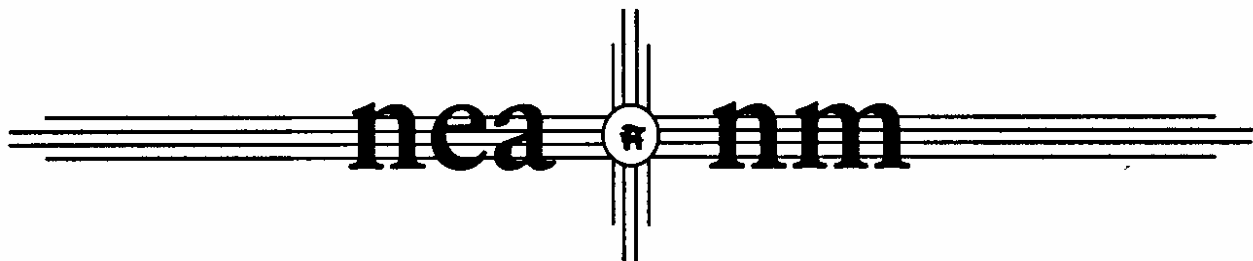
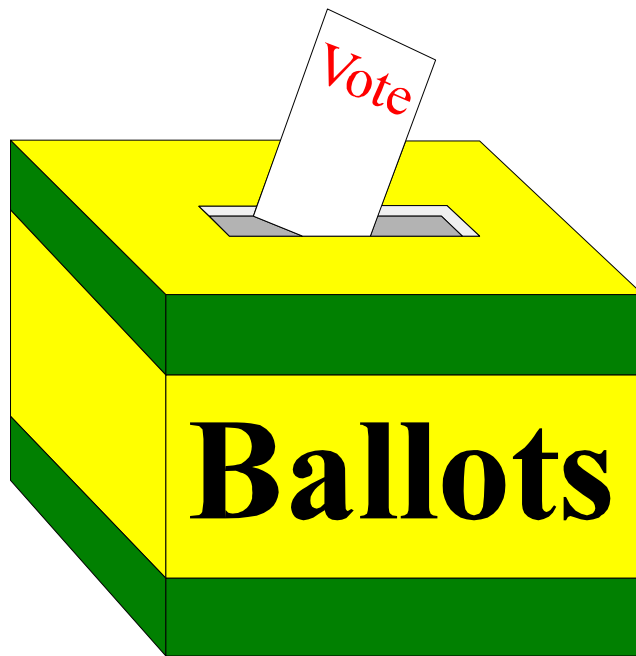


Ensuring Member Democracy

NEA-New Mexico

Elections Handbook

for Local Association Leaders



Elections Conducted by NEA-New Mexico

NEA-New Mexico conducts all elections for state officers, the NEA director, the NEA alternate director, amendments to the NEA-NM constitution (and the dues bylaw), region board members, EdPAC members, and state and cluster delegates to the NEA Representative Assembly by secret ballots mailed directly to members' home addresses.

The local's responsibility in these elections is to encourage member participation.

For 2008, the NEA-New Mexico elections will be conducted according to the following schedule:

- 12/01/08 Members must be enrolled in NEA membership system for NEA-NM to create voter list for election. Only membership forms received by NEA-NM Headquarters by this date can be enrolled.
- 01/05/09 Ballots, with ballot instructions and envelopes, and flier with RA Delegate 25-word statements will be distributed via direct mail to eligible member voters, including retired delegate and retired member of the board of directors mailed to all eligible retired members as well as student delegate and student member of the board of directors mailed to all eligible student members.
- 02/13/09 Postmark deadline* for eligible voters to return Official Ballots to NEA-NM.
- 02/20/09 Hand-delivery deadline** for receipt of Official Ballots at NEA-NM Headquarters by 5:00 p.m.
- 02/21/09 Elections Committee Tally Subcommittee will meet at 10:00 am in a place to be determined to tally election results and set procedures for a runoff election, if necessary.
- 02/28/09 Elections Committee will report election results to NEA-NM Board of Directors for certification.

*Postmark deadline is not an official cutoff date, but is intended as a warning that ballots mailed after this date will likely not reach NEA-New Mexico by the official cutoff date for all ballot receipt.

