

MEA-PAC Policies and Procedures

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Foreword

The Michigan Education Association Political Action Committee (MEA-PAC) was born in 1971 by action of the MEA Representative Assembly. During its formative years, MEA-PAC concentrated on helping MEA members understand the important art of politics, emphasizing basics as well as modern techniques to target specific issues and candidates in local and state elections.

In 1974, for the first time in its 123-year history, MEA recommended a governor, two candidates for the State Board of Education, 29 state Senate seats and 70 races for the state House of Representatives. MEA-PAC compiled a 90-percent win record.

MEA-PAC's source of energy—its basic tool—is member power!

Organized member power translates into political clout—necessary because nearly all decisions affecting teachers, support staff, retirees and education are made by politicians, the elected representatives at the local, state and national levels.

MEA-PAC's purpose is to create an articulate and forceful voice for MEA members that is heard by members of the Michigan Legislature, the U.S. Congress and every school board in the state.

Major functions of coordinating council PACs include screening and recommending candidates for office and determining the quality of ballot issues such as millages.

Organizations such as MEA-PAC require effective structure, policies and procedures that provide maximum potential for getting the job done. Contained herein are the basic policies and procedures adopted by MEA-PAC to accomplish the task.

The one indispensable fact about MEA-PAC is obvious:

MEA volunteers make it work! . . . and the next election is just around the corner.

Part I. Guidelines for the Operation of MEA-PAC

(As amended by the Representative Assembly, October 2013)

The MEA Representative Assembly reaffirms its commitment to organized participation in politics by MEA members and accordingly adopts these revised guidelines for the operation of a *Michigan Education Association Political Action Committee*.

I. Purpose

The purpose of MEA-PAC shall be to stimulate and coordinate the involvement of MEA members in politics.

II. Powers

The MEA-PAC may take no action which is inconsistent with the policies of the MEA as established by the Representative Assembly or the Board of Directors or which is in violation of the legal requirements contained in 1976 PA 388 or other state laws.

III. Structure

- A.** The MEA-PAC shall be governed by the MEA-PAC Council to be structured according to standing rules approved by the Board of Directors of the MEA, provided that the Council includes:
1. The president of the MEA and at least two (2) other members of the MEA Board of Directors;
 2. The chairperson and at least two (2) other members of the MEA Legislation Commission;
 3. Representation of the local PACs according to a formula that provides for no fewer than one (1) representative per each four thousand (4,000) MEA members;
 4. The chairperson of the Educator Caucus in each of the two (2) major political parties.
- B.** The Council shall meet at least annually as specified in the Standing Rules and at other times on call of the Governing Board, the chairperson or by petition of the Council representatives according to procedures set forth in the Standing Rules.
- C.** The president of MEA shall serve as the MEA-PAC chairperson and preside over meetings of the Governing Board, the Council and the Statewide Screening and Recommendation Committee. The Council shall elect the vice chairperson at its annual meeting in odd-numbered years. A recording secretary shall be appointed from the Governing Board by the MEA-PAC chairperson.
- D.** Between meetings of the Council, and subject to the decisions of the MEA-PAC, the affairs of the MEA-PAC shall be overseen by a *Governing Board* comprising:
1. The MEA-PAC chairperson and vice chairperson;
 2. Ten (10) coordinating council PAC delegates with no more than one (1) delegate to be elected from any MEA region and no more than two (2) delegates to be elected from MEA-Retired;
 3. Chairperson of the MEA Legislation Commission or designee;
 4. Two (2) MEA Board members or designees;

5. The presiding officer of MAHE, MEA ESP Caucus and MEA-Retired or designee;
6. Two (2) minority members from the MEA 3-1(g) Minority Affairs Committee;
7. Chairperson of the Educator Caucus of the two (2) major political parties, ex officio and nonvoting;
8. One (1) staff representative and the MEA-PAC treasurer (nonvoting).

IV. Operations

- A. MEA-PAC shall develop a two (2) year estimated voluntary contribution revenue and a projected budget based on the estimated revenue no later than May of each even-numbered year. The MEA-PAC budget may include contributions to political parties, contributions to political candidates for state and statewide offices, contributions to caucuses of the state House and Senate and local PAC rebates.
- B. The treasurer of MEA-PAC shall be the MEA executive director (or designee) and shall perform all duties in compliance with the rules governing MEA-PAC operations and with the law.
- C. MEA-PAC funds shall be received by the MEA, shall be maintained in a special MEA-PAC account, shall be segregated from all other MEA funds and shall be administered by the treasurer of MEA-PAC in accordance with budget, authorizations of the Governing Board or Council and in accordance with 1976 PA 388 and other state laws.
- D. MEA-PAC may raise funds, recommend candidates for statewide office, contribute to candidates for state and statewide office, contribute in support of or in opposition to ballot questions having state or statewide impact and assist local and regional PACs according to guidelines developed by the Board of the MEA and in accordance with the law.

V. Accountability

- A. The Governing Board of MEA-PAC shall make a written annual report to the annual meeting of the MEA and shall, upon request, make timely reports to the Board of Directors.
- B. The MEA Board of Directors will make an annual certified audit of the financial condition of the MEA-PAC fund.

VI. Relationships

- A. MEA-PAC shall assist coordinating council PACs, provided that these PACs have submitted such evidence as is required by the Governing Board to ascertain that:
 1. The PAC is a functioning organization.
 2. The PAC is an effective extension of the coordinating council.
 3. The PAC is operating in conformity with the law.
- B. The president of the MEA or his/her designee from MEA-PAC shall represent Michigan in the activities of the NEA Fund for Children and Public Education.

Part II. Standing Rules of MEA-PAC

(As revised by the MEA-PAC Council and the MEA Board of Directors, May 2019)

Preamble

In order to assist the members of the Michigan Education Association (MEA) to pursue the objectives of improved educational opportunity for the youth of Michigan, to improve professional growth and to advance the welfare of MEA members, the following standing rules are adopted by the Michigan Education Association Political Action Committee (MEA-PAC).

I. Name

This organization shall be known as the *Michigan Education Association Political Action Committee (MEA-PAC)*.

II. Form and method of operation

MEA-PAC shall be a voluntary, unincorporated, nonprofit organization. MEA-PAC shall be an independent, autonomous body, not a branch of any other political action committee. It exists under guidelines as established by the Representative Assembly and shall operate according to standing rules developed by MEA-PAC and approved by the MEA Board of Directors. MEA-PAC will cooperate with the political action committees of coordinating council PACs in order to accomplish its purposes as set forth in Article III hereunder. MEA-PAC shall fulfill its duties and responsibilities as set forth in Article VI hereunder, with respect to state and statewide issues and candidates only; MEA-PAC cannot infringe on the activities of coordinating council PACs concerned with local issues and candidates without invitation of the coordinating council PACs. MEA-PAC will present a two (2) year political action program budget no later than May of each even-numbered year to the MEA Board of Directors for its review and approval. Neither MEA-PAC nor its coordinating council PACs shall align themselves with any political party or any political faction.

