



Board Policies Book

February 2023

Michigan Education Association

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The mission of the MEA is to protect, advocate, and advance the rights of education professionals to promote quality public education for all students.

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AGENCY SHOP

The Association supports agency shop and will assist locals in pursuing enforcement of agency shop provisions, with the assistance to include regular communications to local presidents on the status of litigation on agency shop cases.

(1980 Fall R.A.)

OBJECTIONS TO POLITICAL-IDEOLOGICAL EXPENDITURES

Upon timely objection, no individual required to pay a service fee shall be required, through the payment of such a fee, to contribute to the financial support of an ideological cause or political activity unrelated to collective bargaining, contract administration, grievance adjustment and lawfully chargeable employee representation. An individual who, in compliance with the administrative procedures established by the Executive Director of the Michigan Education Association, objects to the use of a portion of his/her service fees to support such an ideological cause or political activity shall be required to pay a reduced fee based upon a determination of the percentage of the MEA's annual expenditures for the prior year necessarily or reasonably incurred for the purpose of performing the duties of an exclusive representative of the employees.

(September 23-24, 1988 MEA Board)

ALTERNATIVE LIFE-STYLES—PHILOSOPHY AND CURRICULUM

Guidelines for Selecting Or Developing a Curriculum Related to Alternative Lifestyles

The Human Relations Commission recommends that every Michigan school district adopt a philosophy and curriculum that are non-judgmental allowing the entire student population access to information that is reflective of a variety of lifestyles.

The following specific guidelines related to education, school safety, drop out prevention strategies and support services are intended to supplement a school curriculum and practices to better address the unique needs of all students.

Education

- Sensitization and awareness training for staff about alternative lifestyles
- Direct liaison with counselors, school nurses, school psychologists and social workers for students with special needs.

School Safety

- School environment free of harassment and intimidation
- Training for staff members in methods of recognizing and responding to victims of sexual harassment
- Development of a crisis committee within the school system

Drop-out Prevention Strategies

- Inclusion of alternative lifestyle perspectives in existing suicide and substance abuse prevention programs
- Informal rap groups, drop-in counseling and peer counseling experiences
- Youth programs that give affirmative social experiences to all students including those with alternative lifestyles

Support Services

- Accessibility to community resources
- Referrals to mental health personnel for in-depth counseling
- Referrals to Human Resources Agencies
- Business Support
- Hot Lines
- School and Community Forums

Acknowledgment:

Project 10 is a Los Angeles unified school district program developed at Fairfax High School.
(MEA Board—July 1992)

ANNEXATION/CONSOLIDATION

The Michigan Education Association will utilize the full efforts of their staff to lobby for legislation to protect and safeguard all employment and seniority rights of all educational staff that are affected by the consolidation, annexation, and/or cooperative arrangements of school districts in the state of Michigan.

(1992 Spring RA)

APARTHEID AND DIVESTITURE

Apartheid is a reprehensible policy of the South African government. In the past, the Michigan Education Association has encouraged the enforcement of the Sullivan Principles as a rational manner in which to seek change in South Africa. Adoption and compliance with the Sullivan Principles by North American corporations doing business in South Africa continues to be a partial solution to apartheid. Additional measures are needed to prod the South African government to discontinue state-sanctioned racial discrimination.

AFFIRMATIVE ACTION POLICY

Applies to: **All MEA Employees**

Commitment to Equal Employment Opportunity

By policy and preference, the Michigan Education Association (MEA) reaffirms its continuing commitment to an equal opportunity to compete for employment with and advancement in the MEA. To assure equal employment opportunity, there shall be no discrimination concerning any individual or group because of race, color, national origin, religion, creed, disability, sex (including gender identity), sexual orientation, veteran status, marital status, age, height, weight, or any other personal characteristic or attribute protected by federal or state law. Preferred treatment based on one or more of these protected characteristics may occur subject to a valid Affirmative Action Plan (AAP) as set forth below.

This Affirmative Action Policy, and the incorporated Affirmative Action Procedures, are voluntarily promulgated by the MEA in an attempt to improve employment opportunities for racial minorities, persons with disabilities, women, veterans, and those with minority status with regard to gender identity and sexual orientation. This Policy serves as MEA's commitment to the principle that all people are entitled to fair and equal treatment. It is the position of the MEA that affirmative action is essential in order to improve the economic and social conditions of all individuals by providing equality of opportunity in the workplace. Furthermore, it is the position of the MEA that affirmative action is essential because of a historical pattern in this country of restriction, exclusion, discrimination, segregation, and inferior treatment of certain individuals in many and varied areas of society. In pursuit of its policy of nondiscrimination and equal employment opportunity, MEA states its commitment to make a good faith effort to achieve equal employment opportunity at the MEA by taking whatever actions are appropriate and necessary to overcome the effects of past or present discriminatory practices, policies, or other barriers to equal employment opportunity.

This policy was initially developed and has been revised on an ongoing basis to assure effective application of the MEA's policy of nondiscrimination and equal employment opportunity, to ensure compliance with applicable laws and government regulations, and to serve as a guide for the development, revision, and meaningful administration of affirmative action in employment through the MEA. This policy shall apply to all employment practices at the MEA, including, but not limited to, recruiting, hiring, transfer, promotions, training, compensation, benefits, layoffs, and terminations. Any acts or practices taken pursuant to this policy were developed in reliance on, and shall be taken in conformity with, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990, as amended, the Equal Employment Opportunity Commission's Affirmative Action Guidelines, the Michigan Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.

It is the policy of the MEA to encourage all entities affiliated with the MEA, including MESSA and MEA Financial Services, to adopt an affirmative action policy similar to this Policy. The board of each such entity should affirmatively adopt such a policy, modified if necessary, to reflect the entity's unique business requirements. For any new MEA-affiliated entity which may be established in the future, to the extent that MEA employee positions are transferred to the new entity, the MEA affirmative action goals for those positions shall continue to apply until such time as the board of the new entity adopts its own affirmative action policy.

To the extent that any collective bargaining agreement with MEA staff is inconsistent with the requirements of this policy or the law, MEA will negotiate to eliminate the inconsistency in future agreements.

Responsibility for Implementation

A. EEO Supervisor

The MEA Board of Directors (Board) shall designate an MEA employee of suitable qualifications to serve as Equal Employment Opportunity Supervisor (EEO Supervisor). Unless otherwise directed by the Board, the EEO Supervisor shall be the Human Resources Director. The EEO Supervisor is charged with the responsibility for implementation of all aspects of this Policy. The EEO Supervisor shall:

1. Assure that all guidelines and affirmative action plans adopted pursuant to this Policy and the incorporated Procedures are followed by all relevant supervisory and managerial personnel. This responsibility shall include training as well as supervision.
2. Provide for training on non-discrimination and EEO policy and best practices to staff and appropriate leaders on an annual basis.
3. Implement and supervise the annual workplace analysis audit. This shall include responsibility for conducting all statistical analyses required, compiling a recommended affirmative action program to remedy the effects of present or past discrimination, and otherwise determining the degree to which prior goals and objectives are being attained.
4. Establish the necessary procedures for the collection of all data required for the implementation of this Policy.
5. Submit periodic reports to the Board describing the degree to which MEA's affirmative action goals and objectives are being attained.
6. Recommend to the Board any necessary or desirable revisions to this Policy.

7. Serve as liaison between MEA and enforcement agencies as needed.
8. Assure compliance with all filing requirements which are imposed by law.
9. Serve as liaison between MEA and minority organizations, women's organizations, organizations for persons with disabilities, organizations for veterans, other organizations representative of individuals with minority status with regard to gender identity and sexual orientation, and community action groups concerned with employment opportunities for any of these individuals.
10. Work with the NEA in assuring that MEA's Affirmative Action Policy and Procedures meet NEA standards.
11. Keep the MEA management and Board informed of the latest developments in the area of equal employment opportunity.

B. Affirmative Action Review Committee

The Board shall also designate an Affirmative Action Review Committee, which will consist of members of the Board and the EEO Supervisor, who will act as the staff liaison. The Committee shall meet at least quarterly to review MEA's annual workforce analysis (set forth in the incorporated Procedures), as well as any updated workforce analysis to be provided by the EEO Supervisor. The purpose of the Committee is to determine whether progress is being made toward meeting goals identified in an AAP (set forth in the incorporated Procedures), and whether it believes any adjustments should be made to the AAP. The Committee shall regularly make a report of its findings and recommendations to the Board.

Equal Employment Opportunity Guidelines

It is the duty of the Management of MEA to assist all employees in achieving a consciousness and sensitivity for the support and execution of a policy of nondiscrimination and equal employment opportunity. The following guidelines are intended to assure that discrimination on the basis of race, disability, sex, gender identity, sexual orientation, or veteran status does not occur in the MEA workforce. All managerial and supervisory personnel shall comply with these guidelines and shall be evaluated on the basis of compliance with these guidelines, in addition to other work performance criteria. These guidelines are to be followed at all times unless different actions are required pursuant to an AAP under the incorporated Procedures.

- A. Recruitment – Whenever a position is to be filled, either from external sources or from internal promotion or transfer, the following steps should be followed:
1. The job description and educational experience requirements for the position shall be analyzed to assure that all stated requirements are actually necessary for satisfactory performance of the position to be filled.

2. To the extent that performance tests or written examinations are utilized to help determine if an applicant is qualified for the position, the tests or examinations shall be compared to the job requirements of the position to assure that only skills and abilities which accurately predict satisfactory performance in the position are being measured.
 3. Widespread advertisement of the position, in accordance with the requirements of any applicable labor agreements, such as:
 - (a) posting on employee bulletin boards;
 - (b) personal contact with potentially qualified employees within the categories of racial minorities, persons with disabilities, women, veterans, and those with minority status with regard to gender identity and sexual orientation regarding the availability of the position;
 - (c) notification of the MESSA and MEA Financial Services personnel offices and appropriate representative groups of MEA;
 - (d) active solicitation of outside candidates through general advertisement of the position (e.g., media advertisement) and through contact with special sources of contacts of individuals in the categories of racial minorities, persons with disabilities, women, veterans, and those with minority status with regard to gender identity and sexual orientation such as the MichiganWorks! Association, the Michigan State University Center for Community and Economic Development, appropriate representative groups of MEA, and other specialized service groups. Advertisement in representative group interest media shall be placed when appropriate.
 4. All position notices shall state MEA's policy of equal employment opportunity and shall state that MEA does not discriminate on the basis of race, color, national origin, religion, creed, disability, sex (including gender identity), sexual orientation, veteran status, marital status, age, height, weight, or any other personal characteristic or attribute protected by federal or state law.
 5. To the extent that photographs are used in the marketing/recruitment processes, individuals in the categories of racial minorities, persons with disabilities, women, veterans, and those with minority status with regard to gender identity and sexual orientation must be depicted in work situations.
- B. Selection – In selecting persons to fill employment positions for MEA, all possible steps shall be taken to assure that no discriminatory practices are utilized which may create a barrier to equal employment opportunity. In furtherance of this goal:

1. Use of an approved MEA application form is required. This form shall be prepared with input from the EEO Supervisor and shall comply with all applicable equal employment opportunity laws, regulations, and guidelines.
 2. No pre-employment inquiries may be made of applicants regarding race, color, national origin, religion, creed, disability, sex (including gender identity), sexual orientation, veteran status, marital status, age, height, weight, or any other personal characteristic or attribute protected by federal or state law.
 3. All persons conducting interviews of applicants for MEA positions shall be sensitive to MEA's policy against discrimination and, unless operating subject to an AAP that allows for limited preferential treatment (see Affirmative Action Procedures), shall evaluate applicants based solely on their real aptitudes and potential without regard to race, color, national origin, religion, creed, disability, sex (including gender identity), sexual orientation, veteran status, marital status, age, height, weight, or any other personal characteristic or attribute protected by federal or state law.
- C. Classification – The classification of all positions shall be monitored to assure that the classification is appropriate in light of the duties and responsibilities of the position. All positions requiring comparable levels of duties and responsibilities shall be equally classified.
- D. Training – All training made available to employees for the purpose of assuring satisfactory job performance or for the purpose of expanding or improving job skills which may lead to opportunities for promotion shall be made available to all employees on an equal and nondiscriminatory basis.
- E. Discipline and Involuntary Terminations – All employment requirements, discipline, and involuntary terminations shall be applied equally to all employees without regard to race, color, national origin, religion, creed, disability, sex (including gender identity), sexual orientation, veteran status, marital status, age, height, weight, or any other personal characteristic or attribute protected by federal or state law.
- F. Recordkeeping – Written records shall be maintained which show the number of individuals (to the extent known) in the categories of racial minorities, persons with disabilities, women, veterans, and those with minority status with regard to gender identity and sexual orientation in each position. The records shall not include information sufficient to individually identify the applicants. Written records shall also be maintained which show the reasons for all denials of promotion or transfer, layoffs, demotions, and involuntary terminations for any individuals known to fall into one or more of these categories. These records shall be maintained for the purpose of monitoring compliance with this Policy.
- G. Collective Bargaining Agreements – MEA shall bargain for the inclusion of nondiscrimination clauses in all of its collective bargaining agreements with staff.

Dissemination

- A. MEA's policy of nondiscrimination and equal employment opportunity shall be widely disseminated to its membership, in recruitment-related media, and in public relations media.
- B. Any equal employment opportunity notices required to be posted under pertinent state and federal regulations will be posted on MEA bulletin boards, MEA's website, and in other conspicuous places available to employees and applicants for employment.
- C. A copy of this Policy shall be distributed to all managerial personnel and shall be included in the MEA Policy Manual.
- D. A copy of this Policy shall be available for employee review at each of MEA's operating offices.
- E. All MEA employees who are responsible for recruitment, hiring, promotion, discipline, or termination of employees shall be trained in the requirements of this Policy. Those employees responsible for job categories subject to an AAP shall be made familiar with all reports and AAP requirements directly related to the employee's area of responsibility.

Adopted by MEA Board of Directors – July 2021

ASSOCIATION STAFF--DEFERRED COMPENSATION PLAN

RESOLVED, that the Michigan Education Association Board of Directors hereby adopts January 1, 1977, as the effective date of the Michigan Education Association Unfunded Deferred Compensation Plan. The appropriate individual may, pursuant to a prior grant of authority by this Board of Directors, enter into deferred compensation agreements with employees, provided that no such agreements become effective prior to January 1, 1977. It is understood that the Deferred Compensation Plan does not alter any condition of employment, except to the extent that it provides the employee with an opportunity to defer receipt of a portion of his/her income at no expense to the employer.

(MEA Board December 1976)

(MEA) EMPLOYEE ASSISTANCE PLAN

The MEA management staff and the United Staff Organization have developed the following plan to implement the MEA statement of policy, said statement of policy being attached hereto and made a part hereof:

The MEA Employee Assistance Plan

The plan is intended to cover all employees and does not exclude any organizational level. Through an educational program or a separate management- initiated statement, MEA employees and political leaders will be expressly advised that drinking is not required or expected in successful job performance.

A fundamental premise of this plan is that supervisors will limit their concerns to job performance. The plan emphasizes that the employer, the MEA, is only concerned with job performance and that the MEA does not desire to probe into an employee's personal problems (e.g., financial, marital, family, alcohol, drug).

The Operation of the Plan

When an employee's job performance begins to decline, the immediate supervisor will become involved not in diagnosing or counseling but in discussion of performance evaluation and by offering referral. Employee acceptance of the referral program is purely voluntary and is based on the general premise that the MEA will make confidential, professional help easily accessible and readily available. The supervisor's job should be limited to monitoring of job performance; he/she is not a diagnostician -- that task will be left to professional counselors.

Indicators that help may be necessary include the quality and quantity of work, missed deadlines, complaints from local leaders or MEA member constituents, absenteeism, tardiness and any other factors that may preclude the employee from performing up to capabilities.

Assuming that a job performance problem is noted with an employee, what action should be taken? The immediate supervisor must discuss any difficulties with his/her employee, with the focus specifically on job performance. The discussion of job performance may include union representation, but this participation is solely at the option of the employee or in conjunction with contractual requirements.

In such discussions, the supervisor would be expected to relate the job performance problems, the help available in the event the employee believes that he or she is experiencing poor job performance because of personal problems, and the options that may be exercised by the supervisor in the event performance does not improve. The

supervisor is not to make any judgments on the existence of said problems. The supervisor simply makes available to the employee those agencies that are ready to help in the event the employee recognizes a need for help.

The plan contemplates that supervisors will be quick to discuss and assist with referral information at any time such a response is solicited by the employee.

The employee should be given a reasonable amount of time to counteract job performance difficulties through his/her own efforts.

If the employee resolves the performance problems that previously existed, then a solution has been reached.

If the employee decides to seek assistance, then he/she should go directly to one of the designated agencies listed hereafter. No one would know of the employee action unless the employee chose to share the information. If the employee continues to perform poorly, the plan simply assumes that the supervisor would continue to exercise the evaluation process and that the employee would be able to contest the propriety of such action via the grievance machinery.

Referral Sources

The expense of any diagnostic or treatment service will be borne by the employee, or, in covered cases, will be reimbursed by the insurance coverage.

Training/Education

Training is necessary to clarify the role that the union representatives and the MEA supervisors are to take in the implementation of the Employee Assistance Plan.

It is anticipated that certain agencies will be utilized to assist in the implementation of the training sessions. As indicated in the plan, the supervisor and the union representative should not be asked or expected to diagnose the problems of the worker. The supervisor should simply serve as a source of information for the employee as to the availability of services. It is hoped that training, education and plan implementation will make management personnel and union representatives more proficient in their jobs. They will learn more effective ways to confront employees constructively and will learn to recognize where supervisory and representative knowledge ends and the expertise of the referral agency begins.

In reference to the educational aspect of implementation, all employees should take part in a program that will bring about an awareness of what a personal problem is and how to seek solutions to the problem.

Referral Process

The essence of the Employee Assistance Program lies in the confidential system of linking employees who may be experiencing personal problems with appropriate assistance and/or treatment. The following is a description of the basic referral process, which is comprised of three general phases: identification, diagnosis and referral, and assistance/treatment. Attachment 1 shows the referral process in diagram form.

Identification Phase

This phase brings the employee with a personal problem into contact with the Employee Assistance Program. It may be initiated by the employee himself/herself, by the employee's supervisor, and/or by the employee's union representative. The supervisor is usually in the best position to observe the job performance of his/her subordinates. If the employee's job performance warrants confrontation, the supervisor automatically makes the employee aware of the services available through the EAP. The employee's union representative, who also may be present when the employee is interviewed, can offer the services of the EAP. Similar programs within business and industry have shown that more employees needing help get it at an earlier point in time when such union and management cooperation exists.

A second and perhaps more important method of involvement in the EAP is the self-referral. In this method, the employee recognizes he/she is experiencing a personal problem and chooses to seek help.

Diagnosis and Referral Phase

This phase begins when the employee decides to use the EAP. The employee may ask the supervisor and/or union representative to help him/her make an appointment with a local central diagnosis and referral agency, or he/she may do so on his/her own. The extent of self-motivated employee involvement in this program will be highly dependent on how well the program has been communicated to all employees. The function of the central diagnosis and referral agency is to perform the following function: to diagnose the specific nature of the employee's personal problem, to help motivate the employee to seek outside professional assistance for his/her personal problem and to facilitate a link-up for the employee with an appropriate assistance or treatment resource.

Assistance/Treatment Phase

This phase takes place at one or more of the many local or regional treatment and assistance resources located throughout Michigan. The central diagnosis and referral agency helps the employee select the resources that will provide the most appropriate treatment or assistance for his/her particular personal problem.

The employee can discontinue his/her involvement with the EAP at any time. Involvement in the program in no way relieves the employee of his/her basic responsibility to perform at a satisfactory level nor does it exempt him/her from existing disciplinary or grievance procedures.

MEA EMPLOYEE ASSISTANCE POLICY

Adopted: November 7, 1986

The Board of Directors of the Michigan Education Association adopts this policy to clarify their concern for the health and well-being of the individuals in their employment and to reflect new knowledge and concepts that have been developed concerning the employment impact of medical and behavioral problems of employees and the procedures for overcoming them.

