



## Officers

President: Jennifer Prince

Vice President: Sharon Fletcher

Secretary: David Belton

Treasurer: Princess Jones

## On The Move With HEA

### Our First Digital Newsletter

The HEA Board recently voted to subscribe with Constant Contact to create a digital newsletter for the association. We are excited to be expanding how we reach you with important updates and information. Signup is easy.

[Click to Sign up for Newsletter](#)

### Website Redesign

HEA is pleased to announce we have a new website. This website will be your go to place for current HEA information. Links are also provided to AEA and NEA. We are dedicating a whole page to elections. We are looking forward to providing you with up to date candidate information this year. It is our goal to be able to communicate to our members through every platform possible. Please click the link to visit our site.

[HEA Website](#)

### Elections by Mail

The HEA Board has contracted with Intelliscan to conduct our association elections by mail this school year. Therefore it is urgent that we have a correct mailing address for you. To update your mailing address simply click the link below. It will take you to the AEA webpage where you can log-in and update your information



[AEA Website](#)

### Holiday Party

Save the date - **December 9th!** We are having a Holiday Party at the Huntsville Country Club on Oakwood Avenue. Come and meet our **new Uniserv Director, Richard Mathis**. The time will be from 4:00 to 6:30pm. This event is for all members of HEA. We will pause at 4:30 for a brief 10 minute business meeting. Join us for food, music, door prizes and fellowship. It has been too long since we have seen you.

## Legislative Contact Team



Every year members of HEA meet with State Representatives to talk about Education Concerns. If you would like to be a part of this group please email or call the HEA office. Currently we have 3 meetings scheduled. December 2nd at 6pm, December 7th at 5pm and December 8th at 5pm. Locations will be shared with those who contact the office and sign up..

## Member Concerns



Your concerns matter to us. If you or your building representative were unable to share your concern at our monthly Representative Assembly, please contact the HEA office directly. Phone number and email are listed below. Member concerns may also be submitted through the website.

## Proposed Bylaw and Policy Changes

During the November 4th RA the following proposed Bylaw and Policy changes were presented. The purpose is to update or election procedures. We will pause briefly our December 9th Holiday party to vote on the proposed changes.

### **Amendments to the By-Laws and Policies to address elections(s) procedures and guidelines:**

Article 1 Officers

Section 1. Nominations

**a. Any active member in good standing shall be eligible to submit to the Credentials and Nominations Committee names of nominees. Nominators and nominees in good standing are those who have been financially active with the Association for three (3) years prior to the election and attended at least four (4) meetings whether it be representative assembly/HEA board meetings within the school year leading up to the election. A member in good standing is one who does not owe the association money Candidates may run for only one HEA board position, per election. A nomination shall include the name of the candidate, association experience, and a written statement of acceptance by the nominee. Nominations shall be submitted to the Credentials and Nominations Committee at the time of nominations of officers.**

4<sup>th</sup> line: **changed “personal resume” to “association experience”**  
Insertion: See sentence above.

Rationale: The consensus is a statement of association experience is more appropriate than requiring a resume'.

8<sup>th</sup> line: **insert HEA board**

Rationale: To clarify the eligibility of members to run for other election categories on the ballot. Categories are typically Officers and Board of Directors (governance), NEA delegates, and AEA delegates.

Article I Officers

Section 2. Ethnic Minority Guarantee:

If after **four (4) years** no member of the ethnic minorities has served as President, nominations for President at the next election shall be restricted to members of the ethnic minorities.

1<sup>st</sup> line: **Change In after six (6) years to In after four (4)**

Add: This does not preclude minorities from running for president during each election.

Rationale: To open the doors of leadership to more diversity and more opportunities for all members to serve.

Article I Officers

Section 3. Elections

Officers shall be elected each year according to procedures recommended by the Elections Committee and approved by the Board of Directors. These procedures shall guarantee open nominations and secret ballot. Election shall be by majority vote of the general membership. If no candidate received a majority of the votes cast **(50%+1)** for that particular office, a run-off shall be held between the two candidates receiving the greatest number of votes.

4<sup>th</sup> line: **Insert (50%+1)**

Rationale: To clarify what the majority of votes means.

Article II Board of Directors

Section 1. Nominations

a. Any active member in good standing shall be eligible to submit to the Credentials and Nominations Committee names of nominees. Nominators and nominees in good standing are those who have been financially active with the Association for three (3) years prior to the election and attended at least four (4) meetings whether it be representative assembly/HEA board meetings within the school year leading up to the election. **A member in good standing is one who does not owe the association money.** Candidates may run for only one **HEA board** position, per election. A nomination shall include the name of the candidate, **association experience**, and a written statement of acceptance by the nominee. Nominations shall be submitted to the Credentials and Nominations Committee at the time of nominations of officers.

5<sup>th</sup> line: **changed "personal resume" to "association experience"**

**Insertion: See sentence above.**

Rationale: The consensus is a statement of association experience is more appropriate than requiring a resume'.



6<sup>th</sup> line: insert HEA board

Rationale: To clarify the eligibility of members to run for other election categories on the ballot. Categories are typically Officers and Board of Directors (governance), NEA delegates, and AEA delegates.

## Policies

### Section 6

#### A.2

Any candidate running for re-election for the office of President shall be required to use his/her personal leave for campaigning during normal HEA office hours.

Change to: The incumbent candidate (full-time-release president) running for re-election for the office of president shall be required to use personal leave for campaigning during normal HEA office hours. Incumbent candidate (half-time release president) shall be required to use personal leave for campaigning during normal HEA office hours.

