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I. Role of the Nominations and Elections Chair

With respect to HEA elections, the Nominations and Elections Chair, along with the HEA Field Assistant, shall:

- A. Develop an election calendar for each election and recommend to the Association Representative Council for adoption.
- B. Publicize the election calendars to the membership.
- C. Supervise each election by insuring that the provisions of the Constitution and Bylaws, regarding nominations and elections, are implemented.
- D. Distribute a timely call for nominations for each election of persons to positions.
- E. Receive nominations for each position to be filled by an election, including candidate acceptance of nomination.
- F. Jointly, with members of the Executive Board and members of the Association Representative Council, recruit candidates for elective positions for which nominations are not otherwise received.
- G. Send a copy of the HEA Standing Rules for Nominations and Elections to each nominated candidate.
- H. Prepare the ballot for each election.
- I. Supervise the production, distribution and collection of ballots.
- J. Count ballots and forward the results to the Association Representative Council for certification.
- K. Announce the results of elections to the candidates in each election.
- L. Receive and process any allegations of unfair campaign practices and/or voting irregularities and make recommendations in these matters to the Association Representative Council.

II. Timing of Election Activities

- A. The Association president shall complete the appointment of a Nominations and Elections Chair by the first week of November each year.
- B. Timing of elections shall conform to the election calendar(s) adopted by the Association Representative Council on recommendation of the Nominations and Elections Chair.

- C. Officers shall be elected according to the following schedule:
 - 1. Elected in odd numbered years: president, vice president, primary representative, middle school representative, and special services representative.
 - 2. Elected in even numbered years: secretary, intermediate representative and high school representative.
- D. Voting and/or counting of ballots in HEA elections shall not occur concurrently with the meeting of the WEA Representative Assembly.
- E. Ballots shall be available at the worksites for one school week ending on a Friday.
- F. Ballots shall be counted on the Friday of election week.

III. Nominations

- A. Candidates shall be considered nominated when an eligible member self-nominates and/or is nominated by another member and then agrees to accept their nomination in writing.
 - 1. Nominations may occur in writing at the HEA office during the announced nominations period.
 - 2. Nominations may also occur at the open meeting of the Nominations and Elections Committee called for the purpose of making and closing nominations.
 - 3. All nominations must be filed with the HEA office in writing.
- B. The opening and closing of nominations for officers will occur at an open meeting of the Association Representative Council.
 - 1. The date of the meeting shall be established by the adopted election calendar.
 - 2. Nominations for all open positions that have at least one nominated candidate shall be officially closed by the Committee Chair at this meeting. Opportunity shall be given for speeches from the candidates.
- C. If an open position does not have at least one officially nominated candidate, the following procedures will apply:
 - 1. The Nominations and Elections Chair shall declare to the appropriate category of membership that such offices will remain open until the date of the second Association Representative Council meeting after the normal closing of nominations.
 - 2. The Nominations and Elections Chair shall also inform the first Association Representative Council meeting following the normal closing of nominations that additional candidates need to be nominated for the remaining positions on or before the following Association Representative Council meeting.
 - 3. When nominations close for such officers, a special election shall be held for the open position(s).

IV. Timing of Campaign Activities

Campaigning may occur at any time or place providing that:

- A. Campaign activities shall not infringe on the right of any member to cast a secret ballot.
- B. Campaign activities shall not violate the HEA contract with the District; particularly in regard to using on-duty contracted time for campaign activities.

V. HEA Support Services for Campaigns

- A. HEA will print and distribute an election issue of the Focus. Candidates are responsible for supplying materials for this issue, in the prescribed format and within the established timelines.
- B. HEA will print and/or distribute one 8-1/2 x 11 (single printed side) sheet of campaign material per HEA member per candidate per election without charge to the campaign. (Run-off elections count as an election.) Candidates will supply camera ready copy for this service within the prescribed timeline.
- C. On timely request, the HEA will supply each campaign with a reasonable number of sets of site mailing labels. (Each label to include numbers of HEA members assigned to that site.)
- D. Subject to availability of time on UniServ Council office equipment, HEA will permit candidates to print up to two sheets of campaign material per HEA member per campaign, in addition to that mentioned above, providing that the campaigns supply camera ready materials and that the campaign pay for the true cost of this service, and that this material is not distributed through the school mails except when it can be conveniently included in packets that HEA is distributing through the school mails in the normal course of events independent of campaign activities.
- E. If a campaign wishes to distribute materials in addition to that described above, printing must be done at a place other than the UniServ Council office and distribution must be done other than by school mail.

