

TAAAC ELECTION RULES

1. The Representative Assembly shall adopt **ELECTION RULES** which shall govern the election of Association positions in accordance with the Bylaws.
 - A. The **ELECTION RULES** will remain in effect until such time as a motion to change them should come before the Representative Assembly. Such a motion shall include the proposed changes in detail and be presented to the Assembly one month in advance of the vote to approve the changes.
 - B. All officers and directors of TAAAC and delegates and alternates (successor delegates) to the Representative Assembly of the NEA shall be chosen through a vote of the **ENTIRE MEMBERSHIP** of TAAAC conducted in accordance with these Election Rules.
 - C. The **TAAAC REPRESENTATIVE ASSEMBLY** shall elect:
 - the members of the Nominating Committee,
 - the members of the Credentials Committee,
 - the members of the Sick Leave Bank Approval Committee,
 - the appointees to the Calendar Committee of the Anne Arundel County Public Schools for a two-year term,
 - such at-large representatives as may be needed to achieve proportional representation in the Council, and
 - to fill vacancies in the offices of Vice President, Secretary-Treasurer and Board of Directors.
 - D. All elections shall be by open nomination and secret ballot and in accordance with the principle of one-person; one vote except as may be needed to provide the representation guarantees described in the Bylaws.
 - E. Positions will be filled by plurality vote except for the officer positions of President, Vice President, and Secretary-Treasurer which shall be filled by majority vote. In the event that no candidate for any of the officer positions receives a majority of the votes cast, a run-off election of the top two vote getters for that office will be promptly held.
 - F. In accordance with Article XII, Section 4 of the Bylaws, the Nominating Committee shall develop an annual calendar. This calendar shall be published on the TAAAC Website and made available to nominees and members upon request.

2. PROVISIONS FOR SOLICITING FROM AMONG THE MEMBERS NOMINEES FOR ALL ASSOCIATION OFFICES, DELEGATIONS AND ELECTED COMMITTEE POSITIONS

The Nominating Committee shall solicit from among the members nominees for all Association offices, delegations and elected committee positions through publicizing positions for which nominations are being accepted. Any member in good standing may file for election but must do so on the official Nominations Form. Such members may only pursue one office in any one election (President, Vice President, Secretary-Treasurer, or Board of Directors.)

3. PROVISIONS FOR MAKING AVAILABLE OFFICIAL NOMINATION FORMS AT LEAST ONE MONTH PRIOR TO THE FINAL DATE FOR INCLUSION ON THE BALLOT

The official Nominations Forms will be printed in the *TAAAC Action Report* at least one month prior to the election date. Official Nominations Forms may be printed more frequently and in other publications such as the *Inside Scoop*.

4. PROVISIONS FOR MEMBERS TO OBTAIN THE CURRENT ELECTION RULES

For Nominations Forms that arrive in the TAAAC office by or before the published deadline, an attempt will be made to notify the nominee and offer to him/her a current set of Election Rules. In addition members may request a copy of the Elections Rules at any time by contacting the TAAAC office.

5. PROVISIONS FOR NOTIFYING THE MEMBERSHIP OF THE PRELIMINARY SLATE OF NOMINEE(S) PRIOR TO THE FINAL DATE FOR INCLUSION ON THE BALLOT

The Nominating Committee shall provide at the Representative Assembly one month prior to the election, a preliminary report of the nominees as received on the official Nominations Forms.

6. CONDUCTION OF ELECTIONS INCLUDING PROVISIONS FOR SECRET BALLOTS MEMBERSHIP-WIDE ELECTIONS

- A. Membership-wide elections will be held in each recognized unit of TAAAC (schools and other work sites). The election will be conducted by the duly elected Association Representative of each unit. Election materials will include a ballot for each member whose primary work site is in the unit, member signature sheet to be signed by each member casting a ballot, tally sheet to be filled out by the AR, directions for conducting the election including the deadline for the return of ballots to the TAAAC office, return envelope, and any other materials deemed necessary by the Nominations Committee. Ballots are to be completed privately with no identifying information contained on the ballot itself.
- B. Whenever possible, membership-wide elections shall be conducted electronically. If an election is to be conducted electronically, the provisions of 6A shall be suspended. If an electronic management organization is used to facilitate an election, then the Nominating Committee shall develop and implement procedures necessary to adapt to an electronic voting format. These procedures shall include provisions for explaining the instructions for voting to members.

7. CONDUCTION OF ELECTIONS INCLUDING PROVISIONS FOR SECRET BALLOTS POSITIONS ELECTED BY THE REPRESENTATIVE ASSEMBLY

For positions elected by the Representative Assembly, the elections shall be conducted by the Nominations Committee. Ballots containing the names of the nominations received by the deadline shall be distributed to the AR's during their meeting. Additional nominations may be taken from the floor for those elections that have the closing of the nominations at the meeting. Ballots will contain no identifying information. Ballots will be collected and counted by the Nominations Committee during the meeting and the results announced prior to the close of the meeting. Motions from the floor to elect by a single ballot cast for the body would be in order for any election where the number of nominees does not exceed the number of positions being elected.

