

# Aspiring Educator Conference/NEA RA State Delegate Nomination Packet

Below are links to the individual documents that comprise the Aspiring Educator Conference/NEA RA State Delegate nomination packet. We recommend using the links below if you wish to print specific documents.

- [IMPORTANT Deadline & Submitting Paperwork.pdf](#)
- [Instructions to make PDF Fillable in Google.pdf](#)
- [2025 Student Leadership Conf-NEA Delegate Elections MEMO.pdf](#)
- [2025 Election & Campaigning Procedures.pdf](#)
- [Sample Format for Nomination.pdf](#)
- [2025 Nomination Form Aspiring Educator Conf-NEA.pdf](#)
- [2025 Signature Petition Aspiring Educator Conf-NEA.pdf](#)
- [5% of Membership for Petition Signatures.pdf](#)
- [NEA Bylaw 3-1\(g\).pdf](#)

**REMINDER: Links to Google docs will not be accepted.**

If using Google to fill make forms fillable and/or collect signatures, you **must** download the completed forms from Google and submit as email attachments. Instructions to download documents can be found in item [#10 of this page](#).

***PLEASE DO NOT WAIT UNTIL THE DEADLINE TO SUBMIT YOUR NOMINATION FORM!***

In 2024 there was a weather incident that closed many OEA offices and resulted in many members being without power and unable to submit their nomination forms by the deadline.

**We are not able to extend the deadline.**


You can use your Google account to make the PDF nomination forms fillable, and the instructions are below.

Additionally, if you choose to collect signatures electronically you can do so for free using your Google account.

Below are the steps to follow to upload PDF documents and make them fillable either to fill out or share to obtain signatures.

Submit your **completed** nomination packet, including petition or minutes showing Council/Local nomination, via email to [annie.duncan@oregoned.org](mailto:annie.duncan@oregoned.org) as an **email attachment** and **NOT** as a link to a Google doc. Instructions on downloading the document are below and can be found online [here](#).

**COMPLETED NOMINATION PACKET** means all required forms and attachments and any optional attachments are complete and included in one email rather than being sent in multiple emails.

1. **Open Google Docs.** Go to <https://docs.google.com/> in your computer's web browser. This will open your Google Docs page if you're logged in.
  - a. If you aren't logged in, click **Go to Google Docs** in the middle of the page, then enter your email address and password when prompted. If you're just prompted to log in without clicking anything, do so.
2. **Click the "Upload"  icon.** It's a folder-shaped icon in the upper-right side of the page. A pop-up window will appear.
3. **Click Upload.** This option is at the top of the pop-up window.
4. **Click Select a file from your computer.** It's a blue button at the bottom of the window. Doing so opens a window from which you can select your PDF file.
5. **Select your PDF file.** Click the PDF file that you want to upload to Google Docs. If the PDF file is in a different folder than the one that opens, click the PDF's folder on the left side of the window first.
6. **Click Open.** It's in the bottom-right corner of the window. The PDF will begin uploading to Google Docs; once the PDF opens, you can proceed.
7. **Select Open with.** This option is at the top of the page. A drop-down menu will appear.
8. **Click Google Docs.** It's in the drop-down menu. Your PDF will open in Google Docs in a new tab, at which point you're free to edit its text as you please.[\[1\]](#)
9. **Edit your PDF as needed.** You can change, add, or delete text like you would for a regular Google Docs document.
  - a. The PDF's formatting may change depending on the type of PDF it was before you opened it in Google Docs.
10. **Download the edited PDF.** Click **File**, select the **Download as** option in the drop-down menu, and click **PDF Document** in the resulting pop-out menu. This will convert the document back into a PDF and download it onto your computer.



November 1, 2024

## MEMORANDUM

TO: Aspiring Educators

FROM: Reed Scott-Schwalbach, OEA President

RE: **2025 ELECTION INFORMATION FOR ASPIRING EDUCATORS CONFERENCE/NEA RA DELEGATES**

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Enclosed are nomination forms for Aspiring Educators Conference/NEA RA Delegate. Also enclosed: a sample format for candidate information, a petition form, and Election Procedures.

The 2025 NEA Aspiring Educators Conference takes place June 27 – 30 in Portland, OR and the 2024 NEA RA takes place July 2 – 6 in Portland, OR.

**ETHNICITY:** OEA is committed to meeting our goals for representative membership engagement and leadership as expressed in our plan to accomplish NEA's Bylaw 3-1(g). Please help us by indicating your ethnicity in the section provided on the nomination form. The NEA Bylaw 3-1(g) is attached for your convenience.

### ELECTED BY ELECTRONIC BALLOT ASPIRING EDUCATORS CONFERENCE/NEA RA DELEGATE

**Aspiring Educators Conference/NEA RA Delegate: One (1) position for a one (1) -year term**

The number of delegates may be adjusted as the number of members dictates as indicated by the January 15<sup>th</sup> NEA membership report.

#### NOMINATING PROCEDURES FOR ASPIRING EDUCATORS CONFERENCE/NEA RA DELEGATE

(Bylaws Article VII. 2.G.)

1. Nominations for Aspiring Educators Conference/NEA RA Delegate shall be made by the direct vote of the members of the Student Oregon Education Association or by petition of 10 Student NEA members. The Student Membership Committee of OEA shall report the names of the nominees postmarked or received on or before January 15. **The report shall be in writing with a statement of qualifications to the OEA President.** The term for Aspiring Educators Conference/NEA RA Delegate shall be for (one) 1 year. ***[Petition signatures will be verified as active student members. It is strongly recommended that candidates collect MORE than the required 10 signatures as a precaution.]***
2. Nominees must submit a statement of qualifications (100 words or fewer) and may submit a photo (if desired).
3. **DEADLINE FOR ASPIRING EDUCATORS CONFERENCE/NEA DELEGATES:** All materials must be submitted to the OEA President's Office and must be **received/postmarked on or before January 15, 2025.**

RSS/ad

Attachments: Elections & Campaign Procedures, Deadline & Submitting Paperwork; Sample Nomination Format; Nomination Form, Petition Form, NEA Bylaw 3-1(g)

# OREGON EDUCATION ASSOCIATION ELECTIONS AND CAMPAIGNING PROCEDURES

## OEA HANDBOOK ~ POLICIES

### 2500 - ELECTIONS & CAMPAIGNING

#### I PROCEDURES FOR CANDIDATES RUNNING FOR ASSOCIATION OFFICE

(OEA Bylaws, Article VII)

The following shall apply uniformly to all state, regional or district elections:

