

**APPENDIX A**

**SAMPLE LETTER ANNOUNCING NOMINATIONS AND ELECTION**

Dear Association Member:

The annual association election will be conducted:

DATE: May 1 and 2, 1988

TIMES: 3:00 p.m. to 5:00 p.m. each day

SITES: All elementary, middle school, & high school buildings

The following positions are open for nomination:

President - 2-year term

Vice-President - 2-year term (term commences on \_\_\_\_\_)

OEA RA Delegate - 2-year term (2 positions) (Term commences on \_\_\_\_\_)

OEA RA Alternate - 2-year term (2 positions) (Term commences on \_\_\_\_\_)

Board of Director, Representing Third World Persons - 2-year term (Term commences on \_\_\_\_\_)

Board of Director at-large - 2-year term (Term commences on \_\_\_\_\_)

You may nominate yourself or another member by placing the name and position nominated for in writing and mailing to Sally Smith, Election Chairperson, 12345 River Street, Anywhere, Anystate 11111. Nominations must be received no later than March 1, 1988. Open nominations will also be conducted at the general membership meeting held on February 15, 1988, 3:30 p.m., in the High School Auditorium.

I personally encourage you to run for office or to nominate another member. Only through our volunteer efforts, each taking a turn, will we be able to continue building a strong, active, and successful local association. We've come a long way, but we've a long way to go and we need everyone to pitch in and help.

Sincerely yours,

Vivian Anyone  
President

# EXCERPTS FROM OEA ELECTIONS MANUAL

## 11. NOTICE OF ELECTION

Members must be notified in a manner reasonably calculated to reach all members in sufficient time to execute their vote.

OEA and NEA Representative Assembly delegates are subject to specific Landrum-Griffin requirements.

Section 4117.19 (C) (4) of the Revised Code provides that a local association's constitution or bylaws must "require periodic elections of officers by secret ballot subject to recognized safeguards concerning the equal right of all members to nominate, such office, and vote in elections..." In all elections except for those concerning OEA or NEA representative assembly delegates and alternates, this means that members must be notified of the time, date and place of the election in a manner reasonably calculated to inform the member. Posting, use of school mail, publication in a newsletter are all appropriate means of notification (**notice of nomination**) if they are reasonably calculated to inform the member.

The election of **OEA and NEA representative assembly delegates and alternates** is controlled by the Landrum-Griffin Act, which specifically requires that the notice of election must be "**mailed to each member at the member's last known (home) address**" at least **fifteen days** before the election date. **Posting or word of mouth is not sufficient.** Publication in the local association newsletter is permitted so long as the newsletter is mailed to the home address of each member. The notice should state the date, time and place of the election, and also list the offices to be voted on, and if possible the list of candidates. If more than two candidates are running for a single office, it is wise to include in the notice the date, time and place of any run-off election which may be necessary. (**Note: Electronic notification is not sufficient.**)

If a local association's constitution and bylaws provide for officers to be automatic delegates to OEA or NEA representative assemblies, that officer must have actually been elected by the membership in order to participate in the election of OEA or NEA officers. (**The above stipulations of Landrum-Griffin apply to elections in which an officer is an automatic delegate to OEA-NEA RAs as well.**) Accordingly, if a local association officer has been appointed to fill the unexpired term of an elected officer, he or she must be elected as a delegate in order to fully participate in an OEA or NEA representative assembly. In addition, if the person is a delegate to an OEA or NEA representative assembly by virtue of the office he/she holds, that officer must occupy the specific office at the time of the representative assembly. Otherwise, the person must be elected by the membership to serve as a delegate.

**See Appendix "A" for a sample notice of nominations and election.**