

**Qualifications and Duties of Officers**

**Election Requirements**

**Candidate Support**

**Election Schedule**

**Federal Education Association**

**Spring Election 2019**

## IMPORTANT INFORMATION

1. Candidates cannot use the FREE MPS to send out campaign literature. For more information, please see C.1. of the FEA Election Procedures.
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. Candidates who do not wish to use MPS (with postage) to mail their campaign literature may elect to use a mail house, selected by the FEA Washington office, to print and mail their campaign materials at their own expense. Please see Section C.2. of the FEA Election Procedures for additional information.
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. Per a motion by the FEA Board of Directors, the person holding the office of FEA President must reside in the Washington, D.C. commuting area. Please note that the FEA President receives up to \$64,500 for housing and benefits.

# QUALIFICATIONS AND DUTIES OF OFFICERS

## FEA CONSTITUTION

### 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, 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, 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, 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 4. President

The President shall:

- a. Be the chief officer of the Association;
- b. Represent the Association on matters of policy or delegate authority for such representation;
- c. Preside at all meetings of the Board of Directors and the Annual Membership Meeting and exercise all the powers and duties of a presiding officer; and vote in accordance with Robert's Rules of Order;
- d. Serve as delegate to the NEA Representative Assembly;
- e. Appoint and remove, except as otherwise provided in this Constitution, all chairpersons and members of committees, with the advice and consent of the Board of Directors;
- f. Review Association policies and recommend priorities to be considered by the Board of Directors;
- g. Reviews, modifies, and approves as appropriate all organizational instruments of subunits for consistency with the NEA and FEA Constitutions and bylaws;
- h. Decide disputes or questions in controversy, including all questions involving interpretation of this Constitution, except such cases as follow the procedure and conditions as outlined in this Constitution; all his/her decisions being subject to appeal to the Board of Directors. Notice in writing of appeal of any decision of the President must be filed with the Vice President/Secretary-Treasurer and the President within thirty days from the date of decision;
- i. Authorize the disbursement of moneys from the general fund to meet the financial obligations of the Association.
- j. Delegate duties and responsibilities to Association officers and other Association officials;

- k. Serve as ex officio member of all committees and commissions except for an impeachment commission;
- l. Serve as alternate NEA Director;
- m. Perform all duties stipulated in this Constitution and other duties such as are customarily assumed by the chief officer of an association;
- n. Hold no other executive office in the Association.

#### **Section 5. Vice President/Secretary-Treasurer**

The Vice-President shall:

- a. Perform such duties as the President may delegate to the Vice President/Secretary-Treasurer
- b. Assume and fulfill the responsibilities of the President in the absence of the President;
- c. Perform such other duties as may be stipulated in this Constitution;
- d. Be responsible for recording, publishing, and maintaining minutes and other official records of the Annual Membership Meeting and all meetings of the Board of Directors;
- e. Review at least once a year all state and Area Council's financial activity (income and expenditures);
- f. Work with the Financial Coordinator to submit to the Board of Directors an annual financial report at the end of each fiscal year and other financial reports as may be required;
- g. Submit to the Board of Directors an independent audit report of the custodial accounts (under paragraph b above) at the end of each fiscal year. The expense of the audit shall be borne by the Association.
- h. Serve as chairperson of the Budget Committee;
- i. Perform other duties such as public statutes, the laws of the state of Delaware and the District of Columbia and the Board of Directors may require;
- j. Hold no other executive office in the Association.

#### **Section 6. NEA Director**

The number of NEA Directors shall be determined under the applicable provisions of the NEA Constitution and Bylaws. Each NEA Director shall:

- a. Be responsible for transmitting reports of NEA actions to the Association Board of Directors;
- b. Assist in interpreting NEA policies and services to Association members;
- c. Represent the concerns of the Association to the NEA Board of Directors;
- d. Hold no other executive office in the Association.

#### **Section 7. Human and Civil Rights Coordinator**

The Human and Civil Rights Coordinator shall:

- a. Represent minority members' interests in the FEA;
- b. Assist in coordinating and implementing Association policies to encourage minority membership and leadership roles in FEA;
- c. Present concerns of minority members to the FEA leadership;
- d. Hold no other executive office in the Association.

## ELECTION REQUIREMENTS

Qualifications. All candidates must be Active FEA 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.

Candidates for the office of NEA Director must submit a report of campaign revenues and expenditures as stipulated in the NEA election requirements.

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 send each nominee a copy of the Election Procedures and Campaign Procedures Guidelines.
2. A list of all candidates will be sent to candidates, FRS's and BOD members by November 4, 2015.
3. An election information packet will be mailed to all candidates by the FEA Washington office by November 9, 2018. This packet will include two sets of worldwide leadership labels (Local Presidents, FRS's and Board of Directors).
4. Two set of mailing labels with the names and addresses of the worldwide membership will be mailed to all candidates by December 4, 2018.
5. 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. 3 and 4 above.
7. 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.
8. By November 19, 2018, the FEA Washington office must receive the candidate picture.
9. Election results will be posted on the FEA website within 24 hours of the tally. Candidates will be notified by email when the results have been posted.

## 2018-2019 ELECTION TIMELINE

June 2018	Board sets election procedures. Board approves appointment of Nominations Chairperson.
By August 31, 2018	Notice of Election and general election information published in <u>FEA Journal</u> and posted on the FEA Website. Nomination Packets and sent to all local presidents, FRSs and <u>BOD</u> .
October 16, 2018	Deadline for receipt of Nomination Forms.
October 18, 2018	Nominations Chairperson notifies FEA Director of Administration of the list of candidates.
October 29, 2018	Deadline for receipt of Official Acceptance and Biographical/Mailing Label and Mail Restrictions Form.
By November 9, 2018	FEA Director of Administration 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 FEA leaders and guidelines for mailing campaign materials to leaders.
By November 19, 2018	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.
By December 4, 2018	FEA Administration office sends all candidates two sets of labels for worldwide membership and guidelines for mailing campaign materials to members.
By January 17, 2019	FEA Administrative Office mails Sample Ballot Packet to FRSs, Local Presidents and Area Directors.  FEA Administrative Office mails Ballot Packets to active membership.
February 15, 2019	Local Presidents, FRSs and Area Directors may reproduce ballots for those members who have not received theirs.
March 26, 2019	Deadline for receipt of ballots.
March 27 and 28	Votes tallied.
March 28 or 29	Election results posted on FEA Website within 24 hours of tally.
April 10, 2019	The FEA Director of Administration will send a full report of the election results to each candidate.
May 31, 2019	Deadline for filing election challenge.
August 2, 2019	Newly elected officers take office (Sept. 1 for the NEA Director).