- A. Informational printing supplied by OEA - the editor of the OEA official publication will reformat all materials supplied by the candidate and establish space approximately equal to the space provided any other candidate for the same position. Provided the candidate has met all informational printing deadlines, the following information about the candidate shall be given in an OEA official publication:
1. A statement of qualification, 100 words or less, supplied by the candidate.
  2. A position statement supplied by the candidate, not to exceed 150 words for presidential candidates, 150 words for state vice-presidential candidates, 150 words for regional vice-presidential candidates, 100 words for OEA Board Director candidates, 100 words for NEA Director candidates, and 100 words for NEA Representative Assembly Delegates.
  3. OEA Bylaws, Article VII, Section 2, regarding distribution of information.
- B. Filing information:
1. All nomination forms and support data must be in the office of the OEA President by the printing deadline in order to qualify for informational printing in OEA publication.
  2. The Credentials Committee chairperson shall be sent the names of all candidates qualifying for informational printing on the day following the printing deadline.
  3. Any candidate whose nomination form or petition is received, at any time, by the OEA President shall be sent a copy of the election rules as printed in OEA Bylaws, Policies, and Credential Rules.
  4. Election-by-mail ballots shall include the names of all candidates whose nominations were received by the deadline published in Bylaws Article VII, Section 2.
- C. Dues money for elections - there shall be no NEA, OEA, or local dues money, whether in cash, materials, postage, or service expended in the interest of any candidate for any Association office except as specified in paragraphs 1 and 2 below which apply to procedures for candidates voted upon at the OEA Representative Assembly.
- This includes use of any staff person or extended use of any facility either during or after regular working hours, whether the time or materials are wholly reimbursed or not.
1. OEA will give each candidate one set of mailing labels, upon request, and a delegate list with most recent known address, phone numbers, and home e-mail address for the delegates who will vote in his or her race.
  2. OEA will print and bind, as part of the OEA RA Delegate Handbook, a one-sided 8 ½" x 11" black and white flyer for candidates for OEA offices; OEA will post and publish timely notice of the deadline for candidates to submit this flyer to OEA for inclusion in the handbook.
- D. Ballots and Voting:
1. For each office with more than one nominee, a drawing shall be held to determine order of the names on the ballot.
  2. Acceptable marks shall include any mark that indicates the voter's preference.
  3. Voting for more than the specified number of persons invalidates the ballot.
  4. Ballots from all OEA elections shall be secured for a period of one year.
  5. The Credentials Committee chairperson is responsible for:

- a. enforcing balloting regulations,
  - b. securing ballots,
  - c. securing voting areas,
  - d. securing counting areas, and
  - e. providing a location from which members may observe the vote counting area.
6. Voting at the OEA Representative Assembly
- a. Campaign material (anything that identifies a candidate) shall not be permitted in the balloting area.
  - b. Each candidate may send one observer to watch the voting and counting of ballots. The observer would stay with the Committee until the totals are announced.
  - c. No one other than the Credentials Committee, candidate observers and assigned staff will be allowed in the vote counting area.
  - d. At the conclusion of counting the votes, the Elections Chairperson will immediately or as soon as possible:
    1. notify the OEA President of the results
    2. notify candidates of the results
    3. give the OEA-RA the results
  - e. Run off candidates will be given three minutes to address the RA
7. Mail Elections
- a. Before each election, the Credentials Committee will approve a plan that prescribes how ballots will be handled when they are received by OEA. The plan will provide for specific staff members to receive, handle and secure the ballots. The plan will provide that OEA members (including OEA officers as well as others with a stake in the outcome of the election) shall be prohibited from contact with or influence over the ballots.
  - b. A drawing shall be held to determine order of the names of the nominees on the ballot.
  - c. No replacement ballots shall be sent without communication with the Credentials Committee chairperson.
- E. General procedures for candidates voted upon at OEA Representative Assembly:
1. Notification of the candidate's meeting with the Credentials Committee will be sent two weeks prior to the date set for the March meeting of the Credentials Committee.
  2. Candidates and/or their representatives will meet with the Credentials Committee in March to review election and balloting rules and determine the order of the names on the ballot and their speaking order.
  3. Each known candidate will be assigned a display area outside the assembly room. The general display area will be divided equitably among the known candidates by a drawing at the meeting referred to in #1.
  4. Campaign materials may be posted or distributed on the opening date of the Representative Assembly as specified by the Credentials Committee.
  5. Campaign materials may be posted or distributed on the floor of the Assembly only at those times when the Assembly is not in session.
  6. Display area materials must be removed by the conclusion of the Representative Assembly.
  7. OEA will notify each candidate of OEA's official publications' deadlines.

## **II. BOARD DIRECTOR ELECTION PROCEDURES**

In accordance with Bylaws Article VII. Section 4.C.4, and as approved by the OEA Credentials Committee:

Board Directors shall be elected in the following order of rotation:

(Terms ending 2025): Districts 01a, 06, 08, 10b, 12, 15a, 17b, 19, 20a, 21, and 30a;

(Terms ending 2026): Districts 01b, 02, 03a, 09, 10c, 11, 13, 15b, 16, 24, 26a, 27, and 30b;

(Terms ending 2027): Districts 03b, 04, 05, 07a, 10a, 14a, 17a, 18, 20b, 26b.

### **III. NEA DIRECTOR ELECTION PROCEDURES**

- A. NEA Directors shall be elected in accordance with NEA requirements.
- B. Terms for the NEA Director(s) shall not be concurrent.
- C. The NEA Directors shall be elected by active NEA members who are delegates to the OEA Representative Assembly.
- D. Elections shall be determined by plurality vote.

### **IV. NEA RA DELEGATE ELECTION PROCEDURES**

- A. NEA Representative Assembly State Delegates and Successor Delegates, as allocated by NEA, shall be elected by secret ballot in accordance with the one-person-one-vote principle for a term not to exceed three years.
- B. Persons not elected shall be listed in order of number of votes received and shall be designated Successor Delegates. The person receiving the greater number of votes shall be the first Successor Delegate, the person receiving the second greatest number of votes shall be second Successor Delegate, etc.

However, in any year in which the number of elected NEA Representative Assembly State Delegates currently serving exceeds the number of State Delegate positions allocated by NEA:

The most recently elected regional State Delegates with the least number of votes will become first regional Successor Delegates.

- C. OEA is committed to the achievement of the national policy contained in NEA Bylaws that the Association "achieve ethnic delegate representation at least equal to the proportion of identified ethnic populations within the state." State, regional and local association leaders shall assist with publicity and promotion of proportional ethnic participation in the NEA Representative Assembly.
- D. State Delegate election results shall be filed with the OEA Executive Director and published in the May issue of an OEA publication.
- E. All candidates must comply with the NEA and OEA regulations concerning this office.
- F. Upon receipt of the annual membership figures from the NEA, the OEA President shall determine the number of members by region and recommend to the OEA Executive Committee the allocation of the State Delegates by region. The OEA Executive committee shall declare such vacancies and provide for the election of NEA RA State Delegates to the vacant position(s).

### **2550 – ELECTION DISTRICTS AND REGIONS**

#### **A. Election Districts**

For the purpose of electing directors to the OEA Board of Directors, the state shall be divided into districts. The Director(s) shall be elected by the membership at large within each district. Districts will be allocated Director(s) equal to a ratio of 1 director per 1,000 members and whole multiples thereof; i.e., 1-1,999 members (1 Board Director), 2,000-2,999 members (2 Board Directors), 3,000-3,999 (3 Board Directors) based on the January 15 active membership. Every Board district will be guaranteed 1 Director. The number of Directors will be adjusted if for any two consecutive years the membership numbers warrant a change. If membership numbers warrant an additional director for a board district, an election will be held at the next annual Board election to determine which member(s) will represent the Board district for one full three-year term. Following this first full term, the length of the term for this newly added position may be staggered (1-year or 2-years) to accommodate the board rotation schedule. This language does not apply to OEA-Retired, District #27, which would always have only one Director.

In districts with multiple board director seats, seats will be tracked in the order they were added (ex.: 10a, 10b, 10c...) When membership numbers drop below the required ratio for two consecutive years, the last board director seat added in a district will be the first removed (ex: 10c) upon completion of the current term.