VI. Campaign Use of District Mail Service

The Highline Education Association will neither authorize nor encourage a campaign and/or candidate to use the District school mail/email delivery system for the distribution of campaign materials.

VII. Candidate Access to Members During Campaigning

Prior to each campaign, Association Representatives at each worksite shall remind HEA members at that site that, due to work schedules, not all candidates will be able to come to each worksite to carry on campaign activities.

VIII. Unfair Campaign Practices – Voting Irregularities

- A. An unfair campaign practice shall be defined to be an act which is in violation of the law which governs elections in groups, including the Association, or an act which violates the Constitution, the Bylaws, the adopted parliamentary authority, or the Standing Rules for Nominations and Elections of the Association, or an act which violates the master contract between the Association and the employer, or an act which causes statements which are known by the perpetrator to be in flagrant violation of the truth to be disseminated as if the statements were true, and thereby cause substantial damage to the campaign and/or reputation of a candidate.

- B. Voting irregularity shall be defined to be an act in violation of the applicable rules for the holding of elections in the Association which either changes the outcome of the election or could, if uncorrected, change the outcome of an election.

- C. An official allegation of an unfair campaign practice or voting irregularity must:
 - 1. Be in writing.
 - 2. State in detail the precise act or acts, the time, place and perpetrator of the acts alleged to constitute an unfair campaign practice/voting irregularity, and the precise rule which is alleged to have been violated. It shall state the type and degree of damage which is alleged to have been inflicted.
 - 3. Contain the name(s) of individuals who have first hand knowledge of the facts in the alleged unfair campaign practice/voting irregularity. It may also include signed statements of first hand witnesses.
 - 4. Be signed and dated by the candidate alleged to have been damaged.
 - 5. Be delivered to the chairperson of the Association Nominations and Elections Committee in a timely manner relative to the occurrence, but not later than five calendar days after the alleged act or acts either became known to the candidate or could have been known by a reasonably alert candidate. HEA will not accept allegation of unfair campaign practice/voting irregularity after 5:00 p.m._on the Monday immediately following election week.

- D. Upon receipt of an official allegation of an unfair campaign practice/voting irregularity, the Nominations and Elections Chair will:
 - 1. Notify the Executive Board of the Association, through the president of the Association, that an allegation of an unfair campaign practice/voting irregularity has been received.
 - 2. Take what steps it may deem prudent under the circumstances to ascertain the facts in the case. This process may include interviewing and questioning persons having knowledge of the facts in the case and the gathering of relevant documents.
 - 3. Make a report to the Association Representative Council in a timely manner concerning the process it used in the case, the facts of the case as it has discovered them, and recommendations in the case.

- E. Upon receipt of the report mentioned in D.3 above, the Association Representative Council shall either make a decision in the case and that decision shall be binding on the parties concerned, or else it shall refer the matter back to the Nominations and Elections Chair with instructions.

IX. Balloting procedures and Ballot Production, Distribution and Security

- A. Names of candidates on the ballot will be in random order and will be placed in random order by the Nominations and elections Chair.
- B. Valid ballots must be produced by the HEA office.
- C. Ballots will be color coded and designed for each membership category (including substitutes and itinerants). If a worksite is short ballots, the representative will contact the HEA Office.
- D. One extra ballot for each ten (10) or major fraction of ten (10) members in a given category shall be included in the ballot count for a building and/or worksite.
- E. An Association Representative from each worksite shall conduct the election at that worksite, except when an Association Representative is a candidate in an election, he/she shall name a designee who will perform this task. This person shall be the site election official.
- F. A site membership list for each worksite will be developed and maintained by HEA staff. Each such site membership list will include the names of members who are employed at that site, as well as the names of those members who pre-select that site as the place where each desires to receive communications from HEA, including ballots. The HEA office will notify the membership each fall regarding the need for each member to keep his/her information current on a site membership list by notifying the HEA Office when changes occur.
- G. A site membership list and a set of ballots must be at each building/worksite on or before the Monday of election week.
- H. Each member shall sign the membership list when receiving a ballot and the signature list must accompany the ballots when returned to the HEA office.
- I. The site election official (an Association Representative or designee) at each site shall make a report concerning the election at that site. This report shall include:
 - 1. The site membership list including the initials of voters.
 - 2. The number of members receiving ballots.
 - 3. The number of ballots cast.
 - 4. An explanation in case more ballots were cast than the number of signatures of members receiving ballots.
 - 5. The signature of the election official.

