



Ella Jordan Isaac, President
Joyce Coney-Lacy, Vice President
Brett Collins, Secretary
Nola Brooks, Treasurer
Kim Honeycutt, Office Manager

WESTERN OHIO EDUCATION ASSOCIATION

MEMORANDUM

TO: Local Association Presidents

FROM: Ella Jordan Isaac, WOEa President

DATE: September 1, 2017

RE: **Election Procedures for: Local Delegates** to the WOEa Fall Forum/OEA Briefing (November 15, 2017) and WOEa Spring Representative Assembly (April 11, 2018)
(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 2017 WOEa Fall Forum/OEA Briefing on November 15, 2017 and the WOEa Spring Representative Assembly on April 11, 2018.

October 15, 2017 is the deadline to submit names of elected local delegates and alternates to the WOEa Representative Assembly as required by WOEa Constitution/Bylaws. Election report forms returned after October 15 must include a letter addressed to the **WOEA Credentials Committee** explaining the reason for the late submission. Election reports may be mailed or submitted online using the link on the WOEa website – www.woea.org.

NOTE - NAMES OF ALL DELEGATES AND ALTERNATES ELECTED TO THE NOVEMBER 15, 2017 WOEa FALL FORUM/OEA BRIEFING AND APRIL 11, 2018 WOEa 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, 2017. 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, 2017. 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, 2017.** This form is reproducible. The form can also be submitted online on the WOEa website, 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.