**Hand-delivery deadline is the official cutoff date and time for all ballot receipt.

Offices to be Elected are:

1. *NEA-New Mexico Member of the NEA Board of Directors and delegate to the NEA Representative Assembly, three year term beginning September 1, 2009 (all active members eligible)*
2. *NEA-New Mexico Alternate Member of the NEA Board of Directors and delegate to the NEA Representative Assembly, three year term beginning September 1, 2009 (all active members eligible)*
3. *Central Region Member of the NEA-New Mexico Board of Directors, for a term beginning immediately upon election to fill an unexpired term created by a resignation and continuing as a three year term beginning July 15, 2009 (all active members of a local in Central Region are eligible)*
4. *Northeast Region Member of the NEA-New Mexico Board of Directors, three year term beginning July 15, 2009 (all active members of a local in the Northeast Region are eligible)*

5. *Member of the NEA-New Mexico Board of Directors, representing Retired Members, one year term beginning July 15, 2009 (only retired members eligible to nominate and be nominated)*
6. *Central Region Member of the Education Political Action Committee, three year term beginning July 15, 2009 (all active members of a local in Central Region are eligible)*
7. *Northeast Region Member of the Education Political Action Committee, three year term beginning July 15, 2009 (all active members of a local in Northeast Region are eligible)*
8. *Southeast Region Member of the Education Political Action Committee, three year term beginning July 15, 2009 (all active members of a local in the Southeast Region are eligible)*
9. *Member of the Education Political Action Committee representing retired members, three year term beginning July 15, 2009 (only retired members eligible to nominate and be nominated)*
10. *State Delegate to the 2009 NEA Representative Assembly (all active members who are not supervisors are eligible)*
11. *State Category Two Delegate to the 2009 NEA Representative Assembly (all category two members-NEA Active members who are supervisors, NEA retired Life members, NEA staff Life members-are eligible)*
12. *Cluster Delegate to the 2009 NEA Representative Assembly (all active members in locals of 75 or fewer members are eligible)*
13. *Student Delegate to the 2009 NEA Representative Assembly (only student eligible to nominate and be nominated)*
14. *Retired Delegate to the 2009 NEA Representative Assembly, (only retired members eligible to nominate and be nominated)*

This means that during the period of January 5 to February 13, local associations can carry out a variety of activities to encourage members to return their individual ballots to NEA-New Mexico. Local newsletters, building meetings, and fliers should be used to inform members about the state election and to encourage members to return ballots.

While locals should not use dues money to campaign for any particular candidate, locals can conduct get-out-the-vote activities. These could even include local or building meetings at which members placed their sealed signed ballot envelopes into a single large envelope to be mailed by the local association. The local association could also provide stamps for individual ballots at a building or local meeting. Bylaw 10, standards of affiliation states, "The president of the local affiliate shall make available information concerning issues and candidates." This implies that the local should take a very active role in encouraging members to vote in NEA-New Mexico elections.

*Postmark deadline is not an official cutoff date, but is intended as a warning that ballots mailed after this date will likely not reach NEA-New Mexico by the official cutoff date for all ballot receipt.