III. Purposes

The primary purposes of MEA-PAC shall be to further the basic objectives of the MEA by providing pertinent political information to its membership, including information with respect to legislative proposals, the platforms of various parties and candidates, and the qualifications of individuals who are seeking public office. MEA-PAC through its Council, Governing Board, and Statewide Screening and Recommendation Committee will actively solicit the views of members on political issues and candidates on a regular basis. MEA-PAC will also encourage members in every coordinating council to participate in political activities and support the party of their choice. In a manner consistent with MEA's mission, MEA-PAC shall promote social justice, through a strong public education agenda and advocacy for labor rights. MEA-PAC shall strive for the improvement of our educational system by encouraging and stimulating its membership to take an active and effective part in governmental affairs. MEA-PAC shall assist its membership in organizing for effective political action in order that members can fulfill their civic responsibilities. Further, MEA-PAC will comply with all legal requirements regulating political activity and election finance within the state of Michigan.

IV. Powers

MEA-PAC shall take no action which is inconsistent with the policies of MEA as established by the Representative Assembly or the Board of Directors or with the requirements of state law regulating political activity and campaign finance. The Council shall have the authority to make changes in the Standing Rules, and such changes shall be submitted to the MEA Board of Directors for approval.

V. Council membership

There shall be a representative body of MEA-PAC contributors known as the *MEA-PAC Council*. The Council shall consist of:

- A. The MEA president, who shall serve as chairperson.
- B. Two (2) members of the MEA Board of Directors or the Board's designees elected for a term of two (2) years, one (1) of whom shall be chosen from minority groups.
- C. The chairperson of the MEA Legislation Commission or designee.
- D. Two (2) members of the MEA Legislation Commission or its designees chosen for a term of two (2) years, one (1) of whom shall be chosen from minority groups.
- E. MEA members in good standing and current contributors to MEA-PAC elected by the coordinating council PACs. Each coordinating council PAC shall be entitled to elect a number of member(s) to serve on the Council which is equal to the number of UniServ director positions in that coordinating council PAC area. The representative shall be elected for a two (2) year term on a staggered basis (*see Elections Policy*). The election shall be conducted by the coordinating council PAC.
- F. The chairperson of the Educator Caucus of the two (2) major political parties, as ex officio and nonvoting members.
- G. The delegates of the MEA ESP Caucus and MAHE. The MEA ESP Caucus and MAHE shall be entitled to representation on the Council in numbers which are proportionate to the percentage of their membership within the MEA. The executive boards of the MEA ESP Caucus and MAHE shall be responsible for supplemental elections from each of their groups. The terms shall be for two (2) years on a staggered basis.
- H. The delegates of MEA-Retired. MEA-Retired shall be entitled to representation on the Council in numbers which are proportionate to the percentage of their retired members within the MEA. The Executive Board of MEA-Retired shall be responsible for supplemental elections from its group. The terms shall be for two (2) years on a staggered basis.
- I. Minority representation. Minority representation on the Council shall be in compliance with MEA policy. The terms shall be for two (2) years on a staggered basis.
- J. A recording secretary. The recording secretary, who shall be selected from the members of the Governing Board, shall be appointed by the MEA-PAC chairperson.

VI. Duties and responsibilities

- A. MEA shall be responsible for the promotion and funding of educator caucuses in both major political parties and distribution of information on desirable candidates to public offices.

- B. MEA-PAC shall be responsible for recommending all statewide offices, making contributions to House and Senate candidates recommended by local coordinating council PACs, and assisting MEA members in becoming an effective political influence in this state.
- C. MEA-PAC shall make an annual report to the MEA Representative Assembly, present its proposed two (2) year budget to the MEA Board of Directors no later than May of each even-numbered year and, upon request, make timely reports to the Board of Directors.
- D. MEA-PAC shall conform to all reporting requirements and contribution limitations of the Campaign Finance Act (1976 PA 388) and hereby incorporates said act by reference.

VII. Governing Board

There shall be an interim authority known as the *Governing Board* of MEA-PAC. The Governing Board shall make recommendations for submission to the Council and the MEA Board and conduct the business of MEA-PAC. The membership of the Governing Board shall be as found in the Guidelines for Operation of MEA-PAC. These members shall serve from the date of the annual meeting until their successors have taken office. The names of Governing Board members and contact information will be published so members may contact them with their political and candidate concerns.

Eleven (11) voting members, including either the chairperson or vice chairperson, shall constitute a quorum for a meeting of the Governing Board. A majority vote of the total Governing Board's voting members shall be required to pass business.

The Governing Board shall meet as frequently as necessary to conduct the affairs of MEA-PAC.

The chairperson must, on receipt of a petition of five (5) voting members of the Governing Board, call a meeting of the Board within fifteen (15) days.

VIII. Officers and duties

- A. The officers of the Governing Board shall be the officers of MEA-PAC and they shall include a chairperson, vice chairperson and recording secretary. To be eligible to run for vice chairperson, the candidate must be a member of the MEA-PAC Council.
- B. The MEA executive director (or his/her designee) shall assume the duties and responsibilities of treasurer of the Governing Board without vote.
- C. The duties of the officers shall be as follows:
 - 1. The *chairperson* shall be the executive officer of MEA-PAC and shall preside at all Council meetings, Governing Board meetings and meetings of the Statewide Screening and Recommendation Committee. The chairperson shall serve as Board liaison of the MEA Board of Directors and shall appoint standing committees with the approval of the Council. Ad hoc committees shall be appointed at the discretion of the chairperson. The chairperson shall also provide notice of meetings and minutes to all members of the MEA-PAC Council. The chairperson shall otherwise perform the duties normally associated with the office.
 - 2. The *vice chairperson* shall assist the chairperson in the performance of duties, shall assume all responsibilities of the chairperson in the absence or inability to serve of the chairperson and shall perform such other duties as may be assigned by the chairperson.

3. The *recording secretary* shall take minutes of all meetings of the Governing Board and Council.
4. The *treasurer* shall be the custodian of the funds and the official records of MEA-PAC. The treasurer should cause all funds to be deposited in checking accounts, maintaining a separate checking account for MEA-PAC funds. The treasurer shall cause all records to be kept in accordance with directives of the Council and in compliance with 1976 PA 388 and other state laws. The treasurer shall present an audit report at the annual meeting and interim reports for meetings of the Governing Board or Council and at such other times as requested by the governing bodies. The treasurer shall prepare, sign and file any reports required of MEA-PAC by law. The treasurer or designee shall also review all reports and filings required of coordinating council PACs under law.

IX. Meetings, nominations and elections

- A. The Council shall meet annually as specified in the Standing Rules and at other times on call of the Governing Board, chairperson or by petition of thirty (30) percent of Council representatives.
- B. The annual meeting of the Council shall take place in the spring and at such place as is designated by the Governing Board. All elections shall take place at this meeting.
- C. Although the members of the Governing Board elected by the Council are elected for a term of two (2) years, any or all of them may be candidates for re-election.
- D. Candidates for MEA-PAC offices may submit their names to the chairperson thirty (30) days prior to the annual meeting. These names will be transmitted to the Council members fifteen (15) days prior to the annual meeting.
- E. Each Council member or the elected alternate shall have the privilege of casting one (1) vote. Voting shall be by secret ballot in each case where there is more than one (1) candidate for the office.
- F. Vacancies on the Governing Board of members elected by the Council may be filled by an elected member of the Council who obtains a majority vote of the Council. The chairperson shall have the power to appoint a Council member to fill a vacancy until the next Council meeting.
- G. Chairpersons of the Educator Caucus of the two major political parties may run for positions on the Governing Board and Statewide Screening and Recommendation Committee for which they are eligible to serve. However, a person may not concurrently serve as a caucus chairperson and on the Governing Board or Statewide Screening and Recommendation Committee.
- H. The chairperson of MEA-PAC shall call a meeting of the Council within fifteen (15) days upon receipt of a petition by thirty (30) members of the Council.

