



2025 Self-Nomination Form

Use this form to **nominate yourself** for any of the positions listed below. Active members are eligible to be nominated for all positions; however, if you are elected as both a local and state delegate to the NEA Convention, you will be required to designate which status you choose prior to certification of delegates to FEA. Complete the form and email to **heinzmanl@citruschools.org** on or before **5:00 p.m. on Thursday, February 20, 2025.**

PLEASE PROVIDE YOUR INFORMATION:

Name as it is to appear on the ballot

Shirt Size

Cell Phone (Required)

Personal E-Mail Address (Required)

WORKSITE LEADER *Provide the name of the worksite for which you are submitting a nomination:

Work Location

**Worksite Leaders are elected annually*

CCEA OFFICERS & EXECUTIVE BOARD POSITIONS

* Place a check mark next to the position for which you are submitting a nomination:

- | | |
|---|---|
| <input type="checkbox"/> Secretary (3 year term) | <input type="checkbox"/> Treasurer (3 year term) |
| <input type="checkbox"/> Parliamentarian (3 year term) | <input type="checkbox"/> Elementary Director I (1 term) |
| <input type="checkbox"/> Elementary Director II (3 year term) | <input type="checkbox"/> Middle School Director (3 year term) |
| <input type="checkbox"/> Alternative Schools Director (1 year term) | |

STATE (FEA) AND NATIONAL (NEA) CONVENTIONS

*Place a check mark next to any for which you are submitting a nomination:

- Local delegate to the FEA Delegate Assembly (Orlando, FL / September 20-21, 2025)
- Local delegate to the NEA Representative Assembly (Portland, OR July 2 – July 6, 2025)
- State delegate to the NEA Representative Assembly (Portland, OR July 2 – July 6, 2025)

Persons who are not elected in the initial balloting will be placed in descending order of the votes received. In the event that additional delegate seats are awarded or alternate delegates are necessary, such delegate seats will be offered in descending order.

Stipends given to assembly/convention delegates may not cover all costs! Delegates receiving stipends may be subject to a form 1099. A local delegate to the NEA Representative Assembly is required to attend all sessions at the Assembly and state caucus meetings. CCEA will provide a stipend, as long as the delegate performs their obligations by attending all sessions. A state delegate to the NEA Representative Assembly is eligible for a stipend from FEA, as long as the delegate performs their obligations by attending all sessions at the Assembly and state caucus meetings.

Please note that if the NEA Representative Assembly is virtual FEA does not provide a stipend. CCEA may extend stipends for participation in virtual assemblies. A local delegate to the FEA Delegate Assembly will be provided a double-occupancy hotel room paid for by CCEA, plus a stipend for the Assembly as long as the delegate performs their obligations at

Candidate Bio

All candidates for CCEA Officer and Executive Board are encouraged to provide a brief bio (250 words or less) to be included in the CCEA Solidarity News and published on the CCEA Elections webpage.

Roles & Responsibilities Open for Nomination:

Secretary

1. To keep the minutes of all meetings.
2. To notify officers of their elections.
3. To attend to the correspondence of the Association.
4. To give notice to elected leaders of all meetings.
5. To attend all business meetings of the Association.
6. To serve on the Executive Board.
7. To serve as the Elections Committee co-chair.

The Executive Board

1. To attend all monthly Executive Board meetings and Worksite Leader meetings unless otherwise excused by the President.
2. To transact the business of the Association and to present such to the Worksite Leader Council.
3. To take direction from the Worksite Leader Council.
4. To appoint members to fill vacancies of the Association's officers.
5. To appoint an elections committee in accordance with Service Unit timelines.
6. To conduct a review of the Association's governing documents every three(3) years.
7. To set goals and objectives of the Association.
8. To establish a budget for the Association and present such to the Worksite Leader Council for approval.
9. To charge each committee to perform the committee's functions and duties. (Each committee chair shall receive a written copy of committee guidelines as established by the Executive Board)
10. To approve the expenditures of the Association.

Worksite Leaders

1. To attend monthly Worksite Leader meetings.
2. To hold monthly CCEA meetings at their site.
3. To relay information back to members at his/her school or work site.
4. To promote membership and organizing activities at his/her worksite.
5. To maintain a file of information readily available to members.
6. To represent members and union at his/her site, as needed, in meetings with administration.
7. To serve on committees when needed.
8. To coordinate activities and oversee responsibilities of the Worksite Leader Team.
9. To conduct the local elections at their work site.
10. To approve the budget presented by the Executive Board.
11. To approve additional expenditures of the Association as recommended by the Executive Board.

CCEA Nomination Guidelines:

1. Any CCEA member in good standing can run for any position.
 - a. A member in good standing is defined as dues paying member and full time Employee
 - b. A member may only hold for one (1) Executive Board position. If a member qualifies for more than one (1) Executive Board position, they must declare which single position they are running for on the ballot.
2. Open nomination shall be guaranteed for all elections by use of a self-nomination form
3. Duties and Responsibilities of any elected position will be transmitted to the membership at the same time as the nomination forms.
4. Two weeks shall be allowed for nominations from the membership through the Site Leaders.
5. In the event of only one candidate for an office after the nomination deadline that person will be elected by acclamation.
6. Each candidate shall receive notice of their right to submit an article for printing in a Special Election Newsletter and specific instructions for submission developed by the Election Committee and approved by the Executive Board. The Special Election Newsletter shall be distributed in accordance with normal distribution methods to include electronic distribution.

The Special Election Newsletter will be distributed at least two (2) weeks prior to the election deadlines.

7. The President shall be an automatic Delegate to the State and National Assemblies.

2025 CCEA Election Timelines:

February 6th - Self Nomination forms distributed via site leaders, email, website

February 20th - Deadline for submission of self-nomination forms (w/bio) to Elections Committee Chair. The Election Committee, Chair or designee shall report all nominations to the Representative Council where additional nominations may be made from the floor.

March 7th - Distribution of the Special Election Newsletter

March 17th-21st - Voting takes place electronically via Election Buddy using a personal email address provided at time of registration with CCEA.