- J. Cast ballots together with the report from the site election official from each worksite must be **HAND DELIVERED** to the HEA office in a sealed envelope by an Association Representative or designee.
- K. Ballots **WILL NOT** be accepted when mailed to HEA through the District mail.
- L. A ballot will be mailed by US Mail on or before the Friday of the week before election week to each substitute member. The mailing will instruct the member to return their ballot to a worksite Association Representative on or before the Thursday of election week or to the HEA office on or before the Friday of election week.
- M. The Nominations and Elections Chair will request that an email reminder be made by the HEA office staff to each building and/or worksite not returning ballots to the HEA office before noon on the Friday of election week.
- N. In unusual and compelling circumstances, a member may hand carry his/her ballot to the HEA office. In this event, the HEA staff will mark the ballot with the name of the worksite of the HEA member and a brief statement of the circumstances and deliver this ballot to the Nominations and Elections Committee Chair.
- O. To be valid, ballots must be received by 5:30 p.m. on the Friday of election week.

X. Counting Ballots, Naming Candidates for Run-Off Elections, Communication of Election Results.

- A. The Nominations and Elections Committee shall count ballots from worksites which are in excess of member's signatures on the accompanying membership lists if, in its opinion, an adequate written explanation is submitted by the Association Representative or designee who is conducting the election at that worksite. Otherwise, the number of ballots in excess of membership signatures on the membership list shall be selected at random and excluded to reduce the total number of ballots from that worksite to the number of signatures on the accompanying membership lists.
- B. (From the Bylaws) Election of officers shall be by majority vote of ballots cast providing that in case no candidate for an office shall receive a majority, the two candidates receiving the highest number of votes shall be eligible for a run-off election.
- C. (From the Bylaws) Election of delegates to the Washington Education Association Representative Assembly and delegates to the National Education Association Representative Assembly shall be by plurality. Providing, however,
 - 1. That election of delegates to the Washington Education Association Representative Assembly and delegates to the National Education Association Representative Assembly shall conform to the requirements of

the WEA and the NEA with respect to the election of ethnic minority delegates. When these requirements are not otherwise met, the required number of ethnic minority candidates receiving a plurality among all ethnic minority candidates shall be declared elected.

2. In an election by plurality, when a tie exists among those persons who received the greatest number of votes but did not receive a plurality with respect to the number of positions to be filled, a run-off election shall be held with only these persons eligible to run.
- D. When run-off elections are held, votes for write-in candidates shall not be valid.
 - E. Candidates for delegates to the Washington Education Association Representative Assembly and delegates to the National Education Association Representative Assembly, who are not elected as delegates, shall be successor delegates in the same order as the number of votes each receives in the election for delegate; except that minority successor delegates shall succeed required minority delegates. There shall be no separate election of success or delegates.
 - F. In the event that a write-in candidate should receive sufficient votes to win an election to a position but refuses to give assurances of a willingness to serve if certified as selected, then the Association Representative Council shall either certify the election of the runner-up candidate or order a re-run of the election for that single position.
 - G. Upon timely notification of the chairperson of the Nominations and Elections Committee, each candidate may name **a specific person** as an observer to the process of the counting of ballots. **Such persons shall not participate in the counting process, but may be present during the counting of the ballots.**
 - H. Upon timely notification of the chairperson of the Nominations and Elections Committee regarding local area phone numbers where candidates may be reached, the chairperson or his/her designee shall make reasonable attempts to notify candidates by phone regarding the unofficial results of the election as determined by the Nominations and Elections Committee.
 - I. A pre-filed candidate shall be entitled to a copy of the official tally sheet with numbers broken down by worksites/groups, and covering the position for which he/she ran. The chairperson of the Nominations and Elections Committee (or designee) shall deliver or mail this material to these candidates within one calendar week after the certification of the election by the Association Representative Council.
 - J. After an election is certified, the ballots shall be retained in the HEA_office for a period of thirty (30) days. If no other official directions are given, the ballots shall be destroyed at the end of the thirty (30) days.

K. After an election is certified, the Executive Board shall determine if and when to release the results to the public media, and if the results are released, it shall determine the manner and spokesperson for the release.

XI. Parliamentary Authority

The most recent edition of Sturgis Standard Code of Parliamentary Procedure shall be the authority on questions not covered by the governing documents of the Association and not covered by these Standing Rules for Nominations and Elections.

XII. Amendments

Amendments to these Standing Rules for Nominations and Elections may be made by the Association Representative Council at any meeting by a majority vote of those members present and voting.

STANDING RULES

FOR

NOMINATIONS AND ELECTIONS

FOR THE

HIGHLINE EDUCATION ASSOCIATION