X. Appeals Committee

- A. The MEA-PAC Appeals Committee shall have jurisdiction over appeal regarding screening and recommendation decisions:
 1. Will be a five (5) person subcommittee of the Governing Board, appointed by the MEA-PAC chairperson.
 2. There shall be no additional appeal beyond the subcommittee, e.g., to the Governing Board or Council.

3. At least one (1) member of the appropriate S & R committee must be present to do an oral presentation to the Appeals Committee.
4. The Appeals Committee will be supplied with copies of appropriate materials needed for their consideration such as the names of all members of the S & R committee, addresses, positions, etc., and the minutes of the meeting which determined not to give the recommended continuing recommendation, reasons for such action and the results of the vote to appeal to the chairperson of MEA-PAC.
5. MEA staff shall present to the Appeals Committee any background information, such as the rationale for granting a continuing recommendation, not granting a continuing recommendation or considering other candidates.
6. All appeals shall be heard at least forty-five (45) days prior to the election.
7. The Appeals Committee may grant the S & R Committee an exception to the Continuing Recommendation policy which would allow the local S & R to consider other candidates for the office.
8. The S & R committee shall be bound to the decisions made and directions for implementation given by the Appeals Committee.
9. Members of the committee shall disqualify themselves in any appeals on behalf of candidates:
 - a. In whose campaign they are actively involved.
 - b. In whose district they live or work.

XI. Funding

- A. A budget shall be adopted by the Council for all funds granted MEA-PAC.
- B. All funds shall be solicited only as voluntary political contributions and contributors shall be advised of the potential political nature of funds collected under procedures established through written policies of MEA-PAC.
- C. The method of collection of these voluntary contributions shall be determined by the Governing Board and shall be in accordance with 1976 PA 388 and other state laws.
- D. The Council may authorize the distribution of a portion of its funds to coordinating council PACs. Such distributions shall be made on a formula and a procedure established each budget year for that purpose.

XII. Amendment

Proposals for repeal, modification or adoption of new standing rules may be made by the Governing Board or any other constituent unit of the Council and shall be filed with the MEA-PAC chairperson.

Such proposals shall be sent to members of the Council at least fifteen (15) days prior to the time at which they will be considered. Balloting may take place at a regular or special Council meeting or by mailed ballot.

Mailed ballots shall be signed by the person balloting and returned to the chairperson within fifteen (15) days of the date on the cover letter. The officers shall count the ballots and notify the Council membership within ten (10) days of the result. The mailed ballots shall not be destroyed until such time as prescribed by law and with the approval of the Council.

Repeal, modification or adoption of new standing rules shall be by a majority vote of the Council. Each change to these standing rules shall be forwarded to the MEA Board of Directors for review and approval.

XIII. Recall

The recall procedure for MEA-PAC elected officers shall be the recall procedure as contained in the MEA Constitution.

XIV. Quorum and vote required to transact business

A quorum of Council shall consist of fifty percent (50%) plus one (1) of the membership. A vote of fifty percent (50%) plus one (1) of the membership in attendance shall be required to transact the business of the Council.

Part III. MEA-PAC Policies

A. Elections

(As amended by the MEA-PAC Council, October 2013)

- I. *Delegates to the Council shall be elected for one (1) or two (2) year terms as follows:***
 - A.** Coordinating councils shall ensure that members elected to the Council are MEA members in good standing and current contributors to MEA-PAC.
 - B.** Procedures for election of Council delegates shall be specified in the rules of the respective coordinating council. Coordinating councils with more than one delegate shall ensure that terms are staggered as evenly as possible.
 - C.** Elections of coordinating council PAC delegates must take place prior to the annual meeting and then be sent in writing to the chairperson of MEA-PAC by the coordinating council PAC treasurer within ten (10) days of the election. The starting and ending date of the term of office shall be indicated in the notification.

- II. *Officers***
 - A.** Candidates for the office of vice chairperson must be duly elected Council delegates. Alternates and appointed delegates are not eligible.
 - B.** Candidates may submit their names and resumes to the chairperson thirty (30) days prior to the annual meeting. The names and resumes shall be sent to the delegates fifteen (15) days prior to the annual meeting.
 - C.** Nominations may take place from the floor.

- III. *Governing Board and Statewide Screening and Recommendation Committee***
 - A.** Candidates must be duly elected Council delegates. Alternates and appointed delegates are not eligible for election. Delegates representing MEA-Retired are not eligible to run for zone positions on the Statewide Screening and Recommendation Committee.
 - B.** Candidates may submit their names and resumes to the chairperson thirty (30) days prior to the annual meeting. The resumes shall be sent to the delegates fifteen (15) days prior to the annual meeting.
 - C.** Nominations shall take place from the floor.
 - D.** Governing Board members shall be elected for two (2) year terms:
 - 1.** In odd years, five (5) members shall be elected.
 - 2.** In even years, five (5) members shall be elected.
 - E.** Statewide Screening and Recommendation Committee members shall be elected at the annual meeting in odd-numbered years for a two (2) year term with no more than one (1) elected from each MEA zone.

IV. Election procedures

- A.** An Elections Committee, appointed by the chairperson, shall certify the eligibility of delegates to be seated and to vote. The committee shall certify the eligibility of all candidates and shall conduct all elections.
- B.** Nominations from the floor shall be an item on the agenda.
- C.** Nominations from the floor to take place in the following order: vice chairperson, Governing Board and Statewide Screening and Recommendation Committee.
- D.** Three (3) minute speeches by the nominees for vice chairperson will be allowed.
- E.** Two (2) minute speeches by the nominees for Governing Board and Statewide Screening and Recommendation Committee will be allowed.
- F.** Caucus time shall be allowed on the printed agenda submitted to the delegates.
- G.** Election shall be by secret ballot.
- H.** If a member votes for more than one (1) person per region for Governing Board, those votes for those people will be invalidated.
- I.** In case of a tie, a run-off election will be held immediately.
- J.** Credential cards must be presented in order to receive a ballot.
- K.** Officers shall be elected when receiving a majority of those present and voting. In the case where a candidate for vice chairperson does not receive a majority, a run-off election shall be held between the two (2) top vote-getters.
- L.** Candidates for Governing Board shall be elected by either a majority or plurality of those present and voting. The top five (5) vote-getters shall be declared elected. In the event of a tie for the fifth position, a run-off election shall be held immediately.
- M.** Candidates for Statewide Screening and Recommendation Committee shall be elected by either a majority or plurality of those present and voting. The top vote-getter from each zone shall be declared elected. In the event of a tie for a zone position, a run-off election shall be held immediately.
- N.** Credentials, which shall be required to receive ballots, shall be included in the packet of materials provided upon registration of each delegate prior to the meeting of the MEA-PAC Council.

