

Qualifications and Duties of Officers

Election Requirements

Candidate Support

Election Schedule

Federal Education Association

Winter Election 2021

IMPORTANT INFORMATION

1. Candidates are prohibited from using the FREE MPS for the mailing of campaign materials. **DOD POSTAL REGULATIONS DO NOT AUTHORIZE THE USE OF MPS FOR MAILING FLYERS EVEN WHEN POSTAGE IS ATTACHED.** Please do not use MPS. It is recommended that candidates mail their flyers through friends/family who reside in the United States.
2. Candidates will be provided with two sets of membership labels and two sets of leadership labels to be used to mail campaign literature to members/leaders.
3. Membership and leadership labels that are not used by the candidate must be returned to the FEA Washington office. Candidates may, at their option, decline one or more sets of labels by notifying the FEA Washington office in writing.
4. All candidates must sign a statement agreeing to use the labels provided by the FEA Washington office only for purposes of their own campaign. Please see Official Acceptance and Biographic Information/Mailing Labels and Mail Restrictions Form for more details.
5. All candidates must sign a statement agreeing that, if elected, they will not accept any DoDEA position outside of the bargaining unit within three years of their leaving the FEA Board of Directors.
6. Candidates may forward one campaign flyer to the Washington office for posting on the FEA Online Campaign page. See pages 5-6 of the FEA Election Procedures for details.

QUALIFICATIONS AND DUTIES OF OFFICERS

THE QUALIFICATIONS LISTED BELOW ARE DEPENDENT UPON THE FEA CONSTITUTION BEING AMENDED TO CREATE THE POSITION OF EDUCATION SUPPORT PROFESSIONAL (ESP) COORDINATOR.

Article Five. Executive Officers: Powers and Duties

Section 1. Offices

The Executive Officers of the Association shall be the President, Vice-President/Secretary-Treasurer, Human and Civil Rights Coordinator, **Education Support Professional (ESP) Coordinator**, Area Directors/FEA Director for DDESS and NEA Director(s) for FEA.

Section 2. Qualifications

All candidates for the offices of President, Vice-President/Secretary-Treasurer, Human and Civil Rights State Coordinator, NEA Director, **Education Support Professional (ESP) Coordinator** and Area Director/FEA Director for DDESS shall be active members of the Association. No member who has been finally adjudged guilty of misappropriating money or property of the Association or a local association in accordance with procedures set forth in this Constitution, who holds membership in a labor organization that has goals, interests or objectives inimical to the goals and objectives of the Association, or who otherwise is ineligible under Federal Law to be a candidate for or to hold an Association office shall be eligible for the office of President, Vice-President/Secretary-Treasurer, Human and Civil Rights Coordinator, **Education Support Professional (ESP) Coordinator** or Area Director/FEA Director for DDESS. All officers shall maintain active membership during their terms of office.

Section 3. Term

The term of office for an Executive Officer shall be three (3) years. Executive Officers shall serve no more than two (2) elected consecutive terms in the office to which elected. Each Executive Officer except the NEA Director shall remain in office through August 1 of the year in which a successor is elected unless otherwise provided in this Constitution. The terms and conditions of service of the NEA Director shall be established in the NEA Constitution and Bylaws.

Section 9. Education Support Professional (ESP) Coordinator

The ESP Coordinator shall:

- a. Be an Active Education Support Professional (ESP) member of the Association (full or part time);**
- b. Represent Education Support Professional members' interests in the FEA;**
- c. Assist in coordinating and implementing Association policies to encourage Education Support Professional membership and leadership roles in FEA;**
- d. Present concerns of Education Support Professional members to the FEA leadership;**
- e. Hold no other executive office in the Association.**

ELECTION REQUIREMENTS

Qualifications. All candidates must be Active FEA ESP members (full or half-time) and must, therefore, fulfill the requirements of United Education Profession membership.

Campaign Finances. No dues money from any level - local, regional, state or national - may be used to promote the candidacy for office of any individual. No labor organization may contribute money, goods, services or anything of value, directly or indirectly, to promote candidacy. Contributions may be received only from individuals or groups of individuals.

