



Sophia Rodriguez, President  
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Joyce Coney-Lacy, Secretary  
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Kim Honeycutt, Office Manager

WESTERN OHIO EDUCATION ASSOCIATION

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## **MEMORANDUM**

**TO:** Local Association Presidents

**FROM:** Sophia M. Rodriguez, WOE A President

**DATE:** September 8, 2016

**RE:** Election Procedures for: Local Delegates to the WOE A Fall Forum/OEA Briefing (November 9, 2016) and WOE A Spring Representative Assembly (April 12, 2017) (Conducted by Local Associations)

**LOCAL ASSOCIATION DELEGATE ELECTIONS:** It is important that you immediately review the enclosed election materials outlining the procedures for election of delegates and alternates from your local association who will serve as representatives to the 2016 WOE A Fall Forum/OEA Briefing on November 9, 2016 and the WOE A Spring Representative Assembly on April 12, 2017.

October 15, 2016 is the deadline to submit names of elected local delegates and alternates to the WOE A Representative Assembly as required by WOE A Constitution/Bylaws. Election report forms returned after October 15 must include a letter addressed to the WOE A Credentials Committee explaining the reason for the late submission. Election reports may be mailed or submitted online using the link on the WOE A website – [www.woea.org](http://www.woea.org).

**NOTE** - NAMES OF ALL DELEGATES AND ALTERNATES ELECTED TO THE NOVEMBER 9, 2016 WOE A FALL FORUM/OEA BRIEFING AND APRIL 12, 2017 WOE A SPRING REPRESENTATIVE ASSEMBLY MUST BE SUBMITTED ON THE ENCLOSED OFFICIAL ELECTION REPORT FORM, WHICH IS TO BE COMPLETED AND RETURNED WITH APPROPRIATE SIGNATURES AFFIXED, AND RECEIVED BY OCTOBER 15, 2016. THE FORM MUST BE ACCOMPANIED BY AN ACTUAL BALLOT USED IN THE ELECTION, BEARING THE NAMES OF ALL DECLARED CANDIDATES, WRITE-IN CANDIDATES AND THE NAMES OF LOCAL ASSOCIATION OFFICERS WHO SERVE AS AUTOMATIC DELEGATES BY VIRTUE OF OFFICE, IF APPROPRIATE, AS DEFINED IN YOUR LOCAL CONSTITUTION.

**LOCAL REPRESENTATIVE ASSEMBLY DELEGATE ELECTIONS MUST BE COMPLETED BY OCTOBER 10. IF THE DELEGATES/ALTERNATES WERE ELECTED AT A GENERAL MEMBERSHIP MEETING IN ACCORDANCE WITH THE OEA ELECTIONS MANUAL, AN OFFICIAL COPY OF THE MEETING MINUTES REFLECTING THE OUTCOME OF THE ELECTION MUST ACCOMPANY THE OFFICIAL ELECTION REPORT FORM.**

**- OVER -**

**PLEASE RETURN THE FOLLOWING DELEGATE ELECTION INFORMATION TO:**

Kim Honeycutt, WOEa Office Manager  
Western Ohio Education Association  
1100 Wayne Street, Suite 2522  
Troy, OH 45373

1. Official election report form for reporting of local delegates and alternates COMPLETED FRONT/BACK AND SIGNED BY PRESIDENT AND ELECTIONS CHAIRPERSON - **RECEIVED NO LATER THAN OCTOBER 15, 2016.** This form is reproducible. The form can also be submitted online on the WOEa website, [www.woea.org](http://www.woea.org).

2. ONE COPY of the ACTUAL BALLOT used in the election containing all candidate names INCLUDING WRITE-IN CANDIDATES and officers who are delegates by virtue of office. PLEASE ENSURE THAT THE EXACT NUMBER OF VOTES RECEIVED BY ALL CANDIDATES ARE RECORDED ON THE FORM, INCLUDING THE DATE OF YOUR NOTICE OF ELECTION, DATE OF ELECTION, DATE BALLOTS COUNTED, TOTAL NUMBER OF MEMBERS AND TOTAL NUMBER OF MEMBERS WHO VOTED OR IT CANNOT BE PROCESSED! IF DELEGATES/ALTERNATES WERE ELECTED AT A GENERAL MEMBERSHIP MEETING IN ACCORDANCE WITH THE OEA ELECTIONS MANUAL, A COPY OF THE OFFICIAL MEETING MINUTES REFLECTING THE OUTCOME OF THE ELECTION MUST ACCOMPANY THE OFFICIAL ELECTION REPORT FORM. ALL CANDIDATES MUST BE A MEMBER OF THEIR LOCAL, DISTRICT, STATE AND NATIONAL ASSOCIATIONS.