If any newly added board seat is up for election and has been out of compliance in membership numbers for 1 year, the election will be for a one-year term only.

- At the conclusion of that one-year term, if the membership numbers are still below the ratio, the board seat will not be renewed.
- At the conclusion of that one-year term, if the membership numbers are above the ratio, the election will be for a full, three-year term.

The state shall be divided into the following districts:

- District #1 Ashland, Butte Falls, District 6, Eagle Point, Grants Pass, Grants Pass ACE, Medford, Phoenix-Talent, Prospect, Rogue River, Rogue River ACE, Southern Oregon ESD and Three Rivers
- District #2 Banks, Banks ACE, Forest Grove, Gaston, and Hillsboro
- District #3 Salem Keizer
- District #4 Bethel ACE, Creswell, Crow-Applegate-Lorane, Fern Ridge, Junction City, Junction City ACE, Lane County ESD, Lowell, Marcola, McKenzie, Oakridge, Pleasant Hill, South Lane, Springfield and Triangle Lake
- District #5 Eugene
- District #6 Bandon, Brookings-Harbor, Central Curry, Central Curry CEA, Coos Bay, Coquille, Mapleton, Mapleton ACE, Myrtle Point, North Bend, Port Orford- Langlois TA, Powers, Assoc of Reedsport, Assoc of Reedsport ESP, Siuslaw and South Coast ESD
- District #7 Bend, Black Butte (NCBL), Burns- Hines, Crane TA, Crook County, Culver, Dayville (NCBL), Frenchglen (NCBL), High Desert, Madras (Includes Jefferson Co. ESD), Mitchell, Mitchell ACE (NCBL), Redmond and Sisters
- District #8 Adrian (NCBL), Annex, Baker, Cove, Elgin, Enterprise, Imbler, John Day, Joseph, LaGrande, Long Creek, Long Creek ACE (NCBL), Monument, Monument ESP, North Powder, Nyssa, Ontario, Pine Eagle, Prairie City, Union, Vale and Wallowa
- District #9 Canby, Colton, Colton ACE, Estacada, Molalla River, Oregon City, and West Linn-Wilsonville
- District #10 Portland Association of Teachers
- District #11 Alsea TA, Central, Corvallis, Dallas, Falls City, Lincoln County, Monroe TA, Perrydale TA, and Philomath
- District #12 Arlington, Athena-Weston TA, Condon, Echo, Fossil ACT, Helix AE, Helix ACE (NCBL), Hermiston AT, Intermountain ESD, Ione, Milton-Freewater, Morrow County, North Central ESD, Pendleton AT, Pilot Rock, Sherman County, Spray, Spray ACE (NCBL), Stanfield and Umatilla
- District #13 Astoria, Clatskanie, Jewell, Knappa #4, Neah-Kah-Nie TA, Nestucca Area, Northwest, Rainier, Scappoose, Seaside, St. Helens, Tillamook, Vernonia and Warrenton
- District #14 Centennial, Corbett, Corbett ACE, Gresham-Barlow, Parkrose FA, and Reynolds
- District #15 Beaverton and Beaverton Subs
- District #16 Amity TA, Dayton, Gervais, Mt. Angel, Sheridan, Silver Falls, St. Paul, State Teachers, United North Marion Educators, Willamette Valley, Willamina, Woodburn and Yamhill-Carlton
- District #17 Cascade, Central Linn, Greater Albany, Greater Albany ACE, Harrisburg, Jefferson, Lebanon, Lebanon ESPA, Linn-Benton-Lincoln ESD, North Santiam, Santiam Canyon, Scio CTA and Sweet Home
- District #18 Columbia Gorge ESD, District 21, Hood River, Mosier TA, Multnomah ESD, North Wasco ESP, **South Wasco and South Wasco ACE**
- District #19 Klamath County, Klamath County ACE, Klamath Falls, Klamath Falls ACE, Lakeview, North Lake and Paisley
- District #20 Clackamas ESD, Clackamas ESD ESPA, David Douglas, Gladstone TA, North Clackamas, and Wy'East
- District #21 Camas Valley TA, Days Creek, Days Creek ACE, Douglas ESDA, Elkton, Glendale, Glide, North Douglas, North Douglas ACE, Oakland TA, Oakland ACE, Riddle, Riddle ACE, Roseburg, South Umpqua, Sutherlin, Winston-Dillard, Yoncalla and Yoncalla ACE
- District #24 Association of Salem Keizer ESP
- District #26 Lake Oswego, McMinnville, Newberg, Riverdale TA, Sherwood and Tigard-Tualatin



District #27 OEA-Retired

District #30 Blue Mountain FA, Chemeketa FA, Clackamas CC ACE, Clackamas CC AF, Clackamas CC EA, Clatsop CC FA, Clatsop CC PTFA, Klamath CC FA, Lane CC, Linn-Benton CC PT FA, Mt. Hood CC CEA, Mt. Hood CC FA, Mt. Hood CC PT FA, Rogue CC, Treasure Valley, Umpqua CC FA, Umpqua CC PT, and ACE of Umpqua CC

B. Regional Vice Presidents and NEA Representative Assembly State Delegate Regions.

1) a) For the purpose of electing Regional Vice Presidents, Board districts shall be combined into the following regions:

Region I-Districts #2, 9, 10, 14, 15, 20, 26, 30

Region II-Districts #3, 4, 5, 11, 13, 16, 17, 24

Region III-Districts #1, 6, 7, 8, 12, 18, 19, 21

b) OEA-Retired delegate(s) shall vote in the region in which they reside.

2) For the purpose of electing NEA Representative Assembly State Delegates, Board districts shall be combined into the regions as listed above as in paragraph 1.a.

3) For the purpose of representing the Oregon NEA members at the NEA Representative Assembly, there shall be elected one state delegate position per 1,000 members of the NEA.

The state delegate positions allocated by NEA shall be distributed proportionally among the three regions. Delegates for all positions shall be elected according to a schedule established by the Credentials Committee and approved by the OEA Board of Directors. Terms may be less than three years for purposes of implementing this schedule.

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## **OEA HANDBOOK BYLAWS**

### **ARTICLE VII. ELECTION OF OFFICERS, DIRECTORS AND DELEGATES**

#### **Section 1. Notification**

The OEA Executive Director shall notify the officers of each local association in the October issue of the official publication of the OEA each year as to the number of the various OEA officers and directors, NEA Directors, and state NEA Representative Assembly State Delegates which may be nominated and elected from that area that year.

#### **Section 2. Nominations**

The filing deadline for the OEA Board of Directors, NEA State Delegates and Aspiring Educator Leadership Conference/NEA Delegates shall be January 15. If the nomination deadline for materials falls on a weekend or federal holiday, nomination materials must be postmarked or received by the next business day, including electronic (fax/email) submission. Persons nominated for officer, director, delegate, or Aspiring Educator delegate positions shall be active members as defined in Article I., Section 3. In nomination-by-petition scenarios, member signatures may be handwritten or electronic.

#### **A. President**

Nominations for the President shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the President. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the President. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may

be made from the floor of the OEA Representative Assembly meeting. The OEA President shall be simultaneously nominated to a concurrent term as the first alternate NEA Director.

B. Vice President

Nominations for the Vice President shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the President. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the Vice President. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor of the OEA Representative Assembly meeting. The Vice President shall be simultaneously nominated to a concurrent term as the second alternate NEA Director.

