



## **Election and Campaign Rules** **Seminole Education Association**

*(1/20/2023)*

### **1. Constitution and Bylaws**

The nomination and election of Seminole Education Association Officers & Delegates will be conducted in accordance with the SEA Constitution and Bylaws.

### **2. Term of Office**

- The officers elected will serve a three-year term beginning on June 1, 2023, and ending on May 31, 2026. Installation of officers will occur at the last representative assembly in May.
- The Delegates elected will serve a one-year term beginning on June 1, 2023, and ending on May 31, 2024.

### **3. Eligibility to Hold Office**

- Any member pursuing a SEA Board, SEA Officer, or state/national convention Delegate position representing the SEA shall have been a member of the SEA, FEA, and NEA/AFT during the 20-2021 school year prior to election.
- Members may serve as state/national convention delegates with no term limits.
- According to SEA Convention Policy, all delegates elected to represent SEA will be expected to attend all business meetings.

### **4. Nomination Notice**

A Nomination Notice will be posted on union bulletin boards at all worksites and emailed to members beginning in January 2023.

### **5. Nominations & Nomination Meetings**

The following nominations opened on January 19, 2023.

- President\*
- Vice President
- Secretary
- Treasurer
- Two (2) High School Directors
- Two (2) Middle School Directors
- Four (4) Elementary Directors
- One (1) Off Site Director
- NEA Delegate (State or Local)
- FEA Delegate

\*Candidates elected as President will also serve as a delegate to the National Education Association Convention and the Florida Education Association Convention while in office.

Nominations will be accepted from the floor at the time and place indicated below.

### **Nomination Meetings**

Date: January 19, 2023 & February 16, 2023

Time: 4:30 pm to 6:30 pm

Location: Lake Howell HS

- Nominations may also be made in writing and must be received by Seminole UniServ at the Seminole UniServ Office located at 813 Orienta Ave, Altamonte Springs FL, or by email to [Seminole.uniserv@flroidaea.org](mailto:Seminole.uniserv@flroidaea.org), no later than 5:00 pm February 16, 2023.
- Nomination forms are available upon request but are not required.
- Any member who is in good standing is eligible to nominate candidates and run for office (provided they were a member in the previous school year 21/22).

## **6. Nomination Acceptances**

Candidates must accept or deny nomination at a nomination meeting or if not in attendance, submit a written acceptance to the Seminole UniServ Executive Director or Election Committee Chair before nominations close on February 16, 2023.

If a candidate is nominated but not present to accept the nomination, the nominee will be informed of their nomination and given 24 hours from the time they are notified to accept the nomination.

## **7. Candidate Eligibility Determinations**

The Election Committee will review SEA dues records to determine the eligibility of all nominees. Eligible nominees will be given a copy of these rules and procedures. They will be asked how they wish their names to appear on the ballot. Ineligible nominees will be advised of the reason(s) they are not eligible to run for office.

## **8. Meeting with Candidates**

The SEA Election Committee will hold a brief information session for candidates at the close of each nominating meeting.

A candidate meeting to discuss election procedures and guidelines that must be followed will be held via Zoom Conference on February 21, 2023, and March 7, 2023. Candidates will be sent a calendar invite to attend one of the meetings.

## 9. Inspection of the Membership List

- Each candidate may inspect (not copy) the SEA membership list once within 30 days prior to the election.
- The membership list will be available for inspection at the UniServ office between 8:00 a.m. and 5:00 p.m., Monday through Friday, **from February 27, 2023, through March 3, 2023**. Any candidate who wishes to inspect the list should email the Seminole UniServ Executive Director at [chardo.richardson@floridaea.org](mailto:chardo.richardson@floridaea.org).
- Should a candidate wish to have labels printed by the UniServ office, s/he will make such request by emailing the Seminole UniServ Executive Director at [chardo.richardson@floridaea.org](mailto:chardo.richardson@floridaea.org) and will pay for the label sheets at a price determined at the outset of the election before said label sheets are printed. **For 2023, the price per sheet is \$1.50. The deadline for requesting labels is Friday March 3, 2023.**

## 10. SEA Representative Assembly List

Candidates will be provided a Representative Assembly List upon request.

## 11. Distribution of Campaign Literature

- Candidates will be responsible for the creation of campaign materials. Seminole UniServ will honor any reasonable request by a candidate to distribute campaign literature to members at the candidate's expense. Requests will be honored in the order received. Campaign literature must be provided to the UniServ office in sealed, stamped envelopes which are ready for mailing. Each candidate should check with postal officials to determine the proper postage.
- Faculty Representatives will be responsible for distributing to member's only one (1) piece of campaign material sent to them by each candidate.
- Following the close of the Elections Report at the February RA **on February 16, 2023**, candidates will have the opportunity to make a brief statement for up to two (2) minutes as to why they wish to serve.
- Candidates may submit a personal statement of no more than seventy-five (75) words and a photo to be posted on the Elections page of the SEA website. All statements and photos must be provided electronically to the UniServ office no later than 5 p.m. on Friday, **March 3, 2023**. Candidates who fail to file a personal statement by the deadline will forfeit the right to have their personal statement posted. The web page will indicate candidate name, position sought, and that a statement was not received by the stated deadline.

## 12. Campaign Restrictions

- Federal law prohibits the use of any union or employer funds to promote the candidacy of any person in a union officer election. This prohibition applies to cash, facilities, equipment, vehicles, office supplies, etc. Union officers and employees may not campaign on time paid for by the union. Nor may they contact representatives or members at school's or worksites during contract hours.

- Federal law also provides that candidates must be treated equally regarding the opportunity to campaign and that all members may support the candidates of their choice without being subject to penalty, discipline, or reprisal of any kind.

### **13. Voter Eligibility**

Any dues-paying member has the right to vote.

### **14. Election Notice**

A Notice of Election and Official Ballot will be mailed to the last known home address of each SEA member **beginning on March 13, 2023**. Election notices will also be posted on union bulletin boards at all worksites and the UniServ office.

### **15. Observers**

Candidates are entitled to have observers present at the tally of ballots. Observers must be members of SEA. Candidates should submit the names of their observers in writing to Seminole UniServ 48 hours prior to election day.

### **16. Election Day**

The election of SEA Officers, NEA and FEA Delegates will be conducted via Vote-By-Mail ballot. Vote-By-Mail ballots must be **received by 5 PM on April 5, 2023**.

Any member who is a current dues-paying member will be eligible to vote. Eligibility will be determined prior to the mailing of ballots.

### **17. Tally of Ballots**

Ballots will be counted by the SEA Elections Committee on **April 6, 2023, beginning at 4:30 PM**.

### **18. Election Results**

The election results will be given to the candidates once the tally has been completed. It will then be posted to the union web page and sent out in an email the following day.

### **19. Election Records**

The Seminole UniServ is responsible for maintaining all nomination and election records for at least one year after the election, as required by federal law.

## **20. Questions or Problems**

Candidates and members with questions about the nomination or election procedures should contact a member of the Election Committee or the UniServ Office. Any violation of these rules should be reported promptly to the Election Committee and/or the UniServ Office so that corrective action can be taken, if necessary.

## **21. Protests**

Seminole Education Association Constitution provides that any member may challenge a local union officer election by filing a protest in writing with the Election Committee within 10 business days after election results are posted.

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The above rules are not all inclusive. Additional election rules or clarifications may be issued by the Election Committee or Seminole UniServ Executive Director as needed during the nomination and election period.