

I. Definitions:

1. *Candidate* means the candidate or any other person designated to speak or act on behalf of the candidate.
2. *UniServ Governance Unit* means the governing body or the unit as a whole (EGL, NEL, SEKota, SECOR, Plains, Black Hills, COHE, Students, Retired)

II. Filing for Office

1. Candidates for the office of President, Vice-President, Treasurer, or NEA Director shall file a formal written notice of candidacy with SDEA/NEA President. Within 5 days of receipt by SDEA/NEA, the candidate shall be mailed, by certified mail, the rules and regulations governing the campaign and the Affirmation of Candidate form stating that the candidate agrees to abide by said rules. This form needs to be signed shall be returned to SDEA/NEA no later than 10 days after receipt or the candidacy shall be declared null and void.
2. Within 5 working days of SDEA/NEA's receipt of the Affirmation of Candidate Form, the candidate for state office/NEA Director shall be provided with the items requested on the form; and will be contacted by the SDEA/NEA CFO. The SDEA/NEA CFO will arrange a time to explain the budget and monthly financials to the candidate.
3. Candidates for the SDEA Board of Directors and NEA/RA Delegates shall file a formal written notice of candidacy with SDEA/NEA President.
4. Notification of candidacy must be filed by January 15.

III. Campaign Rules

Failure to follow campaign rules and regulations may result in disciplinary action, including, but not limited to, disqualification of the candidate.

1. No portion of dues money at local, UniServ, state, or national level shall be used to promote the candidacy of an individual for an SDEA/NEA office.
2. Candidates may campaign from the end of the previous year's SDEA/NEA Representative Assembly to the close of the voting period for that election.
3. Prior to a campaign appearance in a local affiliate, the candidate will contact the local association president/designee and follow any local procedures/policies.

4. Equitable access shall be provided to candidates by the local, UniServ, and at state meetings/functions.
 - a. If candidates are invited or have requested to address a meeting, an invitation shall be extended to all candidates for the same office.
 - b. If a candidate makes contact with a local affiliate for additional campaign appearances, the local affiliate is not obligated to contact other candidates for the same office.
 - c. The initial announcement of candidacy does not apply. There shall be only one initial announcement.
5. Candidates, supporters, and the candidates' campaigns are prohibited from using any non-personal (district or association) electronic technology (i.e., FAX, voice mail, email, instant messaging, text messaging, etc.) to campaign.
6. Candidates must obtain written permission prior to using a member's name or picture in any campaign literature.
7. All printed and electronic campaign literature shall include a notation indicating that the material was paid for by the candidate or by a committee to elect the candidate. Campaign materials need to include the disclaimer "May not be disseminated by non-personal (district or association) technology." Campaign materials shall mean any document, electronic transmission, object, or other material that has the purpose or effect of promoting the candidacy of an individual for SDEA/NEA office, and shall include, by way of illustration and without limitation, billboards, newspaper advertisements, audiotapes, videotapes, emails, brochures, position papers, buttons, pins, articles of clothing, candy, and posters. In some cases, however, carrying such identification would be impossible or impractical, e.g., where the item is too small, such as a small pin or a small piece of candy. In such cases, the items in question must be distributed from a table or booth, or placed in some type of container, which clearly indicates that the campaign is their source or sponsorship.
8. Candidates may not use the SDEA apple logo.
9. Upon request, a table shall be provided to each candidate at statewide events of the Association beginning with the 1st event following the SDEA/NEA Representative Assembly in the year preceding the election. Requests must be made to the SDEA/NEA Elections Committee Staff Liaison at least 10 calendar days prior to the event. Late requests will be honored on a space available basis.
10. No members shall be allowed to wear or display campaign items in support of a candidate on the floor of the SDEA/RA.
No SDEA/NEA officer shall be allowed to endorse and/or campaign for any candidate other than him/herself.

Members of the SDEA/NEA Board of Directors shall not be allowed to wear or display campaign items in support of a candidate at Board of Directors meetings.

11. Travel reimbursement for an incumbent: if an officer travels on Association business and includes a campaign speech or event, the mileage reimbursement is reduced by \$0.05 per mile and other travel expenses will be paid at 50%.

