

## Guidelines, Procedures, and Timelines for EEA Elections Spring 2025

### NOMINATIONS

- 1- Positions and date of the elections will be announced in February.
- 2- Nomination forms will be made available electronically to building representatives and all members in February.
- 3- Candidates will deliver completed nomination forms and all voter pamphlet materials to EEA by March 10 at 6 p.m. (A second copy will be made by the Elections Chair and given to the current president/co-presidents.)
- 4- A reading of candidates will be held at the end of the March 10 Rep Council meeting.
- 5- The Elections Chair will have a draft of the voter pamphlet available for inspection by candidates in the EEA office on Thursday, March 13 from 4:00- 5:00 p.m.

### VOTER PAMPHLET

- 1- Voter pamphlet material requirements are included on each nomination form. Candidates prepare their own personal description/statement.
- 2- Photographs and color items will not be included in the voter pamphlet.
- 3- Pamphlet materials must be received electronically by 6:00 pm, March 10.
- 4- Candidates will have the opportunity to inspect a draft of the pamphlet in the EEA office, on Thursday, March 13, from 4:00 - 5:00 PM.
- 5- Voter pamphlets will be available electronically on the EEA website during the week of March 31-April 7. The voter pamphlet will also be linked to the electronic ballot.
- 6- A hard copy of voter pamphlet material will be archived in the EEA office until July 15, 2026.

### PREPARATION OF BALLOTS

- 1- Names of candidates will appear by position sought in alphabetical order.

### METHOD OF BALLOTS

1. Elections will be held electronically Monday, March 31-April 7.
2. The balloting procedure will be communicated by EEA leadership via email and building representatives are responsible for encouraging participation of members at their site.
3. Members will vote for an area director only in their "HOME SCHOOL" electoral area.

### REGULAR EEA AND EAST MEMBERS

Online voting will be held Monday, March 31 - Monday, April 7, 2025.

### POST ELECTION

- 1- All ballots received via electronic voting, no later than 6:00 p.m. on Monday, April 7, 2025 will be counted. **BALLOTS RECEIVED AFTER THIS DEADLINE WILL NOT BE COUNTED.**
- 2- Candidates receiving the majority of ballots cast **and upon verification of eligibility**, will be declared elected.
- 3- **Write-in candidates must receive a minimum of 15 votes and follow EEA bylaws and policies in order to be declared victorious.**
- 4- Candidates will be notified by the elections chair via e-mail as soon as possible upon completion of the tally.
- 5- On April 14, the Executive Board will validate the election results.
- 6- Names of the winning candidates will be published after April 14.
- 7- Ballots will be archived in the EEA office until July 15, 2026.