**Hand-delivery deadline is the official cutoff date and time for all ballot receipt.

**NEA-NEW MEXICO
2008-2009 ELECTIONS CALENDAR**

<u>DATE</u>	<u>ACTIVITY</u>
07/25/08	Elections Committee Meeting to establish elections calendar and details for recommendation to Board of Directors.
07/25/08	Board of Directors approves nominations and elections calendar for publication.
September/ October	Publicize NEA-NM region, NEA Representative Assembly, at-large retired member of the board of directors and EdPAC, and student member of the board of directors vacancies along with nomination and election timelines on the NEA-NM Website and in <i>The Leaders' Express</i> and distributed to local, region and state leaders. Announce all vacancies in the <i>Advocate's Voice</i> with nomination deadlines, form(s), and instructions for nomination with a receipt deadline of October 12 by mail or hand delivery to the president at the Delegate Council.
10/17/08	Deadline for receipt of advance written notification to NEA-NM President and Region Chair of intention to run for Region-wide NEA-NM Board of Directors, EdPAC vacancy or NEA Director or NEA Alternate Director. Deadline for receipt of advance written notification to NEA-NM President of intention to run for retired at-large member of the board of directors or EdPAC as well as retired or student delegate to the NEA Representative Assembly. Deadline for receipt of advance written notification to NEA-NM President of intention to run for State At-Large or Cluster Local Delegate to NEA Representative Assembly.
10/25/08	Advance nominations for all vacancies reported to Fall Delegate Council. Call for final nominations from floor of Fall Delegate Council. Nominations close for all vacancies at this time. Placement on ballot for elections drawn by lot at designated time at Fall Delegate Council. Candidates or their representatives may be present if they wish.
11/03/08	Deadline for NEA-NM's receipt of RA Delegate candidate statements of up to 25 words to be published with ballots. Deadline for receipt of NEA Director and NEA Alternate Director candidate 200 word statements and photos for publication in the <i>Advocate's Voice</i> .
November/ December	Nominees' names published in <i>Advocate's Voice</i> and on the NEA-NM website.
11/03/08	Deadline for receipt of written Declarations for Write-in Candidates at NEA-NM Headquarters by close of business.
11/08/08	Elections Committee meeting, conference call, or email vote to finalize election procedures, instructions and ballots.
12/01/08	Members must be enrolled in NEA membership system for NEA-NM to create voter list for election. Only membership forms received by NEA-NM Headquarters by this date can be enrolled.
01/05/09	Ballots, with ballot instructions and envelopes, and flier with RA Delegate 25-word statements will be distributed via direct mail to eligible member voters, including retired delegate and retired member of the board of directors mailed to all eligible retired members as well as student delegate and student member of the board of directors mailed to all eligible student members.
02/13/09	<u>Postmark deadline*</u> for eligible voters to return Official Ballots to NEA-NM.

<u>DATE</u>	<u>ACTIVITY</u>
02/20/09	<u>Hand-delivery deadline**</u> for receipt of Official Ballots at NEA-NM Headquarters by 5:00 p.m.
02/21/09	Elections Committee Tally Subcommittee will meet at 10:00 am in a place to be determined to tally election results and set procedures for a runoff election, if necessary.

- 02/28/09 Elections Committee will report election results to NEA-NM Board of Directors for certification.
- 03/09/09 Run-off Ballots, if any, will be distributed via direct mail to eligible member voters.
- 04/03/09 Postmark deadline* for eligible member voters to return run-off Official Ballots, if any, to NEA-NM.
- 04/13/09 Hand-delivery deadline** for receipt of Official Ballots at NEA-NM Headquarters by 5:00 p.m.
- 04/18/09 Elections Committee Tally Subcommittee will meet in a place to be determined to tally run-off election results, if any.
- 04/23/09 Elections Committee will report run-off election results, if any, to NEA-NM Board of Directors for certification. Determination of at-large elections, if any, required at Spring Delegate Council.
- 04/25/09 At-large elections, if any, conducted at Spring Council and results reported for certification by the Council. Contingent upon (1) representation rights and guarantees based on the number of members in each category, and (2) the outcome of regular elections, at-large vacancies are possible for administrator, classroom teacher, ethnic minority, ESP, higher education, and retired categories. Specific at-large vacancies, except the retired at-large member, will be declared and filled via nomination and secret ballot election at the Council.

NEA Representative Assembly Delegate Deadlines

02/17/09 Local Associations of 76 or more members, as of January 15, receive allocations, instructions, and delegate forms from NEA

03/15/09 State receives Student Delegate Allocation and conducts Student Election with same return deadlines as indicated for the runoff election in the elections calendar if any Student Nominations were received

02/18/09- Local Associations conduct local RA Delegate elections, ensuring open nominations

04/03/09 and one-person one-vote secret ballots

04/08/09 Deadline for receipt of local delegate forms by NEA-New Mexico

05/15/09 Deadline for receipt of all local, state, and cluster delegate forms by NEA

*Postmark deadline is not an official cutoff date, but is intended as a warning that ballots mailed after this date will likely not reach NEA-New Mexico by the official cutoff date for all ballot receipt.

**Hand-delivery deadline is the official cutoff date and time for all ballot receipt.



You have the power!

Vote in NEA-New Mexico elections!

2009 Member Elections

Ballots for Board of Directors, EdPAC members, and NEA Representative Assembly Delegates, will be mailed to all eligible member voters on January 5, 2009. Only members who have been entered into the membership system by December 1, 2008 are eligible to vote in this election.