IV. Campaign materials mailings:

1. Candidates wishing to mail individual Association members other than local and UniServ leaders shall follow SDEA/NEA Board of Directors policy 11.2 with the following exceptions:
 - a. A copy of the material must be on file with the Executive Director at the SDEA/NEA office no later than 48 hours after mailing.
 - b. Permission is automatic.
 - c. The access fee will be waived but postage, supplies, and labor costs will be billed to the candidate.
 - d. Labels will be applied at one of the SDEA/NEA offices and will not be taken out of the office.

V. Services Provided by SDEA/NEA

1. SDEA/NEA provides candidates the following avenues to access voting members:
 - a. Free space in the "Election" issue of the Advocate for candidacy statement(s).
 1. Officer and NEA Director Candidates 150 words.
 2. Board of Directors 50 words
 3. NEA/RA Delegates 50 words.
 - b. Officer, NEA Director, and Board of Director candidates may submit a photo with candidacy statement.
 - c. Equal access to paid advertising in the "Election" issue of the Advocate upon request made to the SDEA/NEA Communications Department, subject to printing deadlines.
 - d. A+ Printing is available to candidates at current member rates. The current priority policy set by A+ Printing will be followed.
 - e. Mailing addresses of local presidents, with locals identified, and UniServ unit leaders may be requested by the candidate.
 - f. Mailings to members through one of the SDEA/NEA offices at the candidate's expense may be requested by the candidate.
 - g. Candidates for President, Vice-President, Treasurer, and NEA Director shall be provided time to address the SDEA/NEA RA and other forums as determined by the Board of Directors.
 - h. Candidates for SDEA/NEA Board of Directors and NEA-RA Delegates will be introduced at the SDEA/NEA-RA.
 - i. Candidate's table available at SDEA/NEA statewide events upon request made to the SDEA/NEA Election Committee Staff liaison at least 10 calendar days prior to the event. Late requests will be honored on a space available basis.

- j. Candidates' statements, photographs, and preferred contact information will be posted on the SDEA/NEA website. If the candidates do not wish to have their information on the website, they need to make that request to the SDEA Election committee staff liaison. The photograph and statement will be the same that appears in the candidates' issue of the Advocate. If the candidate has a campaign website, a hot link to the candidates' website will be added at the end of their statement.

VI. Services Provided by Local Affiliates

1. If any service (tables, booths, distribution of materials, meals, mileage, registration) is provided by a local affiliate to any candidate, similar services must be provided to all candidates for that office. No affiliate is required to provide any service on behalf of any candidate for SDEA/NEA office.

VII. Endorsements of Candidates

1. In its regular course of business, the membership or governing body of local affiliate may endorse a candidate for office. A local affiliate may not, however, call a meeting for the sole purpose of issuing an endorsement or in any other manner spend any funds for that purpose.
2. A local affiliate may publicize, in a regularly published newsletter/communication, the action of the endorsement. An affiliate may not spend funds to otherwise publicize the endorsement or to encourage membership to vote for a particular candidate.
3. Although the affiliate may not use the funds of the organization to publicize or encourage support, the following actions may be taken:
 - a. The candidate may use the endorsement in his/her own literature (e.g., "I have been endorsed by the Delegate Assembly of the Anycity Education Association" or "All members of the Anycity Education Association committee have supported my candidacy").
 - b. Any local affiliate member or combination of members may use their own money or that of the candidate to encourage support from members or delegates. In a personal letter or any other type of personal communication, an officer may mention his/her title as a means of persuasion (e.g., "Dear Member: I am president of the Anycity Education Association and I urge your support for ..."). Such letters shall not be written on the official stationery of the affiliate.
4. Candidates may not be endorsed by UniServ Governance units or the SDEA/NEA Board of Directors, as a whole.

VIII. Campaigning at the Representative Assembly

1. Campaigning at the SDEA/NEA Representative Assembly shall be in compliance with the Standing Rules of the Representative Assembly.
2. Candidates or their campaign committees may not distribute campaign materials on the RA floor before, during, or after any session.
3. Campaign materials may be posted outside the RA hall. Disposal of materials is the responsibility of each candidate.
4. Campaign items such as buttons and/or apparel may be worn on the RA floor.
5. No campaign signs may be posted or brought onto the RA floor.

IX. Official Nominations and Candidate Placement on the Ballot

1. Notification of candidacy must be filed by January 15.
2. Each candidate for SDEA/NEA office may speak from the floor of the Representative Assembly at the first business session.
3. The names of the candidates shall be placed on the first and subsequent ballots in the order determined by lottery.

