

## **NSEA Election Procedures**

### **Membership List Cut-Off Date**

For the purposes of the election, all people who are members of NSEA as of the close of business on the last business day of February, shall receive a regular ballot. All members who join the two weeks following the above-mentioned date, shall receive a replacement ballot automatically. All members who join fifteen (15) days after that date, shall have the right to request a replacement ballot. All members of the NSEA shall be entitled to vote in the election either by regular or replacement ballot as outlined above.

### **Types of Ballots**

Ballots shall be sent to the last address of record in IMS for the member. The ballot will include instructions as to the method of voting and the web address of the NSEA election page. The first round of voting shall include a write-in option. The layout of the ballot paper shall be approved by the NSEA Elections Committee.

The Elections Committee, designated staff, and designated members/volunteers shall be allowed to assist in the preparation of ballot materials. Once all ballot materials are completed, the ballot materials shall be taken to the post office for mailing.

#### *Regular Ballot*

The regular ballot shall consist of a single printed ballot and a colored business reply envelope. The business reply envelope shall not have the name of the member but shall have a unique identification number on a mailing label which is applied to the business reply envelope. The purpose of the unique identification number is to avoid double voting.

The ballots will be mailed within 6 business days of the closing of the “declaration of candidacy”

#### *Replacement Ballot*

The replacement ballot shall consist of a single printed ballot and a white business reply envelope. The business reply envelope shall not have the name of the member but shall have a unique identification number on a mailing label which is applied to the business reply envelope. The purpose of the unique identification number is to avoid double voting. The business reply envelope shall also be marked with the words “NSEA Election Materials.”

### **Requesting Replacement Ballots**

Any member who does not receive a regular ballot may request a replacement ballot. Requests for a replacement ballot shall be sent via email at [Elections@nsea-nv.org](mailto:Elections@nsea-nv.org) . Members may request replacement ballot ten (10) business days after the regular ballots are mailed. To request a replacement ballot, a member must confirm their full name, current mailing address, birth date, and local association.

Under the general guidance of the Election Committee, Executive staff of NSEA shall process requests for replacement ballots. A list of replacements ballots shall be created for the review of the election committee.

## **Return Mail Procedures**

Returned ballots shall be received at the NSEA Las Vegas Office (7281 W. Charleston Blvd., Las Vegas, NV 89117). During the course of the Election, a request shall be made to the USPS that all NSEA mail shall be delivered to the locked NSEA mailbox. Mail shall only be retrieved by Executive staff who are designated by the Elections Committee. All returned ballots shall be immediately placed into locked ballot boxes and secured for the Elections Committee. All ballots returned as undeliverable shall also be immediately placed in a separate locked ballot box and secured for the elections committee.

## **End of the First Round of Voting**

All ballots for the first round of voting shall be received by the NSEA Las Vegas Office (7281 W. Charleston Blvd., Las Vegas, NV 89117) no later than 5:00 pm on April 17, 2026. As soon as practicable following the end of the election, the Elections Committee shall count the ballots using normal procedures to ensure both the secrecy of the ballot and the protection of democratic principles.

Candidates or an observer in their place shall have the right to observe the ballot count but are not allowed to interfere or disrupt the proceedings.

## **End of the Second Round of Voting**

Should a second round of voting be needed, the Election Committee shall produce materials on an expedited basis. As soon as practicable following the end of the election, the second round of voting shall commence. All ballots for the second round of voting shall be received by the NSEA Las Vegas Office no later than 5:00 pm on May 29, 2026. The Election Committee shall have the right to extend the ballot return date in order to guarantee adequate time to return ballots. A decision as to whether to extend the ballot return date shall be made prior to the mailing of the second round of ballots.

## **Assistance to Candidate**

Upon the receipt of a signed confidentiality agreement, Elections Committee or designated staff shall provide each candidate one (1) printed copy of the current name, last known mailing address, and the preferred email address, of members eligible to vote, if it is known.

The Elections Committee or designated staff shall send out one (1) flyer (single sheet 8.5" x 11") in English and one (1) flyer (single sheet 8.5" x 11") in a foreign language of the candidate's choice to all known preferred email addresses two times during the election, on behalf of candidates as outlined in the NSEA Election Rules. The tentative dates for the electronic distribution of the flyers are March 20, 2026, and April 10, 2026. All flyers should be provided to the Elections Committee for its approval no later the March 18, 2026, and April 8, 2026, for the Committees consideration and approval.

## **Prohibition on Use of Union or Employer Resources**

Candidates and local union officials are prohibited from using either association/union or employer resources to support or oppose any candidate for office. A non-exhaustive list of examples of the impermissible use of union resources includes:

- Use of union logos or titles in campaign literature, other than to denote incumbency in NSEA elected office;
- Use of union mailing lists, email lists, phone lists, membership lists, or similar lists other than those provided by NSEA above;
- Use of association/union email addresses, including local union email addresses, whether the email addresses are free or paid, to distribute campaign materials to support or oppose a candidate;
- Use of membership meeting time to campaign for or against a candidate, unless a good faith effort is made to provide all candidates with the same opportunity to do so;
- Use of Union Bulletin boards or similar items for campaign literature;
- The expenditure of any funds, staff time, or resources in any way to support or oppose any candidate.

A non-exhaustive list of employers' resources which cannot be used include the following:

- Use of School District inter- and intra-district mail for campaign purposes;
- Use of School District email systems, other than the addresses listed by members on record in the NSEA database, for campaign purposes;
- Use of School District email, location, or look-up systems to gather information for campaign purposes;
- Use of any School District funds, staff time, or resources in any way to support or oppose any candidate.

Should a candidate or local leader have a question as to if a particular use of resources is allowable, they may refer the question to the Elections Committee by sending an email to [Elections@nsea-nv.org](mailto:Elections@nsea-nv.org).

*Adopted 2/5/2026 by the NSEA Election Committee*