

**Qualifications and Duties of Officers**

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**Federal Education Association**

**Spring Election 2011**

## IMPORTANT INFORMATION

1. Candidates cannot use the FREE Military Postal System (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 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 which 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.

# 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 7. Area Directors/FEA Director for DDESS

Each Area Director/FEA Director for DDESS shall:

- a. Serve as the chairperson of the Area Council. In those cases where two or more Area Directors/FEA Directors for DDESS serve an Area Council, the Council will determine the rotation of the chair;
- b. Coordinate and implement Association policies in the area the Area Director/FEA Director for DDESS represents;
- c. Promote membership within the area;
- d. Represent the area on the Board of Directors;
- e. When appropriate, designate in writing a person from that area to serve as Acting Area Director/FEA Director for DDESS, pending approval of the designee by the Area Council;
- f. Have authority to grant interim affiliation to a local association;
- g. Supervise the UniServ Staff according to Board adopted policy. Supervise and direct all other area staff providing yearly evaluations for review by the Area Council.
- h. Submit to the Secretary/Treasurer once a year, copies of all financial reports and the independent audit.
- i. 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.

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 Procedures and a list of the appropriate constituency by school, giving actual membership for the previous school year.
2. A list of all candidates will be mailed to candidates, FRS's and BOD members by JANUARY 14, 2011.
3. An election information packet will be mailed to all candidates by the FEA Washington office by JANUARY 14, 2011.
4. Two set of mailing labels with the names and addresses of the appropriate leadership (Local Presidents, FRS's and Board of Directors) and membership will be mailed to all candidates by FEBRUARY 2, 2011.
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. 4 above.
6. 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.
7. By February 2, 2011, the FEA Washington office must receive the candidate picture.
8. The FEA Washington office will accept one collect call from each candidate for the purpose of communicating the election results. Calls will be accepted on April 22 between the hours of 9:00 AM and 4 PM, Eastern Daylight Time. (202) 822-7850.

## 2010-2011 ELECTION TIMELINE

October 2010	Board sets election procedures. Board approves appointment of Nominations Chairperson.
November 2010	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> .
December 17, 2010	Deadline for postmark on Nomination Forms.
By January 6, 2011	Nominations Chairperson notifies FEA Director of Administration of the list of candidates.
By January 13, 2011	Deadline for receipt of Official Acceptance and Biographical/Mailing Label and Mail Restrictions Form.
By January 14, 2011	FEA Director of Administration sends 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.
By February 2, 2011	FEA Administrative Office sends all candidates two sets of mailing labels for leaders and members and guidelines for mailing campaign materials.
By February 2, 2011	Deadline for receipt in FEA Washington office of Candidate Picture
By February 4, 2011	Deadline for withdrawal of nomination if candidates do not wish to have their name printed on the ballot.
By March 8, 2011	FEA Administrative Office mails Sample Ballot Packet to FRSs, Local Presidents and Area Directors.
March 9, 2011	FEA Administrative Office mails Ballot Packets to active membership.
March 24, 2011	Local Presidents, FRSs and Area Directors may reproduce ballots for those members who have not received theirs.
April 19, 2011	Deadline for receipt of ballots.
April 20 and 21, 2011	Votes tallied.
April 22, 2011	Election results posted on FEA Website within 24 hours of tally. FEA accepts one collect call from each candidate and gives him/her the election results.
May 5, 2011	The FEA Director of Administration will send a full report of the

election results to each candidate.

June 24, 2011

Deadline for filing election challenge.

August 2, 2011

Newly elected officers take office.