

# Student Michigan Education Association

## Election Guidelines 2016

Following are the guidelines for the election of the Student Michigan Education Association (SMEA) chairperson, vice chairperson and delegates to the National Education Association (NEA) Representative Assembly (RA).

### Student Chairperson

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Term of office is one year beginning September 2016 through August 2017. Any student eligible for nomination must be a member in good standing.

### Responsibilities of Student Chairperson

First and foremost, the student chairperson is expected to represent the MEA in a professional and dignified manner.

The SMEA Committee Chair is routinely expected to:

- Convene and chair the meetings of the Student Programs Advisory Committee.
- Develop the agenda for each meeting with the assistance of the staff liaison.
- Arrange for minutes, including all attachments, to be taken at each meeting, and submit both to the staff liaison by the end of each meeting.
- Report attendance for each meeting and any action that requires the immediate attention of MEA Board officers on the attachment to the minutes form.
- Communicate and support the implementation of the committee charges including the goal(s) and activities identified by the MEA Board officers:
  - Work with the staff liaison and committee members to develop a plan of action to accomplish the committee charge by the end of the last conclave meeting for the year.
  - Coordinate the committee's plans and actions to carry out other responsibilities/charges that are identified for the committee (e.g., planning of special programs and events, nomination of candidates for awards and special recognition).
  - Work with the staff liaison and committee members to develop ideas and suggestions for next year's committee charge(s) to be submitted to the MEA Board for consideration/approval at/after the last conclave meeting.
- Work with the staff liaison to identify and obtain any information, data or other resources needed by the committee to carry out its charge.
- Work with the staff liaison to report the activities and accomplishments of the committee to the Spring Representative Assembly.

### The Student Chairperson:

- Must attend meetings of the MEA Board of Directors in Lansing and speak on behalf of the student program when needed.
- Is expected to attend the NEA Summer Leadership Student Conference, and the National Education Association Representative Assembly.
- Must attend the SMEA Professional Development Conference.

In conjunction with the above responsibilities, the student chair may:

- Chair the SMEA Conference Planning Committee.
- Make campus visits and attend area meetings for the recruitment, establishment and support of SMEA chapters.
- Advise and assist SMEA chapter advisors through correspondence and visits upon request.
- Serve as liaison to other MEA committees and task forces as requested/appointed.
- Attend select national and other meetings and serve on committees as appointed.

## Student Vice Chairperson

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Term of office is one year beginning September 2016 through August 2017. Any student eligible for nomination must be a member in good standing.

### Responsibilities of Student Vice Chairperson

First and foremost the student vice chair is expected to represent the MEA in a professional and dignified manner. The SMEA Committee Vice Chair is expected to:

- Assume the duties of Chairperson in the event the Chairperson is absent from the Student Program Advisory Committee.
- Assume other duties assigned by the Chairperson. These may include attending the MEA Board of Directors and other meetings or conferences as requested.
- Provide leadership and must attend the SMEA Professional Development Conference.

In conjunction with the above responsibilities the **Student Vice Chairperson, when requested, may:**

- Chair the SMEA Conference Planning Committee.
- Make campus visits and attend area meetings for the recruitment, establishment and support of SMEA chapters.
- Advise and assist SMEA chapter advisors through correspondence and visits upon request.
- Serve as liaison to other MEA committees and task forces as requested/appointed.
- Attend select national and other meetings and serve on committees as appointed.

## National Education Association Representative Assembly Delegate (NEA-RA Delegate)

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### Student Delegate

An NEA-RA delegate is the voting representative of the student program in Michigan. The term for delegate responsibilities will begin immediately and end August 31, 2016. Students eligible for nomination must be a member in good standing and retain this status during the term of services.

### Responsibilities of NEA-RA Delegate and Alternate

First and foremost a student delegate is expected to represent the MEA in a professional and dignified manner.

Nominees for delegate that do not win by election will become "alternates" based on the number of votes in descending order.

Each delegate is required to attend the NEA Summer Leadership Student Conference and the National Education Association Representative Assembly.

Each delegate is required to:

1. Attend all meetings for student delegates.
- 2. Take notes and submit a written report** on actions to the state student member advisory committee (SMEA).
3. Represent the interest and the voices of the Michigan student member program by reviewing and commenting on items that affect student members and voting as needed.
4. Interact with other student members to gain insight and share information on items and issues of importance to local student organizations.

Each delegate is expected to:

1. Attend all scheduled meetings of the state student program (SMEA) when requested.
2. Attend campus meetings in their geographic area and use information from the state and national organization to support the development and operation of student programs at Michigan institutions.
3. Attend the SMEA Professional Development Conference.

## ■ Nominations

In addition to accepting and processing nominations as outlined herein, nominations will also be taken from the floor at the March 19, 2016 Student MEA Conference.

Nomination forms for both the SMEA Chairperson and RA delegates are included with this item; they can also be requested from Rebbecca Ernst at MEA Headquarters, 800-292-1934, ext. 6250, or [rernst@mea.org](mailto:rernst@mea.org). Nomination forms are also posted on the web at [www.mea.org/smea](http://www.mea.org/smea). Nominations must be completed and received by the SMEA staff liaison by Saturday, March 19, 2016 at 12:30 p.m. Any student member may submit a nominee for a position, and a member may nominate him/herself. The nominee must be an SMEA member as of March 1, 2016.

Each nomination must be submitted on the official nomination form which may be duplicated. The nomination form must be submitted by the deadline indicated on the form.

## ■ Candidate Campaign

Candidates for Chairperson and Vice Chairperson will be given FOUR (4) minutes to speak at the opening session of the Student MEA Conference. **All nominees for Chairperson and Vice Chairperson are required to give a speech.**

Candidates for NEA-RA delegate will be given ONE minute to introduce themselves, including their student classification and make a statement about their ability to represent the students of Michigan.

Candidates may bring campaign materials to distribute at the conference. Candidates are responsible for their own materials.

## ■ The Election

The election will be held at the Student MEA Professional Development Conference on Saturday, March 19, 2016. To be eligible to vote, a student must be a registered SMEA member by March 1, 2016. A picture ID is required to submit a ballot to vote.

The conference location is the MEA Headquarters complex, 1350 Kendale Blvd., East Lansing, MI.

Ballots will be counted on Saturday, March 19, 2016. Any member can be present during the counting of the ballots. The announcement of the Chairperson and delegates for 2016-2017 will be made at the end of the conference. The newly elected Chair and representatives will meet immediately following the conference in order to review required paperwork and procedures. If you have any questions about the elections or related processes, please contact the staff liaison, Wendy S. Heinig, 800-292-1934, ext. 5446, or [wheinig@mea.org](mailto:wheinig@mea.org).