

# Statement of Candidacy Forms

This packet contains the following:

1. Executive Board Statement of Candidacy
2. NEA Delegate
3. ISEA Delegate
4. DMEA Election Procedures
5. Election Time Lines

To: All DMEA Members  
From: DMEA Election Committee - DMEA Elections

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## Statement of Candidacy for Executive Board Position

Please indicate the position you are running for:

Executive Board **Secretary** (3 year term)

Executive Board **Treasurer** (3 year term)

Executive Board **High School Rep** (3 year term)

Executive Board **Elementary Rep** (3 year term)

Executive Board **Interim Elementary Rep** (1 year term)

Department of Nurses **Secretary** (2 year term)

Department of ESP **Secretary** (3 year term)

Department of ESP **Treasurer** (3 year term)

Department of CSS **Secretary** (2 year term)

Department of CSS **Treasurer** (2 year term)

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### Eligibility:

- Eligibility for officers requires completion of two (2) consecutive years of membership.
- The **Statement of Candidacy** forms are due in the DMEA office no later than Thursday, January 10, 2019 by 4:30 PM
- Candidates for an Executive Board position may speak for up to three minutes at the January DMEA Rep. meeting.

**I have read the job descriptions of the position of which I am running and hereby certify that I am eligible and place my name as candidate:**

- *Signature:*
- *School/Location:*
- *Candidate Position:*
- *Date:*

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### Guidelines:

Candidates are asked to use the following guidelines as stated in the DMEA Elections Procedures #5:

"The DMEA will post, on the DMEA website, a brief statement of not more than 1 page for each candidate for President, nor more than 1/2 page (about 200 words) for each candidate for any other Executive Board position, nor more than 75 words for NEA and ISEA delegate positions."

Candidates may FAX the information completed on this form to the DMEA office at 471-8043 by the appropriate deadline. Please call the DMEA office 471-8040 to be sure your fax was received.

Please do not use DMPS bag mail to send the **Statement of Candidacy** forms to the DMEA office.

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### NEA/ISEA Delegates:

Please fill out separate **Statement of Candidacy** forms for NEA/ISEA delegates. (see attachments)

## Statement of Candidacy for NEA Delegate

- The NEA Representative Assembly is July 3 - July 7, 2019 in Houston, TX (with travel: July 2 – July 8, 2019)
- NEA Delegates are elected for a one-year term.

**I hereby certify that I am eligible and place my name as a candidate for Delegate to the NEA Representative Assembly:**

- *Signature:*
- *School Location:*
- *Candidate Position:*
- *Date:*

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### **Guidelines:**

Candidates are asked to use the following guidelines as stated in the DMEA Elections Procedures #5:  
"The DMEA will post, on the DMEA website, a brief statement of not more than 1 page for each candidate for President, nor more than 1/2 page (about 200 words) for each candidate for any other Executive Board position, nor more than 75 words for NEA and ISEA delegate positions."

The Statement of Candidacy forms are due in the DMEA office no later than Thursday, January 10, 2019 by 4:30 PM

This form may FAXED to DMEA at 471-8043 by the appropriate deadline. Please call the DMEA office to be sure your fax was received.

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### **Delegate Information:**

1. DMEA will finance the DMEA President and 2 other delegates.
2. DMEA-funded local delegates shall receive payment for actual authorized expenses not to exceed the budgeted amount of \$1,500.  
Authorized expenses include:
  - a. Lodging for one-half of the double-occupancy rate of the ISEA-designated hotel. If a member chooses a single room even though double-occupancy is available, he/she will be responsible for the additional expense incurred.
  - b. Itemized receipts are required for reimbursement for all meals. Meals, miscellaneous tips, gratuities, phone calls and other expenses will be reimbursed for July 2-July 8.
  - c. The registration fee paid to ISEA will be reimbursed by DMEA.
  - d. The cost of travel (airfare or mileage) by the least expensive option available.
  - e. Participation fee for the ISEA Delegate Night.
3. Each delegate will receive a travel stipend prior to the RA of \$1,500. Those delegates penalized by the President for not fulfilling the expectations of previous NEA Representative Assemblies shall receive one-half (1/2) of the maximum prior to the convention. If a delegate does not have itemized receipts equaling the total amount, the remaining stipend is due back to DMEA with the expense voucher.
4. The expenses for delegates shall be repaid if the following expectations are not fulfilled:
  - A. All NEA Delegates will be expected to attend the following:
    1. All DMEA orientations and caucuses prior to and during the Representative Assembly.
    2. All ISEA caucuses.
    3. Full time attendance at all NEA RA sessions unless otherwise excused by the President or his/her designee.
  - B. All delegates shall perform the duties of the convention as requested by the President or his/her designee.
  - C. Voting check may be made.
  - D. Each unexcused absence or refusal to perform a duty shall require a 10% repayment of the total amount of the delegate's expenses.
  - E. Expense vouchers should be turned into the DMEA office by July 15.

