



# NEA Aspiring Educator Program Elections Procedures

Revised February 2022

## **Table of Contents**

<b>Introduction</b>	2
<b>Positions, Terms, &amp; Responsibilities</b>	3
<b>Elections Process</b>	4
<b>Nominations &amp; Speeches</b>	6
<b>Voting</b>	8
<b>Challenge Procedures</b>	9
<b>Appendices</b>	10
<b>Candidate Eligibility Certificate</b>	11
<b>Final Report of Campaign Revenues and Expenses</b>	12

# Introduction

National Education Association Aspiring Educator Program (NEA-AE) elections are held each year in the summer at the NEA Aspiring Educators Conference (AEC).

Annually, elections are held for Aspiring Educator representatives and alternates to the NEA Board of Directors and three Aspiring Educator representatives and alternates to the NEA Resolutions Committee. Every other year, elections are held for the one two-year representative to the NEA Board of Directors. Every year, elections are held for two one-year representatives to the NEA Board of Directors.

Candidates for the Board of Directors positions must familiarize themselves with Campaign and Elections Regulations for NEA Offices—State, Retired, and Aspiring Educator Directors, the NEA policy which governs such elections. This document is available from the NEA-AE Office [aspiringelections@nea.org](mailto:aspiringelections@nea.org) or NEA Center for Governance (202-822-7000).

Candidates for the Resolutions Committee must familiarize themselves with Guidelines for the Elections of Resolutions Committee Members, the procedures for these elections. This document is available from NEA Governance (202-822-7000).

Every other year, elections are held for the NEA Aspiring Educator Chairperson (Chairperson of the Advisory Committee of Aspiring Educators).

Aspiring Educator members who are delegates to the NEA Representative Assembly (NEA-RA) are eligible to vote in the NEA-AE elections.

These procedures will apply to all NEA-AE elections. The NEA-AE Elections Procedures document constitutes the process for electing these positions at the NEA-AE Aspiring Educator Conference and will be altered only by NEA.

These elections procedures will adhere to fair and just procedures. If anything in these procedures is found to be in conflict with NEA policy, rules or regulations, NEA policy, rules and regulations will prevail.

# Positions, Terms, & Responsibilities

## ***NEA Aspiring Educator Chairperson***

**Term of Position and Term Limit** The term of NEA-AE Chairperson shall be two (2) years beginning August 1 following the election. The person winning election automatically has their name forwarded to the NEA President, who has the authority to accept the voted recommendation or to choose another person. An NEA-AE Chairperson shall not serve more than one (1) term.

### **Roles and Responsibilities**

Roles and responsibilities of the NEA-AE Chairperson include, but are not limited to:

- a) *Chairing the NEA Advisory Committee of Aspiring Educators;*
- b) *NEA PAC Representative*
- c) *Ex-officio delegate to the NEA Representative Assembly;*
- d) *Serving as an official Observer for the Executive Committee meetings, Board meetings, and Budget Committee meetings;*
- e) *Making recommendations of Aspiring Educator members to the NEA President for committees, events, and trainings;*
- f) *Serving on professional boards and committees as assigned by the NEA President;*
- g) *Serving as the key governance contact for the NEA Centers relating to matters of developing supports, organizing campaigns, conferences and trainings, and other national projects;*
- h) *Serving as the key national governance contact and advocate for all NEA Aspiring Educator campus chapters and affiliates;*
- i) *Serving as chapter, state, and national presenter as assigned by the NEA President;*
- j) *Reporting to the NEA President or designee on assignments and activities.*

## ***NEA Director (Aspiring Educator Representative on the NEA Board of Directors)***

NEA Constitution Article V, Section 2(f) states, "One (1) Aspiring Educator director shall serve a term of two (2) years and two (2) Aspiring Educator directors shall serve terms of one (1) year. No Aspiring Educator director may serve more than two (2) years. The directors shall be Aspiring Educator members of the Association."