Ballots will be mailed to the address in the membership system as of December 1. If you are an eligible member voter and you do not receive your ballot in the mail by January 15, please call Elizabeth Martinez at 1-800-432-2017 and request a duplicate ballot.

Completed Ballots must be in the NEA-New Mexico Headquarters Building by the close of business on February 20, 2009. Ballots may be returned individually or may be returned in bulk, as long as the security of the secret ballot is maintained by the appropriate return (signature) envelope and secret ballot envelope. Only official "scantron" ballots may be counted. No facsimile ballots will be counted. No ballots received without full information, including a signature, on the return envelope will be counted.

The National Education Association and NEA-New Mexico and its local affiliates have a proud history of member democracy. Our election procedures insure that this tradition continues and that we remain a grassroots, member-run, organization.

Insuring Member Democracy: The Association's Dedication to Fair and Open Elections

Elections Conducted by NEA-New Mexico

NEA-New Mexico conducts all elections for state officers, the NEA director, the NEA alternate director, amendments to the NEA-NM constitution (and the dues bylaw), region board members, EdPAC members, and state and cluster delegates to the NEA Representative Assembly by secret ballots mailed directly to members' home addresses. **The local's responsibility in these elections is to encourage member participation.**

Nominations for state officers, NEA director and alternate, region board members, at large retired board members and state and cluster NEA Representative delegates must be made by the close of the NEA-New Mexico Fall Delegate Council. The NEA-New Mexico elections committee will provide an elections calendar at that time with the dates of the statewide election so that any necessary runoff elections may be conducted well before the Spring Delegate Council. Elections at the Spring Council guarantee NEA-New Mexico's minority, educational support members, and teachers proportional representation on the board of directors, if the normal election process does not accomplish this. Unless runoff elections are required, the rules require only one annual election and eliminate the delays, confusion, and costs of multiple elections.

Elections Conducted by Local Associations

Elections conducted by local associations include elections of local officers, local governance document changes, and election of local delegates to the NEA Representative Assembly and the NEA-New Mexico Delegate Council. Procedures for seating delegates are governed by state and national governance documents. Local governance documents control the manner in which local elections are conducted, as

long as they are in accordance with state and national standards of affiliation. NEA and NEA-New Mexico will notify locals about the timelines and delegate counts for Representative Assembly and Delegate Councils.

Both NEA and NEA-New Mexico standards of affiliation require that local affiliates conduct local elections on of one-person-one-vote standard with an open nomination process and a secret ballot. NEA-New Mexico's Bylaw 10, Standards for Affiliates, in addition to the one-person-one-vote requirement, requires that "Each affiliate shall conduct all elections with open nominations and a secret ballot. The president of the local affiliate shall make available information concerning issues and candidates. Each affiliate president shall be responsible for following election procedures and timelines." The NEA-New Mexico Constitution further states, "No governance affiliate shall discriminate against its members in their right to vote, seek office, or otherwise participate in the affairs of the affiliate, of other governance affiliates, of the [NEA-New Mexico] Association."

Clearly one of the most important duties of the local presidents is the responsibility to guarantee that our members control the association at all levels through the democratic process. All local elections should be conducted according to these principles. Open nominations means that members are notified about the positions to be filled and have a reasonable amount of time to nominate candidates for all offices, including delegates to the NEA-NM Delegate Council and, if the local has more than 75 members, to the NEA Representative Assembly. The opportunity to elect these delegates must be made available to members of the local, even if the local has made the decision to provide no financial support (not a decision in keeping with the spirit of our representative democracy) to the delegates!

Governing Document Sections Pertaining to Elections

Constitution:

ARTICLE VI. Affiliates and Special Interest Groups.

Section 4. Rights of Active Members in Governance Affiliates.

Each governance affiliate shall guarantee its members an open nomination procedure and a secret ballot. No governance affiliate shall discriminate against its members in their right to vote, seek office, or otherwise participate in the affairs of the affiliate, of other governance affiliates, or of the Association.

Section 5. Standards and Procedures for Affiliation.

Affiliates which fail to comply with standards and procedures set forth by the Bylaws shall be subject to censure, suspension, or disaffiliation.