8. ELECTIONS FOR THE POSITIONS OF NEA DELEGATE AND ALTERNATE TO THE ANNUAL NEA DELEGATE ASSEMBLY

- A. **Election – Fourth Monday in January to Third Friday in February**
Nominations open – **November RA**, nominations close – **Second Tuesday in December**
- B. Delegates from the local Association to governing bodies of the NEA shall be selected in accordance with the Bylaws AND RULES of NEA. The results shall be rank ordered so that alternates may be assigned in order after the number of delegates to which the Association is entitled has been determined. The term of office of such delegates shall be one year. (*See attached pertinent bylaws and rules.*)

9. ELECTIONS FOR THE POSITIONS OF PRESIDENT, VICE PRESIDENT, SECRETARY-TREASURER AND BOARD OF DIRECTOR OF TAAAC

- A. **Election – Fourth Monday in January to Third Friday in February**
Nominations open – **November RA**, nominations close – **Second Tuesday in December**
- B. The deadline for nominations for vacancies occurring in the office of President, Vice President, Secretary-Treasurer, and on the Board of Directors shall be the second Tuesday in December and the election materials shall be available in accordance with Section 6 from the fourth Monday in January to the third Friday in February. The deadline for voting will be the fourth Friday in February (normally by 5:00 PM). Online ballots will not be accepted after the deadline.

- C. Nominees for these offices shall be publicized in the *TAAAC Action Report* during January, provided the nominee submits the requested information (photo and statement of no more than 100 words for the offices of President, Vice President and Secretary-Treasurer, and of no more than 50 words for the office of member of the Board of Directors) by the announced deadline, normally by the fifteenth of December.
- D. Nominees for these offices shall be afforded the opportunity to address the Representative Assembly at the January meeting or another meeting as designated by the Nominating Committee. Nominees for President, Vice President, and Secretary-Treasurer will be allowed to speak for three minutes. Nominees for Board of Directors will be allowed to speak for two minutes. The order of candidate speeches shall be determined by random drawing for each office. Any candidate who will not be present to address the Representative Assembly may designate another TAAAC member to speak in their absence. Notification of a designated speaker (or video or audio presentation) must be done in writing prior to the beginning of the meeting and must name the designee.
- E. Nominees shall be afforded the opportunity to submit photos and brief statements on their candidacy to be included in the *TAAAC Action Report* and TAAAC Website. Word limit for the office of President, Vice President and Secretary-Treasurer is 100 words and a 50 word limit for Board of Directors. Nominees shall also be allowed to distribute materials to the voting membership. TAAAC will charge nominees for the use of any TAAAC equipment or services in preparation of such materials.
- F. In the election of TAAAC Officers and Directors, there will be an automatic recount of ballots when the margin of difference is 1% or less.
- G. The term of office is for two years, August 1 through July 31. These offices are limited to three consecutive terms (six years total). Duties of these offices can be found in the Bylaws.
- H. Candidates will be invited to observe the meeting of the Nominating Committee at which the election results are validated and announced. The results of the election shall be communicated to candidates who are not in attendance by phone.

10. ELECTIONS FOR MEMBERS OF THE CREDENTIALS COMMITTEE

- A. Election – **APRIL**
Nominations open - **FEBRUARY**, nominations close – **APRIL**
- B. A Credentials Committee shall be elected at the April meeting of the Representative Assembly. The Committee shall consist of eight members and shall be elected annually. The deadline for nominations shall be the April RA meeting. Committee members' term shall be August 1 through July 31.
- C. It shall be responsible for (a) the establishment of a procedure for identification of the qualified, elected representatives and alternates to the Representative Assembly; (b) notifying representative units shortly after May 1 of each year of the number of representatives which they may elect for the following year on the basis of membership at that date; (c) the seating of representatives or alternates at Representative Assembly meetings in accordance with Article IV; and (d) the establishment of a procedure for making any necessary changes in a representative unit's representation within any membership year.
- D. Any member of the Credentials Committee absent without acceptable excuse from three (3) consecutive committee meetings may be removed from the committee by a majority vote of the committee.

11. ELECTIONS FOR MEMBERS OF THE NOMINATING COMMITTEE

- A. Election - **APRIL**
Nominations open - **FEBRUARY**, nominations close - **APRIL**
- B. A Nominating Committee shall be elected at the April meeting of the Representative Assembly. The Committee shall consist of fifteen members and shall be elected annually. The deadline for nominations shall be the April RA meeting. Committee members' term shall be August 1 through July 31. The committee shall elect its chairperson.

- C. It shall be the responsibility of this committee to secure nominees, prepare ballots, conduct elections and authenticate results.
- D. It shall further be responsible for the maintenance of the appropriate representation of ethnic minorities, classroom teachers, and non-classroom teachers in the Representative Assembly. It shall determine whether or not there is a need for additional at-large delegates to the Representative Assembly and shall conduct any election necessary to choose such delegates.
- E. Any member of the Nominating Committee absent without acceptable excuse from three (3) consecutive committee meetings may be removed from the committee by a majority vote of the committee.

