

AURORA EDUCATION ASSOCIATION ELECTION GUIDELINES

1. **THIS ELECTION IS FOR AEA MEMBERS ONLY. CAMPAIGN MATERIALS OR ENDORSEMENTS CANNOT BE DISTRIBUTED BY NON MEMBERS.**
2. The election will be held on specified dates at individual worksites.
3. Campaigning is defined to include a display of posters, building visits, flyers, phone calls or any other organized effort in support of a candidate or candidates. Campaigning may continue throughout the election dates.
CAMPAIGNING IS TO BE DONE OUTSIDE THE DUTY DAY.
4. All materials must be paid for by the candidates or their supporters. NO APS or AEA materials or machines may be used. APS school mail may be used, but e-mail may NOT be used for campaigning. Association representatives may, but are not obligated to, distribute campaign materials for candidates. Candidates are entitled to receive membership materials (labels, and counts) if it is requested no later than one week prior to the election. **Candidates may submit, to Laura Scott at the AEA office, a candidate statement of 50 words or less by 4:30 on a specified date prior to the election.** It will be distributed to the membership. This is best done by fax. The AEA fax number is 303-696-0104. Your school fax machine may be used for this purpose.
5. Elections must be conducted by AR's or their designees at each worksite. At worksites where there is no AR the Elections Committee chair will authorize a member to conduct the election. The location of the polling place will be publicized along with the hours the polls will be open. Structure your schedule such that all members will have a good opportunity to vote. Do not conduct balloting at times or on days other than those specified or ballots from your building will be invalidated.
6. **The election signature sheet should only be signed AFTER the member has cast their vote and placed the ballot in the envelope.**
7. Any AR who is a candidate must designate another member and inform the election chair of that designee who will conduct the election and return the ballots to AEA. Any member of the election committee who is also a candidate cannot participate in the counting of the ballots.
8. Persons conducting elections may recommend candidates prior to the election, but not during the actual voting.
9. Votes may be invalidated for any of the following reasons:
 - a. They are received after 4:30 p.m. on the last day of balloting.
 - b. No signature sheet is presented with the ballots.

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- c. If there are more ballots presented from a worksite than there are signatures on the sheet.
 - d. If voting is conducted so as to be in violation of any of these rules or our governing documents.
- 10. BEFORE SEALING ENVELOPE, PLEASE COUNT TO MAKE SURE THERE ARE NO MORE BALLOTS THAN SIGNATURES. DO NOT FOLD BALLOTS.**
- 11. PUT THE BALLOTS AND THE SIGNATURE SHEET IN THE SAME ENVELOPE IN WHICH THEY WERE RECEIVED AND SEAL IT.**
12. Ballots in sealed envelopes will be turned in to the AEA office after the worksite's posted balloting dates and times have expired. Ballots may be turned in prior to final date only if all members in your building have had the chance to vote. Ballots can be returned to the AEA office by one of the following methods:
- a. Take them to the AEA office.
 - b. Take them to the AEA mailbox at the Ad building.
 - c. Mail them by school mail. Allow extra time for mail delivery.
13. Candidates are entitled to designate one person to observe ballot counting. Contact the election chair prior to the specified end date of the balloting for the time and location.
14. The order of the candidates on the ballot will be selected by lot at the association office.
15. Except as otherwise provided in our documents, a majority of those voting is required for election for each position. A run-off election may be required.
16. Election results will be e-mailed to AR's. Candidates will be notified as to the results.
17. Copies of these election rules will be posted on each site's association bulletin board.

If you have any questions, contact a member of the election committee as listed below.

Chair – Chris Strater, Clyde Miller
Tammy Blanford, Century
Sue Ricker, Central