C. Regional Vice Presidents

Nominations for Regional Vice Presidents shall be made by a direct vote of the members in a local association or UniServ Council within the designated region. Nominations may also be made by petition of 25 OEA members within the designated region, or the number of OEA members within the designated region which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the Regional Vice Presidents. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils in the appropriate region prior to the meeting of the OEA Representative Assembly that elects Regional Vice Presidents. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor, provided that any such nominee is from the region for which the office is designated to serve.

D. Board of Directors

Nominations for OEA district directors shall be made by direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members within the designated district, or the number of OEA members within the designated district, which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications to the OEA President, postmarked or received on or before January 15.

Nominations for the Equity Director and Education Support Director shall be made by direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days prior to the meeting of the OEA Representative Assembly.

Nominations by petition need not be reported or signed by an officer of a local association nor UniServ Council. A statement of qualifications of each nominee, if available, shall be published in an official publication of the OEA.

E. NEA Directors for Oregon

Nominations for NEA Director shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ Council shall report the name of the nominee in writing along with a statement of qualifications, to the OEA President on or before sixty days (60)

prior to the meeting of the OEA Representative Assembly that will elect the NEA Director. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the NEA Director. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor of the OEA Representative Assembly meeting.

F. NEA Representative Assembly State Delegates

Nominations for NEA Representative Assembly State Delegates shall be made by direct vote of the members in a local association or UniServ Council within the designated region. Nominations may also be made by petition of 25 OEA members within that region, or the number of OEA members within that region which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President, postmarked or received on or before January 15. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council.

G. Nominations for NEA Aspiring Educator Conference/NEA RA Delegate

Nominations for NEA Aspiring Educator Conference/NEA RA Delegate shall be made by the direct vote of the Aspiring Educators of the Oregon Education Association at a state-wide or chapter level nominations meeting of the Oregon Education Association Aspiring Educators or by petition of 10 Aspiring Educator OEA/NEA members. The OEA Aspiring Educator Council shall oversee and assist in state and chapter level nomination processes and report the names of the nominees postmarked or received on or before January 15. The report shall be in writing with a statement of qualifications to the OEA President. The term for NEA Aspiring Educator Conference/NEA RA Delegate shall be for (one) 1 year.

**Section 3. Election Districts and Regions**

**The election districts and regions are outlined in OEA Policy 2550.**

**Section 4. Elections**

A. Credentials Committee

A Credentials Committee member, appointed for a three-year term by the OEA President, may serve one additional appointment. The Credentials Committee shall act as an elections committee, construct election rules for approval by the OEA Board of Directors, make recommendations to the OEA Board of Directors prior to the OEA Representative Assembly and to the OEA Representative Assembly during its session on the enforcement of election rules wherein the penalty can be disqualifications; count ballots, certify election results and secure ballots for a period of one year.

B. President, Vice President, Regional Vice Presidents, and NEA Directors

During an annual meeting of the OEA Representative Assembly delegates shall elect, by secret ballot, the President, Vice President, Regional Vice Presidents, or state-elected NEA Directors. The NEA Directors shall be elected by active NEA members who are delegates to the OEA Representative Assembly. In odd numbered years the President and Vice President will be elected to concurrent two-year terms. In even numbered years the Regional Vice Presidents will be elected to concurrent two-year terms. The OEA President shall be elected to a concurrent term as the first alternate NEA Director. The OEA Vice President shall be elected to a concurrent term as the second alternate NEA Director. Delegates to the OEA Representative Assembly will elect the President, Vice President, and NEA Director on a statewide basis and will elect the Regional Vice Presidents on a regional basis with delegates voting for a candidate in their region. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.

C. Directors

1) Ballots and an election notice shall be distributed no later than February 20 from OEA headquarters to all members in districts having elections. To be valid, ballots shall be postmarked or received on or before March 10. If March 10 falls on a weekend or federal holiday, ballots must be postmarked or received by the next business day. Election results

shall be filed with the Executive Director no later than the last day of March. Elections shall be determined by plurality vote.

- 2) During the annual meeting, the OEA Representative Assembly shall elect by secret ballot the Equity Director for the ensuing term. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.
- 3) During the annual meeting, the OEA Representative Assembly shall elect by secret ballot the Education Support Professional Director for the ensuing term. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.**
  - 4) Directors shall be elected on a rotating basis. The OEA Credentials Committee will review and update a rotation schedule in compliance with the terms stated in Bylaws, which will be published in OEA Policy 2500 as well as online and in the OEA calendar book. The purpose of rotation shall be to maximize continuity of representation and to minimize turnover of representation wherever equitable and in compliance with the Bylaws.
  - 5) A district may elect the same individual for two successive three-year terms. Having served two terms, a Director shall not be eligible for reelection until at least one term has elapsed.

#### D. Proportional Representation Directors

- 1) Education Support Professional members shall be represented on the Board at least in proportion to their active membership in the Association as of January 15. If the percentage of Education Support Professional members elected to the Board of Directors fails to achieve such proportional representation, the Representative Assembly shall elect the number of At-Large Directors required to assure such representation for three-year terms. An individual may be elected to one additional successive three-year term. Having served six successive years, a proportional At-Large Director shall not be eligible for re-election until at least one term has elapsed.
- 2) The licensed members shall be represented in proportion to their membership in the Association as of January 15. If the percentage of licensed members fails to achieve such proportion, the Representative Assembly shall elect the number of At-Large Directors required to assure such representation for three-year terms. An individual may be elected to one additional successive three-year term. Having served six successive years, a proportional At-Large Director shall not be eligible for re-election until at least one term has elapsed.
- 3) Candidates for these positions shall be nominated by the delegates at the Representative Assembly.

#### E. NEA Representative Assembly State and Aspiring Educator Delegates and Successor Delegates

- 1) NEA Representative Assembly State and Aspiring Educator Delegates and Successor Delegates as allocated by NEA shall be elected by secret ballot. Ballots must be distributed no later than February 20. To be valid, ballots shall be postmarked or received on or before March 10. If March 10 falls on a weekend or federal holiday, ballots must be postmarked or received by the next business day. Election results shall be filed with the Executive Director no later than the last day of March. Election results shall be determined by plurality vote.
- 2) The candidates not elected shall be declared Successor Delegates and listed in order of votes received. The number of Successor Delegates shall not exceed the State Delegates.
- 3) Terms of office for State Delegates shall be for three years and shall not all be concurrent. Terms may be less than three years for purposes of implementing a rotation schedule.

### Section 5. Vacancies

- A. The President shall declare a vacancy in the event of death, expulsion from membership, disability, resignation (when submitted in writing), chronic absenteeism, ineligibility by virtue of retirement or other change of membership category, or election to another office that overlaps the current office. If a current holder of one office has been elected to another office, the OEA president shall immediately declare the up-coming vacancy in the officer's current office. A vacancy in the office of President is to be determined by the OEA Board of Directors for the above reasons and declared by the presiding officer. The declaration of a vacancy in the case of resignation will become effective at the discretion of the President or presiding officer.
- B. Vacancies shall be filled under the following rules and regulations:

- 1) When a vacancy is declared in the office of President the OEA Board of Directors shall appoint the Vice President to serve the remainder of the term of President. If this appointment is in the first nine months of a term the newly appointed President is eligible to run for one more term of office. If the appointment is after the first nine months in office the appointed President will be eligible to run for two more terms of office.
- 2) When a vacancy is declared in the office of Vice President before the Representative Assembly in the first year of a term, the OEA Board of Directors shall elect by secret ballot, not later than the second successive Board meeting, an interim Vice President to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 10 following the election.