X. Enforcement Procedures

1. Inquiries about campaign practices shall be addressed to the Elections Committee Chairperson or the SDEA/NEA Staff Liaison.
2. Any challenge alleging a violation of the campaign rules and regulations shall be filed in writing to the Elections Committee Chairperson or SDEA/NEA Staff Liaison. A challenge must be filed within 5 days of the time the challenger learns of the alleged violation, but in no event must the Elections Committee Chairperson or SDEA/NEA Staff Liaison recognize any challenge filed after the ballot deadline pursuant to Article IX, Section 2. The written challenge must specify the rule or regulation being violated. The SDEA/NEA Staff Liaison will forward any complaints received to the Election Committee Chairperson who will inform the challenger and the candidate of an expected timeline.
3. Pursuant to its authority, the Elections Committee shall meet and review every challenge to determine:
 - a. Whether one of the election rules or regulations has been violated; and
 - b. Whether such violation could have caused a different result from the result reported; and

- c. Whether a new election could theoretically bring about a different result throughout the state than would otherwise be the case if the election were allowed to stand.
 - d. In as much as is feasible, the committee shall address violations as they occur and respond in a timely fashion.
 - e. All challenges shall be kept confidential unless otherwise determined by the committee.
4. Should the Elections Committee find that a candidate is in violation of the campaign rules or regulations, the committee may initiate disciplinary action which may include, but not limited to any or all of the following actions:
- a. reprimand
 - b. withdrawal of assistance
 - c. billing for assistance
 - d. a recommendation to the SDEA/NEA Board of Directors to disqualify the candidate
 - e. a recommendation to the SDEA/NEA Board of Directors to call for a new election.

Sandy Arseneault
President of the Board

Adopted	December 5-6, 1980
Amended	July 29, 1988
Amended	April 6, 1991
Amended	June 10, 1994
Amended	January 29, 2005
Amended	January 29, 2006
Amended	October 5, 2007
Amended	October 1, 2011

**AFFIRMATION OF CANDIDACY FORM
SDEA/NEA EXECUTIVE OFFICER OR NEA DIRECTOR**

I, _____, have declared my intention to run for the following office:

_____ President

_____ Vice President

_____ Treasurer

_____ NEA Director

By filing and signing this Affirmation of Candidate form, I hereby declare and affirm that I will abide by the Campaign Regulations for Candidates for SDEA/NEA Office and Election Procedures policies of the SDEA/NEA Board of Directors and that I understand my failure to do so may result in disciplinary action being taken by the SDEA/NEA Board of Directors.

As a candidate I request the following from SDEA/NEA:

_____ Board minutes of the last year

_____ Budget

_____ Monthly Financials

_____ Meeting with the CFO

As a candidate I wish to be contacted at the following email address with the notification of the results of the election.

Email: _____

For publication on the SDEA/NEA website: How many members obtain more information about you and your candidacy? (Optional)

Signature of Candidate

Date

**PRINT AND RETURN
BY MAIL TO:**

**SDEA PRESIDENT
ATTN: ELECTIONS
411 EAST CAPITOL AVE
PIERRE, SOUTH DAKOTA 57501**

AFFIRMATION OF CANDIDACY FORM
SDEA/NEA BOARD OF DIRECTOR AND/OR NEA DELEGATE

I, _____, have declared my intention to run for the following position(s):

_____ Board of Director for UniServ Unit _____

_____ NEA/RA Delegate for Uniserv Unit _____

_____ NEA/RA Delegate-At-Large

By filing and signing this Affirmation of Candidate form, I hereby declare and affirm that I will abide by the Campaign Regulations for Candidates for SDEA/NEA Office and Election Procedures policies of the SDEA/NEA Board of Directors and that I understand my failure to do so may result in disciplinary action being taken by the SDEA/NEA Board of Directors.

As a candidate I wish to be contacted at the following email address with the notification of the results of the election.

Email: _____

For publication on the SDEA/NEA website: How many members obtain more information about you and your candidacy? (Optional)

Signature of Candidate

Date

PRINT AND RETURN
BY MAIL TO:

SDEA PRESIDENT
ATTN: ELECTIONS
411 EAST CAPITOL AVE
PIERRE, SOUTH DAKOTA 57501