B. Budget and accounting procedures

(As amended by the MEA-PAC Council, April 2019)

I. Coordinating council PAC accounts and budget

- A. MEA-PAC shall require all rebated voluntary contributions to be placed in a single, segregated checking account. No funds from this account shall be commingled with membership dues or other funds. All funds expended shall be in accordance with MEA-PAC budget policy.
- B. No coordinating council PAC funds shall be expended in any nonpolitical public relations programs or otherwise for any nonpolitical purposes.
- C. PA 388 of 1976 as amended permits dues of state and local associations to be contributed to state ballot and local bond/millage elections. Therefore, dues dollars should be used for state ballot and local bond/millage elections whenever possible. However, PAC contributions may be used for state ballot and local bond/millage elections if approved by the coordinating council PAC. School millage election PAC contributions shall not be given to individuals or external groups unless the coordinating council PAC has direct influence in the millage decision.
- D. Coordinating council PACs shall adopt a budget that outlines needed investments in state and local races in the current and future cycle.
- E. Coordinating council PACs may allocate, according to their local needs, up to but not to exceed fifty percent (50%) for any one (1) line item in their budget.
- F. Coordinating council PACs may ask for exceptions to these coordinating council PAC budget guidelines by sending a written request with the proper rationale to the MEA-PAC chairperson.

II. Coordinating council PAC reports and audits

- A. Each coordinating council PAC shall submit an annual audit to MEA-PAC by April 1 on forms provided by MEA-PAC for determination of rebate.
- B. MEA-PAC shall require an annual internal audit of coordinating council PACs. The audit shall be conducted by not less than three (3) members of the UniServ coordinating council not serving as coordinating council PAC members and shall be selected by the UniServ coordinating council chairperson. Procedures used for such audit shall be those recommended by the MEA-PAC auditors. MEA shall conduct a financial review prior to the departure or a change in treasurer.
- C. These reporting and audit requirements must be met as a condition of receiving the rebate and seating of Council delegates. Failure to submit reports during a fiscal year will result in the forfeiture of those monies for that fiscal year.

III. *Expense reimbursement*

- A. Reimbursement of delegate expenses for attendance at MEA-PAC Council and Governing Board meetings shall be processed pursuant to MEA policy. Vouchers distributed at each meeting shall include a copy of the policy.

IV. *Rebates*

- A. The annual rebate shall be distributed to coordinating council PACs prior to May of each year.
- B. The coordinating council PAC rebate shall be based on 40 percent (40%) of the voluntary contributions for the prior calendar year. The most current information on file at MEA on January 1 for the prior calendar year will be used in calculating rebates.

V. *Contributions*

A. *Fundraiser contributions*

All fundraiser tickets for state office candidates and incumbents must be purchased by MEA-PAC. Coordinating council PACs desiring fundraiser tickets can arrange for MEA-PAC to purchase them and to deduct the amount from the annual rebate, provided the purchase would be within the maximum contribution permitted by law.

Fundraiser tickets can be purchased only for recommended candidates or incumbents and, in an election year, the candidate or incumbent must have been recommended for the next election in order to purchase fundraiser tickets after March 1.

MEA-PAC can purchase a fundraiser ticket for nonrecommended incumbents to be used by MEA lobbyists and officers in special situations where the incumbent holds a key leadership role on legislation of special interest to MEA. The final determination shall be made by the MEA-PAC chairperson.

B. *Supplemental contributions*

Coordinating council PACs shall have the option to provide additional funding to a candidate recommended by a screening and recommendation (S & R) committee as a supplement to the contribution provided by MEA-PAC in Michigan House and Senate primary and general elections in amounts, when combined with MEA-PAC contributions, not to exceed limits for each candidate as prescribed by law.

C. Statewide screening and recommendation procedures

(As amended by the MEA-PAC Council, April 2019)

I. Recommendation and/or requests for recommendations

A. Requests for recommendation may be received from:

1. A candidate for statewide office;
2. A political party;
3. A coordinating council;
 - a. and/or a S & R for a candidate for state office;
4. An individual MEA member in good standing and current contributor to MEA-PAC;
5. A local association.

B. Requests from these individuals shall be made in writing to MEA-PAC, 1216 Kendale Blvd., P.O. Box 2573, East Lansing, Michigan 48826-2573.

C. An MEA member in good standing, who is a filed candidate for office, shall be screened for recommendation when request is made for recommendation in a timely manner of the Statewide S&R committee. All requests from MEA members in good standing running for office must be responded to in writing.

II. Statewide S & R Committee

A. A committee composed of the following persons is authorized to screen and recommend or not recommend to the MEA-PAC Governing Board candidates for the statewide political offices of governor and U.S. Senate and to screen and recommend or not recommend candidates for the statewide political offices of attorney general, secretary of state, state board of education, major university boards, and judgeships on behalf of MEA-PAC.

1. The MEA-PAC chairperson (or designee);
2. The MEA-PAC vice chairperson;
3. Six (6) MEA-PAC Council delegates elected by the MEA-PAC Council, with no more than two (2) elected from each MEA zone; and three (3) alternates, one (1) from each MEA zone, appointed by the MEA-PAC Governing Board;
4. A person elected by the MEA 3-1(g) Minority Affairs Committee;
5. Two (2) MEA Board of Directors members appointed by the MEA president, subject to confirmation by the MEA Board of Directors;
6. The presiding officer of the MEA ESP Caucus, MAHE and MEA-Retired or designee;
7. The presiding officer of the Aspiring Educators of MEA, serving as an ex officio member, without vote;

8. The Educator Caucus chairperson, or designee, of the two (2) major political parties, serving as ex officio members, without vote;
 9. An MEA staff person, serving as an ex officio member, without vote.
- B.** To be eligible to vote on these recommendations, members of the Statewide S & R Committee:
1. shall be MEA members in good standing;
 2. shall be current contributors to MEA-PAC;
 3. shall not be actively committed or made a reportable contribution to any candidate's campaign for those offices to be considered;
 4. shall not be a candidate to any federal, state, or legislative office.

III. *How recommendations are determined*

- A.** Every reasonable effort shall be made to screen statewide candidates seeking the office for which a recommendation has been requested. Where a recommendation has been requested on behalf of a candidate, other candidates for the same position shall be contacted by the chairperson of the S & R committee, and such contact shall be by certified letter or confirmed receipt of email affording those candidates the opportunity to meet with the S & R committee. Interested candidates will be asked to respond in writing. Any limitations on eligibility of candidates to participate shall be made by the MEA-PAC chairperson, with the consent of the Governing Board. Any challenges to such limitations shall be decided by the Governing Board within forty-five (45) days of the challenge being filed with the chairperson.
- B.** A reasonable effort shall be made to ascertain the concerns of MEA members and PACs regarding major issues or concerns for the offices under consideration. The names of the Statewide S & R Committee members and contact information will be published so members may contact them with their political and candidate concerns. These concerns shall be considered in the decisions leading to the recommendation or nonrecommendation by the S & R committee. The committee shall not recommend nor approve support of any candidate without the written consent of the candidate.
- C.** MEA member candidates shall be screened on the same basis as any other candidate seeking recommendation and are not guaranteed recommendation or other assistance from MEA-PAC.
- D.** Decisions shall be by majority vote of those members of the S & R committee present and voting.
- E.** The S & R process must be completed forty-five (45) days prior to the general election.

IV. *Continuing Recommendation*

- A.** MEA-PAC-recommended incumbents in statewide races seeking re-election to those seats shall receive continuing recommendation if authorized by the Statewide S & R Committee.

