



Joyce Coney-Lacy, President  
Amy Fugate, Vice President  
Brenda Abels, Secretary  
Melinda Campbell, Treasurer  
Valerie Roldan, Office Manager

## WESTERN OHIO EDUCATION ASSOCIATION

---

### **MEMORANDUM**

**TO:** Local Association Presidents  
**FROM:** Joyce Coney-Lacy, WOEa President  
**DATE:** September 13, 2021

**RE:** **Election Procedures for: Local Delegates** to the WOEa Virtual Fall Forum/OEA Briefing (November 17, 2021 and WOEa Spring Representative Assembly (April 20, 2022) (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 2021 WOEa Fall Forum/OEA Briefing on November 17, 2021 and the WOEa Spring Representative Assembly on April 20, 2022.

**October 15, 2021** 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](http://www.woea.org).

**NOTE** - NAMES OF ALL DELEGATES AND ALTERNATES ELECTED TO THE NOVEMBER 17, 2021 WOEa VIRTUAL FALL FORUM/OEA BRIEFING AND APRIL 20, 2022 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, 2021. 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, 2021. 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:**

Valerie Roldan, WOEa Office Manager  
Western Ohio Education Association  
308 James Bohanan Drive Vandalia, 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, 2021**. 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.