When a vacancy is declared after the Representative Assembly in the first year of a term, the OEA Board of Directors shall elect by secret ballot, not later than the second successive Board meeting, an interim Vice President for the remainder of the term.

- 3) When a vacancy is declared in the office of a Regional Vice President before the Representative Assembly in the first year of a term, the district Directors from the region involved shall elect, within thirty days, an interim Regional Vice President to serve until the next meeting of the OEA Representative Assembly. The delegates of the OEA Representative Assembly from the region involved shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 10 following the election.

When a vacancy is declared after the Representative Assembly in the first year of a term, the district Directors from the region involved shall elect, within thirty days, an interim Regional Vice President for the remainder of the term.

- 4) When a vacancy is declared in the office of an NEA Director the President shall serve as the first alternate NEA Director. The Vice President shall serve as the second alternate NEA Director.

An "alternate" director is intended to fill such a vacancy on a short-term temporary basis.

When a vacancy is declared for the purpose of filling an "interim" NEA Director position, the OEA Board shall appoint an interim Director who will serve until a new NEA Director is elected by the OEA membership at the next regularly scheduled election. The term of the newly elected NEA Director shall begin immediately following the election or on the date consistent with NEA Bylaws and Policies.

- 5) When a vacancy is declared in the position of Equity Director before the Representative Assembly in the first or second year of a term, the OEA Board of Directors shall elect an interim Director to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the Representative Assembly in the second year of a term, the OEA Board of Directors shall elect an interim Director for the remainder of the term.

- 6) When a vacancy is declared in the position of Education Support Professional Director before the Representative Assembly in the first or second year of a term, the OEA Board of Directors shall elect an interim Director to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the Representative Assembly in the second year of a term, the OEA Board of Directors shall elect an interim Education Support Professional Director for the remainder of the term.

- 7) When a vacancy is declared in a district OEA Board of Directors position before the annual Board election in the first or second year of a term, the UniServ Council(s) members from that Board district shall elect, not later than the second successive Board meeting, an interim Director to serve until the next annual Board election. At that election, a successor shall be elected for the remainder of that term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the annual Board election in the second year of a term, the UniServ Council(s) members from that Board district shall elect, not later than the second successive Board meeting, an interim Director for the remainder of the term effective immediately.

The OEA-Retired Executive Board shall fulfill the duties of a UniServ Council for the purpose of filling vacancies in District 27.

- 8) When a vacancy is declared in the position of NEA Representative Assembly State Delegate, ranking Successor Delegate from the region involved shall serve as Delegate for the remainder of the term of the Delegate in whose place the Successor Delegate is serving.

However, if a State Delegate submits a statement to the NEA Credentials Committee (no later than January 15 immediately preceding the annual meeting at which the Delegate wishes to resume office) certifying that the Delegate was unable to attend by reason of uncontrollable circumstances and wishes to resume office, and the NEA Credentials Committee concurs, the Delegate may resume service for the remainder of the term of office to which the Delegate was elected.

- 9) When a vacancy is declared in a proportional representation Director position, the OEA Board of Directors shall elect an interim Director for the remainder of the term.

#### C. Notice of Vacancies

When a vacancy is declared (except a temporary vacancy in the office of President), written notice shall be made to all eligible members. The notice may be by UniServ newsletter, the official OEA publication, local association newsletter, or direct mailing.

#### D. Temporary Vacancies

When, in the judgment of the Executive Committee, the President is unable to fulfill the duties of the office due to an accident or illness of a temporary nature, it shall declare a temporary vacancy, appoint the Vice President to serve as acting President, and report to the Board. In the event of a temporary vacancy, the Executive Committee and the President will determine when there is no longer a need for a temporary vacancy and report to the Board. The Board, at its next regular or special meeting will confirm or change the Executive Committee's decisions.

### Section 6. Recall

- A. A recall election for President shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within each of two of the Vice-Presidential Regions and is filed with the OEA Executive Director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members. The Credentials Committee shall be convened to count the ballots.

If the President is recalled, the position shall be declared vacant, and the provisions of Article VII, Section 5, B.1), shall go into effect. The President recalled shall not be eligible to be returned to office during that term.

- B. A recall election for the Vice President shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within each of two of the Vice-Presidential Regions and is filed with the OEA executive director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members. The Credentials Committee shall be convened to count the ballots.

If the Vice President is recalled, the position shall be declared vacant, and the provisions of Article VII, Section 5, B. 2), shall go into effect. The Vice President recalled shall not be eligible to be returned to office during that term.

- C. A recall election for a Regional Vice President shall be held if a petition specifying the charges and requesting an election is signed by twenty percent of the OEA members within the Vice-Presidential Region and is filed with the OEA Executive Director. Such an election shall be held within thirty days of the date of the petition filing. Eligible voters shall be OEA members within the region involved. The Credentials Committee shall be convened to count the ballots. If a Regional Vice President is recalled, the position shall be declared vacant and the provisions of Article VII, Section 5, B 3, shall go into effect. A Regional Vice President who is recalled shall not be eligible to be returned to office during that term.

- D. If a NEA Director is recalled according to the NEA bylaws, the position shall be declared vacant, and the provisions of Article VII, Section 5, B. 4), shall go into effect. The NEA Director recalled shall not be eligible to be returned to office during that term.

- E. A recall election for a NEA Representative Assembly State Delegate shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within the appropriate region and is filed with the Executive Director. The procedures for recall election for an NEA Representative Assembly State Delegate shall be the same as those specified for Regional Vice President. An NEA Representative Assembly State Delegate who is recalled shall not be eligible to be returned to office during that term.

- F. A recall election for an OEA Board of Directors district Director shall be held if a petition requesting such an election is signed by twenty percent of the OEA members in that OEA Board of Directors district and filed with the Executive Director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members in that OEA Board of Directors District. If the OEA Board of Directors district Director is recalled, the position shall be declared vacant and filled in the manner prescribed under Article VII, Section 5, B. 7). The Director recalled shall not be eligible to be returned to office during that term.

## **Section 7. Compliance with State and Federal Law**

All OEA and local association elections falling under the federal Labor Management Reporting and Disclosure Act shall comply with the requirements of the Act. The OEA Board of Directors may establish Interim OEA Policy, and the Credentials Committee may establish election rules and procedures, to conform election practices with state and federal law.

### **Section 1. Notification**

The OEA Executive Director shall notify the officers of each local association in the October issue of the official publication of the OEA each year as to the number of the various OEA officers and directors, NEA Directors, and state NEA Representative Assembly State Delegates which may be nominated and elected from that area that year.

### **Section 2. Nominations**

The filing deadline for the OEA Board of Directors, NEA State Delegates and Aspiring Educator Leadership Conference/NEA Delegates shall be January 15. If the nomination deadline for materials falls on a weekend or federal holiday, nomination materials must be postmarked or received by the next business day, including electronic (fax/email) submission. Persons nominated for officer, director, delegate, or Aspiring Educator delegate positions shall be active members as defined in Article I., Section 3. In nomination-by-petition scenarios, member signatures may be handwritten or electronic.

