

LEA Elections Information



January 5, 2010

www.lincolneducationassociation.org

To: LEA Members
From: Jenni Absalon, President

On February 24—March 10, 2010 the Lincoln Education Association will be holding electronic elections for the following positions (see job descriptions on the back of this page):

- Secretary/TreasurerTerm 6/4/2010-6/2013
- 2 Senior High Board SeatsTerm 6/4/2010-6/2013
- 2 Elementary Board SeatsTerm 6/4/2010-6/2013
- **Up to 44 NSEA Delegate Assembly Delegates** (*Jenni Absalon, Marcia Benner, and John Heineman* attend as NSEA Board members and are not on the LEA ballot nor as part of the official LEA delegation. The LEA Secretary-Treasurer, Jan Olmstead, is an official LEA Delegate and up to 44 more Delegates will be elected)
- **Up to 14 NEA Representative Assembly Delegates** (number to be confirmed by NEA; *Jenni Absalon, Marcia Benner, and John Heineman* attend as NSEA Board members and are not on the LEA ballot nor as part of the official LEA delegation. The LEA Secretary-Treasurer (to be elected) is an official LEA Delegate and up to 14 more Delegates will be elected)

To secure your name on the ballot, complete the enclosed "LEA Nomination Form" and return it to the LEA Office **by Thursday, February 11, 2010 by 4:30 P.M.** Nominations will be taken from the floor at the February 18th FR Council. The final slate will then be approved at that Council Meeting. Candidates nominated at FR Council will have until 4:30 P.M. on Monday, February 22, 2010 to submit the required material to the LEA Office. The electronic election will be held **February 24 thru March 10, 2010.** **[NOTE: Candidates who have submitted their names and nomination form(s) to the LEA office by January 21st will have their names included on the Preliminary Slate which will be posted on the website and sent to buildings for posting on January 22nd.]**

**** Important Instructions for Candidates ****

Board candidates will need to submit: **(1)** a Nomination Form, **(2)** a 50-word position statement, and **(3)** a resume of Association activities by the deadline noted above. **(The form for both the statement and resume is provided on the back of the nomination form.)** This information will be published in a special *LEAdvocate* election issue. The 50-word limitation will be strictly enforced. Any statement in excess of the 50 words will not be edited; it will be ended at the 50th word. Please keep resumes as brief as possible due to limited space available.

Representative Assembly candidates will need to submit: **(1)** a Nomination Form, **(2)** a 50-word statement explaining why they want to be a representative at RA, and **(3)** a resume of Association activities by the deadline noted above. **(The form on the back of the nomination form should be used for the 50-word statement.)** Any statement in excess of the 50 words will not be edited; it will be ended at the 50th word.

The above information for Board and RA candidates will be published in a special LEAdvocate election issue February 23rd and e-mailed to all members.

NSEA Delegate Assembly candidates need only to fill out the nomination form. All NSEA Delegate Assembly candidates will be listed by name and school, only, in the *LEAdvocate* special election issue.

Delegates to Delegate Assembly and RA must be able to attend all official business meetings for the duration of the Assembly to qualify for election and are expected to attend LEA and Capitol District caucuses as they are called.

*All candidates will receive a verification of his/her nomination from the LEA Office.
If you do not receive this verification, please contact the LEA Office to confirm receipt of your nomination.*

**** Additional Information ****

The Capitol District Pre-Delegate Assembly Dinner Meeting is tentatively scheduled for **Wednesday, April 7, 2010** at 6:30 p.m. at Misty's in Havelock.

The NSEA Delegate Assembly will be **April 16 (7:00 p.m.) - 17, 2010** in Lincoln, Nebraska. NSEA will cover expenses.

The NEA Representative Assembly will be held **July 1 - July 6, 2010 (return home on July 7th)** in New Orleans, LA. LEA will cover the travel expenses and each delegate will receive a per diem check as budgeted by the LEA Board to cover expenses incurred at Representative Assembly.

⇒ **[Please Note: LEA Policy passed by FR Council in 1999 forbids the advance funding to individual delegates for RA who have been informed that they have not met LEA policy deadlines in the past for the return of vouchers, receipts, and unspent money.]**

JOB DESCRIPTIONS:

SECRETARY/TREASURER (Not Listed In Priority)

The Secretary/Treasurer shall:

1. Fulfill all expectations as a member of the LEA Board of Directors.
2. Assume duties as assigned by the Board of Directors or the President.
3. Meet regularly with other officers and the Executive Director.
4. Attend official Association meetings and be responsible for taking, preparing, and overseeing the distribution within ten working days of the official minutes at meetings of the Faculty Representative Council, the Board of Directors, and general Association meetings.
5. Monitor records that show the source and disposition of all Association funds.
6. Assist the Board of Directors in monitoring long range and short range financial plans.
7. Have the authority to co-sign Association checks.
8. Be a delegate to NSEA Delegate Assembly.
9. Be a delegate to NEA Representative Assembly.

LEA BOARD OF DIRECTORS EXPECTATIONS & RESPONSIBILITIES (Not Listed In Priority)

The Board of Directors shall:

1. Attend: (a) Board meetings, (b) training sessions/retreats, (c) FR Council, and (d) LEA sponsored functions.
2. Read materials prior to Board meetings.
3. Be prepared with ideas and motions.
4. Be ready to take action on information.
5. Obtain information from the President or another Board member of any meetings missed.
6. Keep Executive Session information confidential.
7. Support LEA processes.
8. Communicate LEA decisions and the reason for those decisions to others.
9. Develop the long and short term goals of the Association.
10. Evaluate the Executive Director.
11. Be willing to act as a liaison to a standing committee or serve on a joint contract committee.
12. Be willing to serve as a co-chairman to a joint LEA/LPS contract committee.
13. Represent members by seeking input and maintaining contact with the membership.
14. Actions of the Board members must reflect the spirit and intent of the Association's bylaws, resolutions, and policies.
15. Approve committee chairs, contract committees, and the negotiation team.

16. Recommend changes and additions to the LEA Budget and submit a budget and dues recommendation to FR Council for approval.
17. Carry out duties as defined in LEA Bylaws, Article III, Section 8.

NSEA DELEGATE ASSEMBLY DELEGATE AND NEA REPRESENTATIVE ASSEMBLY DELEGATE (Not Listed In Priority Order)

The Delegates shall:

1. Serve as elected representatives in the interest of the Association and its membership.
2. Attend all LEA/NSEA caucuses prior to the actual assembly.
3. Fulfill all LEA/NSEA/NEA requests and/or expectations in a timely manner.
4. Attend and participate in all official business meetings for the duration of the assembly.
5. Complete all LEA/NSEA procedures for vouchering, collecting of receipts, return any unused advanced funds in a timely manner.