Voting Eligibility. To vote in the election, a person must be an Active member (full or half-time) of FEA and fulfill United Education Profession membership requirements. Membership (voter eligibility) will be verified by membership records in the FEA Washington office at the time of ballot tally.

CANDIDATE SUPPORT

The approved election procedures offer a variety of support to declared candidates for FEA office. This list is official notice of the deadlines to be met in order to take advantage of available candidate support.

1. Upon receipt of the Nomination Form, the Nominations Chairperson will mail each nominee a copy of the election materials.
2. The Official Acceptance and Biographical/Mailing Label and Mail Restrictions Form must be received by OCTOBER 16, 2020.
3. A list of all candidates will be mailed to candidates, FRS's and BOD members by OCTOBER 26, 2020.
4. An election information packet will be mailed to all candidates by the FEA Washington office by OCTOBER 26, 2020.
5. Two sets of leadership labels for the appropriate leadership will be mailed to all candidates by OCTOBER 26, 2020.
6. Two sets of membership labels for the appropriate membership will be mailed to all candidates by NOVEMBER 16, 2020.
7. Candidates may elect to use a U.S. Mail house (selected by FEA) to print and mail their campaign materials at their own expense. The FEA Washington office would supply the mailing labels directly to the mail house. These labels would be in lieu of one or more sets of labels specified in No. 5 and 6 above.
8. Biographies of candidates taken from the Official Acceptance and Biographic Information Form will be published in the election issue of the FEA Journal and will be included in the ballot packet.
9. By NOVEMBER 3, 2020 the FEA Washington office must receive the candidate picture and candidate flyer.

2020-2021 ELECTION TIMELINE

June/July 2020	Board sets election procedures. Board approves appointment of Nominations Chairperson.
By August 31, 2020	Notice of Election and general election information published in <u>FEA Journal</u> and posted on the FEA Website. Nomination Packets sent to all local presidents, FRSs and <u>BOD</u> .
October 1, 2020	Deadline for receipt of Nomination Forms.
October 5, 2020	Nominations Chairperson notifies FEA Administrative Office of the list of candidates.
October 16, 2020	Deadline for receipt of Official Acceptance and Biographical/Mailing Label and Mail Restrictions Form.
By October 26, 2020	FEA Administrative Office mails the list of candidates to the BOD, FRSs, and all candidates. Candidate list posted on FEA website. Nominations Chairperson forwards Official Acceptance and Biographic Information/Mailing Label and Mail Restrictions Form to the FEA Administrative Office. FEA Administrative Office sends all candidates notice of certification of their candidacy and election information. FEA sends all candidates two sets of mailing labels for the appropriate FEA leaders and guidelines for mailing campaign materials to leaders.
By November 3, 2020	Deadline for withdrawal of nomination if candidates do not wish to have their name printed on the ballot. Deadline for receipt in FEA Washington office of Candidate Picture. Deadline for FEA Washington office to receive Candidate Flyer.
By November 16, 2020	FEA Administration office sends all candidates two sets of labels for the currently reported Worldwide membership and guidelines for mailing campaign materials to members.
December 1, 2020	Deadline to submit REVISED flyer if candidate was notified that their flyer did not meet guidelines.
December 11, 2020	Candidate flyers posted on FEA website campaign page.

(continued next page)

By December 18, 2020	FEA Administrative Office mails Sample Ballot Packet to FRSs, Local Presidents and Area Directors.
	FEA Administrative Office mails Ballot Packets to active membership.
January 15, 2021	Local Presidents, FRSs and Area Directors may reproduce ballots for those members who have not received theirs.
February 17, 2021	Deadline for receipt of ballots.
February 18 and 19, 2021	Votes tallied.
February 19 or 20, 2021	Election results posted on FEA Website within 24 hours of tally. Candidates notified of the outcome at the time results are posted.
February 26, 2021	The FEA Administrative Office will send a full report of the election results to each candidate.
April 1, 2021	Deadline for filing election challenge.
May 1, 2021	Newly elected officer take office.