A member may appeal any decision to the Executive Board.

## Statement of Candidacy for ISEA Delegate

- The ISEA Delegate Assembly is March 29 and 30, 2019 at a location to be announced.
- ISEA Delegates are elected for a two-year term.

I hereby certify that I am eligible and place my name as a candidate for Delegate to the ISEA Delegate Assembly:

- *Signature:*
- *School Location:*
- *Candidate Position:*
- *Date:*

### **Guidelines:**

Candidates are asked to use the following guidelines as stated in the DMEA Elections Procedures #5:

"The DMEA will post, on the DMEA website, a brief statement of not more than 1 page for each candidate for President, nor more than 1/2 page (about 200 words) for each candidate for any other Executive Board position, nor more than 75 words for NEA and ISEA delegate positions."

- The **Statement of Candidacy** forms are due in the DMEA office no later than Thursday, January 10, 2019 by 4:30 PM
- This form may FAXED to DMEA at 471-8043 by the appropriate deadline.
- Please call the DMEA office to be sure your fax was received.

### **Delegate Information:**

- Delegate Orientation will be held on Monday, March 25, 2019 at 4:15 PM at the DMEA office. Delegates will review the issues, take positions and develop strategy.
- Delegates are expected to attend any announced DMEA delegation caucuses during the ISEA Delegate Assembly.
- No expenses will be reimbursed.
- The 495 Absence Approval Form is NOT required since the meeting doesn't start till 6 p.m. on Friday evening.

After the Delegate Assembly, the chair or his/her designee will present a report on the Delegate Assembly at the next DMEA Representative Assembly following the Delegate Assembly. The report will include highlights of the Delegate Assembly and positions taken by the DMEA Delegation. The report could also include any specific contributions made by DMEA members. Any member of the delegate may submit a minority report.

## **DMEA Elections Procedures**

1. The DMEA election cycle is defined as the time from when nomination papers are sent out until the election result is certified in March. During the election cycle, no changes in election procedures would be in order except in emergencies or as a result of the final adoption of Bylaws amendments affecting election procedures.
2. No later than **November**, the Election committee will recommend to the Executive Board the pertinent nomination and election dates for the upcoming election.
3. All DMEA candidates may pick up at the office or at the **December** DMEA Rep Assembly a candidate packet that includes (but is not limited to) statement of candidacy forms, Bylaw provisions outlining election procedures, eligibility requirements, dates regarding deadlines for submitting nomination, campaign or other materials.
4. The DMEA will post, on the DMEA website, a brief statement of no more than 1 page for each candidate for President, no more than ½ page (about 200 words) for each candidate for any other executive board position, and no more than 75 words for NEA or ISEA delegate positions. If a candidate submits a statement of candidacy that does not comply with the above requirements, it will not be posted.
5. All official candidates must submit a completed statement of candidacy form by the **January** Representative Assembly. Candidates for Executive Board positions may speak up to 3 minutes at this meeting. As soon as possible after the deadline, the Election committee will meet to determine official candidates and fulfill Bylaws requirements to complete a slate of candidates, if necessary.
6. At the **January** Representative Assembly, candidates may provide campaign materials for building reps to bring back to their building/program to share at a monthly meeting. Candidates may also send electronic copies of their materials to the elections chair to be sent to all home emails addresses on file with DMEA by the date set by the elections committee on the published election timeline.
7. The DMEA voting days (no less than 4 days) shall be held online the month of **February**.
8. The DMEA office will notify candidates within two school days and election results will be sent to DMEA members. A list of alternates (including write-ins) will be compiled based on votes received and will be called in descending vote order, as needed. The first two alternate ISEA delegates will be invited to the ISEA delegate orientation.
9. The official election results will be announced to the DMEA Executive Board where a ratification vote will occur.
10. At a meeting following the certification of DMEA election results in **March**, the Elections committee will review the election cycle and recommend changes, if any, to improve the nomination or election process. The report will be considered by the Executive Board and, if necessary, the DMEA Representative Assembly so that any proposed changes in the Bylaws could be read twice and adopted before the end of the year and be printed for the following fall.
11. Candidates are prohibited from campaigning (visiting schools, dropping of campaign materials, etc.) between the hours of 7am-4pm on contract days. Candidates representing DMEA in an official capacity at a building will not actively campaign during their visit.
12. The use of Des Moines Public School fax machines, district computers, other office equipment, or e-mail accounts to campaign or influence the election is not allowed. Doing this is in violation of the DMPS appropriate use of technology policy.

Revised 9/3/98

Revised 9-17-98

Revised 11-19-98

Revised 10-7-99

Revised 11-26-07

Revised 5-20-10

Revised 4-18-13

Revised 1-2-2014

Revised 5-4-17

Revised 3-29-18