

Procedures for NCUEA Endorsement of Candidates for NEA Office

The following procedures shall be used for NCUEA endorsement of candidates for NEA offices:

I. Selection of Screening Committee

- A. The President of NCUEA shall appoint a chairperson and, with the approval of the NCUEA Executive Committee, representatives from eight separate NCUEA locals to serve as a screening committee for the purpose of interviewing candidates for NEA offices and recommend endorsement to the participating member locals at the NCUEA Fall Conference. With the exception of the chair, who shall be a non-voting member of the committee, appointment of the committee members shall conform to the following norms:
 - 1. No two voting committee members may come from the same state.
 - 2. No more than four of the voting committee members may come from the NCUEA Executive Committee.
 - 3. No more than two of the voting committee members may come from the same NCUEA region.
 - 4. No committee member may come from the state of any of the candidates scheduled for interviews.
 - 5. NCUEA members who have publicly endorsed, participated in the campaign of, or contributed to the campaign of any of the candidates scheduled for interviews will not be eligible for appointment to the Screening Committee.
- B. In the event a member of the screening committee is unable to participate in the screening process, the president of NCUEA may appoint a replacement. Every effort shall be made to appoint a replacement from the same state or region.
- C. In the event that a Screening Committee member is found to be in violation of the confidentiality of the Screening Interview Process, he/she will be subject to review by the NCUEA President, including his/her NCUEA committee appointments and subject to the terms of Recall, if deemed necessary.

II. Requirement for Eligibility to Interview with the NCUEA Screening Committee

- A. Candidates who meet NEA requirements for candidacy prior to October 15 will be notified in writing of the interview date and will be asked to complete a written questionnaire. Previously endorsed incumbents, seeking reelection to the same position, will be asked to respond in writing only to those questions not included on their previous questionnaire. All candidates will be asked to participate in an oral interview.

- B. In the event that the number of candidates equals the number of positions and the candidate(s) are incumbents previously endorsed for the same office, the NCUEA Executive Committee shall decide whether to consider the candidate(s) for a continuing endorsement recommendation to the Council, in lieu of the normal interview process.
- C. Candidates who meet NEA requirements for candidacy after October 15 may be interviewed if they notify the President of NCUEA before the final interview deadline.
- D. Interviews shall be completed by the beginning of the Third General Business Session of the NCUEA Fall Conference.
- E. Interview sessions will be posted and open to the general membership of NCUEA for observation.
- F. In no event shall a candidate be interviewed unless he/she is an official candidate for NEA office.
- G. In the event of an unanticipated vacancy (resignation, death), following the Fall Conference, arrangements can be made, through the NCUEA President, for an endorsement procedure at the Summer Conference.
- H. In the event any candidate for NEA office announces his/her candidacy following the NCUEA Fall Conference, (s)he may make arrangements through the NCUEA President for an endorsement procedure at the Summer Conference, if NCUEA has endorsed fewer candidates than there are vacancies.

III. Courtesies Extended to all Candidates for NEA Office

- A. All candidates are welcome to attend any NCUEA function at their own expense.
- B. NEA candidate campaign committees are fully responsible for the arrangements for their own campaign activities during the NCUEA Conferences.
- C. All candidates for NEA office will be allowed to distribute campaign literature. Any candidate who is unable to attend the NCUEA Conference and wants written materials distributed will contact the NCUEA President. Neither candidates for NEA office nor their supporters may campaign on any official NCUEA social media site, including but not limited to Facebook, Twitter, NEA360, EdCommunities, etc.
- D. All candidates for NEA office will be provided equal space for display and distribution of campaign materials.
- E. All candidates for the NEA offices of President, Vice-President, Secretary-Treasurer, or Executive Committee will be allowed to address a general session of the NCUEA for a period of five minutes, and all other candidates for a period of two minutes.
- F. A copy of these procedures will be provided to each candidate for NEA office.
- G. All candidates for NEA office will be provided the appropriate contact information for conference participants by the president of NCUEA, if requested in writing by the candidate.

IV. Candidate Interviews

- A. The Executive Committee of NCUEA shall prepare a written questionnaire which includes NCUEA's current concerns regarding specific issues, as well as general issues and proposed changes in the NEA Standing Rules and Bylaws.
- B. The questionnaire will be mailed to each candidate early enough to get a written response prior to the Fall Conference of NCUEA. Questionnaires returned by the designated date to the chair of the Screening Committee will be forwarded to members of the Screening Committee before the interviews. Candidates may duplicate their responses for distribution to delegates to the NCUEA Fall Conference.
- C. Candidates may be asked to elaborate on any or all issues at the personal interview.
- D. Following this basic interview, the members of the Screening Committee may ask individual questions.

V. Screening Committee Recommendation Procedures

- A. A member of the Screening Committee must witness the interviews of all candidates who are interviewed for an office in order to be eligible to cast a ballot on the endorsement recommendation for that office.
- B. Following the completion of all interviews, the Screening Committee shall meet in Executive Session and vote by secret ballot on the candidates interviewed.
- C. An affirmative vote of 60% of those committee members eligible to vote on each office shall be required in order for the committee to recommend the membership of NCUEA the endorsement of a candidate for NEA office.
- D. The President of NCUEA or his/her designee and the Chairperson of the Screening Committee shall count the ballots and announce the results.
- E. Committee ballots shall be held by the President of NCUEA for audit until the end of the Fall Conference.
- F. There shall be no minority reports of the committee.
- G. The Screening Committee recommendations shall be considered privileged information and shall not be revealed to anyone prior to the announcement at a general session by the Screening Committee Chairperson.

VI. Voting by Delegates to Endorse Candidates for NEA Office

- A. Delegates to the NCUEA Fall Conference will vote on the endorsement of candidates for NEA office upon recess of the general business session at which the Screening Committee's report and recommendations have been made.
- B. Voting will occur in the same manner as NCUEA officer elections.
- C. Voting shall be by secret ballot.

- D. 60% of those casting legal ballots shall be required for an endorsement.
- E. The ballot shall include the names of all candidates.

VII. Amendments to the Procedures of NCUEA Endorsement of Candidates for NEA Office

Amendments to this document may be made either at the Fall Conference business meeting or at the Council meeting held in conjunction with the NEA Representative Assembly. Approved amendments shall take effect upon adjournment of the Council meeting at which they were approved, unless otherwise specified.