- B. Criteria for determination of continuing recommendation by S & R committees shall be the record of the incumbent and lobbyists' assessment as to his/her deportment on issues of concern to MEA not discernible in their record. Determination of an incumbent's eligibility for continuing recommendation status shall be made by the MEA-PAC chairperson with the consent of the Governing Board. Any challenges to such determinations shall be decided by the Appeals Committee within forty-five (45) days of the challenge being filed with the chairperson.
- C. In the event continuing recommendation has been determined, the S & R committees shall waive the screening of other candidates seeking our recommendation to those seats.
- D. A simple majority vote of the S & R committee is required for a continuing recommendation.
- E. If an incumbent is eligible for a continuing recommendation and one is not granted (for the same office) by the S & R committee, no other candidates shall be considered in that election cycle unless an appeal is granted by the Appeals Committee. The Appeals Committee shall also have jurisdiction over the reconsideration of a S & R committee's decision to deny a continuing recommendation.
- F. If there is a challenge to the decision not to grant a continuing recommendation or the S & R committee wants to consider other candidates after denying a continuing recommendation, they may request a meeting of the MEA-PAC Appeals Committee through the chairperson of MEA-PAC.

V. *Definition of "Recommendation"*

The S & R committee shall be charged with the responsibility of recommending the degree and method of recommendation which may include but may not be limited to:

- A. A public statement of support;
- B. Financial assistance of up to the maximum amount permitted by law;
- C. Encouragement to form volunteer MEA member groups to work for approved candidates. However, no coordinating council PAC funds may be expended in the form of a contribution, either direct or indirect, to state or statewide candidates;
- D. Other appropriate and lawful activities as may be determined.

VI. *Guidelines for determining recommendation of statewide candidates*

Selection of candidates to receive MEA-PAC recommendation and assistance shall be determined on the following priority basis, none of which are mutually exclusive:

- A. Races in which consistent and proven supporters and friends of education are facing difficulty in returning to office;
- B. Races in which consistent adversaries are opposed by a candidate who is in agreement with MEA goals and positions and who has a good possibility of winning;
- C. Races in which there are no incumbents and in which one candidate is clearly more in agreement with MEA goals and positions and has a reasonable possibility of winning;
- D. Races in which consistent and proven supporters and friends of education face no serious opposition in returning to office;

- E. Races where both candidates are good supporters and friends of education and face no serious opposition in returning to office;
- F. Other races in which MEA and MEA-PAC may have an interest;
- G. Candidates' positions shall be consistent with NEA and MEA positions in regards to not discriminating against any person or entity based on race, sex, sexual orientation, gender, gender identity or expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status. In addition, the candidates' stance related to millage elections, privatization, district consolidation, collective bargaining, and the right to organize should be made known and determined to see if they are in keeping with current NEA and MEA views.

VII. When the MEA-PAC Statewide S & R Committee determines that it is not going to recommend candidate(s) in a major university board race, and when the MEA has a local affiliate in one of these major universities, and that local affiliate by official action recommends candidate(s) for election, the MEA-PAC S & R committee may afford said local affiliate the opportunity to publicize its recommendations via MEA statewide publication(s).

VIII. *Statewide candidates*

Candidates for statewide office include:

- A. Governor and lieutenant governor;
- B. Members of the State Board of Education;
- C. Members of major university boards;
- D. Secretary of state;
- E. Attorney general;
- F. Supreme Court justices;
- G. United States senator (subject to federal election laws and guidelines);
- H. Court of Appeals;

D. Congressional, State House and State Senate legislative councils and S & R committees

(As amended by the MEA-PAC Council, April 2019)

- I.** The S & R committee has a specific charge:
- A.** To examine and evaluate the current offices, incumbents and candidates and determine whom to recommend to our members and other citizens interested in education in that area as the person(s) most qualified;
 - B.** To determine which candidates are most apt to protect, maintain and support a strong public school system for the citizens of Michigan.
- II.** The legislative council has a specific charge:
- A.** To have our membership meet on a regular basis with the legislator(s) to discuss and share concerns on issues affecting the educational community;
 - B.** To keep the local membership informed and involved as to legislative activities;
 - C.** To assess the local MEA members' legislative needs and concerns;
 - D.** To cause the local MEA membership to be aware of MEA's legislative agenda.
- III.** The MEA-PAC chairperson shall publish a list of Congressional, State House and State Senate districts enumerating all coordinating councils contained wholly or partially within each legislative district and designating the local UniServ staff, coordinating council PAC(s) and a legislative/political staff member to coordinate the respective S & R and legislative council. This list shall be updated periodically as council structure, staff assignments and legislative district boundaries change. The list shall be published to the Council, all local council PAC chairpersons, coordinating council chairpersons and all appropriate staff. Any challenges to the list shall be decided by the Governing Board within forty-five (45) days of the challenge being filed with the chairperson.
- A.** Meetings of a legislative council or S & R committee shall be called by the designated UniServ staff (or their designee), in conjunction with the designated legislative/political staff member and local coordinating council PAC(s). Notices shall be sent to all coordinating council chairpersons, UniServ directors and PAC chairpersons identified in the aforementioned list.
 - B.** Coordinating council PAC chairpersons shall ensure their council PAC is represented at the meeting pursuant to local governance documents. While not required, it is recommended that members of legislative councils and S & R committees be residents of the respective legislative district. All members of legislative councils and S & R committees shall be MEA or MEA-Retired members in good standing and current contributors to MEA-PAC. All legislative councils and S&R committees should be inclusive and representative of the MEA membership in that area, including both active and retired members, education support professionals, higher education, and minority 3-1(g) representation.
 - C.** By a deadline published by the MEA-PAC chairperson, coordinating council PACs must determine and communicate who will represent them at any Congressional or State Legislative S&R committee meetings for the coming election cycle and how that group will determine the council's equal vote in any multi-council screening (as outlined under D, 2). Individuals can be replaced at any time given changes in membership status.

D. The following standards shall be adhered to by each S & R committee:

1. The S & R committee, as the recognized committee, shall have full authority to:
 - a. decide whether or not to interview candidates for a particular office. No invitations for an interview shall be sent until the S & R committee determines that interviews will occur. Such determinations may be made at either an in-person meeting or via electronic means. An MEA member in good standing, who is a filed candidate for office, shall be screened for recommendation when request is made for recommendation in a timely manner of the appropriate S&R committee. All requests from MEA members in good standing running for office must be responded to in writing; and
 - B. once interviews are conducted, determine whether to recommend or not to recommend a candidate. MEA member candidates shall be screened on the same basis as any other candidate seeking recommendation and are not guaranteed recommendation or other assistance from MEA-PAC.
 2. PACs whose coordinating council membership is contained either wholly or partially within the respective legislative district shall have equal representation and share equally in the full recommendation process, with decisions being made by a simple majority of participating council PACs.
 3. The S & R committee shall recommend to MEA-PAC the contribution of not more than the maximum contribution limitation for recommended candidates for state Legislature.
 4. Each coordinating council PAC shall encourage individual voluntary member support of recommended candidates. A coordinating council or local association may not make a recommendation in a race before the S & R committee has decided either not to interview candidates or not to recommend a candidate. When an S & R committee decides not to conduct an interview or make a recommendation, a coordinating council or local association may make a recommendation to its members, but may not make a financial contribution.
 5. Coordinating council PACs may only communicate the recommendation of a candidate for state House and Senate to the MEA membership. Communication to the general public about candidate recommendations must be done by MEA-PAC in accordance with campaign finance law.
 6. The S & R committee shall examine a candidate's electability and resources and weigh such factors above other factors, such as MEA membership, when making a recommendation.
- E.** Members of an S & R committee shall not be actively committed or made a reportable contribution to any candidate's campaign for office being considered, nor shall they be candidates for elected office, other than precinct delegate or any county or local office.
- F.** In the event that recommendations in a primary create an overlap of congressional House/Senate or state House/Senate races, the MEA-PAC chairperson shall convene a meeting with all affected local PACs to review strategy and develop a plan of action.