Bylaws:

Bylaw 3. DELEGATE COUNCIL

3.3 Elections

a. The local affiliate president shall be responsible for conducting the election of delegates to represent the affiliate and for reporting the names of the official delegates no later than fifteen (15) days preceding a Council meeting.

b. The local affiliate shall take all reasonable steps to assure proportional ethnic minority representation in its delegation.

c. Delegates shall be elected for a term not to exceed three (3) years.

Bylaw 7

7.1 Standing Committees of the

Association shall be:

a. Committee on Constitution, Bylaws and Rules

(1) Committee on Constitution, Bylaws and Rules will have six (6) members, one from each Region. Additional

members shall be appointed to ensure ethnic-minority representation.

(2) Members may not serve more than two (2) consecutive three-year terms.

b. Resolutions

(1) This committee shall consist of at least one member from each Region and no more than three (3) from any single Region.

(2) Members may not serve more than two (2) consecutive three-year terms.

c. Budget

(1) There shall be a Budget Committee of at least six (6) members, including one from each Region.

(2) The Budget Committee shall serve at the discretion of the President.

d. Elections

An Elections Committee of at least five (5) members shall be appointed by the NEA-New Mexico President with the approval of the Board of Directors for a term of one (1) year.

Bylaw 14. DEFINITIONS

14.1 Definitions of Terms

As used in the Articles of Incorporation, the Constitution, these Bylaws, and the Standing Rules, the Association adopts and adheres to the following definitions of terms:

a. Active members: Active shall mean membership with governance rights in the local affiliate, where eligible, National Education Association of New Mexico and National Education Association of the United States.

b. Local Affiliate: local affiliate shall mean the associations within the state which meet at least the minimum standards of affiliation and have been affiliated by action of the Board of Directors.

Bylaw 10. STANDARDS FOR AFFILIATES

a. The Association shall not affiliate a local association unless it meets the following minimum standards.

1. Each affiliate shall apply the one-person-one-vote principle for representation on its governing bodies except that the affiliate, to the extent permitted by law, shall guarantee ethnic-minority representation at least proportionate to its ethnic-minority membership. Where an all-inclusive affiliate exists, it shall provide proportionate representation between its non-supervisor members and its supervisor members.

2. Each affiliate shall conduct all elections with open nominations and a secret ballot. The president of the local affiliate shall make available information concerning issues and candidates. Each affiliate president shall be responsible for following election procedures and timelines.

3. Each affiliate shall have the same membership year as that of the Association.

4. Each affiliate has the right to determine whether its Active class includes both persons engaged in professional educational work and educational support positions. All members so enrolled shall be granted full rights of participation and shall be required to be members of the Association and NEA where eligible.

5. Each affiliate shall guarantee that no member of said affiliate may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

6. Each affiliate shall participate in Association programs and shall be responsible for the implementation of such programs at the appropriate level.

7. Each affiliate shall establish and maintain a local dues level to ensure adequate local funding to carry out its representation, member services and other local responsibilities. (The recommended level of local dues is at least \$25.00 per Active member.) The affiliate shall file such reports as may be

required by the Association or by state and federal regulations.

8. Each affiliate shall file such reports as may be required by the Association or by state and federal regulations.

b. If the Board of Directors of the Association determines that a local affiliate is not in compliance with the standards for affiliation set forth in Section (a) above or otherwise is acting in a manner that is contrary to the goals and objectives of the Association, it may, by a two-thirds (2/3) vote, adopt an Intervention Program in order to deal with the situation. If the local affiliate fails to cooperate with the Association in implementing the Intervention Program, the Association may implement said Program without the approval of the local affiliate. The Board of Directors of the Association, by a two-thirds (2/3) vote, may take appropriate action against the local affiliate, including, without limitation, censure, suspension, or disaffiliation.

Standing Rules:

RULE 9. ELECTIONS COMMITTEE AND PROCEDURES

A. Composition of Committee

An Elections Committee of at least five (5) members shall be appointed by the NEA-New Mexico President with the approval of the Board of Directors for a term of one (1) year.

B. Duties

The Committee shall be responsible for conducting elections.