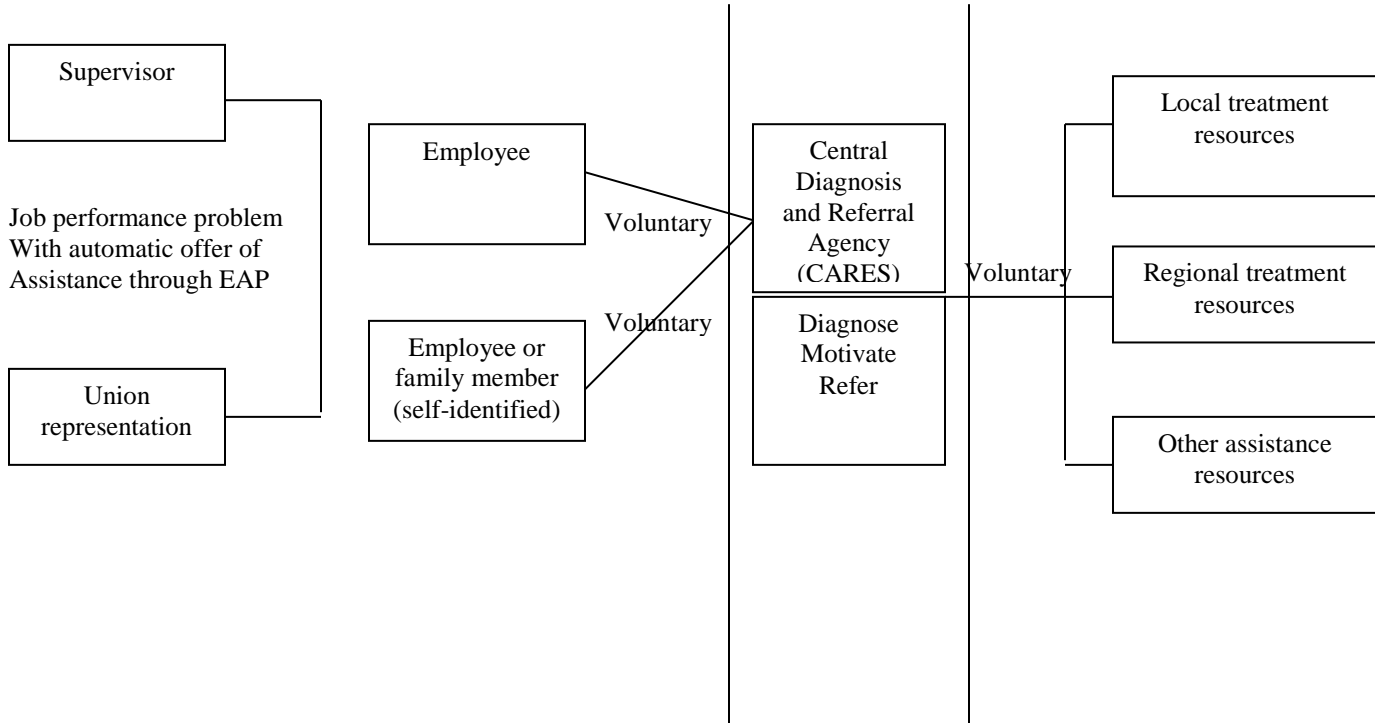
1. Alcohol and drug abuse are herewith recognized as illnesses which may be successfully treated by existing medical and therapeutic methods.
2. Successful treatment is in the best interest of MEA employees, the MEA employee unions, the MEA as the employer, and the MEA Members.
3. The management staff of the Michigan Education Association is directed to work cooperatively with the employee organizations and persons in outside agencies in the development and implementation of a joint employee assistance plan to address the problems posed by the illnesses of alcohol and drug abuse and such other personal problems that are likely to contribute to the deterioration of job performance.
4. The employee assistance plan shall address, but not be limited to, the following areas of concern:
 - a. The plan shall provide a system that links employees experiencing job- related or personal problems with appropriate outside diagnostic, assistance and treatment agencies.
 - b. Employee involvement in the plan will not jeopardize job security or promotional opportunities.
 - c. Employee involvement will be completely voluntary and will be designed for employee rehabilitation. Any employee records that might possibly be generated by participation in the plan will be treated in a confidential manner.
 - d. Persons participating in this program will be expected to meet existing job performance standards within the framework of existing MEA/union agreements. Any exceptions to this requirement will be by mutual agreement between the union and the MEA.
 - e. Nothing in this statement of policy is to be interpreted as constituting a waiver of the MEA's right to maintain discipline and to require expected standards of job performance, and said plan shall not be interpreted as a waiver of the right of any employee, or the employee's union, to the procedure provided for the resolution of any grievance, all as provided within the framework of the various collective bargaining agreements.

Attachment I
MEA Employee Assistance Program
Referral Network

Identification phase

Assistance/treatment phase

Diagnosis and referral phase



ASSOCIATION STAFF--JOB ACTION

The MEA board, local leaders, members and staff under contract will not honor employee picket lines.

The MEA employees under contract who refuse to work by honoring "MEA" picket lines will be docked for hours not worked.

If an employee unit under contract goes on strike in sympathy for another "MEA" unit on strike, bargaining unit members will be docked.

(MEA Board September 1986)

ASSOCIATION STAFF--JOB ACTION

MEA members shall follow their consciences when deciding whether to cross picket lines of MEA employees who are on strike. MEA members holding positions in the Association that require them to act as employers may cross MEA employee picket lines if necessary in order to conduct Association business. The MEA Board will make sure that all Association policies are in compliance with this action.

(1986 Fall R.A.)

A-8
ASSOCIATION STAFF--MANAGEMENT TENURE POLICY
(Original Fall RA 1972, Revised July 1992; Revised Fall RA 2006)

ARTICLE I

Definitions

Section 1. Employee:

The term “employee” as used in this policy shall include all full-time salaried persons employed by the Association not otherwise excluded under Article II of this policy who were last hired in management full-time on or before November 11, 2006, but shall not include hourly-rated employees, part-time, seasonal or temporary employees, or those employed on a terminal contract basis for a special project or assignment.

Section 2. Board:

The term “Board” as used in the policy shall be the Board of Directors of the Association as described in Article IX of the MEA Constitution.

Section 3. Reassignment:

The word “reassignment” shall mean transfer to a position carrying a lower salary. Transfer to a position of like classification and compensation shall not constitute reassignment within the meaning of the policy.

ARTICLE II

Section 1. Collective Bargaining Agreements:

Employees in a bargaining unit represented by a designated bargaining agent shall, upon discharge, demotion or suspension, have only those rights afforded to them by the terms of the collective bargaining agreement negotiated by their bargaining agent and the MEA. The tenure procedures herein set forth shall not be available to employees protected by collective bargaining agents and/or agreements. The Executive Director of the MEA is not covered by this tenure policy.

ARTICLE III

Section 1. Probationary Period:

All staff members covered by this policy shall be employed by the Executive Director. Employment of Associate Directors must be approved by the Board. All said employees, during the first year of employment, shall be deemed to be in a period of probation. The probationary period may be extended for a period of one (1) year by decision of the Executive Director upon delivery of written notice to that effect to the employee from the Executive Director at least 30 days prior to the expiration of the probationary period. A probationary employee may be discharged or reassigned by the Executive Director upon written notification.

Section 2. Re-employment:

In the event that an employee who has previously acquired tenure is re-employed in a position covered by this policy prior to November 11, 2006, that employee may be subjected to another probationary period of no more than one (1) year, or may at the option of the Board, be immediately placed on tenure.

ARTICLE IV

Tenure

Section 1. Tenure:

Subject to the limitations contained in this article and after the satisfactory completion of the probationary period, the employee shall not be dismissed except for reasonable and just cause and in accordance with the procedures set forth herein.

Section 2. Charges:

All charges against an employee shall be made in writing by the Executive Director with a copy to be delivered to the employee.

Section 3. Hearing Procedures:

If the employee considers himself/herself aggrieved by the action of the Executive Director, he/she may, within ten (10) days after receipt of the charges, request a hearing before the Board by serving a request for hearing upon the MEA president. At the next regularly scheduled meeting of the Board that is at least thirty (30) days after the request for hearing is received, the Board shall conduct a hearing on the dismissal:

- a. The hearing shall be held in closed, executive session.
- b. The executive director or his/her designee shall make a presentation to the Board not exceeding thirty (30) minutes explaining the basis for the executive director's decision. The employee or his/her representative shall be allowed up to forty-five (45) minutes to present a response. The executive director or his/her designee may present a rebuttal not exceeding fifteen (15) minutes.

- c. On its own motion or upon request of the executive director or employee, the Board shall decide whether to hear testimony from any witnesses and, if so, the subject matter of the testimony or the identify of the witness(2) to be called. Witnesses called by the Executive Director or the employee shall testify as a part of that party's presentation, but the time spent on the witness' testimony shall not be counted toward the time limits stated in (b.).
- d. The decision of the Board shall be by majority vote of those present for the hearing.

Section 4. Decision and Appeal:

The Board shall render a decision on the appeal within fifteen (15) days of the hearing. If the employee considers himself/herself aggrieved by an unjust discharge, he/she shall have the right to submit the decision to arbitration in accordance with the rules of the American Arbitration Association. The cost of the arbitrator shall be born equally by the employee and the MEA, and the request for arbitration must be filed within fifteen (15) days of the day of decision of the Board.

Section 5. Scope of Review:

In reviewing the action of the Board in discharge cases, the arbitrator shall be limited to the following actions and remedies.

- a. Affirmation of the decision of the Board.
- b. An award of not more than one (1) year's salary.

ARTICLE V

Section 1.

When possible, the reassignment of staff to appropriate duties is preferred to dismissal.

Section 2.

After the satisfactory completion of the probationary period, the employee shall not be reassigned except in accordance with the procedure set forth in Article IV, Sections 2 and 3, above.

Section 3.

In cases of reassignment, the decision of the Board of Directors shall be final.

ASSOCIATION STAFF

STAFF/GOVERNANCE POSITIONS

Members who become staff--temporary or permanent--may not hold any Association governance position while serving as staff. (SNAP positions are subject to the SNAP policy.)

(BD July, 1992)

ANNE SULLIVAN AWARD**The Award**

The purpose of this award is to recognize an individual who has exhibited a high degree of commitment in his/her profession and personal life to the education and support of persons with disabilities and the promotion of their human and civil rights as exemplified by the spirit of MEA member Ann Sullivan.

This is awarded every **odd** year at the Summer Conference.

Nominations

Candidates may be nominated by individuals, local associations, region councils, coordinating councils, committees, commissions or task forces of the Michigan Education Association. The nominating group or individuals must submit written documentation illustrating what the nominee has done to demonstrate a commitment to enhance the rights of the disabled and to eliminate prejudice and misunderstanding of those who are disabled, through:

1. Classroom practices fostering mainstreaming
2. Association activities
3. Public and/or personal activities

Nominating individuals or groups must be MEA members in good standing. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

{7-92. revised 2/19)

GENDER EQUITY AWARD

The Award

The nominee should have demonstrated commitment to the development of a project, program or study that promotes the value and talents of women. The work must contribute to gender equity in education and must be adaptable to the classroom.

This is awarded every **even** year at the Winter Conference.

Nominations

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. Required documentation must show evidence of the nominee's accomplishments.

All nominees and nominating individuals or groups must MEA members in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards**

Committee.

A-12

Connie Jackson Human Rights Award

The Award

This award recognizes MEA leaders who have championed the cause of ethnic minority members of the profession and demonstrated a commitment to the involvement of ethnic members of the MEA. Subsequent to her election as a Michigan NEA Director, Connie Jackson earned the respect of MEA leadership and was known as the “conscience” of the MEA in matters affecting ethnic minority members of the Association.

This is awarded at least every two years at the MEA Spring Representative Assembly.

Nominations

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. Required documentation must show evidence of the nominee’s accomplishments.

All nominees and nominating individuals or groups must MEA members in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

DAVID McMAHON AWARD

Michigan teachers have distinguished themselves by courageously accepting the challenge of moral and ethical leadership in the field of human and civil rights. David McMahon, as a teacher-leader, an MEA president, acted on his beliefs by initiating policies that resulted in an organizational commitment to protecting and enhancing the human and civil rights of all MEA members. Through David's leadership, MEA committed itself to actively seeking the inclusion of 3-1(g) persons and women into the mainstream of Association activities.

The MEA became a microcosm of David's dream for the whole of American society. The MEA continues to support policies and programs specifically designed to upgrade the social and economic conditions of 3-1(g) people and women, and to provide equal educational opportunity for all children.

At a time when international attention is on the issue of human rights, we as educators must engender the hope that such attention will cause people to see cultural pluralism as a reality rather than as a goal.

Nominee(s) should have accomplished a distinguished service in the area of human rights.

Nominations

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. Required documentation must show evidence of the nominee's accomplishments.

Nominating individuals or groups must be MEA members in good standing. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

DISTINGUISHED SERVICE AWARD

The Association established the Distinguished Service Award, suitable for presentation to individuals or groups for distinguished service to the cause of public education in Michigan.

(BD August 1952)

The Distinguished Service Award shall represent the highest possible honor within the power of this Association to bestow. It shall be awarded only through the auspices of the Board of Directors. Its granting shall be sufficiently rare as to produce occasion of distinction not only for the recipient but for the MEA as well. It shall be granted only on instances of extremely great and signal service to the cause of education.

(BD January 1955)

No person serving on the Board of Directors of the MEA, or serving as a staff employee, shall be eligible to receive the Distinguished Service Award. This clarification is recorded so that the prestige and dignity of the award shall be enhanced further.

(BD March 1955)

The Distinguished Service Award Committee shall be a permanent committee, and the outgoing member shall be the chairperson of the committee.

(BD January 1957)

Two Distinguished Service Awards may be given, if the Board of Directors chooses to designate two recipients, to be awarded as follows: (1) to an outstanding member of the profession and of the MEA who has made a significant contribution to the profession; (2) to a person outside the profession who has made an outstanding contribution to the state or nation.

(BD February 1960)

ELIZABETH SIDDALL AWARD**The Award**

The Elizabeth Siddall International Understanding Award was established by the Michigan Education Association International Understanding Commission. Its purpose is to recognize MEA members who have developed and implemented programs that have enhanced international and intercultural awareness among educators and their students. As a classroom teacher, Elizabeth Siddall's professional and personal commitment will long be an inspiration to both students and colleagues. She dedicated her energies to the development of greater understanding between persons of all races, cultures, creeds and nations. Her life demonstrated a commitment to international understanding.

Nominations

Any member of the Michigan Education Association may be a candidate for the award. (Members of the MEA International Understanding Commission are not eligible.) Entries should include a program description and supporting data.

Nominating individuals or groups must be MEA members in good standing. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

The **MEA Awards Committee** receives and reviews each nomination. Final selection is made by consensus of the commission members.

EDUCATIONAL EXCELLENCE AWARD**The Award**

This award honors individuals committed to education excellence and concern for improvement of student-focused education. The nominee should have demonstrated commitment to educational excellence and a concern for the improvement of student-focused education.

Nominations

Nominees for the award must be either instructional or noninstructional MEA members who belong to constituent districts, chapters or regions. Additional criteria include documented:

1. evidence of demonstrated success
2. adaptability to meet varying student needs
3. exemplary characteristics of program and/or service

Prospective recipients may be nominated by an individual or a group of Association members. All supportive data and relevant materials should be submitted along with the nominating form.

Nominating individuals or groups must be MEA members in good standing. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done by the **Instruction and Professional Development Commission**.

(7-92, revised 2/19)

HERMAN W. COLEMAN HUMAN RELATIONS AWARD

The Award

This award is intended to recognize a program, a special event or a person which has served to improve the quality of human relationships. Special consideration is given to those programs/persons that address the betterment of human relationships within the Association.

This award is given every **odd** year at the Summer Conference.

Nominations

Prospective recipients must be MEA members in good standing and may be nominated by any Association member or group of members in good standing. All pertinent and supportive data and materials relating to the nomination should be submitted with the nominating form.

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered.

Screening

All nominations are received and screened by the **MEA Awards Committee**. The recipient is selected by consensus of the committee.

(7-92, revised 2/19)

IRMA RAMOS BILINGUAL EDUCATION AWARD

The Award

The Irma Ramos Bilingual Education Award was established by the MBA Bilingual Education Task Force. Its purpose is to recognize Michigan teachers who have made significant contributions in the area of bilingual education. The award represents what Irma Ramos so clearly embodies; a commitment to and an ardent pride in bilingualism and multiculturalism.

This is awarded every **odd** year at the Summer Conference.

Nominations

Nominations should include documentation to demonstrate that the person:

1. Has made significant contributions to bilingual education (curriculum preparation, program development and implementation, teaching methods, innovative approaches, etc.)
2. advocates and promotes a positive image of bilingual education
3. recognizes the importance of and actively participates in parental-involvement projects
4. fosters positive self-concept among students and is a positive role model
5. exhibits outstanding professionalism and multicultural awareness and recognizes the value of maintaining the individual's native language and culture

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done jointly by the **MEA Award Committee**.

(7-92, revised 2/19)

MAUREEN WYATT FEMINIST AWARD

The Award

The Maureen Wyatt Feminist Award was created by the MEA Women's Concerns Task Force in 1976 to honor educators, female or male, who exhibit a high degree of commitment in their professional and personal lives to feminism and to human and civil rights for all people. This award honors Maureen Wyatt and her assertive, quiet-yet tough-and level-headed way of approaching tasks.

This is awarded every **odd** year at the Winter Conference.

Nominations

Nominations are solicited from individuals, local associations, region councils, coordinating councils, committees, commissions and task forces of the Michigan Education Association. The nominating group or individual must submit objective data illustrating what the candidate has done to demonstrate a commitment to feminism, the elimination of racism and the advancement of human rights. Nominees should be members in good standing who have had significant statewide involvement in related Association activities.

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

The **MEA Awards Committee** reviews the nominations to select the man or woman who has demonstrated commitment to feminism in classroom practices. Association responsibilities, and public and personal activities.

**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 MEA-PAC Governing Board.
- C. Award presented at spring or fall MEA Representative Assembly.

**MEA-PAC
OUTSTANDING MEA-PAC MEMBER
AWARD**

The Award

The Outstanding MEA-PAC Award was established to recognize MEA-PAC members who have a history of continued involvement in MEA-PAC and/or local PAC and local, state or national politics.

Nominations

Nominations should include description and documentation (scrapbooks, films, photos, etc.) to demonstrate that the nominee:

- is a MEA-PAC member;
- has provided leadership on educational issues;
- has made significant contributions to political candidates and campaigns; and
- is a positive role model in political activity for our membership.

MEA-PAC RECOGNITION AWARD

The Award

The PAC Recognition Awards were established by the MEA-PAC Council. The purpose of the awards is to encourage strong political activity and honor special political efforts of local associations and coordinating councils.

Nominations

Nominations will be reviewed and recognition determined by a MEA-PAC Awards Committee.

(7-92, revised 2/19)

MIGRANT EDUCATION AWARD

The Award

The Migrant Education Award was established in 1987 by the MEA Migrant Education Task Force to recognize Michigan individuals who have made significant contributions to migrant education, particularly in the assurance of equal educational opportunity for migrant students.

This is awarded every **odd** year at the Winter Conference.

Nominations

Nominations should include description and documentation (scrapbooks, films, photos, etc.) to demonstrate that the nominee:

- I. is an MEA member in good standing;
2. has made significant contributions to migrant education (curriculum preparation, program development and implementation, innovative teaching methods, etc.)
3. advocates for and promotes a positive image of migrant education
4. actively participates in migrant parent involvement projects
5. is a positive role model and fosters positive self-concept among migrant students
6. exhibits outstanding professionalism and multicultural awareness and recognizes the value of respect for the individual's cultural heritage.

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

(7-92, revised 2/19)

MULTICULTURAL EDUCATION AWARD

The Award

The Multicultural Education Award was conceived by MEA's Professional Development and Human Rights Department and was approved by the Spring Representative Assembly.

This award gives recognition to multicultural contributions to Instruction and the art of teaching. The programs eligible for this award are developed by classroom teachers, instructional teams, curriculum councils, school districts or higher education institutions.

This is awarded every **even** year at the Summer Conference.

Nominations

Potential recipients may be nominated by individuals, local associations, region councils, commissions or task forces of the MEA. The nominating group or individual must submit written documentation illustrating what the nominee has done to demonstrate his/her contribution to multicultural education.

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

PAUL BLEWETT FRIEND OF EDUCATION AWARD

The Award

This monetary award honors individuals who in the previous year did the most to improve the lives of teachers, to further the goals of the MEA or to further the cause of public education. Anyone, either inside or outside of the Association, is eligible to receive the award, as long as they are from Michigan.

If funds are available, this is awarded every year in the spring at the MEA Representative Assembly.

Nominations

Award nominations must be accompanied by a completed nominating form and required documentation in order to be considered. Required documentation must show evidence of the nominee's accomplishments.

Nominating individuals or groups must be MEA members in good standing. If the nominee is an MEA member to be considered for the award, the person must be in good standing.

Screening

Screening and final selection shall be done by the **MEA Awards Committee**.

BARGAINING

ADMINISTRATOR SENIORITY

The MEA opposes administrators retaining seniority rights in a bargaining unit.

(1970 Spring R.A.)

ASSOCIATION RELEASED TIME

The MEA will make obtaining Association released time for its members and leaders a priority through bargaining and other appropriate arenas.

(1990 Spring R.A.)

CODE OF ETHICS – CONTRACTS

The Board of Directors recommends to the local affiliates of the NEA/MEA that references to the Code of Ethics be removed from collective bargaining agreements since adoption and implementation of the Code of Ethics is purely an internal association matter and in no way is a function of the employer-employee relationship. Nor should the local association be placed in the position of receiving criticism from the employer for any failure to implement such a contract provision.

(BD September 1971)

MEA
Bargaining Crisis Assistance Policy

Introduction and Summary

The MEA Bargaining Crisis Assistance Policy involves a hands on, meaningful two-step procedure:

1. Formation of a Crisis Assistance Team (CAT) for the particular local, coalition, MABO, etc. bargaining crisis.
2. Statewide Crisis Support Panel (SCSP) responsible for oversight activities of all CAT Teams and any resulting reports including assessments and recommendations.

The result of this two-step procedure is to provide:

1. Recommendations of specific, effective and appropriate job action tactics and strategies;
2. Recommendations of specific MEA services and support;
3. An assessment of a local's "crisis readiness" plus recommended remedial measures;
4. An oversight procedure that:
 - a. analyzes the likelihood that a local job action will be successful in resolving the bargaining dispute, and
 - b. analyzes the implication of a job action on other MEA programs and objectives.

It is the purpose of this Crisis Assistance policy to send the message to every local that MEA is ready, willing and able to help them in their struggle to achieve a fair and equitable contract. Locals need to know that they don't have to take a bad settlement. The message is not that all unsettled units should strike. Rather, the message is that we are operating under a revised bargaining law that necessitates the evaluation of previously used strategies as well as the development of new strategies.

