASMC NOMINATIONS, ELECTIONS AND CREDENTIALS (NEC) COMMITTEE GUIDELINES FOR ASSOCIATION ELECTIONS

1. The Nominations, Elections and Credentials (NEC) Committee shall be responsible for the planning and implementation of elections for EASMC Board of Directors Officers, Members-at-Large, and NEA and MSEA Convention Delegates.
2. NEC Guidelines shall be available to all members on the EASMC webpage. The procedures for election of delegates to the MSEA and NEA Representative Assemblies shall meet all the requirements of the constitution and bylaws of the respective organization.
3. No sitting EASMC Board of Director Officer or Member-at-Large shall plan, direct, alter, or participate in the management of the election process unless specifically elected to the current NEC Committee.
4. A candidate may run for only one office in any one election. (For the purpose of these guidelines, a Convention Delegate to the MSEA and/or NEA Representative Assembly is not considered to be an "office.")
5. In order to be eligible to run for President, a member must:
 - (1) Be an active member of the United Education Profession in good standing for the entire two membership years prior to nomination and at the time of nomination, and remain a dues paying member while in office;
 - (2) Be a member of the certificated or non-certificated bargaining unit; and
 - (3) Have served for one complete elected or appointed term on the local EASMC (or previously the Collective Education Association of St. Mary's County) Board of Directors, or have served four of the last ten years as a designated local Association Representative and have served two of the last ten years as an active local or state Association committee member (may have served simultaneously).
6. In order to be eligible to run for Vice-President, a member must:
 - (1) Be an active member of the United Education Profession in good standing for the entire two membership years prior to nomination and at the time of nomination, and remain a dues paying member while in office;
 - (2) Be a member of the certificated or non-certificated bargaining unit; and
 - (3) Have served for one complete elected or appointed year on a local Association Board of Directors, have served two of the last ten years as a designated local Association Representative, or have served one of the last ten years as an active local or state Association committee member.
7. In order to be eligible to run for an executive office other than President or Vice-President, and to be eligible to run for a Member-at-Large office, a member must:
 - (1) Be an active member of the United Education Profession in good standing for the entire membership year prior to nomination and at the time of nomination, and remain a dues paying member while in office; and
 - (2) Be a member of the certificated or non-certificated bargaining unit.

8. Nominees for any Board of Director office must attend a Candidate Information Meeting immediately following the March Representative Assembly, or make alternate arrangements with the NEC Chair in advance of the scheduled meeting. Failure to attend or make alternate arrangements in advance will result in a notation being placed on the ballot stating, "Candidate failed to attend required EASMC meetings under the NEC Policy."
9. In order to ensure a balance of power, the offices of President and Vice-President shall be elected as a slate with one being a certificated and the other being a non-certificated bargaining unit employee (EASMC Bylaws, Article V, Section 1).
10. Campaign activities may not interfere with the efficient operation of the EASMC Office. Except when seeking information, no candidate, prospective candidate, or member shall utilize or seek the assistance of any NEA, MSEA, or EASMC affiliate staff member (including UniServ Directors) in connection with the EASMC internal election process, including all nominations procedures. This includes distributing, transporting, or preparing materials for distribution. EASMC and SMCPs office equipment and supplies (paper, copiers, etc.) will not be used by the candidates.
11. No candidate shall send campaign materials to or from any SMCPs email address. If using SMCPs Metro, individual member labels must be affixed to all campaign materials. These labels may be purchased from the EASMC office for ten dollars (\$10.00) with advance notice of no less than five business days.
12. By the January Representative Assembly, the NEC Committee shall announce the vacancies and electronically provide the approved Nomination Form (based on the EASMC election cycle).
13. Candidates for open EASMC Board of Director positions shall signify their intention to run for office by electronically submitting a signed and complete Nomination Form to the EASMC Office Manager by 4:30 p.m. on the scheduled date of the February Representative Assembly. The candidate's signature on the completed Nomination Form signifies the candidate's willingness to abide by the EASMC Bylaws and policy, and adhere to the EASMC Ethics Policy.
14. Candidates for open MSEA and NEA Delegate positions shall signify their intention to run for office by electronically submitting a signed and complete Nomination Form to the EASMC Office Manager by 8:00 p.m. on the scheduled date of the February Representative Assembly. The candidate's signature on the completed Nomination Form signifies the candidate's willingness to abide by the EASMC Bylaws and policy, and adhere to the EASMC Ethics Policy.
15. Nominations for MSEA and NEA Delegates ONLY may be accepted from the floor at the February Representative Assembly and then nominations will close. However, should the February Representative Assembly be cancelled for any reason, then the membership shall receive advance notice via email and instead of accepting nominations from the floor, nominations will formally close at 8:00 p.m. on the day of the cancelled meeting. If nominations proceed from the floor as scheduled, then said nominees must be present to accept and must electronically submit a completed EASMC Nominations Form including the EASMC Ethics Policy, Letter of Intent, and Biography sections by 8:00

p.m. of the scheduled date for the February Representative Assembly. Failure to submit all of the required information will result in the disqualification of the nominee.

