



## Western Ohio Education Association

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# WOEA Election Instructions

Per the Western Ohio Education Association Constitution and Bylaws, the president of each affiliated local association or designee shall certify to the WOEА Secretary the eligibility of each delegate and alternate to the WOEА Representative Assembly (RA) by October 15th of each year.

The election documents will be mailed to local association presidents (on record as of August 31, 2022) mid-September. If you are a local president and do not receive the mailing, the documents can be downloaded from the WOEА website, [www.woea.org](http://www.woea.org). Please notify the WOEА office about your presidency.

All delegates and alternates to the WOEА RA must be active members of local affiliates in which they are elected. When representing a local, there are only 3 ways a local association member can become a delegate to the WOEА RA. Those are listed below.

### Delegates by Virtue of Office

Some local associations have language in the local constitution/bylaws that automatically designates a local officer(s) as a delegate to the WOEА RA.

If your local association sends delegates by virtue of office, be prepared to provide the following information:

- Name(s) of the delegate(s)
- Date the local association constitution/bylaws were last adopted
- Article and section of the constitution/bylaws that designates the delegates by virtue of office

### Secret Ballot Election

A secret ballot election for delegates must follow the rules as mandated by the Landrum-Griffin Act and be completed by October 10th of the reporting year. To avoid the Landrum-Griffin Act could have serious consequences.

If your local association conducted a secret ballot election to elect delegates, be prepared to provide the following information:

- Name(s) of the delegate(s)/alternates(s)
- Date the election notice was sent (must be 15 days prior to election)
- Date of the election
- Date of the tally (ballot count)
- Total number of members in the local association
- Number of ballots cast
- The number of votes received by each delegate/alternate

### Election by Acclamation in an Uncontested Election

A local can elect delegates by acclamation only in an uncontested election. An election for a position is not required if the number of candidates for the position is equal to or less than the number of delegates allocated to the local. Unopposed candidates can be declared elected by the election committee or elected by acclamation at the conclusion of the open nominations meeting. The specific process should be set forth in the local association's bylaws. Again, it is important that the open-nominations process be completed prior to declaring an unopposed candidate elected to the position nominated. Also, please note that if a local association allows write-in candidates, an election must be held even if only one person is nominated. If your local association elected delegates by acclamation, you will be asked to report the names of the delegates.