### **Roles and Responsibilities of Directors are governed by NEA Bylaw 5-7<sup>1</sup>**

---

<sup>1</sup> The Board— a. Shall implement policies established by the Representative Assembly; b. Shall determine the time and place of the Annual Meeting and, in the event of an emergency, shall have the power to postpone the Annual Meeting

Roles and responsibilities of Aspiring Educator Directors include but are not limited to:

- a) attending four (4) NEA Board meetings, three of which are held in Washington, D.C., and one of which is held at the site of the NEA-RA;
- b) producing and sharing a report with the NEA-AE chairperson after each meeting;
- c) communicating effectively with the NEA-AE chairperson, the NEA Aspiring Educator directors, and other state and national Aspiring Educator leaders;
- d) traveling as necessary to promote the NEA-AE across the country, including, but not limited to NEA conferences and conventions, affiliate conferences, and Aspiring Educator program meetings, events, and functions.

### **NEA Resolutions Committee (Aspiring Educator Representative)**

**Roles and Responsibilities** Roles and responsibilities of the NEA Resolutions Committee are governed by NEA Standing Rule 7(B)(2)<sup>2</sup> Responsibilities include but are not limited to:

- a) attending two (2) NEA Resolutions Committee meetings, one of which is held virtually during the winter, and the second of which is held at the site of the NEA-RA;
- b) producing and sharing a report with the NEA-AE chairperson after each meeting;
- c) informing the NEA-AE chairperson about any resolutions under discussion pertinent to the Aspiring Educator Program;
- d) communicating effectively with the NEA-AE Chairperson, the other Aspiring Educator Resolution Committee members and other state and national Aspiring Educator leaders.

## **Elections Process**

### **Elections Committee**

During the winter, the NEA-AE chairperson will appoint the Elections Committee Chairperson.

The NEA-AE chairperson and the AE Elections Committee Chairperson will appoint the Elections Committee. The committee will be chosen from the list of Aspiring Educator delegate and non-delegate participants to the Aspiring Educators Conference.

No elected Aspiring Educator member (i.e., Chairperson, Board member, Resolutions Committee member) may sit on the Elections Committee. Only appointed members may participate in decision making.

The NEA-AE office will schedule the time and location of the candidates meeting, nominations, and elections through development of the AEC agenda.

The NEA-AE Elections Procedures, official Candidate Certificate of Eligibility forms, and other elections-related information will be emailed to State Aspiring Educator Organizers, state Aspiring Educator presidents, and other elected and appointed Aspiring Educator leaders by March 1st of an election year.

The Elections Committee will supervise all proceedings of the elections process.

The members of the Elections Committee must meet Aspiring Educator Program requirements for membership and may not participate in or support any NEA-AE campaign to elect themselves or others during the current election year.

The Elections Committee will conduct a Candidates meeting at the AEC.

During the general session at AEC, the Elections Committee will provide a short presentation on the elections process prior to the opening of nominations.

The Elections Chairperson and committee will have responsibility for reviewing and taking appropriate action on any reported violations of elections procedures by candidates or campaigns. After three (3) reported violations, the Elections Committee may require that a candidate's campaign may be suspended, including immediate cessation of all campaigning and confiscation of all violating materials. Following a review, the Elections Committee shall report to the general session at the AEC, prior to any nominations or elections, whether any candidate has in any manner violated the election rules and regulations.

## **Candidates**

Candidates and/or their representatives are encouraged to attend the candidates meeting at the AEC to be eligible to run for office.

All candidates must submit a completed Candidate Certificate of Eligibility form to the NEA-AE office or to the Elections Committee chairperson by May 1<sup>st</sup> of the election year and have their eligibility confirmed by the NEA-AE. To be eligible, a candidate must have a current NEA Aspiring Educator membership.

No person holding a staff membership may run for an elected position.

Only candidates who have submitted a Candidate Certificate of Eligibility form may conduct campaign activities.

Only candidates having submitted a completed Candidate Certificate of Eligibility form by May 1 and whose eligibility has been confirmed by NEA-AE will be eligible for nomination.

