

# **CEA NOMINATIONS & ELECTIONS CALENDAR**

*For Year 2019-2020*

## **TUESDAY, JANUARY 8**

- Election Calendar
- Nomination Form
- Election Process

## **WEDNESDAY, JANUARY 30**

- Nominating Forms due to CEA by 5 PM (15 business days)

## **WEDNESDAY, JANUARY 30**

- Have Committee Co-Chairs prepare candidates on ballot and review finished ballot (*in ElectionBuddy*)

## **MONDAY, FEBRUARY 4**

- Electronic ballots distributed to membership by email

## **TUESDAY, FEBRUARY 26**

- Voting closes at 5 PM (15 business days)

## **WEDNESDAY, FEBRUARY 27**

- Committee members retrieve and verify election results from ElectionBuddy
- Committee Chairs – call and send letter to candidates
- Notify President of election results; he/she will then notify CEA members
- Upload results to CEA website

# CEA 2019 ELECTIONS

January 8, 2019

The Nominations, Elections, and Credentials Committee is beginning the 2019 election process. Nominating Forms and Biography Forms must be received in CEA office no later than **5:00PM on Wednesday, January 30, 2019**. Forms may be sent through the pony to "CEA at BOE" or may be delivered to the CEA Office at 865 Main Street, Prince Frederick. **POSTMARK DOES NOT COUNT AS RECEIPT**. You will receive an e-mail from the CEA Office Manager that your form has been received by the Committee. The Committee will meet to confirm nominations, compile biography forms, and prepare the ballots.

## **Any Member of CEA may run for any of the following positions:**

### President (two-year term)

- The President shall perform the following duties:
  - shall represent the Association as spokesperson on policy matters, programs and activities.
  - serve as an ex officio delegate to the Representative Assembly of MSEA and NEA.
  - sign jointly all financial documents within the limits of the approved budget.
  - shall appoint chairpersons and members to all committees authorized by the Bylaws or by action of the Representative Assembly, except the Nominations, Elections, and Credentials Committee.
  - serve during some evening, weekend, and summer hours.

### Treasurer (two-year term)

- The Treasurer shall perform the following duties:
  - shall receive all funds and contribution and shall keep an accurate accounting of same.
  - shall prepare and distribute a monthly financial statement of Association funds for the Executive Board and Representative Assembly for all Association receipts and disbursements.
  - assist in the preparation of the Associations annual budget and preparation of the books for the annual audit.
  - serve during some evening, weekend, and summer hours.

### Member-at-Large (two-year term, 2 positions available)

- A Member-at-Large shall perform the following duties:
  - serve on the Executive Board.
  - serve as ex officio member of the Representative Assembly with the right to vote.
  - serve in other capacities as designated by the President.

### MSEA Convention Delegate (one-year term, 19 positions available – the top 9 delegates are funded, the additional 10 are self funded)

- MSEA Convention Delegate will
  - attend the October 2019 MSEA RA & Convention.
  - report to the CEA November 2019 Representative Assembly.
  - be responsible for a detailed account of expenditures.

### NEA Convention Delegate (one-year term, 7 positions available - the top 2 delegates are funded, the additional 5 are self funded)

- NEA Convention Delegate will
  - attend the July 2019 NEA RA & Convention.
  - report to the CEA September 2019 Representative Assembly.
  - be responsible for a detailed account of expenditures.

# CEA NOMINATING FORM - 2019 ELECTIONS

**For the position of (check only one):**

- President (2-year term)
- Treasurer (2-year term)
- Member-at-Large (2-year term / 2 positions)

**For the position of (check all that apply):**

- Delegate to MSEA RA & Convention  
(1-year term/ 9 positions funded by CEA)
- Delegate to NEA RA & Convention  
(1-year term/ 2 positions funded by CEA)

Name (as you wish it to appear on the ballot): \_\_\_\_\_

School: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

## LETTER OF INTENT

*I hereby state my willingness to run as a candidate for the position(s) marked above. I agree to abide by CEA/MSEA/NEA policies and bylaws and to adhere to the Code of Ethics, as adopted by the Associations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CEA/MSEA/NEA ELECTIONS BIOGRAPHY FORM

Calvert Education Association member for \_\_\_\_\_ years.

Association positions held (List no more than three in each category):

CEA: \_\_\_\_\_  
\_\_\_\_\_

MSEA: \_\_\_\_\_  
\_\_\_\_\_

NEA: \_\_\_\_\_  
\_\_\_\_\_

## PERSONAL STATEMENT

Candidate may attach a personal statement to this form for publication with the ballot.

- Candidate for President, Treasurer and Members-at-Large – 75-word limit
- Candidate for Delegates - 25-word limit

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