C. Candidates

The declaration of candidacy for the offices of NEA-New Mexico President, Vice President, Region Members of the NEA-New Mexico Board of Directors, Region EdPAC Members, EdPAC member representing NEA-NM retired members, Retired Member of the NEA-New Mexico Board of Directors, Student Member of the NEA-New Mexico Board of Directors, NEA Director, Alternate NEA Director, EdPAC and NEA Representative Assembly Delegate must be received in the NEA-New Mexico office or at the Delegate Council no later than the close of such nominations at the Fall Delegate Council; and for the NEA-

New Mexico Educational Retirement Board member no later than the close of such nominations at the Spring Delegate Council.

A member may declare candidacy for at-large Board of Directors members as necessary before or during Spring Council.

Candidates' speeches are limited to five minutes for President and Vice President and two minutes each for other candidates.

D. Elections at Spring Council

The delegates to the Spring Council shall elect, through secret ballot, at-large Board of Directors members as necessary to comply with the provisions of Article V of the NEA-New Mexico Constitution, the member to the Educational Retirement Board and vote on amendments to the Bylaws of the Association, except as provided by the Constitution. Each certified delegate to the Council shall be eligible to vote.

If the number of candidates nominated equals the number of positions to be filled, the chair shall declare such candidates elected.

The Elections Committee shall develop procedures for the conduct of all elections.

E. Statewide Elections

The ballot to be sent to the membership of NEA-New Mexico shall be prepared by the Board of Directors. As necessary, the ballot shall provide for the election of Executive Officers, NEA Director and Alternate, Amendments to the NEA-New Mexico Constitution, and the Bylaws Amendments specified in the governing documents.

The Ballot for the Retired Member of the NEA-New Mexico Board of Directors and for the EdPAC member representing NEA-NM retired members shall be prepared by the Board of Directors. Only retired members of the NEA-New Mexico shall be eligible to vote for this position.

The Ballot for the Student Member of the NEA-New Mexico Board of Directors shall be prepared by the Board of Directors. Only student members of the

NEA-New Mexico shall be eligible to vote for this position.

An announcement of the time and place of the lottery for placement on the ballot will be made by the Elections Committee Chair immediately following the close of deadlines. All ballots for office shall include a space for declared write-in candidates.

The timelines and procedures shall be developed by the Elections Committee to ensure open nominations and a secret ballot.

F. Board of Directors/EdPAC Regional Elections

Each Region shall inform its members when positions of NEA-New Mexico Director and/or EdPAC are open. A letter of candidacy shall be submitted to the Region Chair and to the NEA-New Mexico President. All ballots for office shall include a space for declared write-in candidates.

The timelines and procedures shall be developed by the Elections Committee.

If the number of candidates nominated, including write-in candidates who have declared their write-in candidacy in accordance with timelines and procedures established by the Elections Committee, equals the number of positions to be filled, the Board of Directors shall declare such candidates elected.

G. Campaigns

1. Membership dues money cannot be used to promote the candidacy of any individual for Association office, local, region, state, or national.
2. NEA-New Mexico shall not print campaign materials for any candidate for NEA-New Mexico office.
3. Candidates for President, Vice president, NEA Director, and Alternate NEA Director may submit Candidate statements of not more than 200 words in length will be printed in the Advocate's Voice. The order of statements in the Advocate's Voice will appear in the same order as the ballot. Candidates are responsible for their own "portrait" photo. The deadline for the above will be included in the Elections Committee timelines and procedures.

H. Runoff Elections

Executive Officers, NEA Director and Alternate Director, and members of the NEA-New Mexico Board of Directors must receive a majority of the valid ballots cast in order to be elected.

If no candidate for each listed position receives a majority, runoff elections shall be held within thirty (30) days following the report of the Elections Committee to the Board of Directors. The names of the two persons receiving the most votes in the first election will be placed on the ballot, and election procedures shall parallel those of the first election.

I. Appeals

All appeals regarding elections shall be directed initially to the NEA-New Mexico Board of Directors no later than ten (10) calendar days after the Elections Committee's tabulation and announcement of the elections results. The Board shall render a written decision within thirty (30) calendar days of notification of the appeal. The decision of the Board may be appealed to the Review Board whose decision shall be final.

