



**Guidelines of Election of Local Delegates  
2012 NEA Representative Assembly I Washington, DC**

1. The election for local delegate(s) will be held between February 19 and March 16.
2. The election will be held at each school site with the election date and times to be determined by site representatives.
3. A declaration of candidacy form must be filed with the chapter elections committee, 4735 Central Way, Suite C no later than 5 p.m. on February 14, 2012.
4. It is NEA policy that each state includes ethnic-minority delegates in numbers commensurate with the population of the state. The percentage for the year 2011-2012 is 53%.
5. It is CTA policy that the Association is committed to an affirmative action program in all areas, including ethnic minority representation in the California Delegation.
6. A chapter must follow the following requirements:
  - There must be open nominations. All NEA members are eligible to nominate or be nominated for office.
  - Declaration of Candidacy forms shall be readily available to members, stating requirements as to time and place of filing. IT IS THE RESPONSIBILITY OF THE CANDIDATE TO ENSURE THAT THIS DOCUMENT IS RECEIVED BY THE DUE DATE AND TIME.
  - No less than fifteen (15) calendar days prior to an election, the local chapter shall notify members of the election.
  - Candidates must not use any portion of the dues money of the local, service center council, state or national level to promote the candidacy.
  - All NEA members within the chapter or cluster of chapters shall be eligible to vote.
  - The time and place of the election must be designated.
  - Candidates may run as both State and Local delegates, but must decide which position to accept and notify the Service Center Council and local, in writing, no later than April 13, 2012. The candidate shall relinquish all claims to the released position.

- Elections shall be by secret ballot.
  - There shall be a provision for write-in candidates.
  - The election shall be by plurality vote.
  - All candidates shall be ranked in order of votes received.
7. Each ballot shall list names of candidates in order of the current CTA official alphabet.

**O C V B I S K U Q H J W Y P L Z R D M A F N T G X E**

8. A chapter may waive the requirement for secret ballot election for NEA/RA local delegates and candidate(s) declared elected only if the following conditions have been met prior to the election being held:
- The chapter has adopted a governing provision or election policy allowing the practice for waiving the NEA/RA local delegates elections secret ballot when the number of candidates is equal to or less than the number of delegate positions to be filled.
  - The period of open nominations shall be not less than fifteen (15) calendar days.
  - The election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. The results of the election shall be made known to the members by the local association as appropriate through any procedures that allows the members to obtain the information without unusual effort.
10. The local must retain all ballots and election records until the expiration of the term to which the delegate was elected.
11. Successor delegates (alternates) shall be elected in the same manner as the regular delegates and must meet the same requirements as regular delegates. Only those members who are certified are eligible to serve as successor delegates.
12. Terms for local delegates may range from one to three years. There is no limit on the number of terms, and the terms can be staggered. The term (one, two, or three years) shall be listed on the ballot.