IV. Each S & R committee shall:

- A. Elect a chairperson to serve at each meeting.
 - B. Discuss as part of the S & R process the political demographics of the district and an analysis from the assigned legislative/political staff member.
 - C. Ensure that, except in continuing endorsements, all eligible candidates from the major parties are invited for an interview. Any limitations on eligibility of candidates to participate shall be made by the MEA-PAC chairperson, with the consent of the Governing Board. Any challenges to such limitations shall be decided by the Governing Board within forty-five (45) days of the challenge being filed with the chairperson.
- V. It is understood that no coordinating council PACs will make any direct cash or in-kind contributions to candidates for statewide offices or the office of state senator and state representative. This does not preclude, however, individuals from privately volunteering services to recommended candidate committees or from contributing the maximum contribution to candidates as long as PAC money is not utilized.

VI. *Definition of "Recommendation"*

The S & R committee shall be charged with the responsibility of recommending the degree and method of recommendation which may include but may not be limited to:

- E. A public statement of support;
- F. Financial assistance of up to the maximum amount permitted by law;
- G. Encouragement to form volunteer MEA member groups to work for approved candidates. However, no coordinating council PAC funds may be expended in the form of a contribution, either direct or indirect, to state or statewide candidates;
- H. Other appropriate and lawful activities as may be determined.

VII. *Guidelines for determining recommendation of candidates*

Selection of candidates to receive MEA-PAC recommendation and assistance shall be determined on the following priority basis, none of which are mutually exclusive:

- A. Races in which consistent and proven supporters and friends of education are facing difficulty in returning to office;
- B. Races in which consistent adversaries are opposed by a candidate who is in agreement with MEA goals and positions and who has a good possibility of winning;
- C. Races in which there are no incumbents and in which one candidate is clearly more in agreement with MEA goals and positions and has a reasonable possibility of winning;
- D. Races in which consistent and proven supporters and friends of education face no serious opposition in returning to office;
- E. Races where both candidates are good supporters and friends of education and face no serious opposition in returning to office;
- F. Other races in which MEA and MEA-PAC may have an interest;

- G. Candidates' positions shall be consistent with NEA and MEA positions in regards to not discriminating against any person or entity based on race, sex, sexual orientation, gender, gender identity or expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status. In addition, the candidates' stance related to millage elections, privatization, district consolidation, collective bargaining, and the right to organize should be made known and determined to see if they are in keeping with current NEA and MEA views.

VIII. *Continuing Recommendation*

- A. MEA-PAC-recommended incumbents in Michigan House, Senate and Congressional districts seeking re-election to those seats shall receive continuing recommendation if authorized by the S & R committees in those districts.
- B. Criteria for determination of continuing recommendation by S & R committees shall be the voting record of the incumbent, lobbyists' assessment as to his/her legislative department on issues of concern to MEA not discernible in voting record and back-home assessment. Determination of an incumbent's eligibility for continuing recommendation status shall be made by the MEA-PAC chairperson with the consent of the Governing Board. Any challenges to such determinations shall be decided by the Appeals Committee within forty-five (45) days of the challenge being filed with the chairperson.
- C. In the event continuing recommendation has been determined, the S & R committees shall waive the screening of other candidates seeking our recommendation to those seats.
- D. A simple majority vote of the S & R committee is required for recommendation.
- E. If an incumbent is eligible for a continuing recommendation and one is not granted (for the same office) by the S & R committee, no other candidates shall be considered in that election cycle unless an appeal is granted by the Appeals Committee. The Appeals Committee shall also have jurisdiction over the reconsideration of a S & R committee's decision to deny a continuing recommendation.
- F. If there is a challenge to the decision not to grant a continuing recommendation or the S & R committee wants to consider other candidates after denying a continuing recommendation, they may request a meeting of the MEA-PAC Appeals Committee through the chairperson of MEA-PAC.

IX. *Rescinding a Local S & R Committee Recommendation*

- A. MEA-PAC strongly believes in the integrity of the local S & R process and would consider rescinding a recommendation only in extraordinary circumstances.
- B. If, subsequent to the recommendation and prior to the election, a local screening and recommendation committee wishes to recommend that a recommendation be rescinded because the incumbent/candidate adopts or changes his/her position on a public issue of major concern to our members, the following process shall be utilized:
 - 1. The local S & R committee must reconvene the committee which made the most recent recommendation for the purpose of reconsideration of their previous action.

2. A two-thirds vote of the S & R committee would be required to recommend to MEA-PAC that the recommendation be reconsidered.
3. The recommendation for rescinding a recommendation shall be made in writing to the chairperson of MEA-PAC.
4. Any appeal of the decision to rescind a recommendation shall be referred immediately to the Appeals Committee, with every effort made to reach resolution prior to the election.

X. *Recommendation follow-up and Legislative Councils*

It is recommended that following the election of the recommended candidate, the legislative councils, including members of the S & R committee, shall serve as a continuous liaison with the candidate so as to enhance communications, lobbying and performance.

A. The membership requirements necessary to serve on the legislative councils are:

1. All local associations (EA, ESP, Higher Ed and MEA-Retired chapters) located within the respective legislator's district are eligible to select one or more persons to attend and participate in the legislative council's activities;
2. Said members shall be MEA-PAC contributors, be registered to vote, live in and/or be employed in the legislative jurisdiction and be interested in political action and legislation;
3. Members of the S & R committee shall serve on the legislative council;
4. All members of legislative councils and S & R committees shall be MEA or MEA-Retired members in good standing and current contributors to MEA-PAC.

XI. *Presentation of contribution*

All MEA-PAC checks awarded in recommended races shall be made out to the candidate's campaign committee but mailed to the S & R committee chairperson, or designee, who shall deliver all checks, letters and media statements. MEA staff assigned to S & R committees shall maintain an advisory role.

E. Guidelines for local recommendations

(As adopted by the MEA-PAC Council, April 2019)

- I.** MEA-PAC encourages screening & recommendation in local races – including but not limited to school boards, municipal and county races – because we recognize the importance of:
- A. Electing local officials who understand the importance of education and collective bargaining in their community.
 - B. The greater impact of local offices on the day-to-day working conditions of members and learning conditions of students.
 - C. Establishing relationships with local elected officials, who often continue their careers in public service in higher offices.
- II.** While the specific needs for local S&Rs will vary across the state based on the office(s) in question, local processes must ensure equal rights to representation and decision making.
- A. Representation will encompass all MEA-affiliated PACs included in the election district for the office under consideration:
 - 1. School boards and any local governing board that employs an MEA local shall be screened by those locals employed by that board.
 - 2. All other local races (e.g., city council, county commission, circuit court, district court, etc., including school races where MEA does not represent employees) shall be screened by MEA members from locals included in the election district for the office under consideration.
 - B. Voting representation shall be equal for all MEA-affiliated PACs involved.
 - C. Members of the S & R committee shall be MEA members in good standing and current contributors to MEA-PAC.
- III. *Screening and recommendation***
- A. The initial decision to consider local recommendations shall be made by the local PAC chairperson, coordinating council chairperson or council PAC chairperson in consultation with the UniServ director(s) and the affected local leader(s).
 - B. An MEA member in good standing, who is a filed candidate for office, shall be screened for recommendation when request is made for recommendation in a timely manner of the appropriate S&R committee. All requests from MEA members in good standing running for office must be responded to in writing. MEA member candidates shall be screened on the same basis as any other candidate seeking recommendation and are not guaranteed recommendation or other assistance from MEA-PAC.
 - C. Prior to screenings, the committee will determine questions to be asked, either on a written questionnaire or during interviews, based on samples provided by MEA Public Affairs or questions of their own design inquiring about local issues.
 - D. At the first meeting, a chairperson shall be elected from the S & R committee.
 - E. Minutes shall be taken at all S & R committee meetings.