RULE 10. DEFINITION OF TERMS

The following terms from the Constitution and Bylaws, when used in the Standing Rules, shall have these definitions:

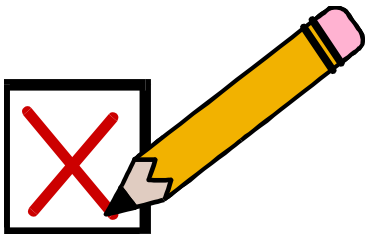
- A. Open Nomination Procedure** shall mean a procedure by which every eligible NEA-New Mexico member shall have the opportunity to nominate any NEA-New Mexico member who meets the qualifications for the elective position; subject, however, to any limitations required in the NEA-New Mexico Constitution and Bylaws and also to any other reasonable restrictions uniformly imposed.
- B. Secret Ballot** shall mean a procedure for voting on slips of paper (or a voting machine) on which the voter may mark the vote in secrecy.
- C. One-Person-One-Vote Principle** shall mean a voting procedure by which the vote of each member of the constituency has equal weight, so that in the elected governing body, each delegate represents

approximately the same number of constituents as each and every other delegate.

D. Election by Secret Ballot for Each Individual Position shall mean that slate voting shall not be permitted.

E. Runoff Elections shall mean a voting procedure as follows: In an election, if a sufficient number of candidates has not achieved a majority of the valid ballots cast, another election shall be held and the runoff ballot shall list those unsuccessful candidates who, arranged in decreasing order of votes received, obtained a majority of the votes cast in the previous election. In the event that this procedure would not provide at least one more candidate than the number of remaining positions to be filled, then the runoff ballot shall list those candidates who, in descending order, received the highest number of votes on the previous ballot (though not elected), listing one more candidate than the number of positions to be filled.

F. Valid Ballot.. In the case of elections, a valid ballot shall be a ballot (a) cast by a member for a person nominated for the office; (b) cast for no more than the maximum number of positions to be filled; (c) cast in a manner that clearly indicates the voter's choice. In the case of a vote on any issue placed on a ballot, a valid ballot shall be a ballot clearly cast for or against the issue.



Ensuring Member Democracy

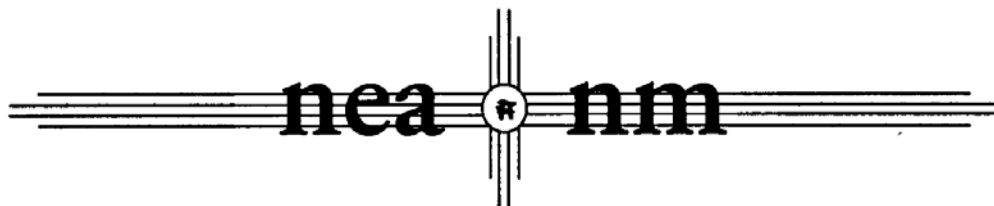
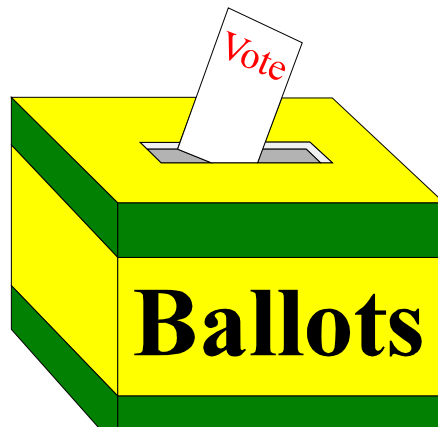
NEA-New Mexico All-Member Election Underway.

Ballots were mailed to all Eligible NEA-New Mexico Members on January 05.

Only members who were entered into the membership system by December 1, 2008 are eligible to vote in this election. You should contact NEA-New Mexico if you have not received a ballot by January 15, 2009.

The Postmark deadline for the receipt of ballots by NEA-New Mexico is February 13, 2009. (Postmark deadline is not an official cutoff date, but is intended as a warning that ballots mailed after this date will likely not reach NEA-New Mexico by the official cutoff date for all ballot receipt.)

The final date for receipt of ballots is February 20, 2009 (This hand-delivery deadline is the official cutoff date and time for all ballot receipt at NEA-NM Headquarters by 5:00 p.m.)



Elections Conducted by Local Associations

Elections conducted by local associations include elections of local officers, local governance document changes, and election of local delegates to the NEA Representative Assembly and the NEA-New Mexico Delegate Council. Procedures for seating delegates are governed by state and national governance documents. Local governance documents control the manner in which local elections are conducted, as long as they are in accordance with state and national standards of affiliation. NEA and NEA-New Mexico will notify locals about the timelines and delegate counts for Representative Assembly and Delegate Councils.