Rationale: To clarify previous requirement.

#### A.8

Delete

Rationale: Incorporated in the vote by paper ballot process.

#### New A.8

Building Representatives responsibilities for paper ballot elections shall be:

1. Check the contents and notify the HEA office immediately if there is any shortages or discrepancies in the election materials.
2. Alert members to rules and location of the ballots and ballot box (envelope).
3. Ensure members shall sign the voting acknowledgment sheet when they submitted their ballots. Only one (1) signature sheet shall be signed for each election cycle.
4. Ensure voting is only allowed on the specified voting days. The dates shall be posted on the ballot box (envelope) and signature sheet.
5. Ensure itinerant members are provided the opportunity to vote. Itinerant members' names shall appear on the signature sheets located at their designated work site. If needed due to work schedule not coinciding with the election dates, itinerant members' signatures should be indicated with an asterisk (\*) on the signature sheet at the most convenient work location.
6. Representatives that are candidates on the ballot, should not be the representative handling the election duties and responsibilities.
7. At the end of the election, a representative shall count and record the members' vote, and deliver one sealed ballot envelope to the HEA office by the specified time and date.
8. The sealed envelope should be signed by the representative and include the ballots, tally sheets, and signature sheets.

#### Add A.9

When elections are conducted by mail-in ballots:

1. Ballots will be mailed out to members no later than three weeks before the ballot return deadline.
2. Notice of the date ballots will be mailed and the deadline for returning ballots to the vendor will be provided through RAs leading up to the election, the newsletter, the HEA website, the Building Representatives, and if possible personal emails.
3. Ballots will be sent to the member's personal address on file with the HEA office. It is the responsibility of the member to update address changes as they occur.

4. The voting packet will include (1) instructions, (2) ballot, and (3) postage paid return envelope.
5. The upcoming election and guidelines will be announced in the RA prior to the month in which the ballots are due.
6. A reminder will be included in the association's newsletter prior to the election to remind members to vote during the election cycle.
7. Ballots received or are post-marked after the deadline will NOT be counted or reported. Ballots should be sealed in the official envelope supplied to each member. Members are responsible for returning the original ballot they receive from the vendor in a physical condition that will allow it to be processed and tabulated. Staples and gem clips should not be used. **ONLY THE OFFICIAL PRINTED BALLOTS DISTRIBUTED BY THE VENDOR MAY BE USED IN THE ELECTION.**

#### Add A. 10

Election Committee responsibilities for paper ballot elections shall be:

1. Provide a locked box located at the HEA Office for depositing completed election materials which includes tally sheets, completed ballots, and voter acknowledgement forms.
2. The box will be available from the beginning of the election period until the deadline.
3. The building representative depositing the completed election materials must sign, date, and give time of deposit on provided form.

#### Add A.11

**Election Committee responsibilities for mail-in ballot elections shall be:**

1. Ensure the Board has set dates for nomination and elections. Verify that the dates ensure adequate time to conduct an election by mail.
2. Verify the vendor has been notified of the election dates and provided a list of candidates and categories.
3. Ensure members have been properly notified of nomination deadlines.
4. Ensure members have been notified of mail-in ballot due dates.
5. Report the results of the election as received by the vendor.

#### B. Absentee Ballot

**If voting by paper ballots-** In the event a member knows in advance that he/she will be absent from assigned duties **during the election period**, to be able to vote he/she must file an absentee ballot. An absentee ballot and a signature sheet will be available at the HEA office. Each absentee ballot can be cast only after the nomination deadline has passed and must be cast before 5:00 p.m. on the last voting day. Ballot tally shall be added to the cluster tally.

**Insert:** "If voting by paper ballots," to the beginning of the first sentence.

**Change:** in the voting days of an election to **during the election period**

**Rationale:** Absentee ballots will only be needed if voting by paper ballots. Also, to change for clarity.

#### 6.Elections

##### Canvassing an Election

##### C.2.i.

The keys to the ballot box will be kept in the HEA office. The Election Committee members, Chairperson, Board liaison, and/or Office Manager shall have access to the keys.

**Rewrite.** The keys to the ballot box shall be kept in the HEA office with the office manager. The office manager will be instructed not to give access to the key to anyone prior to the canvassing date.

Rationale: Having too many people with access to the key brings into question the validity of the voting process.

### C.3

The following local election materials shall be retained in the permanent election file. Building representatives shall receive and post a copy of the official tally sheet.

- a. Signature sheets;
- b. Ballots (separated by schools);
- c. Computer print outs.

**Rewrite - Election documents shall be maintained in the HEA office for a period of three (3) years. Election results will be posted on the HEA website and in the association's newsletter.**

Rationale: No room to hold years of physical election materials in this digital world.

### C.4

The official tally sheet shall be retained in the permanent election file.

#### **STATEMENT FOR TALLY SHEET TO BE SIGNED BY REPRESENTATIVE:**

This is a true copy of the results of voting in this building in the (name of election). This election was conducted in accordance with the rules adopted by the Huntsville Education Association. My signature verifies that, to the best of my knowledge, voting took place only on (specify date).

**Delete the 1<sup>st</sup> sentence. See C.3 above.**

**Add "If paper balloting is used, the following statement should be placed on the tally sheet.**

#### **STATEMENT FOR TALLY SHEET TO BE SIGNED BY REPRESENTATIVE:**

**This is a true copy of the results of voting in this building in the (name of election). This election was conducted in accordance with the rules adopted by the Huntsville Education Association. My signature verifies that, to the best of my knowledge, voting took place only on (specify date).**

**Rationale: See rationale above.**

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