

**RENTON EDUCATION ASSOCIATION  
NOMINATIONS and ELECTIONS POLICIES and PROCEDURES HANDBOOK**

**I. BUILDING REPRESENTATIVES**

- A. Each building unit's Building Representative or Lead Representative shall be responsible for the administration of elections for a new Building Representative(s) in his/her unit. If the current Building Representative(s) is on the ballot, an Elections Supervisor shall be appointed by the Lead Building Representative.
- B. Elections shall be held in May.
- C. Voting shall be by paper ballot
- D. The Building Representative or Elections Supervisor shall report the results to the president no later than June 1.
- E. Newly elected Building Representatives may attend the Representative Council's June meeting as observers.
- F. A newly elected Building Representative's term shall begin at the close of the NEA Representative Assembly.
- G. In a building unit which does not have a Building Representative, the President shall appoint an Elections Supervisor.

**II. EXECUTIVE BOARD**

- A. Representatives of the Executive Board are:
  - 1. One (1) primary representative (preschool – grade 2) shall be elected in each odd-numbered year for a two (2) year term.
  - 2. One (1) intermediate representative (grades 3-5) shall be elected in each even-numbered year for a two (2) year term.
  - 3. One (1) middle school representative (grades 6-8) shall be elected in each odd-numbered year for a two (2) year term.
  - 4. One (1) high school representative (grades 9-12) shall be elected in each even-numbered year for a two (2) year term.

5. One (1) special services representative from the following group shall be elected in each odd-numbered year for a two (2) year term:
    - a. Elementary Music, P.E., ELL, Title I, ELD, A.R.T
    - b. Librarians
    - c. Speech Language Pathologists
    - d. Nurses
    - e. Occupational/Physical Therapists
    - f. Psychologists/Counselors
    - g. Resource Teachers
    - h. Substitutes
    - i. Other certificated personnel not defined above.
  6. One (1) At-large representative shall be elected in each even-numbered year for a two (2) year term.
  7. One (1) ethnic minority representative shall be elected in each even-numbered year for a two (2) year term.
- B. Representatives of the Executive Board shall be members of the groups represented at the time of election.
1. Should a representative relinquish membership in the group represented then that representative shall immediately vacate that Executive Board position.
- C. A vacancy on the Executive Board of an elected representative shall be filled by presidential appointment with the advice and consent of the Executive Board and the ratification by a majority vote of the entire Representative Council.
- D. The newly elected Executive Board members will assume their office in conjunction with the closing session of the NEA Representative Assembly.

### III. **PRESIDENT AND VICE-PRESIDENT**

A. Officers

1. The President shall be elected by the entire membership biannually, in odd years, for a two (2) year term.
2. The Vice-President shall be elected by the entire membership biannually, in even years, for a two (2) year term.

**IV. ELECTIONS**

A. Nominations

1. A Nominations and Elections Committee shall be appointed by the President from the Active Membership. The Chairperson(s), via the REA office, shall obtain nominees for the Association Offices per the annual REA elections calendar.
2. Any active continuing member may nominate him/herself or any other member by filling out the nominations form and submitting it to the REA Office per the annual REA Calendar.
3. The Nomination Form shall include the nominee's name & school, nominator's name & school, a 50-100 word biographical statement, and the nominee's signature.
4. The Nomination Form shall be submitted at least one (1) week prior to the next Representative Council as defined in the annual REA calendar.

B. Procedures

1. Names of candidates will be placed on the ballot in the order the nomination forms are received in the REA office.
2. Only contested positions will appear on the ballot. If the number of positions to be elected for NEA or WEA Representative Assembly delegates is equal to or less than the number of positions to be elected, an election is not necessary.
3. All candidates shall be given the opportunity to speak for up to three (3) minutes to the Representative Council prior to the election. The speaking order shall follow the order of names on the ballot.
4. At the close of nominations, all candidates shall receive campaign guidelines. See Appendix A.
5. The Nominations and Elections Chairperson(s) shall announce to the Representative Council and candidates when and where the Ballots will be counted.

6. The Nominations and Elections Chairperson(s) shall prepare a written election report to be presented to the Representative Council for acceptance or rejection.
7. The Chairperson(s) of the Nominations and Elections Committee shall notify all candidates within twenty-four hours of the specific results.
8. Elections shall be completed per the annual REA master calendar unless there are challenges.
9. In races where only one (1) candidate is nominated that candidate shall be declared duly elected with confirmation of the Rep Council with all election results.
10. All questions regarding election procedures, balloting or results shall be directed to the Nominations and Elections Committee Chairperson(s).

**C. Balloting**

1. On days announced by the Nominations and Elections Committee, per the annual REA master calendar, the General Membership shall vote by ballot in each building unit. No voting by proxy will be allowed. However, members who are “ON LEAVE” may vote at the REA Office.
2. The Building Representative or Elections Supervisor shall be responsible for the administration of all elections. Candidates will not assist in the election procedures.
3. Ballots, candidate biographical statements, a roster sheet, and a directions sheet will be provided to each building unit prior to the election window per the annual REA master calendar.
4. Each member wishing to vote will do the following:
  - a. Sign the roster before a ballot is received.
  - b. Receive a ballot and biographical statement from his/her Building Representative(s) or Elections Supervisor.
  - c. Cast his/her ballot in a ballot box or envelope.
5. Member Substitutes may vote at the REA office or any one RSD building.
6. Balloting shall be in private and by secret ballot.
7. Ballots shall remain in a secure location and not left unattended. While the elections are being held, ballots must be secure.
8. The Building Representative or Elections Supervisor will deliver the ballots to the REA Office or KEC mailroom no later than 4:00 p.m. the last day of the election in a

sealed box or envelope.

