



# 2025 Self-Nomination Form

Use this form to **nominate yourself** for any of the positions listed below. Active members are eligible to be nominated for all positions for which they are qualified. **Complete the form and email to [kim.hudson@floridaea.org](mailto:kim.hudson@floridaea.org) on or before 5:00 p.m. on Saturday, February 22, 2025.**

## PLEASE PROVIDE YOUR INFORMATION:

\_\_\_\_\_  
Name as it is to appear on the ballot

\_\_\_\_\_  
Shirt Size

\_\_\_\_\_  
Cell Phone (Required)

\_\_\_\_\_  
Personal E-Mail Address (Required)

## **WORKSITE LEADER** \*Provide the name of the worksite for which you are submitting a nomination:

\_\_\_\_\_  
Work Location

\_\_\_\_\_  
\*Worksite Leaders are elected annually.

## **HUSW OFFICERS & EXECUTIVE BOARD POSITIONS**

\* Place a check mark next to the position for which you are submitting a nomination:

☐ President (2 year term)

☐ Vice President (2 year term)

☐ Secretary (2 year term)

☐ Treasurer (2 year term)

☐ Clerical (2 year term)

☐ Environmental Services (2 year term)

☐ Food & Nutrition (2 year term)

☐ Maintenance (2 year term)

☐ Paraprofessional (2 year term)

☐ Transportation (2 year term)

## **STATE (FEA) CONVENTION** \*Place a check mark in the box below to self-nominate for the 2025 Delegate Assembly:

☐ Local delegate to the FEA Delegate Assembly (Orlando, FL/October 10-11, 2025)

Persons who are not elected in the initial balloting will be placed in descending order of the votes received. In the event that additional delegate seats are awarded, or alternate delegates are necessary, such delegate seats will be offered in descending order.

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## Candidate Bio

*All candidates for HUSW Officer and Executive Board are encouraged to provide a brief bio (250 words or less) to be included in the HUSW Solidarity News and published on the HUSW Elections webpage.*

### **HUSW Nomination Guidelines:**

1. Any HUSW member in good standing can run for any position for which they are qualified.
  - a. A member in good standing is defined as dues paying member who has not had their membership sanctioned.
  - b. A member may only hold one (1) Executive Board position. If a member qualifies for more than one (1) Executive Board position, they must declare which single position they are running for on the ballot.
2. Open nomination shall be guaranteed for all elections by use of a self-nomination form.
4. Two weeks shall be allowed for submission of self-nominations from the membership via email. Nomination forms must be received by no later than February 22<sup>nd</sup>.
5. In the event of only one candidate for an office after the nomination deadline that person will be declared elected by acclamation.
6. The Special Election Newsletter shall be distributed to the HUSW membership in advance of the election in accordance with normal distribution methods to include electronic distribution. The Special Election Newsletter will be distributed at least two (2) weeks prior to the election deadlines.
7. The President shall be an automatic Delegate to the State and National Assemblies.

## **2025 HUSW Election Timelines**

<b>February 22<sup>nd</sup></b>	Deadline for self-nomination forms (w/bio) to kim.hudson@floridaea.org
<b>February 24<sup>th</sup></b>	Candidates Meeting on Zoom (all potential candidates strongly encouraged to attend)
<b>February 26<sup>th</sup></b>	Distribution of the Special Election Newsletter & Notice of Site Voting
<b>March 17<sup>th</sup> -21<sup>st</sup></b>	Electronic Voting to be held via Election Buddy
<b>March 24<sup>th</sup></b>	Ballots Validated and Counted
<b>March 25<sup>th</sup></b>	Announcement of Election Results
<b>July 1<sup>st</sup></b>	Installment of Newly Elected Officers

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## Roles & Responsibilities Open for Nomination:

***\*Candidates for all offices MUST be willing and able to perform all the duties and responsibilities of the position for which they are applying.***

**President:** Duties shall include, but not limited to:

- Preside over meetings of the Executive Board and the Representative (Steward) Assembly
- Serves as the official spokesperson for the Association unless he/she delegates such authority to another person.
- Appoint chairperson and members of standing committees;
- Assist the Treasurer in preparing a preliminary budget to be presented to the executive board;
- Prepare the agenda for the Executive Board, Association Representatives, and general membership.
- Serve as representative to the United UniServ Coordinating Council
- Serve as automatic Delegate to the FEA Delegate Assembly, AFT Convention, NEA Representative Assembly
- Perform such other duties as stipulated in the Constitution and Bylaws, Association policy, as deemed appropriate by the Executive Board, and as otherwise attributed to the office of President.

**Vice President:** Duties shall include, but not limited to:

- Perform the functions of the President in the absence of the President;
- Serve as Lead Membership Chair
- Perform other duties as may be requested by the President or the Executive Board.

**Secretary:** Duties shall include, but not limited to:

- Keep minutes of all meetings of the Executive Board, Association and General Membership Meetings and provide written copies to the Executive Board
- Send notices of all Association meetings and official Association correspondence; and
- Perform such other duties as may be requested by the President or Executive Board.

**Treasurer:** Duties shall include, but not limited to:

- Provide a regular financial report to the Executive Board and Association Representatives;
- Shall give monthly report to the Executive Board and General Association informed of the financial condition of the Association.
- Shall coordinate the development of the Association's annual budget;
- Perform such other duties as may be requested by the President or Executive Board, or as required by law.

**Executive Board of Directors:** The Executive Board consists of Directors representative of the work families (clerical, paraprofessional, transportation, maintenance, food & nutrition, custodial). Duties shall include, but not be limited to:

- Serves as the policy setting body of the Association;
- Establish the annual dues;
- Adopt and annual budget;
- Coordinate and help conduct the year-round membership campaign;
- Approve the appointment of committee chairs and members;
- Set date and times of general membership meetings; and
- Conduct other duties as may be mandated by the general membership.

*All who submit nomination for any elected position within HUSW, are required to fulfill the duty of the office according to the constitution and bylaws of HUSW.*