Statewide Crisis Support Panel (SCSP):

1. Is responsible for oversight activities.
2. Reviews each CAT Report it receives. Approves, denies or modifies all recommendations and requests.
3. Makes recommendations in appropriate situations to the MEA Executive Committee regarding timelines for a plan of action, financial and other resources needed for success.
4. Composition: MEA officer, MEA Executive Committee member, Director of Bargaining, Statewide Bargaining Consultant, and as appropriate, additional MEA Board members, UniServ directors, MABO representatives and local leaders.

Crisis Assistance Team (CAT or CAT Team)

Crisis Assistance Teams (CAT Teams) are to operate under the direction of the Statewide Crisis Support Panel (SCSP).

Composition of CAT Team: About four individuals, at least one being a local leader not from the local requesting the CAT services.

Appointment of CAT Team: UniServ Director should take the initiative to recruit and recommend the CAT Team. Final authority and responsibility rests with the respective Zone Director.

Responsibilities and authority of CAT Teams:

1. Realizing that not all Job Actions are strikes as defined by PERA and that not all strikes are the total withholding of services, the CAT is to recommend, when appropriate, options and alternative strategies short of a strike involving the total withholding of services.
2. The CAT is to provide assistance and counsel to the crisis local, advising them on what they need to do and what they should do.
3. The CAT is to conduct the initial assessment of the local's readiness for a successful job action up to and including a strike. The assessment is to include a determination of the membership support and the attitude and likely reaction of the community to any proposed Job Action.
4. The CAT is to send all CAT Reports recommending a Job Action (as defined by the MEA Bargaining Crisis Assistance Policy) or Reports recommending increased MEA organizational support to the Statewide Crisis Support Panel (e-mail or US mail to Statewide Bargaining Consultant).
5. If a strike is recommended, the CAT is to advise the local regarding crisis preparation.
6. CAT Team members may be asked to attend SCSP meetings.
7. The CAT Team may determine that they need to monitor the crisis activities and remain involved in the implementation of the crisis program of the local.
8. CAT Reports involving a strike by a local association or a coalition of locals within a school district shall be acted upon by the SCSP. MEA Executive Committee approval is not required for CAT Reports involving strikes within a single school district.

Statewide Crisis Support Panel
(SCSP or SCS Panel)

The Statewide Crisis Support Panel includes, as standing members, the MEA officers, MEA's Executive Director, an Executive Committee member, the Statewide Bargaining Consultant, and as appropriate: additional MEA Board members, UniServ staff, MABO representatives and local leaders.

Statewide Crisis Support Panel for 2018-2019:

Statewide Crisis Support Panel

MEA President
MEA Vice President
MEA Secretary-Treasurer
MEA Executive Director
MEA Board Members
Statewide Bargaining Consultant
Zone Director

The Statewide Crisis Support Panel is responsible for oversight activities and is charged to:

1. Review the report of the CAT.
2. Approve, deny or modify any petition for extraordinary crisis assistance.
3. Approve or deny, with or without conditions, recommendations for MEA support of job actions.
4. Consider the likelihood of the success of a job action to resolve the bargaining crisis.
5. Consider the implications of a strike on the membership, the effect on a PAC drive or key
 - a. legislation and the effect, if any, on other MEA programs or services.
6. If proposed by the CAT Report, determine whether a strike is or is not a recommended activity. If a strike is determined to be an appropriate activity, the SCSP may recommend support up to and including a multi-unit job action and/or a statewide job action.
7. If a multi-unit job action and/or a statewide job action is recommended, the SCSP's recommendation for approval or other action by the MEA Executive Committee is to include timelines for a plan of action as well as an estimate of the financial and other resources needed to ensure a successful job action.

MEA CRISIS ASSISTANCE TEAM REPORT
ASSESSMENT & RECOMMENDATIONS

Date_____ Region_____ Zone_____

Local Association_____

Expiration Date of Current/Last Contract_____

Local President_____

Address_____

E-mail Address_____

Home Phone_____ Work Phone_____

MABO_____ MABO President/Chair_____

Coordinating Council_____ Coordinating Council Chair_____

UniServ Director(s)_____

MEA Staff Attorney Contact_____

MESSA Field Representative_____

MEA Board Members_____

Number of Members_____ Number of Students_____

People (and Positions) in Attendance at CAT Meetings_____

CAT Member_____ CAT Member_____

CAT Member_____ CAT Member_____

(This report must be received by the Statewide Crisis Support Panel no less than five working days prior to the anticipated job action date.)

SIGNIFICANT ISSUES IN DISPUTE

[illegible]

General Negotiation Background Questions:

1. When did bargaining begin and how many bargaining sessions have been held?
2. Have the parties been to mediation?
If not, why not?
3. Have the parties been to fact finding?
Has either side petitioned for fact finding?
Has the bargaining team considered it?
4. Have unfair labor practice charges been filed against the employer?
If not, why not?
5. Has the employer declared impasse and imposed any wages, hour or working conditions?
If so, which issues? Describe the impact of the imposition.
Is the employer threatening to impose its proposal with regard to other issues?
If yes, list the issue(s) and describe the impact.
6. Is the bargaining agent/unit incorporated?
7. What is the expiration date of the contract?
If expired, has it been extended? (If so, attach a copy of the extension.)

Questions about the BOE / Management Team:

8. Describe the history of labor relations (negotiations / contract enforcement) between the Association and the following:
 - a. The Administration.
 - b. The Board of Education or Board of Control/Trustees.
 - c. The Board's negotiator.
9. Who are the key power figures in management?
10. What are the management team's key weaknesses and strengths?
11. What is the relationship between the board and its negotiations team?

12. What is the employer bargaining team's strategy, and what are its objectives?
13. What will be the employer's response/strategy to each job action strategy being recommended?
14. Has the local endorsed or supported board members? Which Board members can be approached?
15. What are the board member's , negotiator's, attorney's, and administrator's views on contract issues and job actions?

Assessment of the Local Association's Membership:

16. Have members been surveyed on contract issues? Yes___ No___
If yes, do the current bargaining proposals reflect the survey results?
17. Do the members support the bargaining team? Yes___ No___
18. Do the members support the bargaining team's proposals?
What are the indicators that support your answer to this question?
19. Are there local Association leaders or segments of the membership which are not supportive of the Association bargaining team and goals?

If yes, who and why?
20. What is the % of Members in Good Standing?
21. When did the Local Association lose Agency Shop?
22. Describe whether the following groups are expected to support the job action. (Add other groups, which are applicable in your situation.)
 - Coaches
 - Other extra-duty staff
 - Substitutes
 - Probationary staff
 - Part-time/temporary faculty or staff
 - OBUM'S
23. The other employee groups in the school district should have been contacted to solicit support. What was the response from each group?

Teachers:

Transportation:

Clerical:

Paraprofessionals:

Custodial/Maintenance:
Food Service:
Other:

Assessment of PR and Capacity for Community Influence:

Internal Public Relations

24. How many general membership meetings have been held to discuss bargaining?
25. What percentage of the membership has attended these meetings?
26. Do you produce negotiations updates? Yes__ No__
- If yes, in what ways?
27. Has either side published their proposals to the membership or community?
28. Does the membership understand both parties' positions on the bargaining issues?
If yes, how have you ensured this?
29. Does the association have a phone fan out or other reliable system for contacting all members? Yes__ No__
- If yes, has it been tested? Yes__ No__
30. How much money does the local estimate is needed to spend on this bargaining crisis?
- How much money does the local have to spend on this bargaining crisis?

Community Relations

31. Does the local have an active PR Committee? Yes__ No__
32. Does the local have an ongoing public relations program? Yes__ No__
- If yes, please give a brief overview of the program:
33. Who (names or group of individuals) in your bargaining unit are among the most popular in the community? Explain why for each identified individual/group.
34. Are the persons mentioned above being used in any Community Relations plans?
35. In non-crisis times, what is your assessment of general feelings in the community about the bargaining unit members?

36. Who are the community/business leaders in the community who may have major influences in the outcomes of a job action and/or contract settlement? List names/titles/phone numbers:

Name_____ Phone number_____
Position/Title_____

Name_____ Phone number_____
Position/Title_____

Name_____ Phone number_____
Position/Title_____

37. Have the above community leaders been contacted regarding the local bargaining crisis?

If yes, what form of communication took place?

38. Describe the results of the contacts with the community leaders and their reaction to the bargaining crisis.

39. Are the parents and the general community aware of the current bargaining crisis?

Yes___ No___

How did they find out and who informed them?

40. Is there a community or parent social media site that has frequent users? If so, how is the Association engaging with this community?

41. Do you believe the local association has done a good, fair or poor job of communicating with parents and the community about the bargaining crisis? (circle one)

42. Has the employer engaged in efforts to gain community support? If so, describe them.

43. Does the community view either side guilty of bargaining unfairly? Yes___ No___

44. Does the community view either side as unreasonable? Yes___ No___

45. Which side is most supported by the community?

46. Please check all communications tools that your local has engaged in to inform the community about the bargaining crisis:

<input type="checkbox"/> Phone hot lines	<input type="checkbox"/> School board meetings	<input type="checkbox"/> Social Media
<input type="checkbox"/> Press releases	<input type="checkbox"/> Flyers	
<input type="checkbox"/> Community newsletters	<input type="checkbox"/> Knock and drops	
<input type="checkbox"/> Personal contacts	<input type="checkbox"/> Community meetings	
<input type="checkbox"/> Newspaper ads	<input type="checkbox"/> Speakers bureau	

☐ Radio ads ☐ One-on-one's with influential
☐ Informational picketing Community members
☐ Lawn Signs

Which of the communications tools were particularly effective? _____

Why?

Which of the communications tools were not effective? _____

Why?

47. Describe the local media (newspapers, radio and television) coverage of the bargaining crisis? Provide examples if possible.

48. Has the media coverage been fair or biased against the association?

49. What impact would a work stoppage have on the community view of the bargaining crisis?

Assessment of Preparedness for a Job Action:

50. Is the employer likely to seek an injunction against a Job Action?

51. If an injunction is sought, is it likely to be granted?

52. Has the local PAC been involved in judicial elections? Does the local have any ties to the local judiciary?

53. Is the local in a Multiple Association Bargaining Organization (MABO)?

If yes, has the MABO done a job action review?

Has the local met all MABO requirements?

54. Is there a no-strike clause?

55. Has the full membership been adequately informed of the per diem fine provisions of PERA Section 423.202a and how that will impact the bargaining tactics?

If a total withholding of services is being considered, answer the following questions:

56. Does the local have a crisis committee set up?

57. Are the crisis committees prepared?

If not totally prepared, list what needs to be done:

58. Have members been advised of the possible risk of per diem fines and the loss of employment?

If not, when will this occur?

59. Has the membership voted to withhold services?

Describe the process (secret ballot, etc.), the wording of the resolution, and the results of the vote.

60. Has the local supplied to MEA a list of members eligible for CAP benefit payments together with their gross daily wage?

If not, will this be done no later than forty-eight (48) hours after the start of the work stoppage or job action?

Is the local prepared to update the list at least weekly?

61. Can all work sites effectively be closed?

62. Has the local finance committee:

- Secured sources of loans for members?
- Reviewed and corrected the membership list so that CAP benefits can be distributed correctly?
- Explained the CAP policy and benefits to the members (or made plans to do so)?
- Considered establishing a fund to help members in need and approaching local financial institutions for consideration?
- Confirmed that arrangements have been made with MESSA to continue insurance coverage?

63. Has the facilities committee:

- Secured a meeting place large enough to accommodate its general membership?
- Secured a crisis center with facilities necessary to support the job action (i.e., phone lines, office equipment, work/meeting rooms, etc.)?

Community Interview Sample Questions

Assessing the Individual's General Knowledge/Feelings about the Schools

1. Have you had, or do you now have children in the _____ Public Schools?
2. Do you have friends or relatives who work in the _____ Public Schools?
3. How long have you been a resident of _____?
4. How do you feel about the quality of education in the _____ Public Schools?

5. Are you involved in any way with the schools, and if so, to what extent? (PTO, volunteer, school board member, etc.)
6. Is it easy for a person to become involved in the schools or do you find it difficult to do so?
7. Do you feel comfortable/welcome when you walk into a school building? Why or why not?
8. Do you think the (teachers, faculty, support staff) in the district are doing a good job?
9. If you have a concern about a school issue, do you voice it, to whom and how? Does your concern get resolved to your satisfaction?
10. Do you attend board meetings/ have you ever attended board meetings? Do you talk to board members about school related matters?
11. Where do you get your information about the schools?

Assessing the Individual's Knowledge/Feelings about the Bargaining Crisis

12. Are you aware that the school employees are currently without a contract/have been working without a contract for ___ years/are negotiating a contract? If yes, how were you made aware?
13. Do you know what the contract issues are?
14. Do you feel the lack of a school employee contract has an impact on the community?
15. What do you think are the major causes contributing to a lack of a contract?
16. Do you think the contract can be settled? What will it take to settle the contract?
17. Do you think the school board is fair with school employees?
18. Do you approve the local association's efforts to seek an agreement?
19. Do you think the school employee contract proposals are justified?
20. What do you think would be the reaction of the community to a work stoppage?
21. If you had anything to say to the school employees about their need for a contract, what would it be?

Assessing the Individual's Knowledge/Feelings about school District Finances

22. What are your perceptions of the financial condition of the school district?
23. What should the school district do to address the problem of reduced state funding?
24. How do you feel about the way the ___ Public Schools handles the tax dollars it receives?
25. Do you think the local school board members are doing a good job of providing direction to the administration on how to set and revise the budget?
26. (*When a recall election is scheduled*), do you support/not support the recall and why?
27. If you had one thing to say to school administrators and board members about running the school district, what would it be?

Coalition Job Actions

(Complete this section for job actions involving coalitions within a school district, college or university.)

1. List all the bargaining units of the employer and which union(s) represent them, and the expiration dates of their contracts.

2. Which of the bargaining units will be participating in the coalition?
3. Attach a copy of any written coalition agreement.
4. Describe:
 - a. Bargaining team(s) structure.
 - b. Common bargaining goals.
 - c. Crisis committee(s) structure
 - d. Communication(s) structure (i.e., joint newsletters, etc.)
5. Is there a clear agreement on mutual aid and protection?

Describe or attach.

Distribution:

Statewide Crisis Support Panel
MEA Executive Director
Region President
MEA Region Board Members
Zone Director
Local UniServ Staff
Local President
MABO Chair (if appropriate)
Coordinating Council Chair
MESSA Executive Director (if appropriate)
MESSA Field Rep (if appropriate)

MEA MABO/AREA WIDE JOB ACTION INVESTIGATION REPORT

Date_____ Region_____ Zone_____

MABO_____ MABO Chair_____

Coordinating Council(s)_____

UniServ Director(s)_____

MEA Board Member(s)_____

Local Unit(s)_____

Recommendation of the investigation team:

The planned job action is:

_____ Appropriate _____ Not recommended _____No determination

_____ Determination contingent upon demonstration of completion of the listed activities to the CAT. (Attach a separate sheet with the listed activities.)

_____ The CAT will be reconvened when the MABO has completed the activities listed on the attached sheet.

CAT Member

CAT Member

CAT Member

CAT Member

Distribution:

Statewide Crisis Support Panel

MEA Executive Director

Region President

MEA Region Board Members

Zone Director

Local UniServ Staff

Local President

MABO Chair

Coordinating Council Chairs

MESSA Executive Director

(This report must be received no less than five working days prior to the anticipated job action date.)

Area Wide or MABO Job Actions

1. Has an individual CAT Report been conducted for each bargaining unit, whether currently bargaining or not? (Attach forms.)
2. Is the MABO incorporated?
3. For each bargaining unit, list the following:
(Note: if previously answered in individual CAT Report, give reference here.)
 - a. The expiration date of the contract.
 - b. Does it contain a no strike clause?
 - c. The date of the secret ballot vote to authorize the job actions.
 - d. The results of the vote.
 - e. What percentage of the membership does the local leadership expect will participate?
 - f. The length the local leaders believe the local can sustain a job action?
 - g. Describe how the members have been informed of the danger of per diem fines and/or loss of employment.
 - h. Do you expect this employer would seek an injunction?
 - i. Would members be likely to defy an injunction?
 - j. Describe how the membership will be informed during the job action.
 - k. Describe the local crisis structure.
4. Describe the expected reaction of the local courts to an employer request for an injunction.
5. Describe the MABO crisis organization.
6. Describe the conditions that would begin an area wide job action.
7. Describe the conditions that would end an area wide job action.
8. Describe any conditions under which a unit would not participate in the area wide job action.
9. Describe the opinion leaders among the management. (Are there some superintendents or school board presidents who have influence over others?)
10. Describe what has been done to inform other unions of the possible job action. Describe their reactions.

CAT ASSESSMENT & RECOMMENDATIONS

1. Type of Job Action recommended by the CAT:
2. Is it likely that the job action being recommended will be reported by the employer to MERC as a strike under PA112? ☐ Yes ☐ No
3. Will the recommended Job Action be effective in resolving the dispute: Yes__ No__

Comments:

4. Will the Job Action advance the strategic objectives of the:

	Yes	No	Not applicable
Local			
MABO			
Region			
MEA Statewide			

5. Other recommended options/strategies:
6. Recommended assistance (include any conditions that must be met before the assistance is available):
7. Assistance to be provide by the CAT:
8. Assessment and recommendations regarding:
 - a. Bargaining table activity (including issue positions/strategy):
 - b. Crisis preparation:
 - c. Membership support:
 - d. Community factors:
 - e. Media activity:
9. The unit(s) involved are adequately prepared to take the job action recommended:
☐ Yes ☐ No (see items 6. & 10.)
10. Other actions to be taken by the local and others and the timeline for completion:

Statewide Crisis Support Panel Review of CAT Report

Date: _____

Local Association/MABO involved: _____

Date of the CAT Report(s) being reviewed: _____

This is a: ___Single unit job action
 ___Coalition job action
 ___MABO/Area wide job action
 ___Statewide job action

Is it likely that the job action being recommended will be reported by the employer to MERC as a strike under PA112? ___Yes ___No

If yes, what are the implications of a strike on:

- a. The membership:
- b. PAC drive (if any)
- c. Key legislation:
- d. Other MEA programs/services:

The SCSP determines that the recommended strike (if any) is (appropriate, not recommended, no determination, etc.)

The recommendation of the CAT Report are approved except as follows:

The requests for assistance by the CAT Report are approved except as follows:

Recommendation to the MEA Executive Committee:

- a. Timelines for the plan of action (if appropriate):
- b. Estimate of financial and other resources necessary to succeed:
- c. Temporary suspension of regular MEA programs and services (if any):

SCSP Members for this review: _____

BARGAINING – MULTI UNIT

The Representative Assembly directs MEA to pursue all necessary and appropriate action in support of bargaining coalitions, single-table bargaining, wall-to-wall units and possibly county-wide and multi-district bargaining. Minimally such support will include achieving these objectives through independent action where needed, voluntary recognition by employers where possible, and gaining supportive rulings of the Michigan Employment Relations Commission where achievable.

(1990 Spring R.A.)

B-4

Bargaining

Reopening or Replacing a Ratified Collective Bargaining Agreement *(Adopted December 2022 by MEA Board of Directors.)*

Except in the event the ratified agreement expressly provides for the reopening of the contract or a portion of the contract, all requests to renegotiate any provisions of a ratified contract shall follow this policy and procedures.

Reopening Contract Procedure *(Adopted December 2022 by the MEA Board of Directors.)*

1. To initiate a request, the UniServ director must make a request to the appropriate zone director (and multiple association bargaining organization (MABO) where appropriate).
2. The zone director will transmit the request to the director of research who will assign a Research consultant or economist to make a preliminary report based on the most recent district audits and Financial Information Database (FID) data as reported to the state.
3. After receipt of the preliminary report, if the local association wishes to continue with the request, then the formal procedure described in the policy below will be initiated.

Replacement Contract Procedure *(Adopted April 1982 and July 1992 by MEA Board of Directors.)*

No MEA affiliated local or MABO bargaining agent shall consider or hold a vote to amend or replace any existing master agreement for the purposes of negotiating cost saving measures inclusive of changes to already ratified salary/wage amounts and/or changes to negotiated insurance carriers, without specific authorization from the MEA. Said authorization may be obtained through the following procedure:

- A. Prior to such time as a local or a MABO may agree to negotiate a replacement contract at the request of management it must:
 1. Ask for the request in writing.
 2. Upon receipt of the written request, notify the assigned UniServ director who shall notify the appropriate zone director.
 3. Submit the request to the MABO (where applicable) to be screened.
 4. Have the UniServ director request the zone director to establish and schedule a financial evaluation team comprised of the MEA labor economist, the MEA bargaining consultant, and the MEA insurance strategy and development consultant, and the Research and Bargaining Department manager.
- B. This financial evaluation team's investigation shall include a comprehensive review of the financial, political and/or other relevant aspects of the school district whose management requested the re-opener, and a report on the MABO's or the local association's deliberations.

- C. The financial evaluation team's investigation shall include consultation with the assigned UniServ director, MABO chairperson or designee (if the unit is part of a MABO) and local leadership from the district, and whenever appropriate, the school district administrators and/or Board members.
- D. The financial evaluation team shall, after reviewing its investigation findings, issue its recommendations in writing to MEA, and provide a meeting to review its findings with the applicable UniServ director and local bargaining team.
- E. If additional bargaining is approved, it will include recommended parameters and needed savings targets, and the existing contract will remain intact during bargaining. If changes are agreed to and ratified, the replacement contract will then be in force.
- F. Any tentative agreements must be submitted through the accepted ratification process of the local or MABO.