Both NEA and NEA-New Mexico standards of affiliation require that local affiliates conduct local elections on of one-person-one-vote standard with an open nomination process and a secret ballot. NEA-New Mexico's Bylaw 10, Standards for Affiliates, in addition to the one-person-one-vote requirement, requires that "Each affiliate shall conduct all elections with open nominations and a secret ballot. The president of the local affiliate shall make available information concerning issues and candidates. Each affiliate president shall be responsible for following election procedures and timelines." The NEA-New Mexico Constitution further states, "No governance affiliate shall discriminate against its members in their right to vote, seek office, or otherwise participate in the affairs of the affiliate, of other governance affiliates, of the [NEA-New Mexico] Association."

Clearly one of the most important duties of the local presidents is the responsibility to guarantee that our members control the association at all levels through the democratic process. All local elections should be conducted according to these principles. Open nominations means that members are notified about the positions to be filled and have a reasonable amount of time to nominate candidates for all offices, including delegates to the NEA-NM Delegate Council and, if the local has more than 75 members, to the NEA Representative Assembly. The opportunity to elect these delegates must be made available to members of the local, even if the local has made the decision to provide no financial support (not a decision in keeping with the spirit of our representative democracy) to the delegates!

The NEA-New Mexico Elections Committee suggests that local conduct all local elections at the same time in the spring. A suggested elections calendar is included in this handbook.

The local governing documents should set forth how a local elections committee is constituted, usually appointment by the president. This committee should meet early in the calendar year to ensure that elections procedures in the local governing documents are followed. If a later time than that proposed in the suggested local elections calendar is required, then that calendar must be followed. However, NEA rules govern the election of delegates to the NEA Representative Assembly and those elections (for locals of 76 or more members) must be concluded by April 15 and reported to NEA-New Mexico. Also elections for delegates to NEA-New Mexico must be reported to NEA-New Mexico by fifteen calendar-days before a Delegate Council meeting.

Suggested 2009 Local Elections Calendar

<u>DATE</u>	<u>ACTIVITY</u>
01/16/09	Elections Committee Meeting to establish elections calendar and details.
02/17/09	Local Receives NEA RA Delegate count, if eligible for local delegates. Local Receives NEA-NM Delegate Allotment for Spring 2008 and Fall 2008 Council Delegates
02/27/09	Local Executive Committee or AR Council approves nominations and elections calendar for publication to all members.
03/02/09- 03/13/09	Call for Nominations made available to all members
03/16/09- 04/03/09	Local Conducts Local Officer, Delegate Council, and, if applicable, NEA RA Delegate Election.
04/06/09	Local Elections Committee meets to canvas results and report to local governance.
04/07/09	Local governance body certifies election results
04/08/09	Local Reports Election Results to NEA-New Mexico, including, if applicable, NEA RA Delegates on NEA Delegate Forms.

NEA Representative Assembly Delegate Deadlines

02/17/09	Local Associations of 76 or more members, as of January 15, receive allocations, instructions, and delegate forms from NEA
02/18/09- 04/03/09	Local Associations conduct local RA Delegate elections, ensuring open nominations and one-person one-vote secret ballots
04/08/09	Deadline for receipt of local delegate forms by NEA-New Mexico
05/15/09	Deadline for receipt of all local, state, and cluster delegate forms by NEA

Sample Local Nominations Form

NEA-_____ Nomination Form for 2009 All Member Election

I nominate the following member for the office(s) as indicated below.

Name of Nominee: _____
(Type or print clearly exactly as name should appear on ballot)

Nominee's Address: _____

City, State, Zip Code: _____

Work Phone: _____ Home Phone: _____

Work Site: _____

Name of Nominator: _____
(Type or print clearly)

Signature: _____
(Nominee or Nominator, if different) (Date)

(If the Nominator is not the nominee: My signature indicates that I have received the express approval of the nominee to place the nominee's name in nomination)

(Please place a check mark in the appropriate box)

Local offices

- _____
- _____
- _____
- _____
- _____
- _____
- _____

NEA Representative Assembly Delegates

- _____
- _____
- _____
- _____