ELECTION GUIDELINES
Approved December 3, 2014

Goals: Always seeking new nominations for the NEMSA elected positions, and maintaining a professional attitude and appearance.

Committee: The Committee will consist of these members:
• Nebraska Instructor Society (appointed position)
• 1st Vice President non-election year
• 2nd Vice President non-election year
• Secretary non-election year
• Treasure non-election year

*If any committee member is running for office, that member will not be involved in the election process.

Duties of Committee:
• Place description of officers duties in newsletter website and social media actively used by NEMSA
• Place election notice in newsletter website and Facebook
• Place election guidelines in newsletter website and Facebook
• Seek nominations for offices
• Receive bios from candidates and verify that they meet the guidelines of two-hundred-fifty words or less.
• Bios will be placed in newsletter website and Facebook as well as other social media that NEMSA adds
• Bios will be placed in newsletter website and Facebook
• Verify candidates are paid members of NEMSA
• Ballots will be created for e-voting and an email will be sent out with a password for each NEMSA member to vote
• Receive election results and keep confidential until announcement at the banquet in March
• Maintain rules of election process
• Will run a fair and professional election for the organization of NEMSA

Voting Process:
• E-ballots will be counted by a second party vendor
• The election committee will report final election results to the Membership the NEMSA Board and candidates at the Banquet in March
**Ballots:**

- E-mail to all current NEMSA members that have submitted a valid email
- If more than one candidate per office, names will be alternated on the e-ballots
- The e-ballot results will be brought to conference
- If you do not submit your e-ballot it will not be counted
- NEMSA members email must be valid and updated on the NEMSA website before e-voting starts or the NEMSA member will not be eligible to vote
- Each NEMSA member must have their own email address to receive a password to vote; combined email addresses (two or more persons using one email address) cannot be used for multiple passwords
- In the event of a tie:

  If an incumbent is involved the incumbent will win the tie.

  If an incumbent is not involved, the following will take place:
  1. The candidates involved in the tie will meet with a minimum of three committee members.
  2. The committee will purchase a new deck of regular playing cards
  3. In front of the candidates the cards will opened, both jokers will be removed and the cards will be shuffled a minimum of five times
  4. The candidates will then draw for high card alphabetically according to their last name.
  5. Ace will be considered high card, deuce will be low.
  6. Candidate drawing high card will be declared the winner

**Guidelines for Candidate:**

- Must be a current (paid) NEMSA member before submitting your candidacy
- Submit by email a two-hundred-fifty or less word biography or campaign message to election committee Dec. 31 by midnight(can include picture)
- Posters or signs cannot be displayed in NEMSA classrooms, registration areas or booths
- No campaigning in NEMSA classrooms, registration areas or booths.
- All candidates will conduct themselves in an honest and ethical manner, and will respect the rights and privileges of fellow candidates. It is expected that information provided by candidates be factual and truthful. The Candidacy and Election Committee shall report to the Board any and all instances in which a candidate has made untruthful, defamatory, inaccurate, or inappropriate statements in any phase or aspect of the election process or has committed, procured, solicited, or induced others to commit election fraud misrepresentation or any kind. The board will evaluate this information and, in its sole judgment, may vote to disqualify a candidate prior to election, or refuse to seat an elected candidate.
- Candidates may not: use the NEMSA membership list for distribution of candidacy information or materials.

In the event that there may be a problem in the election process, the following guidelines will be followed:

- Once the election committee is aware that there may be a problem with the election they will immediately contact all members of the NEMSA Board and inform them of the potential problem
- The NEMSA Board will then determine if the election will be declared null and void.
- In the event the election is declared null and void the Board will then advise the election committee of the procedures, and timelines the committee will need to follow.
- It will be the responsibility of the election committee to advise the candidates and the membership that the election is null and void and of the process and procedures that will take place