

## ATTENTION LOCAL ASSOCIATION PRESIDENTS

**PLEASE READ THIS SYNOPSIS BEFORE PROCEEDING WITH YOUR ELECTION FOR LOCAL DELEGATES TO THE FALL AND SPRING OEA REPRESENTATIVE ASSEMBLIES.**

1. **IF YOU ARE NOT THE CURRENT LOCAL PRESIDENT**, PLEASE PASS THIS MAILING ON TO THE NEW PRESIDENT OR ELECTION CHAIRPERSON.
2. PLEASE **READ** THE **ENTIRE MAILING** THOROUGHLY.
3. PAY SPECIAL ATTENTION TO THE **"HOW TO CONSTRUCT YOUR BALLOT"** PORTION OF THE REGULATIONS SHEET.
4. YOU **MUST HAVE AN ELECTION** FOR LOCAL DELEGATES TO THE OEA REPRESENTATIVE ASSEMBLIES. YOU **MAY NOT APPOINT** DELEGATES OR ALTERNATES!
5. **READ THE OEA ELECTIONS MANUAL THOROUGHLY! PARTICULARLY THOSE SECTIONS ON NOTICE OF NOMINATIONS AND NOTICE OF ELECTIONS!** YOU CAN ACCESS THE OEA ELECTIONS MANUAL BY GOING TO <https://www.ohea.org/resources/affiliate-resources/oea-elections-manual/>. (YOU MUST BE LOGGED IN TO VIEW THE MANUAL)
6. YOU MUST **RECORD** THE DATE OF YOUR **NOTICE OF ELECTION, DATE OF ELECTION, DATE BALLOTS COUNTED, TOTAL NUMBER OF MEMBERS** AND **TOTAL NUMBER OF MEMBERS WHO VOTED**.
7. YOU MUST **RECORD** THE **NUMBER OF VOTES** RECEIVED BY ALL CANDIDATES AND REPORT THESE NUMBERS AT THE ONLINE DELEGATE REPORTING SYSTEM OR ON SIDE 2 OF THE OFFICIAL ELECTION REPORT FORM.
8. YOU MUST **CONDUCT** YOUR **ELECTION** NO LATER THAN **OCTOBER 10**.
9. YOU MUST REPORT YOUR ELECTION RESULTS ONLINE **NO LATER THAN OCTOBER 15** OR RETURN YOUR **ELECTION REPORT FORM**, ALONG WITH ANY ADDITIONAL COPIES AS NEEDED, AND A **SAMPLE BALLOT** USED IN THE ELECTION TO OEA **OR OFFICIAL MEETING MINUTES** FROM AN ASSOCIATION MEETING WHERE DELEGATES AND ALTERNATES WERE NOMINATED AND ELECTED IN ACCORDANCE WITH THE OEA ELECTIONS MANUAL. THE OFFICIAL REPORT FORM AND SUPPORTING DOCUMENT(S) MUST BE RECEIVED NO LATER THAN **OCTOBER 15** AND MUST BE **COMPLETE** WITH APPROPRIATE SIGNATURES AFFIXED.
10. IF YOU ARE **UNABLE TO MEET** THE **OCTOBER 15 FILING DEADLINE**, PLEASE INCLUDE A LETTER OF EXPLANATION ADDRESSED TO THE **"OEA CREDENTIALS COMMITTEE"** ALONG WITH YOUR ELECTION REPORT FORM AND SAMPLE BALLOT OR MEETING MINUTES REFLECTING ELECTION RESULTS. IT WILL BE UP TO THE CREDENTIALS COMMITTEE, WHICH DOES NOT MEET UNTIL THE EVENING PRIOR TO THE RA, TO SEAT DELEGATE(S).
11. IN COMPLIANCE WITH LANDRUM-GRIFFIN REGULATIONS, LOCAL ASSOCIATIONS MUST RETAIN ALL BALLOTS/ELECTION MATERIALS FOR ONE YEAR.
12. IF YOU HAVE QUESTIONS REGARDING ANY OF THE ELECTION PROCESSES, PLEASE CONTACT THE ELECTIONS & CONFERENCE COORDINATOR TOLL FREE AT 1-800-282-1500, EXT. 3169 OR VIA E-MAIL AT [bairdw@ohea.org](mailto:bairdw@ohea.org).