- F. A recommendation shall be made by a majority vote of the S & R committee.
- G. The continuing recommendation policy for MEA-recommended incumbent candidates outlined for statewide, congressional and legislative races shall apply for local races, with determination of criteria and eligibility for a continuing recommendation under the jurisdiction of the local S&R committee:
 - a. In the event continuing recommendation has been determined, the S & R committee shall waive the screening of other candidates seeking our recommendation to that seats.
 - b. A simple majority vote of the S & R committee is required for recommendation.
 - c. If an incumbent is eligible for a continuing recommendation and one is not granted (for the same office) by the S & R committee, no other candidates shall be considered in that election cycle unless an appeal is granted by the Appeals Committee. The Appeals Committee shall also have jurisdiction over the reconsideration of a S & R committee's decision to deny a continuing recommendation.
 - d. If there is a challenge to the decision not to grant a continuing recommendation or the S & R committee wants to consider other candidates after denying a continuing recommendation, they may request a meeting of the MEA-PAC Appeals Committee through the chairperson of MEA-PAC.

IV. Contributions

- A. The S & R committee shall determine the contribution of not more than maximum contribution limitation. A contribution to local candidates should be shared equally, when appropriate, by all MEA-affiliated PACs involved in the screening and recommendation. A monetary contribution to a recommended candidate shall not be required if funds are not available.
- B. Other types of support should also be considered and decided upon by a majority vote. Examples would be distribution of yard signs, media spots, social media posts, literature drops and/or mailings.

F. Operating guidelines for the MEA educators caucuses

(As adopted by the MEA-PAC Council, April 2019)

- I.** The Michigan Education Association, as a part of the political action program, will support a member caucus within each of the two major political parties. To be successful in elections and political action, MEA-PAC recognizes that the organization must have members involved and visible in the party structure.

The purpose of each caucus is to:

- A.** Represent MEA's interests within the party to accomplish the purposes of MEA-PAC found in the MEA-PAC Policies and Procedures, Part II—Standing Rules of MEA-PAC, III—Purposes;
- B.** Enroll MEA members in one of the two major political parties;
- C.** Seek out members to run as precinct delegates;
- D.** Involve members in the congressional district, county parties and the various local party clubs;
- E.** Participate in congressional district and county conventions to elect MEA members as delegates to the state conventions;
- F.** Participate in congressional district caucuses and elect MEA members to leadership roles within the district and to the State Central Committee;
- G.** Screen candidates at the state conventions seeking the educational and judicial positions or any MEA member in good standing running for office that is nominated at a party convention;
- H.** Hold caucus meetings at the state conventions to recommend candidates, develop strategies to nominate/elect those persons at the respective state conventions, and take positions on resolutions and/or issues;
- I.** Develop strategies to elect MEA members as delegates to the national conventions;
- J.** Assist national delegates and alternates in fund-raising to help defray the expenses of the individual;
- K.** Report activities of the parties to the Council and Governing Board;
- L.** Help educate our members about the importance of PAC and party involvement;
- M.** Encourage MEA members to contribute to MEA-PAC and NEA Fund for Children and Public Education;
- N.** Assist in recruiting members to serve on MEA legislative councils, NEA contact teams and on House, Senate and Congressional screening and recommendation committees in election years;
- O.** Keep MEA leadership and the designated legislative/political staff member apprised of potential candidates, retirements, resignations, etc., within the party structure or the legislative bodies;
- P.** Provide MEA with the names of members who desire gubernatorial appointments;
- Q.** Represent MEA at major party fund-raising functions.

- II.** Each caucus shall elect officers and congressional district coordinators/alternates for two-year (2-year) terms. These elections will take place at the caucus meeting at the spring convention of each party in the odd-numbered years. The chairperson shall submit to the designated legislative/political staff member the results of the election within thirty (30) days.
- III.** The chairperson of each caucus will serve as an ex-officio nonvoting member of the Council, Governing Board and the MEA Statewide S & R Committee. The chairpersons may not hold any other elected position in MEA-PAC during their terms as caucus chairs except as an elected Council delegate.
- IV.** MEA will assign staff assistance to each caucus, maintain a caucus membership list, mailings, and cover the expenses of the officers and congressional district coordinators to screen the candidates at the state conventions. MEA shall provide a stipend to members who are in good standing, who are a current contributor to MEA-PAC and who attend a caucus meeting at a party function. Other expenses incurred by the chair shall have prior approval of the MEA-PAC chairperson.

Part IV. Bylaws for Adoption by

UniServ Coordinating Councils

(As amended by the MEA-PAC Council, May 2016)

Creating a coordinating council PAC

The *(designated CC)* UniServ Coordinating Council hereby establishes the *(designated CC)* Coordinating Council Political Action Committee.

I. Name

This organization shall be known as the *(UniServ designation number and/or name)* Coordinating Council Political Action Committee.

II. Form and method of operation

The *(UniServ designation number and/or name)* Coordinating Council Political Action Committee shall be a voluntary, unincorporated, nonprofit committee. It shall exist under rules, policies and procedures as established by MEA-PAC.

III. Purposes

The purposes of *(UniServ designation number and/or name)* shall be to further the basic objectives of the MEA by providing pertinent political action to its MEA membership, including information with respect to legislative proposals, the platforms of various parties and candidates, the qualifications of individuals who are seeking public office and merit of ballot issues affecting public education. The *(UniServ designation number and/or name)* Coordinating Council PAC will also encourage members to participate in political activities and support the party of their choice.

IV. Powers

The *(UniServ designation number and/or name)* Coordinating Council Political Action Committee shall take no action which is inconsistent with policies of MEA-PAC as established by the Council or the Governing Board or which is inconsistent with or in violation of any state law.

V. Membership

A. *Single service units*

The membership of the *(UniServ designation number and/or name)* Coordinating Council PAC shall consist of MEA and MEA-Retired members in good standing who are current contributors to MEA-PAC elected on a staggered two (2) year basis. The assigned UniServ director shall assume the responsibilities of treasurer as ex officio and nonvoting member.

B. Multi-service coordinating council PACs

The membership of the (*UniServ designation number and/or name*) Coordinating Council PAC shall consist of MEA and MEA-Retired members in good standing who are current contributors to MEA-PAC representing the local associations within the UniServ coordinating council elected on a staggered two (2) year basis. The assigned UniServ director shall assume the responsibilities of treasurer as ex officio and nonvoting member.