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SELF PROTECTION INITIATIVE

Empowered the MEA President and the Executive Committee to call for withdrawal of services by MEA members anytime bargaining unit members of an MEA local are fired by an employer while engaged in a collective bargaining dispute and efforts are made by the employer to replace such members, until notified the dismissed members have been returned to their positions and replacement efforts ceased.

(1978 Fall R.A.)

BARGAINING – STRIKEBREAKER DISCIPLINE EXECUTIVE COMMITTEE PROCEDURES

1. Decision to File Charge. Either an individual or local association may file a charge. If the local association is the charging party, its board of directors shall (absent local constitutional or bylaw provisions to the contrary) meet and take action to file such charges.
2. Where to File Charges. The charges shall be filed with the Executive Committee of the Board of Directors of the Michigan Education Association, in care of the MEA Executive Director. The Executive Director shall immediately advise the Executive Committee of the receipt of charges, and cooperate in scheduling such meetings as are required by the following paragraphs.
3. How to File Charges. Individuals or local associations desirous of filing charges shall file individual charges with respect to each member to be charged. The charges shall be in writing and signed by the individual or authorized agent of the association making the charge. They shall set forth the facts upon which the charge is based with sufficient particularity to allow a defense to the charges, and shall note the relief required by the charging party. The original of each charge shall be filed with the Executive Committee, and a copy shall be sent to the charged party.
4. Executive Committee Meeting. The Executive Committee shall hold an initial meeting for the purpose of collating all charges, discussing the same, drafting notices to the charged parties, and scheduling hearings where this is appropriate. It shall also assure itself that proceeding on the charges will not violate any no reprisals agreements negotiated during the strike.
5. Executive Committee Preliminary Actions—Notice. Upon receipt, the Executive Committee shall also notify each charged party, individually, that charges have been filed against them, advise them of their rights to a hearing under the Constitution and Bylaws, and provide them with copies of the charges and the relevant portions of the Constitution and Bylaws. The charged parties be encouraged to file written replies indicating (1) their desire or lack of thereof for a hearing and, (2) their response to the charge.
6. The Hearing. The hearing shall be held pursuant to the requirements of Bylaws XII E, which requires that each member be “given a reasonable time to prepare a defense, and afforded a full and fair hearing before the Executive Committee.” Also required is a “verbatim record,” and that an appeal may be had to the Board of Directors. The Executive Committee shall be provided with an attorney, but neither the charging party nor the charged party be allowed to representation by an attorney or staff person. In other words, the individual charging party or an authorized agent of the local association shall present the case, and the charged party shall respond.

7. Decision. The Executive Committee shall issue individual written decisions in each case where that is necessary, and shall provide the decision, along with a notification of the right to appeal to the full Board of Directors, to each charged party.
8. Board of Directors Appeals. Article XII of the Bylaws provides that the appeal to the Board of Directors will be on the record already made before the Executive Committee, in the form of an appellate proceeding. Each party will be allowed to submit a written statement to the Board of Directors, and that each be allowed to appear before the Board to argue his or her case. No new evidence or testimony shall be permitted except in a situation where that information was not known or available at the time of the Executive Committee hearing.
9. Mailings. Each mailing by the Executive Committee and Board of Directors shall be certified mail with a return receipt requested, along with copies by regular first class mail.

(BD November 1984)

B-7

BARGAINING - SUPPLEMENTAL NEGOTIATION ASSISTANCE POLICY

I. Introduction

The MEA will make available to its local affiliates the necessary assistance in the negotiation of collective bargaining agreements to enable the local affiliates to achieve their collective bargaining goals. This negotiation assistance may be provided through the assignment of members of the regular full-time professional staff of the Michigan Education Association (MEA) to a local affiliate requesting negotiation assistance or through the assignment of part-time individuals employed by the MEA or Joint Employers for the sole purpose of carrying out this policy.

This policy applies only to the selection, employment, and compensation of individuals who are not members of a local affiliate's bargaining unit and who are employed to provide negotiations assistance, as defined in Paragraph IT of this policy. This policy does not apply to the selection and/or compensation of MEA/NEA members designated by the local affiliate as members of its bargaining committee(s) and/or bargaining team. A local affiliate is not prohibited by this policy from compensating a member of its own local bargaining unit for negotiations assistance rendered on behalf of that local so long as such person is an active member of the MEA/NEA. Local affiliates may not contract for negotiations assistance or employ individuals to provide negotiations assistance in a manner which is not consistent with this policy and in no event may a local affiliate contract with any partnership or corporation not otherwise affiliated with the MEA.

II. Nature of Assistance Provided

The term negotiation assistance as used in this policy shall mean:

- A. The provision for and/or the conducting of such training of the members of the local affiliate designated as bargaining representatives, as is necessary to allow the bargaining representatives to effectively participate in the negotiations process. The executive director may by administrative policy prescribe the content of such training.
- B. The assistance of local affiliates through their bargaining representatives in the formulation of collective bargaining proposals and negotiation strategies and tactics.
- C. The attendance at negotiation sessions between the local affiliate and the employer to provide advice and assistance to the bargaining representatives of the local affiliate including serving as the chief spokesperson if so desired. The individuals assigned under this policy are expected to attend all such negotiation sessions.

III. Request for Negotiation Assistance

Request for negotiation assistance, other than that provided through the Uniserv program, should be made by the local affiliate in writing to the executive director. To assist the MEA in providing assistance under this policy, the request of the local affiliate should be made as early as possible.

IV. Provision for Negotiation Assistance

Upon receipt of a request, the executive director shall determine whether or not to grant the request for assistance. In making this determination the following shall be considered:

- A. The amount of negotiation assistance presently available through the existing Uniserv program or similar staffing program.
- B. The ability of the local affiliate to effectively engage in collective bargaining without additional negotiation assistance being provided from outside the local affiliate. A local affiliate denied assistance by the executive director may appeal that denial in the manner set forth below. A denial of negotiation assistance under this policy shall not authorize a local affiliate to contract for negotiation services outside this policy.

V. Assignment

Upon determination that negotiation assistance should be provided to a local affiliate, the executive director shall assign an individual to perform for the local affiliate the services described in this policy. Whenever possible, the executive director shall assign a member of the regular full-time professional staff of the Michigan Education Association to provide the services under this policy.

In the event the executive director determines that the assignment of regular full-time professional staff to the local affiliate would be impractical the executive director is authorized to employ other part-time individuals and to assign those individuals to provide the negotiation services called for in this policy.

VI. Terms and Conditions of Employment, Cost, Reimbursement

The employment and assignment of individuals other than the regular full-time professional staff of the MEA shall be upon the following terms and conditions:

- A. The individual shall be employed by the MEA. Local affiliates which desire the employment and assignment of an individual other than regular, full-time MEA professional staff may recommend persons for employment to the MEA executive director. Further, in the case of employment and assignment of an individual to a multiple affiliates bargaining organization, the governing board of that organization may approve the selection prior to actual employment, if it so desires.
- B. Individuals shall be selected by the MEA in accordance with uniform nondiscriminatory criteria established by the executive director. Selection and placement of these individuals shall be in compliance with the employment policies and practices generally applicable to MEA employees.
- C. Individuals employed and assigned under this policy are subject to the direction and evaluation of the executive director.

- D. Members of the Board of Directors of the MEA are not eligible for employment
Members are not eligible for employment in their own bargaining unit.
- E. Individuals employed under this policy shall be active or retired members of the MEA/NEA or retired staff.
- F. When it is determined by the MEA that the employment of a part-time negotiator is necessary, the MEA shall pay all costs pursuant to the applicable contract.
- G. In carrying out this policy the executive director may not contract with any partnerships or corporations not otherwise affiliated with the MEA.

VII. Non-Compliance

In the event the local affiliate contracts for negotiation services or employs an individual to provide negotiation services without complying with this policy, the MEA will not provide the local affiliate with those legal services customarily provided to a local affiliate during the course of negotiations under the representation policies of the Association. The representation policy is hereby amended to confirm with this section. The MEA will not be liable for any claims against the local affiliate made by individuals represented by the local affiliate as a result of any collective bargaining agreement negotiated in whole or in part by individuals or entities not employed in compliance with this policy. Nor will the MEA provide legal assistance provide legal assistance in the event of such claims. The MEA will not be liable for, nor provide legal representation in connection with, claims against a local affiliate made by individuals or entities employed to provide negotiations services in violation of this policy.

VIII. Appeal

Any local affiliate dissatisfied with the determination of the executive director under this policy may appeal to the Executive Committee of the Board of Directors of the MEA by giving written notice to the president of the Association. The Executive Committee shall meet with the representatives of the local affiliate to discuss the decision complained of. The decision of the Executive Committee may be appealed to the Board of Directors.

XI. Miscellaneous

Any reference herein to the "executive director" shall mean the MEA executive director or his/her designee. Any reference herein to "local affiliate" shall mean an individual local association or, where appropriate, a multiple association bargaining organization. Any reference herein to "bargaining unit" shall mean that group of employees recognized for purposes of collective bargaining; and in no instance shall the term "bargaining unit" be intended to mean "bargaining agent." which is herein defined as the party recognized as the representative of employees in the bargaining unit.

X. Effective Date

This policy shall take effect upon adoption by the MEA Board of Directors.

(Board March 1994, amended Spring 1994 RA)

BIBLE CLUBS

MEA will oppose any moves by the legislature to allow the formation of Bible clubs during the school day in schools.

(1984 Fall R.A.)

BOARD LIAISONS

The MEA Board of Directors will have liaisons from:

MEA-Retired

(BD November 1983)

Student MEA

(BD September 1990)

MEA Board of Reference

Rules of Organization and Procedure

(By authority in the Board of Reference by Section 5 of Article XII of the MEA Constitution)

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Part 1. Organization

- R 1.** *Meetings.* The chairperson of the Board shall call such sessions as are necessary for organizational purposes or to hear those appeals or other matters as may be filed. (See with respect to appeals, R 12, and with respect to declaratory opinions, R 24.)
- R 2.** *Quorum.* A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn to a future date. Action by such a majority of the Board shall be valid only if taken at a meeting called by the chairperson, including meetings conducted by way of a conference telephone call. No act shall be valid except by a majority vote (3) of the appointed judges of the Board.
- R 3.** *Place of meetings.* All meetings and hearings conducted by the Board shall ordinarily be held at MEA Headquarters, East Lansing, Michigan. However, the chairperson of the Board may, when the location of witnesses or exhibits makes it appear to be desirable, arrange for a meeting or hearing to be held in an alternative location.
- R 4.** *Officers.* The officers of the Board shall be a chairperson and vice chairperson. The chairperson and vice chairperson shall be elected by and from the appointed judges.
- R 5.** *Election of officers.* The election of officers of the Board shall be held at the first meeting of each even-numbered year.
- R 6.** *Duties of the chairperson.* The chairperson shall call all meetings of the Board as required by these rules and preside at all meetings and appellate hearings of the Board.
- R 7.** *Duties of the vice chairperson.* The vice chairperson shall have the power to perform the duties of the chairperson when the chairperson is absent or otherwise unable to act.
- R 8.** *Secretary.* The secretary of the Board shall be appointed by the executive director of MEA. The secretary shall not be a member of the Board nor have the power to vote.
- R 9.** *Duties of the secretary.* The secretary shall keep proper minutes of all meetings of the Board as a permanent record, shall obtain a biannual report of expenditures from the accounting department, shall provide notice to appropriate parties at the direction of the chairperson of the Board, shall attend to making an electronic or stenographic record of all hearings before the Board, shall receive all correspondence and matters directed to the Board and immediately notify the chairperson of the same, and have custody of all records of the Board.
- R 10.** *Business office.* The business office of the Board shall be at the Michigan Education Association Headquarters, 1216 Kendale Boulevard, P.O. Box 2573, East Lansing, Michigan 48826-2573.
- R 11.** *Business and organizational meeting.* The Board shall hold at least two (2) business meetings annually for conducting general business of the Board, including electing officers, reviewing and revising the Rules of Organization and Procedure, recommending revisions of the MEA Constitution and Bylaws provisions applicable to the Board of Reference and conducting all other general business of the Board. Said meetings will be held on the third Thursday during the months of October and May of each year.

Part 2. Procedures

- R 12. *Notice of hearing.*** Upon the filing of charges or an appeal to the Board pursuant to Article IX of the MEA Bylaws, the secretary of the Board shall immediately notify the chairperson of the Board, and shall schedule a hearing to be held within fifty-five (55) days after the filing date. At least fifteen (15) days notice of the date, time and place of the hearing before the Board shall be given to the accused, the accuser, the MEA executive director and the presiding officer of any lower level hearing. Such notice shall be by certified mail, return receipt requested.

Preliminary motions (e.g., timelines, lack of standing, lack of jurisdiction, failure to state a claim, adjournment) by either party shall be submitted to the secretary of the Board at least five (5) days prior to the scheduled hearing date. At any time prior to hearing, a hearing officer, upon his/her own motion, may dismiss a charge in its entirety for such reasons as untimeliness, lack of standing, lack of jurisdiction, or failure to state a claim. In any such case, the party against whom the motion is granted shall have the right to appeal the ruling to the MEA Appellate Board of Reference according to the regular appeals process.

Unless otherwise directed by the hearing officer, the parties shall exchange witness and exhibit lists at least ten (10) days prior to the scheduled hearing date, with a copy to the secretary of the MEA Board of Reference.

- R 13. *Manner of communication.*** Except for the filing of charges and appeals which shall be limited to U.S. mail or hand delivery (MEA Bylaws IX. C., D. and N.), all communications and document transmittals required or permitted by these rules of procedure may be accomplished by facsimile or electronic transmission as well as U.S. mail and hand delivery.

- R 14. *Time limit extensions.*** The hearing officer assigned to hear the charges may, at the request of either party, the executive director or on the hearing officer's own motion, extend the time limits for the hearing not to exceed sixty (60) days.

- R 15. *Hearings.*** Pursuant to Article IX of the MEA Bylaws, any trial held before the Board of Reference shall be conducted as a new trial with the accuser bearing the burden of proof. The accuser, if he/she so desires, may rely upon a written record which has been made by a lower trial body. The members of the Board shall rely solely upon matters made a part of the record at the hearing in arriving at their decisions, except the Board may take notice of general facts.

The Board of Reference shall have exclusive right to record Board of Reference hearings and shall maintain the official trial record. All other recording equipment is prohibited.

The Board of Reference may, within the established guidelines, call an organizational meeting for the purpose of specifying and clarifying procedures.

- R 16. *Non-party request to participate.*** Persons who are not a party to a board of reference proceeding, but who believe they have a direct interest in the outcome of the proceeding, may request to participate in the proceeding by making such a request in writing at least five days prior to any scheduled hearing. The request shall be directed to the secretary of the board of reference and shall explain the nature of their interest, the extent to which they seek to participate in the proceedings, and why they believe their interest will not be adequately represented by the named parties. The decision to grant or deny such a request, and the extent of participation, if granted, shall reside in the discretion of the hearing officer. This rule shall also apply to the association, a local association or region council that may wish to participate in a proceeding in which it is not a named party.

- R 17. *Order of hearing.*** The order of hearing shall be substantially as follows:

- I.** Completion of party and witness list;
- II.** Introduction of Board of Reference, attorney and secretary to the Board of Reference (make sure that taped record is being made);
- III.** Solicitation of settlement offers;
- IV.** Review of procedure by Board of Reference hearing officer or attorney;
- V.** Consideration and/or decision by the Board of Reference on preliminary motions; establish timelines for recesses and/or adjournments;
- VI.** Accuser's opening statement (a summary of the charge and the evidence to be shown in support of it);
- VII.** Accused's opening statement (a summary of his/her response to the charge and the evidence that he/she proposes to show; the accused's opening statement may be reserved until the presentation of the accused's case);

- VIII.** Presentation of the accuser's case;
- IX.** Accused's opening statement, if reserved;
- X.** Presentation of the accused's case;
- XI.** Presentation of rebuttal evidence by the accuser;
- XII.** Presentation of any other documentary evidence or testimony by either party or as requested by the Board;
- XIII.** accuser's closing statement (a statement concerning the charges and what has been proven at the hearing in support thereof);
- XIV.** Accused's closing statement (a statement concerning his/her defense to the charges and what has been shown in support of that defense);
- XV.** accuser's rebuttal (a short comment in response to the accused's closing statement).

- R 18.** *Witnesses.* It is the responsibility of the party calling a witness to arrange for his/her attendance and to reimburse the witness(es), if necessary, for any expenses.
- R 19.** No Uniserv director shall be appointed or permitted to serve as a representative of either an accuser or an accused in a Board of Reference proceeding. Uniserv directors may, upon request, give procedural advice and provide necessary documents and information to parties to the Board of Reference proceeding, as long as such advice, documents and/or information is provided to all parties equally.
- R 20.** *Attorneys' fees and other costs.* All costs, including attorneys' fees, shall be borne by the party incurring them.
- R 21.** *Decisions.* Decisions of the Board shall be rendered in accordance with Article IX of the MEA Bylaws. If the Board deems it necessary to have a transcript of the hearing, the decision shall be rendered within thirty (30) days following receipt of such transcript. Furthermore, the Board, by vote of the judge(s), may extend the issuance date of all decisions by an additional thirty (30) days when necessary or appropriate. If the thirtieth day or the extension thereof occurs on a Saturday, Sunday or a legal holiday, then the decision shall be rendered on the next business day.

All decisions shall be summarized and indexed by title and topic along with a brief statement of facts and kept as a permanent record in a table of cases.

- R 22.** *Disqualification.* A motion to disqualify a judge should be made ten (10) days prior to a hearing and can be made by any judge or by any party to the case and shall be decided by vote of the other judges. In the event that there are not three (3) judges qualified to hear any particular case, the chairperson of the Board of Reference shall so notify the president of the MEA who shall, with the consent of the Executive Committee of the Board of Directors, appoint a qualified Association member to serve in the place of each disqualified judge for that case only.

Part 3. Declaratory opinions

- R 23.** *Jurisdiction.* Pursuant to the jurisdiction vested in the Board under Section 3 of Article XII of the MEA Constitution, the Board may issue declaratory opinions interpreting the Constitution, Bylaws or Administrative Policies of the MEA, interpreting the constitution or bylaws of any local association or any region of the MEA, or the Constitution or Bylaws of the National Education Association, the Guidelines for NEA Uniserv in Michigan, the Code of Ethics and such other actions as may arise thereunder.
- R 24.** *Requests.* The Board shall consider and may issue declaratory opinions in matters which are submitted to it by the MEA Representative Assembly, the MEA Board of Directors or any region council.
- R 25.** *Form of request.* A written request to the Board for consideration and issuance of a declaratory opinion should be directed to the chairperson of the Board at the office of the Board. Such request should clearly and succinctly allege those facts and circumstances which caused the issue to be presented to arise, together with a clear statement of the particular sections of the Constitution, Bylaws, Administrative Policies or other actions of the Association which are in need of interpretation. The request shall specifically state those questions or issues on which the requesting body desires an opinion.

- R 26. *Notice of hearing.*** Upon receipt of a request for a declaratory opinion by the Board, the secretary of the Board shall immediately notify the chairperson of the Board, and shall schedule a hearing to be held within fifty-five (55) days after the request was filed. The date, time and place of the hearing before the Board shall be given to each member of the Board of Directors, local association presidents and region presidents. Persons or bodies desiring to make written and/or oral presentations regarding the request for a declaratory opinion shall, within ten (10) days of the notification, indicate the reasons therefor and request permission to do so from the chairperson of this Board. Such reasons and requests are to be submitted to the secretary of the Board at MEA Headquarters.
- R 27. *Hearing.*** Requests for a declaratory opinion are heard by a single member of the Board of Reference. If a declaratory opinion is appealed, it will normally be reviewed on the original record by the Appellate Board of Reference, consisting of those members of the Board of Reference who did not hear the case initially. Persons desiring to submit a written argument to the Appellate Board of Reference may do so by submitting same to the secretary of the Board of Reference postmarked no more than fifteen (15) days after the date of the Trial Board of Reference's decision.
- R 28. *Decisions.*** Decisions rendered by the Board shall include those items contained in the request for declaratory opinion and may contain such other items as the Board deems appropriate. The opinion shall be distributed to the party requesting the opinion, to such other parties as may have participated in the hearing, to each member of the Board of Reference, to the MEA president and executive director, and to such other parties as the Board may determine.
- R 29. *Witnesses, attorneys' fees and other costs.*** All costs, including attorneys' fees and witnesses' expenses, shall be borne by the party incurring them. However, where the Board requests the appearance of a person other than on behalf of the party requesting the opinion, it may reimburse such person's actual expenses.

Part 4. Amendments and rescissions

- R 30. *Amendments.*** These rules may be amended by a majority of the entire Board only after such amendment shall have been proposed at a prior meeting of the Board.
- R 31. *Rescission of prior rules.*** The rules as set forth above constitute the rules of the Board of Reference; any prior rules are hereby rescinded. The changes contained herein were proposed at the Board's meeting on October 15, 1992, and adopted on May 20, 1993, effective as of that date.

Appendix A

Appeal of the Decision of a Subordinate Judicial Body*

(Must be received by the secretary of the Board within thirty (30) days of receipt of the original trial body decision.)

To: Chairperson
MEA Board of Reference
P.O. Box 2573
East Lansing, MI 48826-2573

From: Appellant's name _____
Local association _____
Complete address _____

Signature _____ Date _____

The above appellant was the _____ accused/ _____ accuser in a trial conducted by:

Name of trial body _____

Person presiding at the trial _____

Date of trial _____ Date of decision _____

A copy of the original charge and of the decision which is being appealed must be attached to this form.

On the back of this sheet and/or on attached sheets the appellant must set forth in substance the reasons for believing the trial body was in error and the nature of the error.

