

REA Building Representative Electronic Election Procedures for Spring 2020

Developed by the Nominations and Elections Committee: Courtney Stepp, Jeremy Dupea, Larry Mosko, and Mike McNett; Spring 2020

1. The directions below are the procedures for the Spring 2020 building representative elections only.
2. The number of building reps will be determined by census taken on the first working Monday of April. This determination of allotment of building reps will be held until the next census the following year.
 - a. In the case of a building needing additional reps, as determined by membership at each building site, additional reps can be added as membership qualifications change within the building for two consecutive months. (Example: If additional FTE is added to a building in September due to student enrollment, this may change the number of building representatives a site is eligible for).
 - b. A building's representation will not be reduced in the middle of the school year. (Example: Should an FTE be reduced due to decrease in student enrollment, the number of representatives shall remain in place through the next census date).
3. If the number of candidates for building reps is equal to or less than the number of possible positions, then an election does not need to be held.
4. The timeframe of this election will be:
 - a. Nominations open: May 4th-11th 2020
 - b. Nominations announced: N&E committee will announce to the membership the nominees by worksite via personal email on May 12th.
 - c. Elections run: May 18th-25th 2020 at noon
 - d. Votes will be tallied via an electronic meeting, available to all candidates and/or their designated observers, on May 25th at 4pm.
5. Elections will be held electronically following the procedures outlined in this document:
 - a. Provide notice of nomination window to members via personal email and the REA website.
 - b. Send to the personal email address of each member the link to an online nomination form using Google Forms.
 - c. Following the close of nominations, the N&E committee will create a separate online ballot for each work site which contains the names of all members nominated.
 - d. The online ballot will be provided to each member at their personal email address. Members will be informed of the ending date and time for voting.
 - e. Voting will be conducted through Survey Monkey which allows only one vote per member email address and maintains ballot confidentiality.
 - f. Ballots will be tallied by Survey Monkey through a shared screen via Zoom meetings or other digital sharing platforms and observers will be invited to attend online when the totals are determined.
6. OBSERVERS

Each candidate may observe the election process or appoint another individual to do so on their behalf. In that all voting will take place and be tabulated electronically, there will not be specific polling locations. Observers will also be invited to attend the tallying of the votes at the close of the election. The system is secure and there will be no way for observers to alter the tallies or identify how any specific individual voted.

7. CAMPAIGNING

The following conditions apply in regard to campaigning for the Spring 2020 building representative elections:

- a. Any candidate may request that REA distribute campaign materials on their behalf to all REA members or a portion thereof by mail. Candidates may request member contact information, including personal email addresses, phone numbers, mailing addresses, or mailing labels from REA. It will be the responsibility of the candidate to pay for all related expenses, such as printing, postage, labels, and directly-related staff time. All reasonable requests will be honored and treated on an equal basis. If a request is deemed to be unreasonable, the candidate will be immediately notified and may appeal to WEA oversight staff for a determination.
- b. Candidates may distribute information via mail or email themselves, rather than through REA, using personal or work addresses. Campaign materials may also be placed in staff mailboxes by candidates or volunteers, but are not to be sent through the District's inter-school mail delivery.
- c. No expense for campaign materials, distribution, or activities may accrue to REA or the District.
- d. Candidates may distribute materials or engage in campaign activities by any other legal means as they see fit.