

Kennewick Education Association Policies

Ratified December 26, 2022

Correspondence

All formal correspondence will be reported monthly to the Executive Board at its regular meeting.

All communications on KEA stationary or bearing the Association name must pertain to the official business of the organization.

E-mail or personal correspondence from members to the KEA president or officers will not be placed in the KEA correspondence file without the sender's permission.

All written communications bearing the name Kennewick Education Association must be approved by the president of the KEA.

Donations to Community Services

The president of the Kennewick Education Association may donate up to \$300 per calendar year to agencies of a non-discriminatory nature whose purpose is to provide service to the community.

Elections Committee

All balloting will be managed by an Association Elections Committee, as established by the Executive Board after nominations close.

No candidates for Association offices can play any role determining the makeup of, nor be a member of, the Association Elections Committee.

The Association Elections Committee will determine the method of balloting for all elections, which will be organized by secret ballot or a secure balloting service.

Upon request, candidates for Association offices will be allowed to have representatives monitor the work of the Association Elections Committee.

The Association Elections Committee will have sole access to the outcome of all elections and will announce the results within 24 hours of the final deadline for the election. Final ballot counts will be given to candidates, upon request.

The Association Elections Committee will be informed of the results of elections within 72 hours of the closing of balloting. The Association Elections Committee will prepare a written copy of the final results of elections.

Election Protocols

Names of candidates on ballots for Association elections will be placed in alphabetical order by last name.

Campaigns for Association offices will begin the day after the list of nominees is finalized and end the day before the election is held.

Members of Executive Board who are candidates for office must recuse themselves from Executive Board discussions about election(s) in which they are involved.

The KEA's Office Administrator or a designee, as determined by the Executive Board, will provide complete member list(s) to all candidates, upon request.

No candidates for elections will be allowed access to Association resources to develop or duplicate campaign materials.

All campaign materials should be written responsibly and be civil in nature.

Campaign materials can be presented to the KEA Office Administrator or designee, as determined by the Executive Board, for electronic distribution to members.

Candidates for Association offices will be limited to the use of District e-mail addresses outside business hours to distribute campaign materials. No materials will be sent to members' home e-mail addresses.

Candidates for Association offices can contest the outcome of an election within a 48-hour timeframe of the closing of balloting. The Executive Board will manage all contested elections.

The Association will secure balloting records from elections and keep them on file for a period of at least three years. Access to the ballot(s) will be controlled by the Executive Board.

Violations of election protocols will be presented to the Executive Board, which will be the final decision-making body for all contested elections.

Housing

When on KEA Business, members will be given a single room.

Kennewick Education Association Representative Assembly

Members who attend Kennewick Education Association Representative Assemblies will receive \$20 for attending when a meal is available and \$30 for attending when a meal is not available.

Mileage

The KEA's reimbursement for mileage will equal the IRS' allowance for mileage.

Remunerations for the Association President

Remunerations to the Association President will be limited to reimbursements for business-related food, lodging, and mileage.

Association Scholarships

Funding for Association scholarships will be paid directly to members after they present proof of one full semester of work by the scholarship recipient at an accredited institution of higher education.

WEA Representative Assembly Delegates

The KEA delegation to the WEA Representative Assembly will be elected, and members who receive the highest vote totals after the seated delegates, in order, will be designated as alternates. All delegates are expected to attend all the sessions of the WEA-RA.