A hearing will be called by the Board of Reference within fifty-five (55) days after the appeal is filed, and at least fifteen (15) days notice of the hearing shall be given to the accused, the accuser and the original trial body.

Decisions of the Board of Reference shall be rendered within thirty (30) days of the conclusion of the hearing and shall be distributed to the parties concerned according to the rules of the Board.

* Refer to Article XII of the MEA Constitution, articles VIII and IX of the MEA Bylaws, and the MEA Board of Reference Rules of Organization and Procedure.

Request for a Declaratory Opinion*

Date _____

To: Chairperson
MEA Board of Reference
P.O. Box 2573
East Lansing, MI 48826-2573

From: Officer of body requesting opinion _____

Title _____

Address _____

_____ MEA Representative Assembly--vote was taken on _____

_____ MEA Board of Directors--vote taken on _____

_____ Region Council--vote taken on _____

On the back of this sheet and/or on attached sheets:

- A. Clearly and succinctly allege those facts and circumstances which caused the issue to be presented to arise; and
- B. State the particular sections of the MEA Constitution, Bylaws, Administrative Policies or other policies which are in need of interpretation; and
- C. Specifically state those questions or issues on which the requesting body desires an opinion.

* Refer to Article XII of the MEA Constitution, articles VIII and IX of the MEA Bylaws, and the MEA Board of Reference Rules of Organization and Procedure

Appendix C (2 pages)

Charges by Members Against Members*

(Must be received by the secretary of the Board within thirty (30) days of the date the charging party had knowledge of, or should have reasonably discovered and been aware of, the alleged offense.)

To: President (or secretary) of trial body _____

Local/state association _____

Complete address _____

From: Accuser's name _____

Local association _____

Complete address _____

Signature _____ Date _____

If there is more than one accused, list the names, local associations, complete addresses and signatures of each:

Name of the accused _____

Local association _____

Complete address _____

If there is more than one accused, list the names, local associations and complete addresses of each:

* A copy of these charges must also be filed with the MEA executive director.

Charges by Members Against Members*

The following and no other shall constitute the basis for the filing of charges (*check those which apply*):

- _____ Violation of any provision of the Constitution, Bylaws or Administrative Policies of the Association, the provisions of the constitution or bylaws of any district (local association), the provisions of any constitution or bylaws of any region of this Association, or the provisions of the Constitution of the National Education Association;
- _____ Violation of the Code of Ethics of the Education Profession;
- _____ Willful violation of a legally negotiated and approved professional negotiations master agreement;
- _____ Obtaining membership through fraud or misrepresentation;
- _____ Willfully interfering with any official of this Association, a district (local association), a region or the National Education Association in the discharge of his/her lawful duties;
- _____ Misappropriation, embezzlement or improper or illegal use of the funds of this Association, a district (local association), a region or the National Education Association;
- _____ Acting in collusion with management to the detriment of the welfare of the Association, a district (local association), a region or the National Education Association, or any of their membership;
- _____ Any activity which assists or is intended to assist a competing organization within the jurisdiction of this Association;
- _____ Using the name of the Association, a district (local association), a region or the National Education Association in an unauthorized manner or for an unauthorized purpose;
- _____ Conduct unbecoming a member or officer of this Association, a district (local association), a region or the National Education Association.

On attached sheets, set forth the specific charges, stating the exact nature of the alleged offense, including the date and circumstances thereof and the specific sections of the Code of Ethics or specified constitutions, bylaws or policies that are alleged to have been violated, along with the specific act or failure to act which constitutes the alleged violation.

A hearing must be called by the trial body within fifty-five (55) days after the charges are filed, and at least fifteen (15) days notice of the hearing shall be given to the accuser. The accused shall be served with a full copy of the charges within ten (10) days after they are filed and at least thirty (30) days before the trial date, by the person with whom the charges have been filed.

*Refer to Article XII of the MEA Constitution, articles VIII and IX of the MEA Bylaws, and the MEA Board of Reference Rules of Organization and Procedure.

B-11

Operating Rules for Meetings of the MEA Board of Directors

(Adopted by the MEA Board on February 15, 1975)

(Updated January 24, 2003; February 10, 2010; July 2012; October 2015; March 2016;
July 2018; January 11, 2020; December 9, 2022)

I. Composition and seating of the Board

- A. The Board of Directors shall consist of the president, the vice president, the secretary-treasurer and at least one (1) member elected by each region. A region shall be entitled to elect one (1) additional Board member when the active and life membership within the region reaches three thousand one (3,001) and one (1) additional Board member for each two thousand (2,000) active and life members over three thousand one (3,001).
- B. The Board of Directors shall include at-large representatives of 3-1(g) persons (as defined in Article IX, Section 2(a), of the MEA Constitution), Education Support Professionals (as defined in Article IX, Section 2(c) of the MEA Constitution) and Higher Education Representatives (as defined in Article IX, Section 2(d) of the MEA Constitution).
- C. Michigan members who are officers of the National Education Association as defined in Article IV, Section 1, NEA Constitution, members of the NEA Board of Directors, and other liaison persons designated by the Board shall be seated as ex officio members of the Board with all privileges of other Board members except for voting. If no NEA state director is a voting member of the MEA Board of Directors, then the senior NEA state director shall be a full voting member of the MEA Board of Directors. In the event that there are two senior NEA directors, the voting member shall be chosen by lot. (Article IX, Section 2a of the MEA Constitution). Liaisons to the Board shall be active MEA or MEA-Retired members in good standing. (12/9/2022)
- D. The Board reserves the right to seat its duly elected members.
- E. Challenges to Board elections shall follow this procedure:
 - 1. A standardized form is included with the Region Council Constitution. This challenge may be to the MEA Region Council Constitution, to the region's bylaws, or to the procedures used in the election.
 - 2. The challenge will be made first to the region president, with notification to all candidates and to the MEA Executive Office.
 - 3. If resolution is not accomplished at the region level, the challenge shall be carried to the MEA Board of Reference through the MEA Executive Office.

II. Meetings (12/9/22 – entire Article)

- A. Meetings of the Board of Directors, Executive Committee and committees of the Board may be held in-person or electronically. In-person attendance is generally preferred to build a sense of community, develop a shared vision, and forge trust.
1. Meetings held in-person: Board meetings shall be held at a designated location, but Board members who are unable to attend in person shall have the right to participate electronically, subject to any limitations established in rules adopted by the Board.
 2. Meetings held electronically: Except as otherwise provided, meetings shall be conducted by internet-based video conferencing system, designated by the president, that supports visible display identifying those participating, identifying those seeking recognition to speak, and showing (or permitting the retrieval of) the text of pending motions. These electronic meetings of the Board shall be subject to all rules adopted by the Board, which may include any reasonable limitations of, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Association.
- B. Rules for Meetings
1. Login information: For meetings held electronically, the Executive Office shall send by email to every member of the Board, at least seven (7) days before each meeting, the time of the meeting, the URL, codes necessary to connect to the meeting system, and, as an alternative and backup, the phone number and access code(s) the member needs to participate by telephone. A link to these rules shall be included in the notice. For in-person meetings, at the request of a member who is unable to attend in-person, the same information shall be provided to that member.
 2. Log in time: Internet meeting service availability shall begin at least 15 minutes before the start of each meeting.
 3. Meeting room equipment: The association shall provide adequate video conferencing technology so that those electronically attending an in-person meeting shall be able to hear and participate in the business of the Association.
 4. Loss of meeting room connectivity: No business shall be transacted when a loss of meeting room connectivity results in the loss of a quorum.
 5. Location of the chairperson: For in-person meetings, the chair of the meeting must be present in the meeting room.
 6. Signing in and out: Members shall identify themselves as required to log on to the internet meeting service, using their first and last name and region, and shall maintain

active involvement throughout the meeting. Members shall log out upon departure before adjournment.

7. Technical requirements and malfunctions: Each member is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
8. Forced disconnections: If a member's connection is causing undue interference with the meeting, the chair may ask if there is any objection to direct the disconnection or muting of the member. An objection to the chair's decision is undebatable. Any disconnection shall be recorded in the minutes.
9. Assignment to the floor: To seek recognition by the chair, a member in the meeting room shall raise their hand. Those attending electronically shall use the designated method to seek recognition. The secretary-treasurer, or designee, shall record the members seeking to speak in the order of request. In the event the order of members requesting the floor is unclear, the selection of speaker shall alternate between those in the room and those attending electronically.
10. Meeting etiquette: Members attending electronically shall remain muted when not speaking. When speaking, members should reduce background noise as much as possible. Distracting backgrounds should be avoided.
11. Chat or text feature: The chat or text feature within the electronic meeting system may only be used as determined by the chair. Unless recognized by the chair, at no time may this feature be used to enter debate. All debate is to be directed through the chair. Such comments are unfair to members who are not participating electronically and do not fall under normal debate rules.
12. Motions: For meetings held entirely electronically, the following provisions shall be followed:
 - a. All motions requiring a second are already deemed seconded.
 - b. A member intending to make a motion, to offer an amendment, or to propose instructions to a committee shall, after being recognized, post the motion to the online area designated for this purpose (chat). Use of the online area designated for this purpose shall be restricted to posting the text of intended motions. (12/9/22)

III. Attendance

- A. Any member of the Board of Directors who is absent from three (3) consecutive meetings of the Board or fails to attend sixty percent (60%) of the meetings per year shall no longer be considered a member of the Board of Directors and the position shall be declared vacant. When a member's absence could result in dismissal from the Board, exceptions may be made by a majority vote of the Board of Directors when circumstances exist that are beyond the control of the individual. (12/9/22)

The MEA president shall notify the region president and region Board members when any Board member is in danger of losing his/her seat due to absenteeism. (MEA Constitution, Article IX, Section 2.g.)

- B. If a member is not in attendance at a Board meeting and has not notified the Executive Office that he/she will not be attending, and if the MEA is billed for a room for that Board member, this billing will then become a personal expense for such Board member.

IV. Number of meetings

- A. Regular meetings of the Board of Directors shall be held at least five (5) times each year; dates are to be determined by the Board of Directors.
- B. Special meetings of the Board of Directors may be called by the Executive Committee at its own discretion and shall be called upon the written request of five (5) members of the Board representing at least three (3) regions. Special meetings will deal only with the announced items. Such emergency items shall not be any item that can properly be dealt with at a regularly scheduled Board meeting.

V. Meeting timetable

The president and the executive director shall review the agenda for each Board meeting and determine the basis of the issues to be considered at the appropriate time for convening the Board meeting. (12/9/22)

VI. Quorum

- A. Two-thirds (2/3) of the members of the body shall constitute a quorum for the transaction of business in all cases.
- B. Quorum calls: The presence of a quorum shall be established by audible roll call by those attending electronically at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by those present in-person and online, unless any member demands a quorum count by audible roll call. Such a demand may be made immediately following any vote for which the announced totals add to less than a quorum. (12/9/22)

VII. Rules of order

Robert's Rules of Order, latest edition, shall be the authority in transaction of business unless such provisions conflict with the Constitution or Bylaws of the Association. (MEA Bylaws, Article XX,C.)

VIII. Agenda

- A. As a general rule, the following shall be the order of business for the Board of Directors:

1. Seating of new Board members;
2. Approval of minutes;
3. Reports (specific);
4. Financial report;
5. Reports (special);
6. Status of referrals;
7. Review of Executive Committee actions;
8. Unfinished business;
9. New business;
10. Adjournment.

- B. The agenda, accompanied by adequate explanatory materials with recommendations from the president and the executive director for each meeting of the Board of Directors, shall be prepared by the president in consultation with the executive director and shared electronically with members of the Board not later than seven (7) days prior to each meeting of the Board. (12/9/22)

Reports and informational items shall be shared electronically with the Board under separate cover in time for review prior to the Board meeting. These items shall not appear on the agenda, but Board members should get their questions answered by direct communication with the department director.

- C. In order to appear on the printed agenda, new business items shall be supplied by the president and the executive director or submitted by the members of the Board prior to the regular Executive Committee meeting preceding the Board meeting at which they will be considered.
- D. New business items shall be added to the agenda at the time of adoption by a majority vote of the Board.

New business items that do not appear on the adopted agenda may be placed on the agenda either by unanimous consent of the Board or by the president when the president deems the nature of the business is extremely urgent.

- E. Action on new business items not shared electronically with the agenda or shared without rationale shall be considered at the next Board meeting unless two-thirds (2/3) of the Board members present agree to immediate consideration. (12/9/22)

New business items that require budget modification in order to be implemented will not be acted upon at the meeting where they are introduced unless they contain cost estimates and indications of the line items from which the funds will come. If time limits require that action be taken on such items without estimates, two-thirds (2/3) of the Board members present must agree to their consideration.

- F. If a recommendation comes to the Board from an individual or a delegation of MEA members that has financial and/or policy implications for the Association, it must be received

by the president or the Executive Office in writing, consistent with present policy on agenda items. In the event that this does not occur, the request by the individual or delegation must be referred to the Executive Committee. However, if the request is of a critical nature and action by the Board is necessary prior to having been presented to the Executive Committee, a two-thirds (2/3) vote of the Board members present will be required for consideration.

- G. The Order of Business as indicated in the agenda may be changed upon general consent of the Board of Directors.

Items of action by the Executive Committee that the Board wishes to have placed on the Board agenda from the Executive Committee minutes will be considered at the request of a member of the Board providing ten percent (10%) of the Board concurs. Upon concurrence of at least ten percent (10%) of the Board members, the president shall announce the place on the agenda where that item shall be considered.

- H. Members of a management compensation committee will receive any supplementary informational materials and/or management proposals at least two (2) days prior to the initial committee meeting.

IX. Officers and duties

- A. The president shall preside at the meetings of the Board. A parliamentarian may be appointed to serve at the pleasure of the president.
- B. The vice president shall perform the duties of the president in the absence of the president.
- C. In the absence of both the president and the vice president, the secretary-treasurer shall perform the duties of the president.

X. Conduct of meetings

- A. Board members shall address the chair in making motions, speaking to motions and requesting information.
- B. Members of the Board, the officers of the NEA and official liaisons shall be full participants in the deliberations of the Board. Participation by others in attendance shall be by deference of a Board member with the consent of the chair.

XI. Motions

- A. The following types of motions shall take precedence in the order in which they stand arranged:
 - 1. Fix time for next meeting;
 - 2. Adjourn;
 - 3. Take a recess;

4. Point of privilege;
5. Call for orders of the day;
6. Lay on table;
7. Previous question (close debate);
8. Extend/limit debate;
9. Postpone to definite time;
10. Refer to committee;
11. Amendment to main motion;
12. Postpone indefinitely.

- B. Motions shall be amended by addition, by insertion, by deletion and by substitution.
- C. Only two (2) amendments shall be applied to a motion at one time, a primary amendment and a secondary amendment, in which case the secondary amendment shall apply to the primary amendment.
- D. Amendments shall always be germane to the main motion; no motion on a subject different from that under consideration shall be admitted under color of an amendment.
- E. Motions to reconsider may be made by any member and shall be adopted by a majority vote from the membership of the Board.
- F. The Board may establish general operational guidelines by precedent where there are no clear operational guidelines to follow. It may also create such new precedents as it deems worthy of creation.

XII. Minutes

- A. Minutes of the meetings of the Board of Directors shall be arranged and organized for easy reference; discussion and actions pertaining to any one topic will be grouped together.
- B. Corrections to minutes of meetings of the Board shall be made as follows: portion of minutes being corrected shall be printed in the minutes, then stricken, and the correction printed in capital letters for ready identification.
- C. Deletion from the record at the same meeting may be accomplished by unanimous consent of the Board of Directors.

XIII. Voting

- A. The president, the vice president and the secretary-treasurer shall have voting power on the Board of Directors.
- B. No motion shall be passed by the Representative Assembly, the Board of Directors, or a commission or a committee without the concurrence of a majority vote of all members elected to the body. No motion shall be passed by the Representative Assembly without the

concurrence of a majority vote of those members having registered with the Credentials Committee and seated by the Assembly. (MEA Bylaws, Article XX, B.

- C. A majority vote shall be a majority of those elected.
- D. A two-thirds vote shall be two-thirds (2/3) of those elected.
- E. The president shall vote on all issues before the Board and shall vote at the same time as the Board.
- F. The following methods of voting shall be used:
 - 1. Acclamation or voice (public) (prevailing practice);
 - 2. Show of hands (by request of Board member);
 - 3. Secret ballot (by majority vote);
 - 4. Roll call (requested by two (2) Board members);
 - 5. Electronic voting.
- G. The roll shall be called on a rotating basis each time that a roll-call vote is used. The roll-call vote shall begin with the maker of the original motion under consideration and proceed in sequence.
- H. Action to ratify employee contracts and/or approve management compensation schedules may not take place during the same session of a Board meeting at which they are presented.
- I. Issues may be decided upon general consent where there is unanimous agreement among the members of the Board.
- J. Division of the house may be called on any question by any member of the Board; such request is not debatable and does not demand a second. Results of a division of the house shall become a part of the official record.
- K. When considering non-budgeted expenditures of over five thousand dollars (\$5,000), a roll-call vote of the MEA Board of Directors is mandatory, and the vote shall be subsequently published in the Board minutes.
- L. Electronic voting shall be conducted using the MEA Online Voting System, or an alternative online voting system, provided the platform complies with voting requirements. Ballots shall include support, opposition and abstention for the motion. At the conclusion of each vote cast electronically, the chair or designee shall announce the results, including the number of ballots cast in the affirmative, in opposition and abstentions. (12/9/22)
 - 1. Electronic voting may also be used in the interim between meetings of the Board of Directors. (12/9/22)
 - a. This procedure may be followed only under the following conditions:

- i. Employment of personnel when it is necessary to make appointments in order to carry on the work of the Association;
 - ii. When policy decisions must be made immediately, provided it is not possible to obtain a quorum at an emergency meeting of the Board;
 - iii. As authorized by a majority vote of the Board of Directors.
- 2. Decisions by electronic balloting in the interim between meetings shall be appended to the minutes of the prior meeting of the Board of Directors and submitted to the Board at the time the minutes are presented for approval. *(12/9/22)*
- 3. Electronic voting shall be accompanied by full and complete explanation of the issue under consideration and supporting information. *(12/9/22)*
- M. Balloting for in-person meetings with members attending electronically and for meetings held entirely electronically, shall be conducted using the MEA Online Voting System, or an alternative online voting system, provided the platform complies with all election requirements, including secret ballot. At the conclusion of each vote cast electronically, the chair or designee shall announce the results, including the number of ballots cast for each candidate. *(12/9/22)*
- N. Ratification of the contract of the executive director will be by the Board of Directors in executive session.

XIV. Executive Committee

- A. The Executive Committee will be constituted according to the MEA Constitution.
- B. Nominations for election to the Executive Committee shall be made at the organizational meeting of the Board at which the elections shall take place. The election will be held on a single ballot. Each member may cast as many votes on the single ballot as there are vacant seats.
- C. The Executive Committee members may be recalled for just cause by a two-thirds (2/3) vote of the MEA Board of Directors. Before a vote is taken on the recall, ample opportunity shall be provided for a hearing on the matter before the Board of Directors. Immediately upon an affirmative recall, nominations will be received for election at the next regularly scheduled Board meeting.
- D. Vacancies in unexpired terms shall be filled at the next scheduled Board meeting following the effective date of the vacancy.

XV. Nominations and elections

- A. Prior to the organizational meeting of the Board, nominations for presidential appointment to commissions and committees shall be solicited from Board members, local units, regions and associated organizations and referred to the incoming president. The incoming president,

after appropriate consultation with Board members regarding nominations from their separate regions, shall prepare recommendations for presentation to the new Board of Directors.

- B. The new Board of Directors shall consider the recommendations of the president in informal session.
- C. The recommendations of the president shall then be presented to the Board of Directors in regular session.
- D. Board member vacancies on commissions shall be filled by appointment of the president with concurrence of the Board of Directors as provided in the MEA Bylaws, Article VII, B.3.
- E. Nominations to NEA committees and councils will be submitted to the Board of Directors for consideration at the third meeting of the Board. Nominations to NEA committees and councils will be made according to the following procedures:
 - 1. A study will be made of NEA committees and councils to determine vacancies to be filled and length of terms and this information made available at the second meeting.
 - 2. Interested parties may submit to the Board of Directors nominations to NEA committees and councils.
 - 3. The MEA Board, together with the NEA state directors, will review nominations and transmit to the NEA the names of the nominees most qualified for any committee or council.
- F. Any MEA task force shall expire with the expiration of the term of the president that appointed it.

XVI. Special types of sessions

- A. Executive sessions of the MEA Board of Directors may be requested by any member of the Board at any time. Requests for executive session shall be directed to the president, who shall rule on whether or not an executive session shall be held. The executive director, the executive assistant, the NEA directors, and the NEA officers shall always be present except as determined by the Board of Directors. The presence of others shall be by consent of the Board of Directors. When salary matters pertaining to them as individuals are being discussed, staff members will absent themselves.
- B. *In camera* is A closed session of the Board that is not an executive session but may transact and act and has certain restrictions placed on attendance at the onset of the *in camera* session. Actions are reported but minutes are not kept of proceedings except action items.
- C. All closed sessions must comply with Administrative Policy XII, D. and E., as follows:

1. A two-thirds (2/3) roll-call vote shall be required to hold a closed session.
 2. The purpose of the closed session shall be announced prior to the vote.
 3. A decision of the Board of Directors may be invalidated if made in noncompliance with the above. In any case, where a challenge has been initiated the Board of Directors may, without admission contrary to its interest, reenact the disputed decision.
- D. The Board may resolve itself upon motion (see refer to committee motion in Article X) into informal session for the purpose of discussing appointments or for consideration of other matters where the Board may deem free discussion advisable.