12. ELECTION FOR MEMBER OF THE SICK LEAVE BANK APPROVAL COMMITTEE

- A. Election - **MAY**
Nominations open - **MARCH**, nominations close - **MAY**
- B. One member of the Sick Leave Bank Approval Committee will be elected annually in May to serve a two-year term of August through July. The deadline for nominations shall be the May RA. The third member will be appointed by the Board of Directors in even years at their August meeting. Duties of this committee can be found in the Bylaws.

13. ELECTION FOR APPOINTEE TO THE ANNE ARUNDEL COUNTY PUBLIC SCHOOLS' CALENDAR COMMITTEE

- A. Election - **MAY**
Nominations open - **MARCH**, nominations close - **MAY**
- B. One appointee will be elected in May for a two-year term, September through August. In even years an elementary representative will be elected. In odd years a secondary representative will be elected. Nominations deadline will be the May RA.

14. ELECTION FOR ASSOCIATION REPRESENTATIVE

- A. Election - **MAY** or **JUNE**
- B. The Representative Assembly shall be composed of the Board of Directors of the Association, elected representatives of the schools, the offices of the Board of Education and affiliated groups and needed at-large delegates. Schools and offices of the Board of Education will hereinafter be referred to as "representative units."
- C. Representation from each representative unit shall be determined by the number of assigned professional staff who are members of the Association. The formula for calculating representation to the TAAAC Representative Assembly shall be: **one Association Representative for each 1-20 members and one representative for each additional 20 members or major fraction thereof.**
- D. The Credentials Committee shall notify representative units shortly after May 1 of each year of the number of representatives which they may elect for the following year on the basis of membership at that date. Representatives shall be elected in May or June by an election conducted by the current AR. The AR will provide for secret ballots. In the case of two or more representatives of the same unit, one of them shall be designated as Chairperson. At the time of the election of representatives, each representative unit shall also elect alternates equal to two more than the number of representatives to which they are entitled. Names of representatives and alternates shall be submitted to the President by June 15 on a form provided by TAAAC. Duties of the AR's can be found in the TAAAC Bylaws.

15. ELECTIONS FOR MSEA DELEGATES

- A. Election - **JUNE**
Nominations open - **APRIL**, nominations close - **JUNE**

Delegates from the local Association to governing bodies of MSEA shall be selected in accordance with the Bylaws AND RULES of MSEA. The results shall be rank ordered so that alternates may be assigned in order after the number of delegates to which the Association is entitled has been determined. The term of office of such delegates shall be one year.

16. ELECTIONS TO ACHIEVE PROPORTIONAL REPRESENTATION, AS NEEDED

For all governing bodies and committees of TAAAC ethnic minorities shall be represented in number at least proportionate to their membership in the Association. For all elected governing bodies and committees of TAAAC "supervisory" and "non-supervisory" members shall be represented in proportion to their membership in the Association.

17. FILLING VACANCIES, AS NEEDED

The Representative Assembly shall elect to fill vacancies occurring in the office of Vice President, Secretary-Treasurer, and on the Board of Directors, provided that the nominations for any such office shall be opened at one meeting of the RA and closed at the next regularly scheduled meeting whereupon the election of the vacancy will be held.

18. CHALLENGES

- A. Should a member dispute the procedural compliance or the results of an election, the challenge including reason(s) must be filed in writing with the chairperson of the Nominating Committee within five workdays of the occurrence or the publication of the election results.
- B. Within five workdays, the Nominating Committee shall meet, rule on the challenge and issue their decision. This may include the option of calling for a new election.
- C. The Nominating Committee's ruling may be appealed to the TAAAC Review Board as established in the TAAAC Bylaws (Article XIV). The Review Board shall render a decision which shall be final and binding.

9/1/99

Amended 11/07/07; 12/04/02; 10/01/09; 11/07/12; 11/05/14, 5/2/2018; 11/14/18

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ANNUAL CALENDAR OF ELECTIONS

INCLUDES THE FINAL DATE FOR INCLUSION ON THE BALLOT FOR EACH ELECTION

OFFICE	NOMINATIONS OPEN	PRELIMINARY REPORT	FINAL DATE FOR INCLUSION ON THE BALLOT	ELECTION DATE
TAAAC Officers and Directors	November	December	December	February
Elected MEPAC Representative (even yrs. as needed)	December	January	January	February
NEA Delegates/ Alternates	November	December	December	February
Credentials Committee	February	March	April	April
Nominating Committee	February	March	April	April
Sick Leave Bank Approval Committee	March	April	May	May
AACPS Calendar Committee (TAAAC Appointee)	March	April	May	May
MSEA Delegates	April	May	June	June
MSTA General Council	April	May	June	June
TAAAC AR				May - June