Only nominated candidates will appear on the voting ballot. Also see information regarding "nominations".

A candidate may declare their intent to seek office in the next election year no sooner than the end of the current AEC. No campaign will last more than one year.

Candidates are not required to be NEA-RA delegates.

Candidates are permitted to have an observer present during all portions of the elections process. Observers must be NEA Aspiring Educator members. The candidate must give the name of any observer to the elections chairperson before the end of the candidates meeting at the AEC.

Observers must be sequestered during the elections process for their candidate.

Candidates will be provided by May 10th, via email, a copy of the NEA Aspiring Educator Program Election Procedures. Candidates for positions on the NEA Board of Directors will also receive a copy of the Campaign and Elections Regulations for NEA officers—State, Retired, and Aspiring Educator Directors. Candidates for positions on the NEA Resolutions Committee will also receive a copy of the Guidelines for the Elections of Resolutions Committee Members.

## **Voters**

Voters must be official voting delegates to the NEA-RA.

Each delegate will be required to present only their Representative Assembly credentials or another form of identification prior to receiving their ballot on the day of voting and their name must appear on the official NEA RA delegate list.

## **Campaigning**

Information about candidates will be posted on the NEA-AE website by May 15th. This information shall include: 8 ½ inches by 11 inches two hundred (200) word biography and 8 ½ by 11 inches campaign flyer (photos optional on either piece). This information will appear in alphabetical order according to the positions for which the candidates are running. Candidates who wish to have a biography and/or flyer included on the website must submit pages to NEA-AE via email no later than May 1st of the election year. The NEA-AE office will email to each Aspiring Educator Conference participant a link to the NEA website that will include information about candidates. Candidates having submitted a Candidate Certificate of Eligibility form in a timely manner and whose eligibility has been confirmed by NEA-AE may distribute campaign materials at any NEA-AE conference.

To ensure privacy, contact information for voting delegates will not be disclosed without completing a request form (contact [aspiringelections@nea.org](mailto:aspiringelections@nea.org) to obtain a list).

No campaigning is permitted during scheduled events at the Aspiring Educators Conference.

NEA-AE will provide tables at the AEC for use by declared candidates. Tables will be provided and assigned by lottery at the AEC. Campaign tables may only be set up in the designated area. Candidates are responsible for their own materials.

All campaign materials will carry an identification of source of sponsorship: for example, "Paid for by the Committee to Elect Jane Doe."

No campaign material may be present within 25 feet of the polling location.

No campaign materials may contain the logo of NEA or of any NEA affiliate.

No involvement by NEA or NEA affiliate staff is permitted in campaigns. Printing and distribution of candidate materials, monetary contributions, and counting of ballots by association staff is prohibited.

In its regular course of business, the membership or governing body of an affiliate may endorse a candidate for office. An affiliate may not call a meeting for the sole purpose of issuing an endorsement or otherwise spend any funds for that purpose. Once an endorsement has been made, an affiliate may not spend funds to publicize the endorsement or to encourage its delegates to vote for a particular candidate. An affiliate may include the action on the endorsement in a regularly published newsletter, but this is the only condition under which an affiliate may use funds to note the endorsement.

# **Nominations & Speeches**

## **Nominations**

Candidates having submitted a completed Candidate Certificate of Eligibility form by May 1st and whose eligibility has been confirmed by the NEA-AE will be eligible for nomination.

Only nominated candidates will appear on the voting ballot.

After nominations for a position are closed, if the number of candidates nominated equals (or less than) the number of positions to be filled, the Elections Chairperson will declare such candidates elected and the voting for these positions will not be held.

Nominations will be conducted at a time specified in the AEC agenda.

All nominations must be made by NEA Aspiring Educator members.

Candidates may not nominate themselves.

Immediately following nominations each candidate will be allowed one (1) minute to address the AEC.

### **Formal Speeches**

After nominations have closed and at a time specified in the AEC agenda, nominated candidates, except those declared elected, will have an opportunity to give a speech.