XVII. Expenses

- A. Reimbursement: It is the policy of the MEA to reimburse persons traveling on official business for all reasonable, actual expenses. Expenses of the MEA Board are handled by the executive director. The executive director shall furnish each person with a voucher, together with full instructions for completing the form.

The following apply to reimbursement:

1. Vouchers are to be submitted to the office of the executive director.
 2. No bills shall be allowed by the executive director unless they are fully itemized.
 3. All bills involving travel expenses shall state the means of travel, place of lodging, the date, the price of room per day, a full explanation of expenses, the purpose of the trip, and the nature of the business transacted.
 4. Itemized receipts for lodging, public transportation and meals must accompany voucher. (Refer to Article III, B.)
 5. Multiple meals must be further explained by listing of guests and purpose of entertaining.
 6. Expenses should be reported as a day-by-day breakdown.
 7. Expense items not printed on voucher (e.g., postage, phone calls, etc.) should be entered as miscellaneous, receipts attached if applicable and details listed on the voucher form.
- B. MEA Board functions: Members of the Board of Directors shall be reimbursed according to the following:
1. All actual expenses of Board members incurred in connection with attendance at official Board functions;
 2. All loss of remuneration because of docked pay. As indicated on the reverse side of the MEA Governance Expense Voucher, MEA will reimburse the cost of a substitute or lost wages, if such cost is the Board members' personal responsibility.

- a. MEA will:
 - Reimburse districts that keep members on payroll.
 - Reimburse local associations/members that must purchase release time.
 - Reimburse a member due to a dock day.
 - Pay the cost of a substitute (but not in conjunction with reimbursing a member's time).
 - b. MEA will NOT:
 - Reimburse for compensable leave time.
 - Reimburse local associations where release/association time is provided for under a negotiated agreement.
 - Reimburse for any full-time released local officer.
 - Reimburse for extra summer assignments, e.g., summer school, coaching.
 - Reimburse for employment outside of education.
 - c. MEA is required to report to the IRS, on Form 1099-NEC, any payments made directly to members that total \$600 or more over the course of the calendar year. For IRS purposes, payments do not include reimbursed expenses (i.e., meals, mileage and lodging). Payments made directly to a Board member for wages or substitute costs would be applied toward the 1099-NEC limit. These payments may be subject to social security tax if wages are not over the social security base.
3. Cost of substitute if billed by the school district or local association (loss wage or substitute, but not both);
 4. In-state and out-of-state travel: (12/9/22)
 - a. Mileage shall be calculated from official highway map figures and/or online map calculator website, except total cannot exceed coach air fare and figured at the most direct route;
 - b. Actual cost of public transportation with receipt, if applicable;
 - c. Board members will be expected to observe all possible economy measures, e.g., tourist air fares, etc.; (12/9/22)
 - d. Mileage rate shall be at the current IRS rate.
 5. Single lodging accommodations when preferred by Board members. (Refer to Article III, B.)
 6. Lodging will be provided if the member lives at least 125 miles one way from the meeting site. Lodging will be provided if the member has back-to-back meetings such as the MEA Board of Directors meeting and Representative Assembly.
 7. Reimbursement will be the cost of lodging or mileage, whichever is less.

C. NEA Representative Assembly: MEA Board members attending the NEA Representative Assembly shall be subject to the following:

1. *Transportation* based on flight supersaver fare, train or bus fare, plus round-trip mileage from nearest flight/bus departure site, or standard IRS rate per mile but not to exceed the cost of supersaver fare.
2. *Lodging, meals and miscellaneous* expenses are approved by the MEA Board annually.

D. Officers: The following shall apply to the elected state executive officers:

1. The expenses of the president and vice president to carry out the business of those offices shall be paid by the MEA.
2. Expenses of the vice president and secretary-treasurer to attend NCSEA meetings are paid by the MEA.
3. Expenses of the secretary-treasurer shall be met by the MEA when acting in an official capacity or as a representative of the president.
4. Travel, meals and lodging of the spouse/companion of the president and vice president shall be paid by the MEA while the officers are on official business.
5. Travel, meals and lodging of the spouse/companion of the secretary-treasurer shall be paid by MEA while the officer is on official business within the state.

E. General: Official business or functions of Board members other than elected officers is interpreted to mean regular meetings of the Board of Directors, Board workshops, the Representative Assembly, and any elected or appointed responsibility as a member of the Board. The following shall constitute the general policy on expenses of Board members:
(12/9/22)

1. Air fare: All air travel on scheduled flights shall be reimbursed;
2. Private car: Reimbursement is at the highest rate per mile allowed by IRS policy plus toll charges and parking fees. If a personal car is used for long distance, reimbursement shall be limited to the cost of air coach fare;
3. Rental car: Limited to circumstances of necessity when using public transportation and no other local transportation is available. An explanation as to the reason for renting a car must accompany reimbursement request;
4. Subsistence allowance: Reimbursable for a period of time not to exceed one (1) meal preceding and one (1) meal following while enroute to and from the official meeting. Itemized receipts for meals must accompany voucher. Total meals per day shall not exceed \$30. If MEA provides a meal, the following amounts will be deducted from the \$30 limit: \$4 for breakfast, \$6 for lunch and \$20 for dinner.

5. Bus and taxi: Allowable as necessary, subject to explanation;
6. Valet or maid service: Reimbursable when on approved travel status of more than three (3) days duration, limited to ten dollars (\$10) per event;
7. Honorariums: Limited to actual cost of expenses when not paid by the MEA; nonmonetary tokens of appreciation may be accepted;
8. Accident insurance: Insurance in the amount of twenty-five thousand dollars (\$25,000) in case of accidental death while on Association business; maximum of two thousand dollars (\$2,000) insurance for hospital and medical expenses will be paid for an accidental injury while traveling for and at the expense of the Association; protection of two hundred dollars (\$200) per week for income lost due to disabilities or injuries incurred in connection with official duties;
9. Personal loss: Reimbursement for loss of personal items necessary for travel or proper performance of official duties (e.g., clothes and luggage); limited to that not covered by insurance or carrier; claim and proof of loss must be submitted.

F. Miscellaneous: The following miscellaneous policies shall be in effect.

1. Vouchers must be submitted within forty-five (45) days of incurring the expense or, in the situation where the member is billed, within 45 days of receipt of the bill. Vouchers must be received by MEA by August 31.
2. Each Board member may attend one (1) in-state conference, workshop or committee meeting of their choice annually at MEA expense.

Expense policies for attendance at events such as the Summer Conference, Winter Conference, etc., will be determined per event. Board members should review such policies in advance of each event.

G. Limitations: The following limitations shall apply:

1. Expenses to the MEA Executive Committee meetings are limited to the members of that body and any others requested to be in attendance for specific business.
2. Charges deemed unreasonable shall be disallowed and adjusted in accordance with existing practice. A full explanation by the executive director of the adjustment shall be made to the Board member involved.

XVIII. Budget

- A. The executive director shall notify the Board whenever a line item of the approved budget has been exceeded prior to April 30 of each fiscal year, with an explanation of the unusual expense.

- B. A projection of the expenditure on over-budget line items shall be made for the remainder of the fiscal year.
- C. Any proposal to increase budget allocations or to add new projects requiring additional expenditures shall be accompanied by a specific indication (budget line item) where funds will be obtained.
- D. Association budgets shall include an explanatory sheet indicating the reason(s) behind any variance of ten percent (10%) between a line item and the previous year's actual expenditure for that same line item.

Line items shall be renumbered so that there are no line items with duplicate numbers.

XIX. Censure

The Board of Directors may censure any Board member who persistently violates the rules of the Board of Directors.

XX. Electronic Device Policy

MEA Board Member Electronic Device Replacement Project

As of January 11, 2020, MEA will reimburse each member of the MEA Board of Directors up to \$500 as reimbursement for the purchase of a new electronic device (laptop, desktop, tablet, or cell phone) to be used for their work as a member of the MEA Board. Each Board member will purchase the equipment of their choice from the vendor of their choice. This device must be able to allow the Board member to:

- retrieve and send email which includes attachments in the programs commonly used by MEA;
- log on to BoardEffect and access any web-based information for meetings;
- be able to participate in virtual and hybrid meetings; (12/9/22)
- read documents such as PDFs, decompressed documents, or other online documents using the appropriate software or app.

Eligibility:

Beginning January 11, 2020, all Board members will be reimbursed for systems purchased after the date of the adoption of this project. As new Board members are elected, they will be eligible for reimbursement upon assuming office. Board members who are re-elected to additional terms will be eligible for an additional reimbursement under this policy to purchase additional new equipment. No board member will receive reimbursement to replace equipment that is less than four-years-old. In fiscal year 2020-21, Board members who purchased an electronic device during the initial year of this policy and are re-elected to office will not be eligible to purchase another electronic device during that term of office. (1/11/2020)

Reimbursement procedure:

1. MEA IT will notify all MEA Board members of the new process and minimum system requirements. MEA IT will provide a voucher and directions for reimbursement.
2. Board member purchases electronic device.
3. Board member submits voucher and receipts to MEA IT.
4. MEA IT verifies eligibility and logs purchase information (Board member name, date, type of electronic device, amount, etc.).
5. MEA IT forwards voucher and receipts to MEA Finance Department.
6. MEA Finance mails check to Board member.
7. In future years, a Board member who continues in office for additional terms after the purchase of an electronic device pursuant to these guidelines may submit a request for reimbursement to purchase a new electronic device to MEA IT. MEA IT will then verify eligibility and send the Board member approval, instructions/timelines for reimbursement, and a voucher. Reimbursement will follow the process previously described.
8. A Board member submitting a request under this policy must, as of the date of purchase, have at least 12 months remaining on his/her term in office to be eligible for reimbursement.

Additional regulations:

1. The equipment purchased will be the property of the Board member. If a Board member is re-elected to office and gets a second (or third) replacement, he/she will keep the equipment they already have which was purchased pursuant to this policy. Disposal of old equipment purchased under this policy will be the individual Board member's responsibility.
2. As required by law, MEA Finance will issue the appropriate reports (1099) to reflect the purchase of this equipment.
3. Whenever a new Board member begins his/her initial term, September 1, he/she will be eligible for a new electronic device. MEA will not reimburse a Board member for a purchase prior to September 1. Board members who are elected to fill the remainder of a term will be issued a computer for their temporary use by MEA.
4. Service and maintenance of the equipment will be the responsibility of the individual Board member.
5. All software or apps on the device will be licensed by the individual Board member—not the MEA or MESSA.

Training Program:

The MEA will provide the following training for Board members:

1. Initial training regarding MEA's email system and BoardEffect.
2. Additional training can be offered by request.

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BOARD OPERATING RULES**FINANCIAL CONFLICT OF INTEREST POLICY FOR MEA OFFICIALS*****STATEMENT OF PRINCIPLE**

No official of the Association shall have any interest, financial or otherwise, direct or indirect; or engage in any business or transaction or professional activity; or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his/her duties in the interest of Association members.

STANDARDS

1. No official shall make personal investments in enterprises which he/she knows or could reasonably be expected to know may be affected by decisions in which the official is involved; no official shall make personal investments that may create substantial conflict between the duty to serve the members' interest and the official's private interest.
2. No official serving as a representative of the Association shall engage in any transaction with any business entity in which he/she has a direct or indirect interest.
3. No official shall directly or indirectly sell goods or services to the Association.
4. No official shall accept any other position which will impair his/her independence of judgment in the exercise of his/her official duties.
5. No official shall disclose nor otherwise use confidential information gained by reason of his/her Association position to further his/her personal interest.
6. No official shall receive directly or indirectly a gift of value from a firm, corporation, individual, or any other source which sells goods or services to the Association.
7. Officials who represent the interests of MEA in endorsed special services programs by participating in the governance and other related activities of the firms involved with those programs may receive reimbursement for the necessary and actual expenses incurred in fulfilling their responsibilities.

* "Officials" as hereinafter used in this document shall refer to MEA officers, members of MEA Commissions and Committees, and members designated by the President or an MEA governing body to represent the Association.

BOYCOTTS IN FORCE

Amway Boycott:

The MEA actively encourages MEA members to boycott the purchase, selling and use of Amway Corporation products and to no longer use facilities which have any agreement or connections with the Amway Corporation in the future.

(1981 Spring RA, Reaffirmed 1992)

California Grape Boycott:

The MEA supports the California grape boycott, in concern for farm workers and their union, in their struggle for representation in bargaining in the areas of safety in the work place, better working conditions and fair wages. MEA also condemns the utilization of health threatening agro-chemicals used indiscriminately and without concern for the health and safety of workers, consumers and their offspring.

(1986 Spring RA, Reaffirmed 1992)

BUSINESS PRACTICES

BANK RESOLUTION

RESOLVED, that any two of the following officers from time to time holding the following offices of this corporation and their successor or successors in office or named person or persons, to-wit:

President
Executive Director
Secretary/Treasurer

For purposes of operating the Association and/or implementing actions of the RA and/or Board, be and they hereby are authorized to arrange for the borrowing of, and to borrow from time to time from such financial institutions ("Lender") as they may select, such sums, not to exceed three months' operating revenues, upon such terms and conditions as to time of repayment, rate of interest and security therefore as they may determine; and that they be and hereby are authorized to execute and deliver in the name and on behalf of this corporation promissory notes or any other documents as evidence of the obligations of repayment with respect to all sums so borrowed; to pledge, mortgage, assign and (or) grant a security interest to said Lender in the bills, receivables, stocks, bonds or other property of this corporation as security for any monies so borrowed, and to discount the bills receivable of this corporation as security for any monies so borrowed, and to discount the bills receivable of this corporation with said Lender and, the above are further authorized hereby to buy and sell foreign exchange, to purchase letters of credit, travelers' checks, and similar instruments and for, on behalf, and in the name of this corporation to incur liabilities in connection therewith and in connection with the purchase, sale or negotiation of any bills of exchange, letters of credit, travelers' checks, acceptances, drafts, bills of lading, and similar instruments, and to receive and receipt for and to sign receipts and trust receipts therefore, and to sign, execute, and deliver orders, applications, and agreements in connection therewith, which orders, applications, and agreements may contain provisions as to them shall seem proper, and further to withdraw, receive and receipt for and to withdraw upon trust receipt on the responsibility of and the risk of this corporation and to sign orders for the withdrawal, substitution and (or) exchange of any and all collateral, securities or property pledged, assigned, transferred or otherwise held for its account. Such withdrawals, substitutions or exchanges may also be made by the bearer of any order, receipt or request so signed.

FURTHER RESOLVED, that any of the above listed officers or named person or persons be and they hereby are authorized to execute leases of personal property on behalf of this corporation, as Lessee with the Lender, as Lessor, on such terms and conditions, and for such total amounts of rental as may be deemed by said above listed officers or named persons to be in the best interest of this corporation;

FURTHER RESOLVED, that such leases of personal property when executed by the above-authorized officers or named persons shall be binding on this corporation in accord with the terms and conditions thereof.

FURTHER RESOLVED, that the Lender is hereby authorized and directed to pay the proceeds of any such loans as directed by said person or persons from time to time holding the above listed offices of this corporation to the corporation's bank accounts;

FURTHER RESOLVED, that the Lender is hereby authorized and directed to accept telephonic or other electronic instructions to make loan advances for credit to the corporation's bank account(s). The Lender is further authorized to debit said account(s) for payment to be applied against loan balances. Written confirmation of each such telephonic or other electronic direction by the corporation is required to be presented to the Lender.

FURTHER RESOLVED, that any two of the above listed officers or named person or persons be and hereby are authorized to execute guarantees of payment with the Lender on behalf of this corporation, as guarantor for the benefit of third parties who are or will be indebted to the Lender on such terms and conditions and for such amounts as may be deemed by the said above listed officers or named persons to be in the best interest of this corporation; and

FURTHER RESOLVED, that any two of the above listed officers or named person or persons be and hereby are authorized to pledge, mortgage, assign and (or) grant a security interest or interests to the Lender in the bills, receivables, stocks, bonds or other properties of the corporation to secure any guaranty by this corporation.

FURTHER RESOLVED, that the Secretary of this corporation be and hereby is authorized and directed to certify to the Lender, the foregoing articles and bylaws of this corporation and that the foregoing resolutions and authority thereby conferred shall remain in full force and effect until this corporation officially notifies said Lender to the contrary in writing and said Lender may conclusively presume that such resolves are in effect and that the persons identified from time to time officers of the corporation by certificate of the Secretary have been duly elected or appointed to and continue to hold such offices.

(Board January 1991)

BUSINESS PRACTICES

BIDDING POLICY

Capital equipment purchases in excess of \$5,000 and supply purchases in excess of \$3,000 will be subject to the bidding process outline below:

1. Description and specifications on the item(s) to be bid will be developed by the appropriate supervisor and approved by the requesting office and the MEDNA executive director.
2. Whenever possible, three (3) sealed bids will be obtained.
3. To be considered, a bid must be filed with the appropriate supervisor within the time limits specified in the bid request.
4. Bids will be reviewed for conformity to specifications, cost, quality, compatibility, uniformity, service/dependability, product availability. Consideration will also be given to the following:
 - a. Is the vendor unionized?
 - b. Is it a U.S. company?
 - c. Does the company have an affirmative action program/policy?
 - d. Is the vendor Michigan-based?
 - e. Is the vendor/company under any boycott?
5. If the low bid is not honored, a written explanation will be placed in the file.

(Board November 1986)

GIFTS AND DONATIONS

Whenever a monetary gift and/or donation over \$1,000 is being given by MEA, the Representative Assembly will vote on the proposed gift and/or donation.

(1981 Spring RA)

LOANS AND/OR LOAN GUARANTEES

MEA will not guarantee or make a loan to any nonaffiliate organization without the prior approval of either the Executive Committee or MEA Board of Directors.

(Board March 1996)

BUSINESS PRACTICES

INTERNATIONAL INVESTMENTS

The MEA Board of Directors advises our representatives to delay moving into international investments until further studies can be made.

(Board November 6, 1992)

BUSINESS PRACTICES

RECYCLING

The MEA shall establish a goal of using at least 50 percent recycled paper for mailing, memos, stationery, etc. by the end of 1991.

MEA shall establish as a goal the use of 24 percent recycled paper in the *Voice* by the end of 1992.

MEA shall report to the 1991 Spring Representative Assembly progress and plans for reaching these goals.

(1990 Spring R.A.)

BUSINESS PRACTICES

ASSISTANCE TO LOCALS—IRS AUDIT INTEREST

MEA would pledge to pay the additional interest on back taxes caused by the IRS audit appeal process, subject to the following conditions:

1. MEA must have power of attorney and a signed agreement in place with the local specifying the obligations and responsibilities of both the local and MEA.
2. The appeal must have been recommended by MEA, with concurrence by the local.
3. MEA will pledge to pay the additional interest on back taxes up to the point of an MEA recommendation to settle.
4. MEA would only be responsible for any interest accrued during the appeal process. Any interest due at the time of the original audit report is the responsibility of the local.

(Board April 30, 1998)

Charter/Academy Schools

The MEA supports innovation in all public schools, including charter/academy schools, and believes that all public schools must be designed to provide a high quality education while meeting the diverse needs of all students.

Charter/academy schools must meet the following criteria:

- Provide equal educational opportunities and high quality learning standards for students with diverse needs;
- Provide a safe learning environment for students and working environment for employees;
- Have open and nondiscriminatory enrollment policies, practices, and procedures;
- Comply with all legal requirements applicable to charter/academy schools;
- Engage only in legal and ethical business and administrative practices;
- Are centered on children's education rather than profit making;
- Use only certified teachers and qualified personnel to assure a quality educational program;
- Promote educational innovations;
- Are solution-oriented, research-based, and replicable.

MEA will support legislation that increases public supervision and accountability of charter/academy schools and equalizes the state requirements imposed on charter/academy schools and traditional public schools. MEA will also support legislation that prohibits the conversion of private schools to charter/academy school status.

MEA may organize and bargain for charter/academy school employees subject to MEA policy.

(Adopted by 1997 Spring RA)

COALITIONS

CAUSE – MANDATORY SPECIAL EDUCATION COALITION

The MEA shall join the coalition of consumer and professional organizations interested in the educational rights of the disabled to see that Act 198 is enforced as it was intended to be. MEA will have one representative (governance) and one alternate (staff).

(BD June 1976)

WOMEN'S ASSEMBLY

MEA will become a member of Women's Assembly.

(BD October 1982)

Article XII of the Constitution of the Michigan Education Association provides that the Code of Ethics adopted by the National Education Association shall be the Code of Ethics for the members of the Michigan Education Association

Code of Ethics of the Education Profession

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly—

- a. Exclude any student from participation in any program;
- b. Deny benefits to any student;
- c. Grant any advantage to any student.