#### **A. President**

Nominations for the President shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the President. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the President. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor of the OEA Representative Assembly meeting. The OEA President shall be simultaneously nominated to a concurrent term as the first alternate NEA Director.

#### **B. Vice President**

Nominations for the Vice President shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the President. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the Vice President. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor of the OEA Representative Assembly meeting. The Vice President shall be simultaneously nominated to a concurrent term as the second alternate NEA Director.

#### **C. Regional Vice Presidents**

Nominations for Regional Vice Presidents shall be made by a direct vote of the members in a local association or UniServ Council within the designated region. Nominations may also be made by petition of 25 OEA members within the designated region, or the number of OEA members within the designated region which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member. An officer of a local association or UniServ Council shall report the name of the nominee in writing along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the Regional Vice Presidents. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils in the appropriate region prior to the meeting of the OEA Representative Assembly that elects Regional Vice Presidents. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor, provided that any such nominee is from the region for which the office is designated to serve.

#### D. Board of Directors

Nominations for OEA district directors shall be made by direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members within the designated district, or the number of OEA members within the designated district, which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications to the OEA President, postmarked or received on or before January 15.

Nominations for the Equity Director and Education Support Director shall be made by direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. An officer of a local association or UniServ Council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President on or before sixty days prior to the meeting of the OEA Representative Assembly.

Nominations by petition need not be reported or signed by an officer of a local association nor UniServ Council. A statement of qualifications of each nominee, if available, shall be published in an official publication of the OEA.

#### E. NEA Directors for Oregon

Nominations for NEA Director shall be made by a direct vote of the members in a local association or UniServ Council. Nominations may also be made by petition of 25 OEA members, or the number of OEA members which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ Council shall report the name of the nominee in writing along with a statement of qualifications, to the OEA President on or before sixty days (60) prior to the meeting of the OEA Representative Assembly that will elect the NEA Director. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council but should include a statement of qualifications. A statement of qualifications of each nominee, if available, shall be sent to all delegates, OEA local associations, and UniServ Councils two weeks prior to the meeting of the OEA Representative Assembly that will elect the NEA Director. The nominations shall be reported to the OEA Representative Assembly at its election meeting. In addition, nominations may be made from the floor of the OEA Representative Assembly meeting.

#### F. NEA Representative Assembly State Delegates

Nominations for NEA Representative Assembly State Delegates shall be made by direct vote of the members in a local association or UniServ Council within the designated region. Nominations may also be made by petition of 25 OEA members within that region, or the number of OEA members within that region which constitutes the equivalent of 5% of the candidate's active local association membership, whichever is less. A local association or UniServ Council may nominate only one member per position. An officer of a local association or UniServ council shall report the name of the nominee in writing, along with a statement of qualifications, to the OEA President, postmarked or received on or before January 15. Nominations by petition need not be reported or signed by an officer of a local association or UniServ Council.

#### H. Nominations for NEA Aspiring Educator Conference/NEA RA Delegate



Nominations for NEA Aspiring Educator Conference/NEA RA Delegate shall be made by the direct vote of the Aspiring Educators of the Oregon Education Association at a state-wide or chapter level nominations meeting of the Oregon Education Association Aspiring Educators or by petition of 10 Aspiring Educator OEA/NEA members. The OEA Aspiring Educator Council shall oversee and assist in state and chapter level nomination processes and report the names of the nominees postmarked or received on or before January 15. The report shall be in writing with a statement of qualifications to the OEA President. The term for NEA Aspiring Educator Conference/NEA RA Delegate shall be for (one) 1 year.

### **Section 3. Election Districts and Regions**

**The election districts and regions are outlined in OEA Policy 2550.**

### **Section 4. Elections**

#### **A. Credentials Committee**

A Credentials Committee member, appointed for a three-year term by the OEA President, may serve one additional appointment. The Credentials Committee shall act as an elections committee, construct election rules for approval by the OEA Board of Directors, make recommendations to the OEA Board of Directors prior to the OEA Representative Assembly and to the OEA Representative Assembly during its session on the enforcement of election rules wherein the penalty can be disqualifications; count ballots, certify election results and secure ballots for a period of one year.

#### **B. President, Vice President, Regional Vice Presidents, and NEA Directors**

During an annual meeting of the OEA Representative Assembly delegates shall elect, by secret ballot, the President, Vice President, Regional Vice Presidents, or state-elected NEA Directors. The NEA Directors shall be elected by active NEA members who are delegates to the OEA Representative Assembly. In odd numbered years the President and Vice President will be elected to concurrent two-year terms. In even numbered years the Regional Vice Presidents will be elected to concurrent two-year terms. The OEA President shall be elected to a concurrent term as the first alternate NEA Director. The OEA Vice President shall be elected to a concurrent term as the second alternate NEA Director. Delegates to the OEA Representative Assembly will elect the President, Vice President, and NEA Director on a statewide basis and will elect the Regional Vice Presidents on a regional basis with delegates voting for a candidate in their region. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.

#### **C. Directors**

- 1) Ballots and an election notice shall be distributed no later than February 20 from OEA headquarters to all members in districts having elections. To be valid, ballots shall be postmarked or received on or before March 10. If March 10 falls on a weekend or federal holiday, ballots must be postmarked or received by the next business day. Election results shall be filed with the Executive Director no later than the last day of March. Elections shall be determined by plurality vote.
- 2) During the annual meeting, the OEA Representative Assembly shall elect by secret ballot the Equity Director for the ensuing term. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.
- 3) During the annual meeting, the OEA Representative Assembly shall elect by secret ballot the Education Support Professional Director for the ensuing term. If no candidate for office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.
- 4) Directors shall be elected on a rotating basis. The OEA Credentials Committee will review and update a rotation schedule in compliance with the terms stated in Bylaws, which will be published in OEA Policy 2500 as well as online and in the OEA calendar book. The purpose of rotation shall be to maximize continuity of representation and to minimize turnover of representation wherever equitable and in compliance with the Bylaws.
- 5) A district may elect the same individual for two successive three-year terms. Having served two terms, a Director shall not be eligible for reelection until at least one term has elapsed.

#### **D. Proportional Representation Directors**

- 1) Education Support Professional members shall be represented on the Board at least in proportion to their active membership in the Association as of January 15. If the percentage of Education Support Professional members elected to the Board of Directors fails to achieve such proportional representation, the Representative Assembly shall elect the number of At-Large Directors required to assure such representation for three-year terms. An individual may be elected to one additional successive three-year term. Having served six successive years, a proportional At-Large Director shall not be eligible for re-election until at least one term has elapsed.
- 2) The licensed members shall be represented in proportion to their membership in the Association as of January 15. If the percentage of licensed members fails to achieve such proportion, the Representative Assembly shall elect the number of At-Large Directors required to assure such representation for three-year terms. An individual may be elected to one additional successive three-year term. Having served six successive years, a proportional At-Large Director shall not be eligible for re-election until at least one term has elapsed.
- 3) Candidates for these positions shall be nominated by the delegates at the Representative Assembly.