Candidates addressing the AEC with their formal speech will adhere to time limits as follows:

NEA-AE Chairperson - three (3) minutes

NEA Director - two (2) minutes

Resolutions Committee - two (2) minutes

A member of the Elections Committee will serve as timekeeper. Each speaker shall be given a thirty (30) second warning before the time has elapsed, and the timekeeper shall stand at the end of the time allotted.

Candidates will be sequestered while formal speeches are given by other candidates for the same office.

The Elections Committee will determine the order of speeches by blind selection.

For Board of Directors and Resolutions Committee seats, if the number of candidates equals the number of positions to be filled, the Chair shall declare such candidates elected.

For Board of Directors and Resolutions Committee seats, if the number of candidates nominated is less than the number of positions to be filled, the Chair may open the floor for additional nominations.

### **Question and Answer Session**

A question and answer session will be conducted at a time given in the AEC agenda.

Questions will be solicited from members of the Advisory Committee on Aspiring Educators (ACAE) and AEC participants. The Elections Committee will oversee and conduct the question and answer session.

Candidates will be sequestered while other candidates for the same office respond to questions in this session. Candidates declared elected will not participate as panelists for the Question and Answer session. Candidates participating in the Question and Answer session will adhere to time limits as follows:

NEA-AE Chairperson - three (3) minutes

NEA Director - two (2) minutes

Resolutions Committee - two (2) minutes

In the case of a runoff election, a second session will be conducted to answer questions solicited from the Advisory Committee on Aspiring Educators.

Regardless of position, candidates will adhere to a time limit of one (1) minute for each question.

# Voting

The Elections Chairperson is responsible for preparing ballots, with printing assistance from the NEA-AE Office. The Elections Committee is responsible for verifying the accuracy of the ballots.

Ballots and ballot boxes will be supervised by the Elections Committee.

After nominations are closed, if the number of candidates nominated equals the number of positions to be filled, the Elections chairperson will announce that the positions are filled and the elections for these positions will not be held.

Candidate names will be listed on the ballot by office, in alphabetical order. Ballots will indicate how many positions are available and how many candidates a voter may select on the ballot.

Each voter will sign a voter register prior to receiving a ballot.

Voting stations will be set up for secrecy, with the appropriate equipment to mark the ballot available in each voting station.

Voters will deposit their ballots directly into the ballot box and immediately leave the voting area. No campaign literature or other campaign paraphernalia will be permitted in the voting area. No electronic devices will be permitted in the voting area.

During voting, at least one member of the Elections Committee will remain in the room to answer questions and monitor any violations.

Appropriate NEA staff or parliamentarians will be present during all elections processes to advise Aspiring Educator Program members on election conduct.

Should electronic or mail-in voting be deemed necessary, NEA will be responsible for the distribution and collection of ballots.

## Valid Ballots

A valid ballot shall be a ballot (1) cast by an eligible voter for a person nominated for the office, (2) cast for no more than the maximum number of positions to be filled, and (3) cast in a manner that clearly indicates the voter's choice.

## Calculating Results

To win an election, a candidate must receive a majority of votes cast. A majority is defined as more than 50 percent.

Majorities will be calculated by using the number of voters who cast a valid ballot as the denominator, and the number of votes cast for the candidate as the numerator.

In the event that more candidates receive majorities than positions to be elected, the candidate(s) with the highest number of voters win(s).

## Results

Elections results will be announced at a time provided during the AEC.

The results will be posted at a designated site for the remainder of the AEC.

Ballots, voting register, and the Elections Committee final report will be kept on file at the NEA-AE office for one year following election.

**Commented [ET1]:** The AE chairperson/elections committee will prepare the ballot in conjunction with NEA and the elections administrator.

## **Runoff Elections**

If a sufficient number of candidates has not received a majority of the valid ballots cast, another election shall be held and the runoff ballot shall list those unsuccessful candidates, arranged in decreasing order of votes received in the previous election, listing one more candidate than the number of positions to be filled.