16. It is the sole responsibility of the candidate to ensure that all sections of the required EASMC Nomination Form are complete and that the form is received electronically by the EASMC Office Manager no later than 4:00 p.m. on the scheduled date of the February Representative Assembly for BOD positions and 8 p.m. for delegate positions. To ensure fairness and equity, the deadline will be adhered to without exception. The information contained on the Nomination Form will be used EXACTLY as submitted and will not be edited. Incomplete Nomination Forms will result in a candidate being disqualified.
17. After the close of nominations and prior to March 1, the members of the NEC Committee shall review the Nomination Forms, verify the membership status and qualifications of nominated candidates, identify any Board of Director seats for which there is only a single candidate who will be elected by acclamation, and prepare a slate of candidates for electronic ballot election. The ballot will only include candidates who were nominated by the close of nominations and for whom a complete Nomination Form was received on time. Write-in votes will not be honored. Delegates will be included on the ballot since the quantity of votes shall be used to determine which elected delegates will be funded by EASMC based on the limitations dictated by the annual budget approved by the Representative Assembly.
18. The NEC Committee shall announce the successful Board of Director candidates elected by acclamation prior to electronic voting.
19. Electronic voting shall be announced and commence by the date approved on the NEC Calendar. Voting shall be by secret ballot and in conformity with the one-person, one-vote rule. The position of candidates on the electronic ballot shall be randomized.
20. Election of the President/Vice-President slate shall be by a majority of the valid ballots cast or by acclamation where only one slate is nominated (EASMC Bylaws Article IX, Section 1). Election of other executive officers, members of the Board of Directors, and delegates shall be by a plurality of the valid ballots cast or by acclamation where only one candidate is in nomination (EASMC Bylaws, Article IX, Section 1). In years where the annual budget approved by the Representative Assembly is inadequate to fund the attendance of a full delegation to the MSEA and/or NEA Representative Assembly, the quantity from highest to lowest of final votes obtained by each of the elected delegates at the close of the election shall be used to determine which elected delegates will be funded by EASMC.
21. Within three days of the February Representative Assembly, the electronic ballot will be distributed to active members at their SMCPs email address, and to retirees for whom email addresses are on file. Any biographical information properly received via the Nomination Form will be made available to members via the EASMC web site. The voting deadline shall be 4:30 p.m. on the date established annually by the NEC Calendar. Between the original distribution of the electronic voting information and the deadline for voting, members shall receive at least two additional electronic reminders of the voting deadline.

22. Any NEC Committee member wishing to run for office shall take a leave of absence from the committee prior to the selection of the slate of candidates. The member may return to the committee following the announcement of the election results (including election by acclamation). NEC Committee Members shall elect an acting Chairperson from their members, if necessary, until the elections are complete and the results are announced.
23. No later than the Friday prior to the March Representative Assembly, the NEC shall review the report of voting results. Candidates shall be made aware of the review meeting time and candidates wishing to be present may attend.
24. All candidates elected by ballot shall be contacted about the election results by the NEC Committee prior to any public announcement and prior to the March Representative Assembly. The NEC Committee shall make the official announcement of voting results to the EASMC members at the March Representative Assembly. Voting results will also be published in an official EASMC publication and/or on the EASMC web site prior to any public announcement.
25. Following the announcement to the Representative Assembly, the NEC Committee shall prepare and distribute a press release announcing the election results to the media, the Board of Education, and MSEA leadership.
26. After results are official, the NEC Committee shall coordinate with the EASMC Office Manager to send a Certificate of Election to each elected candidate to EASMC office.
27. Disputes of election results must be filed with the NEC within five days of the announcement of election results at the March Representative Assembly.
28. Any violations of these guidelines must be reported to the NEC Chairperson in writing immediately (no more than three days) after the alleged occurrence. The full committee shall review the matter, obtain additional information if necessary, and render a final decision with the advice of MSEA Chief Counsel as needed. Violations may include sanctions, disclosure to members of the incident, removal from the ballot, disqualification from the election (including the entire slate if applicable), and/or other remedies. There is no appeal.

Presented to RA 05/06/08

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