

EXHIBIT XIII. SITE LEADER ELECTION GUIDELINES & PROCEDURES

TVEA Specific Parameters

- Ratio for groups 15:1
- Timeline: April-May
- Type of election: Written ballot, Google Form/survey

TVEA Site Leader Election Guidelines

Site Leaders shall be elected by and from the active membership for each site. Candidates may declare by open nominations.

Each site is allowed one (1) Site Leader for every fifteen (15) members or major fraction thereof (see table below) and shall serve a term of one (1) year beginning the next school year.

Reps	1 per 15
1	1 - 23
2	24 - 37
3	38 - 53
4	54 - 67
5	68 - 83
6	84-99
7	100-115
8	116-131

Elections shall be completed between the April and May TVEA Leadership Council Meetings. A list of active members and the number of open Site Leader positions will be provided to the current Site Leaders at the April Leadership Council meeting.

An active member, not seeking election, shall facilitate Site Leader elections. The facilitator shall communicate to their site via email and post on their TVEA board if possible the process and timeline of Site Leader elections. The announcement of the election shall allow for a minimum of three school days for candidates to declare their intention to serve before and up to the time voting is to occur.

- 1) Elections shall be conducted with:
 - a) Open nomination procedure;
 - b) Secret ballot;
 - i) In person meeting with a ballot
 - ii) Electronically using a google form or survey which shall take place over no less than three days
 - c) All active member vote;
 - d) Record of number of active members who voted;
 - e) Record of candidate names and numbers of votes received;
 - f) Plurality Vote
 - i) Candidates are ranked in the order of the number of votes received to determine the site leader(s)

Each Site Leader candidate shall be elected individually, not as a group.

Votes will be counted and recorded by the facilitator and one other Active Member who serves as a witness. Candidates may not facilitate the elections process nor count votes.

Elected Site Leaders will take office at the beginning of the subsequent school year in August and serve through the end of the school calendar year.

ELECTIONS RESOURCES

[Site Leader Election Announcement](#)

[Sample Ballot](#)

Within 24 hours of election, the facilitator shall submit the Election Results via this Google Form.

<https://forms.gle/qh5wqYeX8JmwDpkH6>

EXHIBIT (XIII.) POSITION SPECIALIST ELECTION GUIDELINES & PROCEDURES

TVEA Specific Parameters

- Position Specialists represent all members within their specialist group as defined in the Standing Rules
- Timeline: April-May
- Type of election: Google Form/survey

TVEA Position Specialist Election Guidelines

Position Specialists shall be elected by and from the active membership of the group they represent across all sites. Candidates may declare by open nominations.

Each Position Specialist group is allowed one (1) Position Specialist for their group and shall serve a term of one (1) year beginning the next school year.

Elections shall be completed between the April and May TVEA Leadership Council Meetings.

TVEA will facilitate Position Specialist elections. TVEA will communicate the announcement, process and timeline of Position Specialist elections. The announcement of the election shall allow for a minimum of three school days for candidates to declare their intention to serve before and up to the time voting is to occur.

- 1) Elections shall be conducted with:
 - a) Open nomination procedure;
 - b) Secret ballot electronically using a google form or survey which shall take place over no less than three days
 - c) All active member vote;
 - d) Record of number of active members who voted;
 - e) Record of candidate names and numbers of votes received;
 - f) Plurality Vote
 - i) Candidates are ranked in the order of the number of votes received to determine the position specialist

Votes will be counted and recorded by TVEA. Candidates may not facilitate the elections process nor count votes.

Within 72 hours of election, TVEA shall announce the Election Results..

Elected Position Specialists will take office at the beginning of the subsequent school year in August and serve through the end of the school calendar year.