E. NEA Representative Assembly State and Aspiring Educator Delegates and Successor Delegates

- 4) NEA Representative Assembly State and Aspiring Educator Delegates and Successor Delegates as allocated by NEA shall be elected by secret ballot. Ballots must be distributed no later than February 20. To be valid, ballots shall be postmarked or received on or before March 10. If March 10 falls on a weekend or federal holiday, ballots must be postmarked or received by the next business day. Election results shall be filed with the Executive Director no later than the last day of March. Election results shall be determined by plurality vote.
- 5) The candidates not elected shall be declared Successor Delegates and listed in order of votes received. The number of Successor Delegates shall not exceed the State Delegates.
- 6) Terms of office for State Delegates shall be for three years and shall not all be concurrent. Terms may be less than three years for purposes of implementing a rotation schedule.

**Section 5. Vacancies**

- A. The President shall declare a vacancy in the event of death, expulsion from membership, disability, resignation (when submitted in writing), chronic absenteeism, ineligibility by virtue of retirement or other change of membership category, or election to another office that overlaps the current office. If a current holder of one office has been elected to another office, the OEA president shall immediately declare the up-coming vacancy in the officer's current office. A vacancy in the office of President is to be determined by the OEA Board of Directors for the above reasons and declared by the presiding officer. The declaration of a vacancy in the case of resignation will become effective at the discretion of the President or presiding officer.
- B. Vacancies shall be filled under the following rules and regulations:
  - 1) When a vacancy is declared in the office of President the OEA Board of Directors shall appoint the Vice President to serve the remainder of the term of President. If this appointment is in the first nine months of a term the newly appointed President is eligible to run for one more term of office. If the appointment is after the first nine months in office the appointed President will be eligible to run for two more terms of office.
  - 2) When a vacancy is declared in the office of Vice President before the Representative Assembly in the first year of a term, the OEA Board of Directors shall elect by secret ballot, not later than the second successive Board meeting, an interim Vice President to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 10 following the election.

When a vacancy is declared after the Representative Assembly in the first year of a term, the OEA Board of Directors shall elect by secret ballot, not later than the second successive Board meeting, an interim Vice President for the remainder of the term.

- 3) When a vacancy is declared in the office of a Regional Vice President before the Representative Assembly in the first year of a term, the district Directors from the region involved shall elect, within thirty days, an interim Regional Vice President to serve until the next meeting of the OEA Representative Assembly. The delegates of the OEA

Representative Assembly from the region involved shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 10 following the election.

When a vacancy is declared after the Representative Assembly in the first year of a term, the district Directors from the region involved shall elect, within thirty days, an interim Regional Vice President for the remainder of the term.

- 4) When a vacancy is declared in the office of an NEA Director the President shall serve as the first alternate NEA Director. The Vice President shall serve as the second alternate NEA Director.

An "alternate" director is intended to fill such a vacancy on a short-term temporary basis.

When a vacancy is declared for the purpose of filling an "interim" NEA Director position, the OEA Board shall appoint an interim Director who will serve until a new NEA Director is elected by the OEA membership at the next regularly scheduled election. The term of the newly elected NEA Director shall begin immediately following the election or on the date consistent with NEA Bylaws and Policies.

- 5) When a vacancy is declared in the position of Equity Director before the Representative Assembly in the first or second year of a term, the OEA Board of Directors shall elect an interim Director to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the Representative Assembly in the second year of a term, the OEA Board of Directors shall elect an interim Director for the remainder of the term.

- 6) When a vacancy is declared in the position of Education Support Professional Director before the Representative Assembly in the first or second year of a term, the OEA Board of Directors shall elect an interim Director to serve until the next meeting of the OEA Representative Assembly. The OEA Representative Assembly shall then elect a successor for the remainder of the term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the Representative Assembly in the second year of a term, the OEA Board of Directors shall elect an interim Education Support Professional Director for the remainder of the term.

- 7) When a vacancy is declared in a district OEA Board of Directors position before the annual Board election in the first or second year of a term, the UniServ Council(s) members from that Board district shall elect, not later than the second successive Board meeting, an interim Director to serve until the next annual Board election. At that election, a successor shall be elected for the remainder of that term. The term of the successor shall begin on July 1 following the election.

When a vacancy is declared after the annual Board election in the second year of a term, the UniServ Council(s) members from that Board district shall elect, not later than the second successive Board meeting, an interim Director for the remainder of the term effective immediately.

The OEA-Retired Executive Board shall fulfill the duties of a UniServ Council for the purpose of filling vacancies in District 27.

- 9) When a vacancy is declared in the position of NEA Representative Assembly State Delegate, ranking Successor Delegate from the region involved shall serve as Delegate for the remainder of the term of the Delegate in whose place the Successor Delegate is serving.

However, if a State Delegate submits a statement to the NEA Credentials Committee (no later than January 15 immediately preceding the annual meeting at which the Delegate wishes to resume office) certifying that the Delegate was unable to attend by reason of uncontrollable circumstances and wishes to resume office, and the NEA Credentials Committee concurs, the Delegate may resume service for the remainder of the term of office to which the Delegate was elected.

- 9) When a vacancy is declared in a proportional representation Director position, the OEA Board of Directors shall elect an interim Director for the remainder of the term.

#### C. Notice of Vacancies

When a vacancy is declared (except a temporary vacancy in the office of President), written notice shall be made to all eligible members. The notice may be by UniServ newsletter, the official OEA publication, local association newsletter, or direct mailing.

#### D. Temporary Vacancies

When, in the judgment of the Executive Committee, the President is unable to fulfill the duties of the office due to an accident or illness of a temporary nature, it shall declare a temporary vacancy, appoint the Vice President to serve as acting President, and report to the Board. In the event of a temporary vacancy, the Executive Committee and the President will determine when there is no longer a need for a temporary vacancy and report to the Board. The Board, at its next regular or special meeting will confirm or change the Executive Committee's decisions.

#### Section 6. Recall

- A. A recall election for President shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within each of two of the Vice-Presidential Regions and is filed with the OEA Executive Director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members. The Credentials Committee shall be convened to count the ballots.

If the President is recalled, the position shall be declared vacant, and the provisions of Article VII, Section 5, B.1), shall go into effect. The President recalled shall not be eligible to be returned to office during that term.

- B. A recall election for the Vice President shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within each of two of the Vice-Presidential Regions and is filed with the OEA executive director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members. The Credentials Committee shall be convened to count the ballots.

If the Vice President is recalled, the position shall be declared vacant, and the provisions of Article VII, Section 5, B. 2), shall go into effect. The Vice President recalled shall not be eligible to be returned to office during that term.

- C. A recall election for a Regional Vice President shall be held if a petition specifying the charges and requesting an election is signed by twenty percent of the OEA members within the Vice-Presidential Region and is filed with the OEA Executive Director. Such an election shall be held within thirty days of the date of the petition filing. Eligible voters shall be OEA members within the region involved. The Credentials Committee shall be convened to count the ballots. If a Regional Vice President is recalled, the position shall be declared vacant and the provisions of Article VII, Section 5, B 3, shall go into effect. A Regional Vice President who is recalled shall not be eligible to be returned to office during that term.

- D. If a NEA Director is recalled according to the NEA bylaws, the position shall be declared vacant, and the provisions of Article VII, Section 5, B. 4), shall go into effect. The NEA Director recalled shall not be eligible to be returned to office during that term.

- E. A recall election for a NEA Representative Assembly State Delegate shall be held if a petition specifying charges and requesting such an election is signed by twenty percent of the OEA members within the appropriate region and is filed with the Executive Director. The procedures for recall election for an NEA Representative Assembly State Delegate shall be the same as those specified for Regional Vice President. An NEA Representative Assembly State Delegate who is recalled shall not be eligible to be returned to office during that term.

