

EXHIBIT XIII. SITE LEADER ELECTION GUIDELINES & PROCEDURES

TVEA Specific Parameters

- Ratio for groups 20:1
- Timeline: April-May
- Type of election: Written ballot, Acclamation, 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.

Active members are represented in the Leadership Council through an individual school site approved through the TVEA Executive Board.

Each site is allowed one (1) Site Leader for every twenty (20) Active certificated staff members or major fraction thereof and shall serve a term of one (1) year, beginning the next contractual year. 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.

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 shall be completed between the April and May TVEA Leadership Council Meetings. An Active Member, not seeking election, shall be appointed to 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.

Voting for individual candidates may occur in an in person meeting with a ballot or by acclamation with a "show of hands." If there are more candidates than spots, a written vote must take place. If there are an equal or less number of candidates to fill the Site Leader positions, the vote can be done by show of hands through acclamation. Voting can also occur electronically using a google form or survey. Online voting should take place over no less than three days. 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. Candidates may not facilitate the elections process nor count votes.

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

<https://forms.gle/qh5wqYeX8JmwDpkH6>