- C. The PAC Council shall meet as frequently as necessary in order to conduct its business. In addition, the Council shall elect a representative(s) to serve as the delegate(s) to the MEA-PAC Council in accordance with rules established by MEA-PAC.

VI. Funds

All voluntary contributions by members shall be deposited, budgeted and expended in accordance with policies and procedures established by MEA-PAC and in conformance with state and federal election laws. No Coordinating Council PAC funds may be expended either directly or indirectly in any state, statewide or federal races except through procedures as established by MEA-PAC.

VII. Quorum and vote required to transact business

A quorum shall be defined in the administrative procedures of the Coordinating Council PAC.

VIII. Duties and responsibilities

- A. The (*UniServ designation number and/or name*) Coordinating Council PAC shall abide by all record-keeping and reporting requirements of 1976 PA 388 and other state laws.
- B. The (*UniServ designation number and/or name*) Coordinating Council PAC shall promptly forward all copies of statements and reports required to be filed by law to the designated legislative/political staff member.
- C. The (*UniServ designation number and/or name*) Coordinating Council PAC shall undergo an annual comprehensive audit to be performed by an audit committee as of the close of business on December 31 each year and submit such audit to the designated legislative/political staff member unless said funds are maintained and audited by MEA.
- D. The (*UniServ designation number and/or name*) Coordinating Council PAC shall abide by all policies as have been adopted or which shall be adopted in the future by MEA-PAC.
- E. The (*UniServ designation number and/or name*) Coordinating Council PAC may adopt administrative procedures consistent with these bylaws and MEA-PAC guidelines.

Part V. Special Programs, Policies and Procedures

A. PAC recognition

(As amended by the MEA-PAC Council, October 2013)

I. ***Rationale for developing a system of recognizing the political activity of coordinating councils statewide.***

This approach would:

- A. Assist in communicating standards of political activity statewide;
- B. Encourage progressive change, which usually occurs when an identifiable model is available;
- C. Assist MEA-PAC in the establishment of realistic goals and assistance where needed.

II. ***Procedures for selecting the coordinating councils and/or local associations to receive special recognition***

A. Provide each coordinating council with a list of possible activities and ask them to check off those which apply to their coordinating council and/or local association(s). The following would represent the criteria for this checklist:

- 1. Voluntary contribution to MEA-PAC should represent ninety-five percent (95%) (or more) participation of membership.
- 2. Participation in S & R activity:
 - a. Local level—school board and municipal or other local involvement;
 - b. S & R committees:
 - 1. County;
 - 2. State representatives;
 - 3. State senators;
 - 4. Judicial;
 - 5. Congressional;
- 3. Participation in:
 - a. School millage campaign;
 - b. School board campaign;
 - c. Township and/or county issues or offices;
 - d. State House campaign;
 - e. State Senate campaign;

- f. Congressional campaign;
- 4. Member activity (percent of involvement as):
 - a. Precinct delegates;
 - b. Campaign workers/candidates, issues or both;
 - c. Educator Caucus support;
- 5. “How to” workshops:
 - a. How to run a millage campaign;
 - b. How to become a precinct delegate;
 - c. How to increase PAC enrollments;
 - d. How to become more involved in political party projects;
 - e. How to share good ideas with others;
- 6. Liaison with legislators:
 - a. Local legislative meeting and/or Capitol visits;
 - b. Lobbying through MEA staff with local legislators at home and in Lansing;
 - c. Lobbying through legislative councils.

B. There will also be an open-ended opportunity for coordinating council PACs to describe any additional activities that would merit, in their view, recognition for their PAC or recognize significant increases in member participation, the number of members contributing and/or the total amount contributed to PAC.

III. *Forms that the special recognition may include:*

- A.** Local districts that qualify for certificate/plaque of recognition by fulfilling seventy-five percent (75%) of the activities on the checklist.
- B.** A coordinating council could receive a certificate/plaque for a similar degree of activity.
- C.** There could be special recognition for that single success story, as determined by the Awards Committee. The award might take the form of a trophy that could be presented on a rotating basis.
- D.** A recognition program could be planned to which area legislators would be invited.

IV. *The MEA-PAC Awards Committee*

- A. The membership of the MEA-PAC Awards Committee should be appointed by the chairperson of MEA-PAC. It should include:
 - 1. Three (3) members from the Council; and
 - 2. Two (2) members from the Governing Board.
- B. These awards may be made either annually or biennially.

V. MEA-PAC *Friends of Education Award*

- A. Given to outstanding legislator who has a history of continued support for education and demonstrated leadership on educational issues.
- B. Nominated by the chairperson of MEA-PAC, approved by the Governing Board.
- C. Award presented at a MEA Representative Assembly.

V. *Outstanding MEA-PAC Member Award*

- A. Given to a MEA-PAC member who has a history of continued involvement in MEA- PAC and/or local PAC and local, state or national politics. The recipient must have demonstrated leadership on educational issues, political candidates and campaigns.
- B. Nominations are made by coordinating council PACs or Council members.
- C. MEA-PAC Awards Committee selects no more than five (5) nominees to be presented to the Governing Board at its fall meeting.
- D. Governing Board casts a secret ballot with the results being announced at the Bargaining and Public Affairs Conference.
- E. Current Governing Board members are not eligible for consideration.

B. MEA-PAC contribution policy

(As amended by MEA-PAC Council, October 2013)

I. *The following categories should be used for the classification of contests:*

- A. *Safe seats*. Incumbent received sixty percent (60%) or more of the vote in the last election;
 - 1. Friend incumbent;
 - 2. Nonfriend incumbent;
- B. Open seats. No incumbent;
- C. *Swing seats/friendly incumbents*. Incumbent received less than sixty percent (60%) of the vote;
- D. *Swing seats/replacement candidates*. Incumbent received less than sixty percent (60%) of the vote and needs to be replaced due to poor record of support.

II. *Financial support from MEA-PAC in safe seats:*

- A. *Friendly incumbent.* Will receive a minimal amount established in the MEA-PAC budget;
- B. *Unfriendly incumbent.* Recommended opposition will receive no MEA-PAC funds (See V below).

III. *Financial support from MEA-PAC in replacement contests would combine two (2) major considerations:*

- A. *Support for MEA's legislative goals.* An assessment would be made of the candidate's support for these goals based upon the assessment of the local S & R committee, the lobbyists' assessment and the legislative report card if the candidate has held public office.
- B. *Winnability.* By combining the input of the local S & R committee and the lobbyists, the following factors would be assessed to provide a winnability index:
 - 1. Campaign organization;
 - 2. Name recognition;
 - 3. Financial backing;
 - 4. Organizing backing.

IV. If the local S & R committee is not satisfied with the dollar amount of support provided by MEA-PAC, it can:

- A. Present its case to the Appeals Committee;
- B. Provide local funds (within legal guidelines).

V. *Appeals Committee*

- A. The Appeals Committee will be a five (5) person subcommittee of the Governing Board, appointed by the MEA-PAC chairperson.
- B. There will be no additional appeal beyond the subcommittee, e.g., to the Governing Board or Council.
- C. The committee will need to have the report cards for all legislators before meeting to hear appeals.
- D. Members of the committee will disqualify themselves in any appeals on behalf of candidates:
 - 1. In whose campaigns they are actively involved;
 - 2. In whose districts they live or work.
- E. A request for a hearing before the Appeals Committee shall be made through the chairperson of MEA-PAC. All appeals shall be heard at least thirty (30) days prior to the election.