**D. Ballot Evaluation**

1. The Nominations and Elections Committee Chairperson(s) shall announce to the candidates and at a Representative Council meeting the specific time, date and place for counting ballots.
2. The Nominations and Elections Committee shall consist of no less than three (3) members when counting the ballots.
3. In the event a Chairperson(s) of the Nominations and Elections Committee are on the ballot, they will not validate voting rosters or handle (count, touch) ballots of positions for which they are running.
4. Candidates may be present as an observer or designate an observer.
5. Ballot items marked in such a manner to create doubt as to the intent of the voter shall be voided for tally.
6. Building units having an equal or greater number of signatures than ballots will be counted. Building units having fewer signatures than ballots will be voided.
7. Member Substitutes names and signatures on rosters will be cross checked prior to counting ballots. Irregularities will result in voided ballots.
8. All voided ballots shall be received and verified by the Chairperson(s) and one (1) other committee member prior to the final tally.
9. In order to be elected as a WEA RA or NEA RA delegate or NEA successor delegate, a write-in candidate must receive a fifty (50) vote minimum.
10. Results will be reported to the following: All candidates, the President, the Representative Council and the General Membership through Building Representatives.

**V. RUN-OFFS**

- A. In the event of a tie for first place, a run-off election shall be held.

- B. The candidates receiving the highest number of votes shall be included in the run-off election.

VI. **IRREGULARITIES**

- A. Questions as to procedure or interpretation of rules shall be presented in writing to the Chairperson(s) of the Nominations and Elections Committee within three (3) working days of the election counting, who shall render a decision in writing.

- B. All inquiries must state the specific concerns of the elections process in writing.

If such a challenge is rejected by the Nominations and Elections Committee, a written appeal may be filed with the Association Executive Board, whose decision shall be final.

VII. **ELECTION RESULTS**

- A. In the presence of any observers, Nomination and Elections shall seal all materials received from the election and any documents involved in the voting process. These materials shall be retained for one (1) year from the election date and then shall be destroyed.

**APPENDIX A: CAMPAIGN GUIDELINES**

Congratulations and thank you for your willingness to run for an REA position! The following guidelines will assist you in having a successful campaign.

1. Campaign Materials:
  - a. Candidates may choose to provide one document to be distributed to all members via Building Representatives' packets at the appropriate Representative Council. The candidate must pay for the entire cost of doing so, including labor.
  - b. No association resources may be used to produce campaign materials. Therefore, candidates who desire to provide a single document are responsible for providing enough copies for all members to the REA office at least one (1) week prior to the opening of the voting window. No other materials shall be distributed at Representative Council nor in any other manner.
2. Use of District Resources:
  - a. District resources (email, mailboxes, bulletin boards, countertops, etc.) shall not be used to distribute any campaign materials, per RSD/REA Contract, beyond the single document distributed at the appropriate Representative Council.
3. Campaign Speeches:
  - a. Candidates will be allowed up to three (3) minutes to give a speech at the appropriate Representative Council.
  - b. Only candidates in contested races will be given the opportunity to speak.
  - c. Speeches will follow the order of candidates listed on the ballot. This order is determined by the date and time the nomination forms were received.
4. Membership List:
  - a. Candidates will be allowed to see membership lists but not make copies. A request to see membership lists should be made at least 48 hours in advance.
5. Ballot Counting & Evaluation:
  - a. When ballots are counted, candidates may be present as an observer or may designate an observer.
  - b. Any candidate or member who has endorsed or publicly supported a candidate is not eligible to count ballots for that race.
  - c. Candidates will be notified of the election results by the Nomination and Election Chairperson(s) within twenty-four hours of the results determination.
  - d. The results of the election shall be kept confidential until validated by the Representative Council.
6. Concerns
  - a. Candidates shall contact the Nomination and Election Chairperson(s) with any concerns about the nomination or election process.





Respect. Empower. Advocate.



Renton Education Association

# RENTON EDUCATION ASSOCIATION

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## NOMINATION FORM

NOMINATION FOR EXECUTIVE BOARD POSITION: \_\_\_\_\_  
(Currently \_\_\_\_\_)

- 2-Year Term – 2019-2020 SY  
2020-2021 SY

DUE IN REA OFFICE BY: \_\_\_\_\_

NOMINEE: \_\_\_\_\_ NOMINATOR: \_\_\_\_\_

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Name

BIOGRAPHICAL STATEMENT: 50 to 100 words maximum - Previous Offices,  
Services, Qualifications or Other Comments....

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Nominee's Signature: \_\_\_\_\_  
Dated: \_\_\_\_\_