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to

careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist a noneducator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

—Adopted by the 1975 Representative Assembly, amended 2010

List of Committees and Commissions

I. Standing Committees

- A. MEA Representative Assembly Committees
 - 1. Credentials Committee
 - 2. Elections Committee
 - 3. Resolutions Committee
- B. NEA Representative Assembly Committee
 - 1. Resolutions Committee
 - 2. Strategy Committee
- C. Organizational Commissions & Committees of MEA
 - 1. Board of Reference
 - 2. Long Range Planning Committee
 - 3. Executive Committee
 - 4. Long Range Bargaining Committee
 - 5. Legislation Commission
 - 6. Local Affiliates Commission
- D. Political Action Committees
 - 1. MEA-PAC Council
 - 2. MEA-PAC Governing Board
 - 3. MEA-PAC Statewide Screening & Recommendation Committee

II. Administrative Committees

- A. MEA Administrative
 - 1. Communications Committee
 - a. Media
 - b. Digital
 - 2. Budget and Finance Committee
 - 3. State Crisis Assistance Program Committee
 - 4. Governance Review Committee
 - 5. Conference Planning Committee
 - 6. Awards Committee
 - 7. Statewide Anti-Privatization Program (SWAP), ESP Committee
- B. Program Committees
 - 1. Aspiring Educators of MEA (AEM)
 - 2. College Outreach Committee
 - 3. Social Justice Committee
 - 4. Professional Development Committee
 - 5. Art Acquisitions Committee

III. Advisory Boards

- A. MEA Financial Services Board of Directors
- B. MESSA Board of Trustees and Officers
- C. Staff Retirement Plan Board of Directors
- D. Scholarship Fund Trustees

CONFERENCES/MEETINGS

DISPLAY TABLE POLICY

The MEA will arrange for display tables for MEA departments, MESSA, MEA Financial Services and official candidates for MEA offices. Tables will also be provided to state caucuses as space permits on a first-come, first-served basis. Requests for such space must be made to the executive director at least two weeks prior to conferences or Representative Assemblies. Tables and their placements will be assigned to caucuses and candidates through a lottery conducted by the conference coordinator. Any materials distributed from a table must not be in conflict with MEA positions.

(MEA Board January 24-25, 1992)

Subject to availability of space and priority given to MEA groups and individuals, display tables may also be made available to outside organizations that qualify under the terms of this policy. Fees may be charged to such outside organizations for this service.

(MEA Board July 31, 2000)

NON-UNIONIZED FACILITIES, MEA USE OF

The MEA will boycott the use of any and all non-unionized facilities in the state where employee attempts to organize have resulted in firings or other forms of management interference and harassment.

(MEA Board December 1985)

RACE AND SEX EQUITY

Speakers/presenters at MEA sponsored functions/conferences/workshops shall be informed of MEA's official position as opposed to racism and sexism. All evaluation forms of these functions/workshops/conferences shall include questions about the effectiveness or lack of effectiveness of the presenter in dealing with aspects of race and sex equity.

(1982 Spring RA)

SUMMER LEADERSHIP CONFERENCE—SITE

Future sites for Summer Leadership recommended by the Advisory Committee will only be chosen from accommodations that fulfill basic requirements, i.e. air-conditioned facilities and a better grade housing.

(MEA Board November 1982)

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MEA Constitution

(As amended by the Representative Assembly, May 2001, May 2003, April 2005,
May 2009, October 2013, October 2014, April 2015, April 2018)

Preamble

We, the professional educators and education support professionals in the state of Michigan, believing that the profession must institute its own self-government, secure proper recognition and responsibility for the professional preparation of its members, admit to our membership only those able to practice according to its highest standards, provide a climate of academic freedom, govern the ethical practice of its membership, be guided in all its actions by the highest sense of social and academic responsibility, demonstrate continued progress in the development and application of its body of knowledge, and perpetuate the membership in numbers adequate to meet the demand for educational services, do ordain and establish this Constitution for the Michigan Education Association/NEA. (May 2009)

Article I. Name

The name of this nonprofit corporation, organized under the laws of the state of Michigan, shall be the Michigan Education Association/NEA.

Article II. Purpose

The objectives of this Association shall be the improvement of education, the advancement of the interests of education and of educators, and the promotion of the professional growth of its members.

Article III. Membership

- Section 1.** ***Continuing membership.*** Membership in the Michigan Education Association/NEA shall be on a continuing basis according to procedures established by the Board of Directors.
- Section 2.** ***Classification.*** The membership shall be classified as active and associate according to the Bylaws. Active members in good standing shall have full rights and privileges of membership as indicated in the Bylaws. Associate members shall have such rights and privileges as shall be determined by the Bylaws and the Administrative Policies of the Board of Directors.
- Section 3.** **a. *Active.*** Any person in the state of Michigan regularly employed by, laid off by, or on leave of absence from an educational institution, exclusive of supervisory personnel as defined by the Michigan Employment Relations Commission or who provides educational services, shall become an active member of the Michigan Education Association/NEA when an application for membership has been accepted according to the Bylaws and Administrative Policies as established by the Board of Directors. Membership in the National Education Association and the local association shall be required of active members of the Michigan Education Association.
- 1.** Active members who have met the requirements established by the Board of Directors in the Dues Transmittal Policy for payment of dues shall be considered *active members in good standing*.

2. Active members who have not met the requirements established by the Board of Directors in the Dues Transmittal Policy for payment of dues shall be considered *active members in arrears* and do not have full rights and privileges of membership.
 3. Failure to maintain status as an active member in good standing does not relieve the member of the obligation of paying dues for all time as an active member.
- b. *Associate*. Any person who is not eligible for active membership may become an associate member when an application has been accepted according to the qualifications as defined in the Bylaws.
 - c. *MEA-Retired*. An active member shall become a pre-retired member of the MEA-Retired/NEA-Retired upon payment in full of dues in an amount set by the MEA Board of Directors, unless the active member notifies the local association in writing that the member chooses not to be a pre-retired member of MEA-Retired/NEA-Retired. These dues shall be in addition to the dues established under Article II, B.2.c. of the Bylaws.
 - d. *Categories of membership*. The Representative Assembly may create and define categories of membership within active, associate and MEA-Retired classifications. The Board of Directors shall make such rules as are necessary to maintain such categories.

Section 4. *Termination of membership*. Any member of the Association shall remain a member until resignation, expulsion or suspension, or failure to fulfill the conditions of membership other than payment of dues as established in the Bylaws.

Article IV. Officers

Section 1. *Officers*. The officers of the Association shall be the president, the vice president, the secretary-treasurer, the members of the Board of Directors, and regularly elected delegates to the Representative Assembly. Any active member in good standing of the Association may nominate or be nominated for office and the member elected shall remain an active member in good standing throughout the term. The terms of the president, vice president and secretary-treasurer of the state Association shall be for three (3) years beginning September 1. No person may serve more than three (3) consecutive terms as president. Completing an unexpired term shall not constitute a term for the purposes of this section, but in no event may a person serve as president more than ten (10) years.

Section 2. *President*. The president of the Association shall be the chief executive and operating officer of the Association and shall be responsible for all functions pertaining to the interpretation and development of Association policy, for directing, administering and coordinating the programs of the Association, and for the implementation of the policies of the Association. The president of the Association shall preside at all official meetings of the Association; shall perform for the Association such duties which are customarily associated with this office; and shall have the power to delegate presidential functions for limited and specific purposes, not otherwise prohibited by the Constitution or Bylaws. The president shall perform as a full-time officer of the Association.

Section 3. *Vice president*. Shall serve as ex officio on the Executive Committee and perform duties consistent with the position as may be assigned by the president. The vice president may, upon action of the Board of Directors, perform as a full-time officer of the Association.

Section 4. *Secretary-treasurer*. The secretary-treasurer shall serve as ex officio on the Executive Committee, make annual financial reports as required by the Board of Directors, and perform

duties consistent with this position as may be assigned by the president, and shall, in the absence of the president and vice president, preside at official meetings of the Board of Directors.

- Section 5.** ***Election of officers.*** Election of officers shall be by secret ballot of Representative Assembly delegates.
- Section 6.** ***Succession and vacancies.*** Vacancies occurring by reason of death, resignation, incapacity, judgment of impeachment or other disqualification shall be filled according to procedures established in the Bylaws of the Association.
- Section 7.** ***Recall.*** Elected MEA officers (president, vice president, secretary-treasurer, members of the Board) may be recalled for just cause according to procedures established in the Bylaws of the Association or the constitution of the region
- Section 8.** ***Honorariums.*** The officers and the executive director shall not accept honorariums, fees, etc., for personal use. Such fees may be accepted for the Association and placed in the Association's treasury or they may be directed by the officer to a charity or other educational agency provided a statement of such transaction is filed with the Association.

Article V. The local

- Section 1.** ***Function.*** The local shall be the basic organizational unit of the Association. The functions of the local shall be to provide the organization through which:
- a. The members in good standing of the Association may participate in the formulation and evaluation of policies, plans and programs of the Association;
 - b. The adopted program of the Association may be made effective within the boundaries of the local;
 - c. Problems, issues and policies may be initiated for regional and state consideration;
 - d. Referenda may be held on regional and state problems, issues and policies.
- Section 2.** ***Powers.*** The active members in good standing and life members of the Association within any school district, combination of school districts, educational institutions, agencies or private entities shall have the right to organize as a local; shall elect delegates to the Representative Assembly and the region council; shall establish such agencies and agents as may be required for the effective promotion of Association activities within the local; shall take any steps made necessary by the provisions of the Bylaws of the Association or by the acts of the Representative Assembly or the Board of Directors; shall adopt its own bylaws, appoint its own committees, and undertake any lines of work deemed necessary in the light of needs within the local, provided that such action shall not be in conflict with the provisions of the Constitution, the Bylaws of the Association, or the acts of the Representative Assembly or the Board of Directors; and shall meet the minimum standards of affiliation of the MEA/NEA.*
- Section 3.** ***Organization.*** A local shall consist of the active and life members of the Association in a single school district, an intermediate school district, or a combination of school districts, a single educational institution, educational corporation, agency, professional education association, or private entity, and may be established as a unit by the Board of Directors and shall be

* Refer to the last page of the MEA Bylaws for minimum standards.

designated as _____-MEA/NEA. Education support professionals and professional educators may maintain separate locals within a local. (*May 2009*)

- Section 4.** ***Governance body.*** Provisions shall be made to include at least one (1) Representative Assembly delegate as a member of the local's governing board.
- Section 5.** ***Representation.*** A local shall have representation on the region council and Representative Assembly upon maintenance of the minimum standards for representation as set forth in the Bylaws.
- Section 6.** ***Election of delegates.*** The procedure to be followed in the election of delegates to the Representative Assembly shall be as outlined in the Bylaws and Administrative Policies.
- Section 7.** ***Election and recall of local officers.*** All locals shall elect their officers at least once every three (3) years by secret ballot among the active members in good standing. An official report of the local election shall be filed with the MEA following the election. Each local shall establish, in its constitution and bylaws, procedures for election and recall of elected officers, provided such recall procedures meet the requirements as prescribed in the Bylaws of the state Association.
- Section 8.** ***Local funds.*** Funds shall be made available to locals by the state Association upon fulfillment of conditions as set forth in the policies as adopted by the Representative Assembly and the Board of Directors.

Article VI. The region

- Section 1.** ***Region.*** The *region* shall be the intermediate unit between the state Association and the local associations within the region, and shall be established by the Board of Directors to consist of a local association or a group of local associations depending upon the number of members and the compactness of the area to be served.
- Section 2.** ***Region council.*** The *region council* shall be the organization of the region and shall meet at least three (3) times during the school year. Composition of the region council shall be as defined in the Region Council Constitution as established by the Board of Directors.
- Section 3.** ***Powers.*** The region council shall provide for its own organization, elect its own officers, appoint its own committees, levy dues upon its constituent locals, and undertake any lines of work deemed necessary to the needs of the region, and shall have the power to establish such agents and agencies as may be required for the effective promotion of the activities of the Association within the region, and take any action necessary under the provisions of the Constitution and Bylaws of the Association, the acts of the Board of Directors or the Representative Assembly.
- Section 4.** ***Funds.*** The state Association shall provide the region with funds for the appropriate expense for the activities of the region, as provided in the Bylaws.

Article VII. The Representative Assembly

- Section 1.** ***Function.*** The *Representative Assembly* shall be the legislative body of the Association.
- Section 2.** ***Membership.*** The *Representative Assembly* shall be constituted as follows:
- Regularly elected delegates or their regularly elected alternates from locals or membership units within the Michigan Education Association/NEA;

- b. Members of the Board of Directors, vice president, secretary-treasurer, NEA state directors, and Michigan members who are members of the NEA Executive Committee. These members who are not otherwise members of the Representative Assembly shall be members ex officio without voting power;
- c. Notwithstanding any provision to the contrary, the Board of Directors may adopt such administrative policies as it deems necessary to assure that the voting delegation includes representatives of Minority Persons, 3-1(g) in sufficient numbers so that the percentage of representatives of Minority Persons, 3-1(g) in the delegation equals as nearly as possible the percentage of Minority Persons, 3-1(g) persons in the population of the state of Michigan as reported by the U.S. Census Bureau. Minority Persons, 3-1(g) and representatives of Minority Persons, 3-1(g) shall be defined in the Bylaws.

Section 3. ***Meeting.*** The Representative Assembly shall meet annually. Such meeting shall be held in the months of April or May. The meeting of the Representative Assembly shall be designated as the annual meeting of the Association. Special sessions may be called by the Board of Directors upon a two-thirds (2/3) vote of that body and must be called by the Board of Directors within thirty (30) days after receipt of a petition signed by at least thirty percent (30%) of the voting membership of the Representative Assembly. (*April 2018*)

Section 4. ***Organization.*** The Representative Assembly shall have the power to organize by passing upon the credentials of delegates, to elect every three (3) years a president, vice president and secretary-treasurer of the Association, and to appoint such special committees as are necessary for the efficient conduct of its own affairs. The president of the Association shall preside over all meetings of the Representative Assembly and, in case of a tie vote on any issue before the Representative Assembly other than the election or recall of any officer, shall cast the deciding vote.

Section 5. ***Powers.*** As the legislative body of the Association, the Representative Assembly shall hear and act upon reports from the commissions of the Association, the Board of Directors and the executive director; receive and act upon petitions; pass upon and approve the budget of the Association; formulate policies; project programs of activity; make appropriations; establish special services to be offered by the Association; conduct the business affairs of the Association and have all other powers and duties necessary to the achievement of the objectives of the Association which are not specifically delegated to other agents or agencies by this Constitution and Bylaws.

Article VIII. Commissions of the Association

Section 1. ***Function.*** The *commissions* of the Michigan Education Association shall be the agencies through which the Representative Assembly and the Board of Directors shall direct continuing study of problems related to the purposes of the Association and shall be the agencies through which the Representative Assembly and the Board of Directors may exercise general advisory and supervisory direction of major Association activities.

Section 2. ***Authorization.*** The number of commissions which shall be in existence at any given time shall be at the discretion of the Representative Assembly and shall be sufficient to provide for continuing study of all the major functions and activities of the Association.

Section 3. ***Membership.*** Membership of MEA commissions shall be as defined in the Bylaws.

Section 4. Powers. Each commission shall conduct studies, make investigations and prepare recommendations for the Board of Directors and Representative Assembly with regard to any problems relating to its own area of responsibility. At the discretion of the Board of Directors, any commission may be given general supervisory responsibility over the administration of any program or activity which falls within its field.

Article IX. Board of Directors

Section 1. Function. The *Board of Directors* shall be the agency through which the general administrative and executive functions of the Association shall be carried out.

Section 2. Membership

- a. The Board of Directors shall be composed of the president of the Association, the vice president, the secretary-treasurer, and the members to be elected by the membership at large of the region, provided that a sufficient number of representatives of Minority Persons, 3-1(g) shall sit on the Board so that the percentage of representatives of Minority Persons, 3-1(g) on the Board shall be no less than the percentage of Minority Persons, 3-1(g) in the population of the state of Michigan as reported by the U.S. Census Bureau. If no NEA state director is a voting member of the Board of Directors, then the senior NEA state director shall become a voting member. (In the event that there are two (2) senior NEA directors, the voting member shall be chosen by lot.)
- b. Region Board members shall be elected for staggered three (3) year terms beginning September 1 as determined by the Board of Directors. The election shall be by secret ballot. The Bylaws shall designate the number of representatives of Minority Persons, 3-1(g) from the regions. Positions on the Board filled by region elections which become vacant shall be filled as provided in the constitution of the region. At-large Board members shall be nominated and elected at the Representative Assembly for staggered three (3) year terms beginning September 1 as determined by the Board of Directors. In any case where a vacant position must be filled, if that position was designated representative of Minority Persons, 3-1(g), it shall remain so designated. The president, the vice president and the secretary-treasurer shall have voting power on the Board of Directors. (*April 2018*)
- c. Education support professional representation on the Board shall be no less than one (1) director per two thousand (2,000) education support professional members, or major fraction thereof. In the event that an insufficient number of education support professional persons is elected according to the procedures as provided in the constitution of the region, nominations shall be presented according to Administrative Policies established by the Board of Directors to the Representative Assembly, which shall elect the necessary number of Board members to ensure that ratio. In the event that, in subsequent elections within the various regions, education support professional persons are elected to the Board, a corresponding number of those persons elected by the Representative Assembly shall retire from the Board at the expiration of their regular term of office on the Board. (*May 2009, April 2015*)
- d. Higher education representation on the Board shall be no less than two (2) directors (one from a two [2] year institution and one from a four [4] year institution). In the event that an insufficient number of higher education representatives is elected according to the procedures as provided in the constitution of the region, nominations shall be presented according to the Administrative Policies established by the Board of Directors to the Representative Assembly, which shall elect the necessary number of Board members to ensure that ratio. In the event that, in subsequent elections within the various regions, higher

education persons are elected to the Board, the corresponding person elected by the Representative Assembly shall retire from the Board at the expiration of his/her regular term of office on the Board.

- e. In the event that the number of Minority Persons, 3-1(g) elected to the Board according to the procedures as provided in the constitution of the region is not sufficient to equal the percentage of the minority population of the state of Michigan as reported by the U.S. Census Bureau, nominations shall be presented, according to Administrative Policies established by the Board of Directors, to the Representative Assembly, which shall elect the necessary number of representatives of Minority Persons, 3-1(g) at-large Board members to ensure that the ratio of Minority Persons, 3-1(g) to majority group Board members as provided in this section shall be obtained. In the event that, in subsequent elections within the various regions, Minority Persons, 3-1(g) are elected to the Board, a corresponding number of those persons elected by the Representative Assembly shall retire from the Board at the expiration of their regular term of office on the Board. At-large Board members shall be elected for staggered three (3) year terms beginning September 1 as determined by the Board of Directors.
- f. At the Representative Assembly there shall be elected every three (3) years: 1) a slate of a president/vice president and 2) a secretary-treasurer, who shall become voting members of the Board of Directors on September 1, following their election. An elector shall be permitted to choose among individual candidates for president and vice president if not wishing to vote for an entire slate.

In the event no candidates for the offices of president and vice president and secretary-treasurer have been announced sixty (60) days prior to the Representative Assembly, the MEA Board of Directors shall appoint a nominating committee to name two (2) candidates for president, two (2) candidates for vice president and two (2) candidates for secretary-treasurer, not later than thirty (30) days prior to the Assembly at which election is held.

- g. In the event that a member of the Board of Directors is absent from three (3) consecutive meetings or fails to attend at least sixty percent (60%) of the meetings per year, such position shall be declared vacant. Exceptions may be made by a majority vote of the Board of Directors, when circumstances exist that are beyond the control of the individual Board of Directors member.

Section 3. *Meetings.* Regular meetings of the Board of Directors shall be held at least five (5) times each year upon call of the Executive Committee. Special meetings of the Board of Directors may be called by the Executive Committee at its own discretion and shall be called upon the written request of five (5) members of the Board representing at least three (3) regions.

Section 4. *Organization.* The Board of Directors shall have the right to provide for its own organization and to appoint any necessary committees at a specially called organizational meeting.

Section 5. *Powers.* The Board of Directors shall conduct, manage, and control the affairs and business of the Association between meetings of the Representative Assembly, subject to the policies established by the Representative Assembly, shall have the power to review the case of any person applying for membership in the MEA/NEA and to deny or admit such persons to MEA/NEA membership, shall have the power to fill vacancies in office, except that of elected Board members, of vice president, and of secretary-treasurer until the time of the next Representative Assembly, may exercise the power of executive clemency by removing censure and reinstating a member suspended or expelled by the Board of Reference, and shall exercise

such other powers as are delegated to it by the provisions of the Bylaws or by the acts of the Representative Assembly.

Article X. Executive Committee

The *Executive Committee* shall be the ad interim committee of the Board of Directors and shall be composed of the president, vice president and the secretary-treasurer of the Association and six (6) members elected by the Board of Directors from within its own membership for terms of two (2) years, provided that the terms of not more than three (3) of the elected members shall expire at the same time. The immediate past president of the MEA/NEA shall be a member of the Executive Committee for the first year after completing the term of president. The president shall act as chairperson of the Executive Committee. All members of the Executive Committee, except the immediate past president, shall have voting power. All proceedings of the Executive Committee shall be subject to review by the Board of Directors. The Executive Committee shall have original jurisdiction over all disputes arising under the Crisis Assistance Program and charges or other proceedings relating to the discipline of members who continue in active employment during the course of a labor dispute where the withdrawal of services by other members has occurred. The Executive Committee shall have original and only jurisdiction over all disputes arising under alleged violations of the duty of fair representation. The Executive Committee shall administer such other functions as may be approved by the Board of Directors.

Article XI. The Association staff

- Section 1.** The *staff* of the Association shall consist of an executive director and such other employees as may be needed to transact the business of the Association.
- Section 2.** The *executive director* of the Association shall be primarily responsible for, at the direction of the president, directing, administering and coordinating the programs of the Association and for implementation of policy made by and in accordance with policies, goals and objectives established by the Representative Assembly and interpreted by the Board of Directors and/or chief executive officer.
- Section 3.** The executive director shall hold the position under a contract of not more than four (4) years' duration subject to annual review by the Board of Directors.