Run-off elections shall be held as necessary until there is an election for each position by a majority vote.

Notice of runoff elections shall be given by the chairperson of the Elections Committee during a regularly scheduled session of the AEC. The chairperson of the Elections Committee shall set the hours for all runoff elections.

The same balloting and voting process outlined above for elections will apply in any runoff election as well.

## **Challenge Procedures**

A challenge to the election of an Aspiring Educator member of the NEA Board of Directors will be governed by the rules set out in the NEA Campaign and Election Regulations for NEA Officers: State, Retired, and Aspiring Educator Directors. A challenge to the election of an Aspiring Educator member of the NEA Resolutions Committee will be governed by the rules set out in the NEA Standing Rules and the NEA Guidelines for Elections of Resolutions Committee members.

A challenge to the election of an NEA-AE position (e.g. Aspiring Educator Chair) will be decided initially by the NEA-AE office and Elections Committee chairperson and committee, subject to the right of appeal by the challenger to the NEA Committee on Constitution, Bylaws and Rules.

All challenges to the outcome of an election must be reported in writing to the NEA-AE chairperson within 30 days of the election. The NEA-AE Chairperson, Elections Committee chairperson, and available members of the Elections Committee will research the challenge and conduct such fact-finding as is needed.

The NEA-AE chairperson, Elections Committee chairperson, and available members of the Elections Committee will seek to determine (1) if the challenge alleges a violation of NEA-AE Election Procedures; and (2) if the challenge is supported by appropriate documentation. They will produce a report and include names and addresses of parties who can give evidence.

The NEA-AE office and Elections Committee chairperson will notify relevant parties about the outcome of their deliberations within 30 days of the challenge. Decisions of the NEA-AE chairperson, Elections Committee chairperson and Elections Committee will be final unless appealed by the challenger to NEA Committee on Constitution, Bylaws and Rules.

## **Appeal**

An appeal to the NEA Committee on Constitution, Bylaws and Rules will be entertained only if the challenge was filed with the Aspiring Educator office in a timely manner as established above. Extension of the time limit for filing may be granted by the NEA Committee on Constitution, Bylaws, and Rules for good cause.

To be timely, the challenger must appeal to the NEA Committee on Constitution, Bylaws and Rules (a) within ten (10) days of receipt of the decision of the NEA Elections Committee.

If, after an appeal is filed, the challenger wins the election in dispute, NEA will consider the issue moot.

A person certified as duly elected to an Aspiring Educator office or other elected position shall be seated in the position pending the disposition of any election challenge.

# Appendices

Candidate Certificate of Eligibility

Financial Disclosure

Additional National Leadership Opportunities

The NEA Aspiring Educator Program ELECTIONS PROCEDURES were revised June 1993, March 1994, March 1995, March 1997, April 1998, February 2000, March 2000, March 2001, 2001-2002, 2004, 2006, 2008, January 2010, January 2011, January 2012, February 2013, October 2013, February 2015, November 2016, May 2017, May 2018, February 2019, February 2020, February 2022

## NEA Aspiring Educator Program Candidate Eligibility Certificate

Use this link to submit your Declaration of Candidacy:

<https://app.smartsheet.com/b/form/7fc985bd622f471692e7b4ddcaa94617>

# Final Report of Campaign Revenues and Expenses

## Candidates for State, Retired, and Aspiring Educator NEA Director

No money or resources of NEA, an NEA affiliate, a labor organization, an employer, or an entity created or controlled by any of the above, shall be used to promote the candidacy of any individual for an NEA office.—NEA *Standing Rule 12.E.1* The following procedure shall apply in regard to elections for NEA office that do not take place at the Representative Assembly: Using forms provided by the Committee on Constitution, Bylaws, and Rules, each candidate for state, retired, or Aspiring Educator director shall file a final report of campaign revenues and expenses with the state association president, the President of NEA-Retired, or the Chairperson of the NEA Advisory Committee of Aspiring Educators, as the case may be, or his or her designee. Such a report must be filed no later than thirty (30) days following certification of the result of the election, and a copy of the report shall be submitted to NEA together with the notice of certification of the result of the election. – NEA *Standing Rule 12.1.3*

