

Statement of Candidacy Forms

This packet contains the following:

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

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

Statement of Candidacy for Executive Board Position

Please indicate the position for which you are running:

- Executive Board **President** (3 year term)
- Executive Board **Middle School Rep** (3 year term)
- Executive Board **Elementary School Rep** (3 year term)
- Executive Board **Ethnic Minority Rep** (3 year term)

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 12, 2023 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:*

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 the ISEA delegate position."

Candidates may email the form to Kathleen.Crouse@isea.org or 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.

ISEA Delegates:

Please fill out separate **Statement of Candidacy** form for ISEA delegates. (see attachment)

Statement of Candidacy for ISEA Delegate

- The ISEA Delegate Assembly is March 31 and April 1 2023. At the West Des Moines Sheraton Hotel.
 - ISEA Delegates are elected for a two-year term.
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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:*
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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 12, 2023 by 4:30 p.m.
 - Candidates may email the form to Kathleen.Crouse@isea.org or FAX the information completed on this form to the DMEA office 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:

- Delegate Orientation will be held on Monday, March 27, 2023 at 4:15 p.m. in the ISEA Training Room. 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 will be held on Friday evening & Saturday.

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 email 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** for all elections legally allowed under the Labor Management Relations Disclosure Act (LMRDA). Elections that must be done via paper ballot will occur at the same time at the DMEA Office in accordance with the LMRDA.
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 3-29-18

Revised 3-12-20

ELECTION TIME LINE

- **December 8** **Dec. Representative Assembly** - Statements of Candidacy forms given to each building DMEA rep for distribution and copying as needed. Forms can be sent electronically upon request.
- **January 12** **Jan. Representative Assembly – Statements of Candidacy forms due.**
Executive Board candidates may speak for up to 3 minutes.
- **January 13** **Elections Committee Meeting** – Virtually at 4:00 PM. to **finalize the ballot for on –line voting.**
- **January 20** **Deadline** – Each Exec Board candidate can send one PDF campaign piece to kcrouse@isea.org. They will be posted on the DMEA website.
- **Week of** **Online voting will take place.**
Feb. 20 – Feb. 23 Voting closes at 10:59 p.m. Feb 23.
- **February 24** **Elections Committee Meeting** – Draw names to determine the order of alternates
- **February 27** **Election results will be emailed within 2 days of the election.**
- **March 2** **DMEA Executive Board** – Election ratification vote

Positions Open for Election

- DMEA Executive Board President (3 year term)
- DMEA Executive Board Middle School Representative (3 year term)
- DMEA Executive Board Elementary School Representative (3 year term)
- DMEA Executive Board Ethnic Minority Representative (3 year term)

ISEA DELEGATES 9 positions open