- F. A recall election for an OEA Board of Directors district Director shall be held if a petition requesting such an election is signed by twenty percent of the OEA members in that OEA Board of Directors district and filed with the Executive Director. Such an election shall be held within thirty days of the date the petition is filed. Eligible voters shall be OEA members in that OEA Board of Directors District. If the OEA Board of Directors district Director is recalled, the position shall be declared vacant and filled in the manner prescribed under Article VII, Section 5, B. 7). The Director recalled shall not be eligible to be returned to office during that term.

#### Section 7. Compliance with State and Federal Law

All OEA and local association elections falling under the federal Labor Management Reporting and Disclosure Act shall comply with the requirements of the Act. The OEA Board of Directors may establish Interim OEA Policy, and the Credentials Committee may establish election rules and procedures, to conform election practices with state and federal law.

# SAMPLE FORMAT FOR NOMINATION



**Your Name Here**  
Candidate for POSITION NAME

## **Optional Photo**

If mailed, please be sure to print digital photos on high-quality photographic paper.

If submitted by email, be sure the format is high resolution JPG (at least 300 dpi).

## **Statement:**

My goal as an association leader is yadda yadda. I believe that blah, blah are vital to our success. I am dedicated to ice cream, cookies and naps.

Together we can make a difference in you know what. It would be my privilege to serve as chief cook and bottle washer. I feel that we should be more supportive of people who eat fish sandwiches and if elected I would bring tartar sauce to every meeting. And so on, up to the 100 or 150 word mark as noted on the nomination forms. (Count carefully, statements will be cut-off at

## **Your Position Statement:**

100 or 150 words or fewer – see nomination form. (Count carefully, statements will be cut-off at the exact word count, even if that is mid-sentence.)

## **Qualifications:**

### **Local: (Name of your Local) Association**

- List Your Local Qualifications
- President
- Executive Board
- Building Representative
- Bargaining Team Chair
- Political Action Committee
- Designated Cookie Maker

### **State: OEA**

- List Your State Qualifications
- Cabinet/Committee/Task Force Participation
- OEA Representative Assembly Delegate
- PIE Convention Delegate
- Legislative Contact
- Task Force on Chocolate

### **National: NEA**

- List Your National Qualifications (NEA & Other Organizations)
- NEA Representative Assembly Delegate
- Pacific Regional Leadership Conference
- Some Other Leadership Conference
- National Cat Wrangler of the Year

### **Personal:**

- List your Personal Qualifications
- Citizen of the Year
- Herding Cats Training

## **Your Candidate's Statement of Qualifications:**

100 words or fewer

List whichever of the following apply and fit within the 100 word limit:

Local Qualifications

State Qualifications

National Qualifications

Personal Qualifications

## **For Elections at OEA RA Only:**

If you submit a flyer for the OEA RA Handbook, it will be printed on the reverse of this page.

**NOMINATION FORM FOR ASPIRING EDUCATOR CONFERENCE/NEA RA DELEGATE  
(Elected by Electronic Ballot)**

**PLEASE NOTE: A completed nomination form is REQUIRED.**

**REQUIRED: NOMINEE INFORMATION**

**NAME:**

**HOME ADDRESS:**                      **STREET**                                      **CITY**                                      **STATE**                                      **ZIP**

**SCHOOL:**

**CELL PHONE #:**

**OTHER PHONE #:**

**EMAIL:**

**Ethnicity (please mark all that apply):**  American Indian/Alaska Native    Asian    Black    Hispanic  
 Caucasian (not Hispanic)    Multi-Ethnic    Native Hawaiian/Pacific Islander    Other    Prefer not to answer

**REQUIRED: METHOD OF NOMINATION – MUST select one:**

Petition of (*at least*) 10 signatures from current Aspiring Educators (attach petition form)

**OR**

OEA Aspiring Educator Association vote (attach election report, i.e., copy of minutes)

**REQUIRED: PLEASE ENCLOSE THE FOLLOWING:**

A statement of qualifications (limit **100** words) – *AND* –

A position statement supporting your candidacy (limit **100** words)

**OPTIONAL: YOU MAY ALSO INCLUDE:**

A recent photo: black and white or color, printed on photographic paper or submitted electronically high-resolution JPG format (at least 300 dpi or 1MB). Photos taken from the web (e.g. Facebook) are generally too low in resolution to print. If sending a photo from your phone, please select “original” or “actual size” when emailing.

**NOTE: Words are counted.** If your qualification or statement has too many words, the last sentence(s) or word(s) **will be deleted until you are within the 100-word limit**. We will follow your format if possible, but be aware that the information you provide will be reduced to fit the space allowed. Long lists require the most reduction. Please see the enclosed example. *Double check grammar and spelling!*

**COMPLETED FORM MUST BE RECEIVED OR POSTMARKED BY JANUARY 15, 2025\***

(\*per OEA Bylaws Article VII.2.D.)

**MAIL TO:**

President’s Office  
 Oregon Education Association  
 6900 SW Atlanta Street  
 Portland, OR 97223

**Email:** [annie.duncan@oregoned.org](mailto:annie.duncan@oregoned.org)

**Fax:** 503.624.5814

# ASPIRING EDUCATORS CONFERENCE/NEA RA DELEGATE NOMINATION PETITION

All members signing this Aspiring Educators Conference/NEA RA Delegate petition must be current OEA Aspiring Educators.

- Please print full legal name; nicknames cannot always be verified.
- Printed name must be legible in order to be verified as a valid signature.

The undersigned OEA/NEA members nominate \_\_\_\_\_ to the Aspiring Educator Conference/NEA RA Delegate. (Name of Nominee)

**REQUIRED: Petition of (at least) 10 signatures from current Aspiring Educators.**

**IT IS STRONGLY RECOMMENDED THAT YOU COLLECT MORE THAN THE REQUIRED NUMBER OF SIGNATURES AS A PRECAUTION.**

**THE INFORMATION BELOW MUST BE LEGIBLE**

	Signature	PRINTED Member Name	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**COMPLETED NOMINATION PACKET MUST BE RECEIVED OR POSTMARKED BY JANUARY 15, 2025**

## **NEA Bylaws**

### **Ethnic-Minority Representation**

NEA Bylaw 3-1(g) provides as follows:

It is the policy of the Association to achieve ethnic-minority representation at least equal to the proportion of identified ethnic-minority populations within the state. Prior to December 1 of each fiscal year, each state affiliate shall submit to the NEA Executive Committee for its approval a legally permissible plan which is designed to achieve a total state and local delegation to the Representative Assembly held that fiscal year which reflects these ethnic-minority proportions. If a state affiliate fails to submit such a plan, the NEA Executive Committee fails to approve a plan which is submitted, or a state fails to comply with an approved plan, the Representative Assembly may deny to the delegates from the state affiliate any right to participate in the NEA Representative Assembly at the Annual Meeting other than to (i) participate in elections for Association officers, and (ii) vote on increases in Association membership dues. Local affiliates shall comply with the approved plan of the state affiliate, and if a local affiliate fails to do so, the right of its delegates to participate in the NEA Representative Assembly at the Annual Meeting may be limited as indicated above. The failure of a state or local affiliate to comply with the provisions of this Bylaw shall in addition be grounds for censure, suspension, or expulsion pursuant to Bylaw 6-5.