### CANDIDATE INFORMATION

Candidate for Office of: \_\_\_\_\_  
Candidate's Name (print): \_\_\_\_\_  
Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone: \_\_\_\_\_ Workplace Phone: \_\_\_\_\_

### SOURCES OF REVENUE AMOUNTS

\$ \_\_\_\_\_ Cash Contributions from NEA Members  
\$ \_\_\_\_\_ Cash Contributions from non-NEA Members  
\$ \_\_\_\_\_ Cash from Raffles, Lotteries, or Similar Fund-Raising Activities (not reported above)  
\$ \_\_\_\_\_ Donations in Kind  
\$ \_\_\_\_\_ **Total Revenue**

### EXPENSE AMOUNTS

\$ \_\_\_\_\_ For Printing  
\$ \_\_\_\_\_ For Mailing  
\$ \_\_\_\_\_ For Other Media Materials  
\$ \_\_\_\_\_ For Hospitality and Entertainment  
\$ \_\_\_\_\_ For Campaign Committee Expenses  
\$ \_\_\_\_\_ For Giveaway(s)  
\$ \_\_\_\_\_ For Raffles, Lotteries, or Similar Fund-Raising Activities  
\$ \_\_\_\_\_ **Total Expenses**

Complete and submit to the state association president, the President of NEA-Retired, or the Chairperson of the NEA Advisory Committee of Aspiring Educator Members Committee on Constitution, Bylaws, and Rules, as the case may be, within 30 days following the certification of the result of the election.

**Email: [Aspiringelections@nea.org](mailto:Aspiringelections@nea.org) no later than 30 days after the election.**

# Additional National Leadership Opportunities

## ***Advisory Committee on Aspiring Educators***

The Advisory Committee of Aspiring Educators is responsible for actively promoting and recommending strategies to increase Aspiring Educator membership and engagement on college campuses while creating a seamless path to active membership, with the goal of creating high quality education leaders and advocates in every school to ensure an exceptional educational experience for every student. The committee provides input to the Aspiring Educator Conference Planning Team through the Aspiring Educator Advisory Committee Chair. Finally, the committee provides support, background knowledge and experiences, and diverse perspectives to the Aspiring Educators Chairperson.

Any NEA Aspiring Educator member may apply to serve on the Advisory Committee of Aspiring Educators. The application is released in August and nine members will be appointed to serve. The position is a one year term. Applicants may apply in subsequent years.

Roles and responsibilities of the Advisory Committee of Aspiring Educators may include, but are not limited to:

- a) Represent the vision and voice of the NEA Aspiring Educator Program;*
- b) Make recommendations to NEA around the mission, vision, values, and goals for the NEA Aspiring Educators Program;*
- c) Fulfill additional tasks appointed by the Chairperson of the Advisory Committee of Aspiring Educators;*
- d) Meet at least twice a year;*
- e) Meet virtually at least four times a semester;*
- f) Assist in the planning and delivery of the Aspiring Educators Conference.*

## **NEA Standing Committees**

Any Aspiring Educator member may apply to serve on the Ethnic Minority Affairs Committee (EMAC), Women's Issues Committee (WIC), or the Sexual Orientation/Gender Identity Committee (SOGI). The application is released during late August and one (1) Aspiring Educator member will be appointed to serve on each committee. The position is a one year term. Applications may apply in subsequent years.

Roles and responsibilities of Standing Committee members may include, but are not limited to:

- a) Make recommendations to NEA Standing Committees in representation of the NEA Aspiring Educator Program;*
- b) Inform the NEA-AE Chairperson about any issues under discussion pertinent to the Aspiring Educator Program.*

Further description of NEA committees may be found at [www.nea.org/committees](http://www.nea.org/committees).