Article XII. Ethics, rights and Board of Reference

- Section 1.** *Code.* The Code of Ethics for the Education Profession shall be the Code of Ethics for the Michigan Education Association/NEA and all its constituent units. Associated organizations affiliated with the Association may adopt supplementary principles and standards peculiar to the needs of their members.
- Section 2.** *Board of Reference.* The judicial powers of the Association shall be vested in one (1) Board of Reference and such subordinate judicial bodies as may be established by the Representative Assembly in the Bylaws.
- Section 3.** *Jurisdiction.* The jurisdiction of the Board of Reference shall extend to cases arising under this Constitution, the Bylaws, the Administrative Policies of the Association, and the Guidelines for NEA UniServ in Michigan. This jurisdiction will not extend to disputes arising under the Crisis Assistance Program, alleged violations of the duty of fair representation, or matters involving discipline of members who continue in active employment during the course of a labor dispute where the withdrawal of services by other members has occurred, which jurisdiction shall be vested in the Executive Committee of the Board of Directors.

- a. The Board of Reference shall have the original jurisdiction in cases to which the Association, a local association or a region council is a party or in any case where it does not appear that the charges could be tried fairly and impartially on the local level. When the Board of Reference has original jurisdiction, it shall designate one (1) member of the Board to hear and determine the charges. An appeal of that determination may be taken by any aggrieved party to the entire Board of Reference. The member of the Board of Reference who heard the charges in the original proceeding shall not participate as a member of the Appeal Board of Reference.
- b. The Board of Reference shall have appellate jurisdiction in judicial cases appealed from decisions rendered by subordinate judicial bodies.
- c. The Board of Reference shall have the following powers:
 - 1. To censure, to suspend, to fine or to expel any member;
 - 2. To remove censure;
 - 3. To reinstate a suspended or expelled member.

Section 4. *Appointment.* The president of the Association, with the advice and consent of the Board of Directors, shall appoint by September 1 of each year one (1) judge for a five (5) year term.

Section 5. *Prerogatives.* The Board of Reference shall name its own legal staff, establish its own rules in accordance with this Constitution and the Bylaws, receive adequate funds from the treasury of the Association and guarantee due process in all proceedings before it and such subordinate judicial bodies established by the Representative Assembly in the Bylaws.

Section 6. *Impeachment.* Members of the Board of Reference may be impeached for malfeasance, for misfeasance, and for nonfeasance in office. The process for impeachment of Board of Reference members shall be as follows:

- a. Proceedings against the member of the Board of Reference may be initiated by written petition of five (5) members in good standing of the Association under Administrative Policies established by the Board of Directors;
- b. The affirmative vote of at least two-thirds (2/3) of the members of the Board of Directors shall be required to order an impeachment hearing on specified charges;
- c. An affirmative vote of at least two-thirds (2/3) of the members of the Board of Directors shall be required to sustain a charge following a due-process hearing before the Board, and the position shall become vacant.

Article XIII. Governance and nongovernance units

Section 1. *Classes.* The two classes of affiliation shall be governance and nongovernance.

- Section 2.**
- a. *Governance.* The governance class shall comprise local associations (including locals, county and institutional).
 - b. *Standards and procedures for affiliation.* Local associations, county locals or institutional locals which fail to comply with standards and procedures set forth in the Bylaws may be subject to censure, suspension or disaffiliation as prescribed in the Bylaws.

Section 3. a. *Nongovernance.* The nongovernance class shall comprise associated organizations.

- b. *Affiliation.*** Any organization, active in the field of education and statewide in its membership and activities shall be eligible to become an associated organization of the Michigan Education Association/NEA. Any such organization may petition the MEA Board of Directors to be designated as an associated organization of the Association. Petitions accepted by the MEA Board of Directors shall be presented at the Representative Assembly. If the Assembly accepts the petition, the associated organization shall be entitled to the rights and privileges within the Michigan Education Association/NEA, which are enumerated in the Bylaws.
- c. *Relationships.*** The Board of Directors of the Association shall be responsible for the establishment of policies and procedures to facilitate cooperative relationships among all associated organizations.
- d. *Disaffiliation.*** An associated organization shall have the right to disaffiliate in accordance with provisions of the MEA Bylaws.

Article XIV. MEA/NEA affiliation

Section 1. ***Affiliation.*** The Michigan Education Association/NEA and its eligible units shall affiliate with the National Education Association.

Section 2. ***Allocation of delegate.***

- a.** Allocation of delegate credentials to state affiliates shall be based on the ratio of 1:1,000 active members within the state.
- b.** Allocation of delegate credentials to local affiliates shall be based on the ratio of 1:150 active members or major fraction thereof. Local affiliates within a state may join together to form membership units of one hundred fifty (150) or more for the purpose of representation.
- c.** The Bylaws shall define the term *Minority Persons, 3-1(g)*. It is the intent of the MEA to encourage Minority Persons, 3-1(g) participation in the NEA Representative Assembly.

Section 3. ***Election of Delegates***

- a.** The delegates allotted to the MEA/NEA shall be distributed and elected in accordance with the Administrative Policies.
- b.** Members of the NEA Representative Assembly shall be elected in accordance with the one-person/one-vote principle. Specific exceptions to the application of this principle may be set forth in this Constitution, Bylaws and Administrative Policies.
- c.** Election to executive office or to the Board of Directors shall constitute election to the NEA Representative Assembly.
- d.** Election of delegates to the NEA Representative Assembly shall be by secret ballot for each individual office. The NEA members within each region shall be eligible to vote.

Section 4. **NEA state directors**

- a.** The NEA state directors shall be elected at the MEA Representative Assembly according to procedures prescribed by the Board of Directors and the NEA Bylaws.

- b. Alternates to the NEA state directors shall be elected at the MEA Representative Assembly according to procedures prescribed in the MEA Bylaws, Administrative Policies and NEA Bylaws.
- c. Vacancies in the office of NEA state directors shall be filled by the MEA Board of Directors until the next Representative Assembly, at which time an election shall be held to fill the position for the remainder of the unexpired term.
- d. Elected NEA state directors and alternate NEA state directors may be recalled for just cause according to procedures established in the Bylaws of the Association.

Article XV. Direct legislation

Section 1. Active members in good standing of the Association shall have the power to propose and adopt measures, called the initiative, and the power to approve or reject actions of the Representative Assembly or Board of Directors, called the referendum.

Section 2. ***Initiative.*** Procedures under the initiative shall be as set forth in the Bylaws and Administrative Policies of the Association. To invoke the initiative, petitions signed by at least ten percent (10%) of the active members in good standing in at least one-half (1/2) of the total number of regions shall be required, provided that the total number of signatures represents at least ten percent (10%) of the total active membership in good standing. Any measure proposed by initiative petition shall be either adopted or rejected without amendment by the next Representative Assembly following publication of the measure, provided a regular meeting of the Representative Assembly is scheduled within sixty (60) days of such publication. In the event that a regular meeting of the Representative Assembly does not occur within that sixty (60) day period, or in the event that the measure is rejected by the Representative Assembly, the measure proposed by initiative shall be submitted to the active membership in good standing of the Association as provided in the Bylaws.

- a. ***Popular referendum.*** Procedures under the referendum shall be set forth in the Bylaws and Administrative Policies of the Association. The power of referendum shall not extend to actions establishing or related to establishment of membership fees. To invoke the referendum, petitions signed by at least fifteen percent (15%) of the active members in good standing in at least one-half (1/2) of the total number of regions shall be required provided that the total number of signatures represents at least ten percent (10%) of the total active membership in good standing. Referendum petitions containing the required number of signatures shall be filed within sixty (60) days of the date the action being referred to the membership was taken.
- b. ***Legislative referendum.*** The Board of Directors or the Representative Assembly may refer any of their actions to the active membership in good standing of the Association upon resolution by two-thirds (2/3) of the respective body. Voting on legislative referendum shall be as provided in the Bylaws.

Section 4. ***Amendment or repeal.*** Any action adopted through initiative or referendum process by the members of the Association in good standing may be repealed or amended by an affirmative vote of two-thirds (2/3) of those members elected to any subsequent Representative Assembly.

Article XVI. Amendments

- Section 1.** *Amendments.* Amendments to this Constitution and Bylaws shall be presented for action at the annual meeting of the Association as defined herein.
- Section 2.** *Constitution.* Amendments to the Constitution may be proposed by resolution of the Board of Directors, or any region, or of no fewer than five (5) locals of the Association. Proposed amendments shall be filed with the executive director of the Association and shall be sent to members of the Representative Assembly at least sixty (60) days prior to the meeting at which they will be considered and shall be adopted by a two-thirds (2/3) affirmative vote of the Representative Assembly.
- Section 3.** *Bylaws*
- a. *Amendment.* Proposals for repeal, modification or adoption of new bylaws may be made by the Board of Directors or any other constituent unit of the Association, shall be filed with the executive director of the Association and shall be sent to members of the Representative Assembly at least sixty (60) days prior to the meeting at which they will be considered. Repeal, modification or adoption of new bylaws shall be by majority vote of the Representative Assembly.
 - b. *Membership dues.* Proposed modification of membership dues shall be sent to members of the Representative Assembly at least sixty (60) days prior to the annual meeting at which they will be considered. If specific dues amounts have not been proposed, the blank dues amendment will be automatically transmitted to the Representative Assembly.
 - c. *Crisis Assistance Program (CAP) Fund.* The Representative Assembly shall have the authority to assess an additional assessment for the purpose of replenishing the CAP Fund in the event the fund is depleted or in danger of being depleted. This action may be taken without restriction to the annual meeting or sixty (60) day timeline.
- Section 4.** *Effective date.* Amendments to this Constitution and Bylaws shall become effective on September 1 following their adoption. The Representative Assembly may, by a two-thirds (2/3) vote of the delegates, establish an effective date other than September 1. All modification of life membership dues shall take effect immediately upon adoption by the Representative Assembly.

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MEA Bylaws

(As amended by the Representative Assembly, April 2022)

Bylaws for the operation of the Association shall be established by a majority vote of the Representative Assembly. Repeal, modification or adoption of new bylaws may be proposed by any constituent unit of the Association. Bylaws shall conform to the Constitution and shall become effective upon establishment or on the date indicated in the Bylaws statement. The Association shall operate under written administrative policies and procedures as defined by the Board of Directors, which shall conduct, manage and control the affairs and business of the Association. All such administrative policies and procedures are subject to the review of the Representative Assembly and policies established by it.

The following Bylaws implement certain sections of the MEA Constitution.

I. Membership year and payment of dues

The official membership year shall extend from September 1 through August 31 each year. The terminal dates for other than full-year membership shall be the same as for full-year members. All membership dues shall be paid on or after September 1 of each year but may be paid earlier according to Administrative Policies as established by the Board of Directors. Continuing membership in the Association shall be terminated at the request of a member when such a request is submitted to the Association in writing, signed by the member and postmarked between August 1 and August 31 of the year preceding the designated membership year. ****The last sentence of Bylaw I is currently not being enforced as written.****

II. Active membership

A. *Qualifications.* Any person as defined in the Administrative Policies may become an active member of the Association.

An active member shall pay the MEA active membership dues, the NEA active membership dues and the membership dues of the local association as stated in the Administrative Policies. Eligibility for active membership shall continue while a person is on lay-off status, not to exceed three (3) years.

A life membership in the MEA/NEA may be bestowed upon an individual or individuals by the Board of Directors with Representative Assembly approval for recognition of outstanding performance for the Association and/or the profession. Said person or persons shall be afforded all rights and privileges of the specific membership grant bestowed upon them for the remainder of their natural lives. Members who become life members on or after July 1, 1961, shall continue membership in the local association and pay local association membership dues, where such dues are levied, as long as they remain actively engaged as educators or support professionals. This requirement shall be waived for those persons joining as life members prior to July 1, 1961.

B. *Dues*

1. Membership dues of the Association shall be determined by the Representative Assembly. The membership dues shall be as stated in this section.

2. Except as otherwise provided in Subsections 3, 4 and 5 of this bylaw, the active yearly membership dues shall be:

a. Based on each member's contractual salary/wage for the prior year ending June 30 earned for work in a bargaining unit represented by MEA or one of its affiliates. For those members who did not receive salary/wages for work in a bargaining unit represented by MEA or one of its affiliates in the prior year ending June 30 or whose current year ending June 30 contractual salary/wage is increasing or decreasing twenty-five percent (25%) or more from the previous year, their dues shall be based on each member's current year contractual salary/wage to be earned for work in a bargaining unit represented by MEA or one of its affiliates. *(April 2022)*

b. Calculated using the table below based on each member's salary/wage. *(April 2022)*

Salary/Wages Range	Dues for that Range	Total Dues Shall Not Exceed
\$0 - \$10,000.00	1.10%	\$110.00
\$10,000.01 - \$20,000.00	1.30%	\$240.00
\$20,000.01-\$35,000.00	1.55%	\$472.00
\$35,000.01 - \$46,606.00	1.60%	\$655.00
\$46,406.00 +	Dues shall be \$655.00	

- c. Except as set forth in the Dues Transmittal Policy for status as a member in good standing, one tenth (1/10) of the National Education Association active membership dues plus the appropriate active membership dues above must be paid monthly beginning in September of each membership year and every month thereafter until the active membership dues are paid. The MEA shall transmit the appropriate portion of each membership dues to the NEA. Zero (-0-) dollars from each membership dues shall be placed in a Crisis Assistance Program (CAP) Fund, subject to a member's written election to receive a refund of zero (-0-) dollars according to such policies and guidelines as are from time to time adopted by the CAP Committee. Twenty dollars (\$20.00) from each annual membership dues shall be reserved for the Building, Site and Maintenance Fund of the Association. *(April 2022)*
- 3. For those members of local MEA/NEA units which are not designated as negotiating agents and where negotiations dues or financial responsibility clauses have been negotiated in master agreements, state and National Education Association membership dues shall be fifty percent (50%) of the active membership dues.
- 4. The membership dues for members who are on a laid-off or on-leave status shall be twenty-five percent (25%) of the amount calculated pursuant to B 2 (a) above.
- 5. Persons eligible for active membership where no MEA/NEA-affiliated unit exists or where the MEA/NEA-affiliated unit is not recognized as legally representing its membership may join the Association by paying annual dues set by the Board of Directors in an amount no less than the cost of allocated services.
- 6. Nothing in the MEA Bylaws shall prohibit the MEA from offering a discount or rebate to active members in good standing for payment of MEA dues in full if received and processed by October 31 of that membership year. Locals with payroll deduction may require a deadline prior to October 31.
- 7. Nothing in the MEA Bylaws or policies shall prohibit MEA from developing or participating in new member recruitment programs which may forgive MEA and/or NEA dues for a limited period of time in exchange for a financial commitment by the new member. *(October 2017)*

III. Other membership

- A. **Associate.** Persons who are not eligible for active membership may become *associate* members. The membership dues for persons meeting the above specifications shall be set by the MEA Board of Directors at a rate no less than the cost of allocated services. Related benefits shall be established by the MEA Board of Directors as stated in the Administrative Policies.
 - 1. *Student*
 - a. Interns who are employed by local boards of education and are not included in local bargaining units may become MEA/NEA student members upon payment of dues set annually by the MEA Board of Directors at a rate no less than the cost of allocated services for Michigan Education Association/NEA and the Student National Education Association. In addition, the intern shall pay the student membership dues in the local MEA/NEA unit.
 - b. Persons who are preparing for the teaching profession in any of the institutions of higher education in the state who are not regularly employed as educators by an educational institution or agency may become MEA/NEA student members upon payment of a dues set by the MEA Board of Directors at a rate no less than the cost of allocated services for Michigan Education Association/NEA and the Student National Education Association. In order to be eligible for MEA/NEA student membership, such students shall also be members in good standing of the SMEA chapter in the institution in which they are enrolled.
 - 2. *Substitutes.* Substitutes who are not included in local bargaining units may become MEA/NEA members upon payment of dues set by the MEA Board of Directors at a rate no less than the cost of allocated services for MEA/NEA and the appropriate NEA dues.
 - 3. *General.* Any person interested in advancing the cause of education who is not eligible for categories of membership as provided in this Constitution and Bylaws may join the Association by paying membership dues set by the MEA Board of Directors at a rate no less than the cost of allocated services.
- B. **MEA-Retired.** Any person who is or has been a member (active, associate) of the MEA or an education association of any state other than Michigan, and/or who is an annuitant of a public school employees retirement system or a retirement

system of a college or university or educational agency, may become a MEA-Retired member. For those members, active or retired, who join on or after January 1, 1980, dues for this category shall be set by the MEA Board of Directors at a rate no less than the appropriate NEA-Retired lifetime dues. All retired MEA life members shall automatically become members of MEA-Retired.

IV. Privileges and obligations of membership

- A. Active members in good standing shall be admitted with full voting privileges and powers to the meetings of the Association. They shall be eligible to hold office in the Association and shall be eligible for all benefits and services accruing to members; shall be guaranteed that no member in good standing may be censured, suspended or expelled without a due process hearing, which shall include an appropriate appellate procedure; and shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. Associate and MEA-Retired members shall be eligible for the services of the Association made available through membership in the Association except as otherwise provided and shall receive all publications of the Association but shall not be eligible to vote or hold office in the Association except as provided in this Constitution, Bylaws and Administrative Policies. The rights and privileges of a member enrolling in any category of membership for the first time shall begin on the date of the new membership application. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the Association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the Association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days.
- B. **Obligations.** Association members shall give active support to the purposes and programs of the Association, exemplify the professional ethics as set forth in the Code of Ethics for the Education Profession adopted by the Association, conform to the Constitution, Bylaws and statements of policy of the Association, and pay membership dues promptly.
- C. **Voluntary contributions.** A voluntary contribution may be collected from each member for the Michigan Education Association Political Action Council (MEA-PAC) and the National Education Association Political Action Council (NEA-PAC), pursuant to procedures established by MEA and published in the official publication. The amounts will be established by MEA-PAC and NEA-PAC with concurrence by the Representative Assembly.
- D. **Exhaustion of remedies.** Any person or persons shall be obliged to exhaust all procedures and remedies provided for in the Constitution and these Bylaws before resorting to any court, tribunal or agency for the purpose of asserting a claim against the Association, any of its affiliates or subordinate bodies, or any of its employees, officers or members.

Where any such person or persons, before or following exhaustion of all remedies provided for within the Constitution and these Bylaws, resorts to a court of law and loses their cause therein, all costs and expenses incurred by the Association, its affiliates or subordinate bodies, or its employees, officers or members, including attorney dues, shall be assessed against such person or persons in the nature of a fine.

V. Representative Assembly

- A. **Election of delegates.** Each local in good standing as determined by the Dues Transmittal Policy and the constitution of the region shall elect to the Representative Assembly one (1) delegate for each one hundred fifty (150) active and life members and/or major fraction thereof within the local during the current year with the exception that a local will be allocated one (1) delegate at fifty-six (56) active and life members. Voting shall be by secret ballot. Any active member in good standing of the Association may nominate or be nominated for office. Every active member in good standing to be represented by a delegate shall have the opportunity to vote. In the event the number of candidates equals the number of positions to be filled, there is no need for a printed ballot, and the candidates can be declared elected by acclamation. (April 2013)

The term of office for each state and cluster delegate shall be three (3) years, such term to begin September 1. Determination of election procedures to ensure continuity in the membership of the Representative Assembly shall be made by the Representative Assembly.

- B. The length of term for local association delegates may be either two (2) or three (3) years. The election shall take place prior to June 1. Results of all elections shall be transmitted to the MEA following the election. The ballots and all other records pertaining to the election shall be preserved for one (1) year and shall be kept in the custody of the president of the local association or region.
- C. Representative Assembly delegate positions which are vacant for any reason may be filled by a special election at any time.

- D.** The Board of Directors will be required to review delegate allocation at least once every three (3) years to see that the Representative Assembly continues to meet the one-person/one-vote requirement.
- E.** A local or locals within a region will be joined together to elect a delegate or delegates to the Representative Assembly as determined by the Board of Directors, provided these locals so joined together shall have at least one (1) delegate.
- F. *Representatives of Minority Persons, 3-1(g).*** The percentage of the Minority Persons, 3-1(g) population of the state of Michigan as reported by the U.S. Census Bureau shall be reflected at all MEA representative assemblies. Therefore:
 - 1. Each region will elect a number of representatives of Minority Persons, 3-1(g) as delegates at large equal to the number of MEA Board of Directors members for that region;
 - 2. Each local that has four (4), five (5), six (6) or seven (7) delegates will elect at least one (1) of its delegates a representative of Minority Persons, 3-1(g);
 - 3. Each local that has eight (8) delegates will elect at least two (2) of its delegates representatives of Minority Persons, 3-1(g);
 - 4. Each local that has nine (9) or more delegates will elect at least three (3) of its delegates representatives of Minority Persons, 3-1(g);
 - 5. If the region or local delegation contains the maximum number of delegates allowed but does not contain the required number of representatives of Minority Persons, 3-1(g), that delegation shall not be seated at the Representative Assembly except to vote for officers and dues. Further implementation and procedures will be as specified in the Administrative Policies of the Association.
- G. *Representation of MEA-Retired.*** Allocation of delegates to the MEA Representative Assembly shall be based on one (1) delegate per one thousand (1,000) or major fraction thereof of retired MEA-Retired members. (*April 2011*)
- H. *Filling of vacancies***
 - 1. Only duly elected alternates from the same local shall be designated to fill vacancies in the office of the local delegate to the Representative Assembly.
 - 2. Only duly elected alternates from the same cluster shall be designated to fill vacancies in the office of the cluster delegate to the Representative Assembly.

VI. Duties of officers and executive director

- A. *President.*** The duties of the president shall include the following:
 - 1. Shall be chief executive and operating officer of MEA/NEA (not to be delegated);
 - 2. Shall be responsible for policy interpretation and direction between meetings of the Board of Directors subject to review by the Board (not to be delegated);
 - 3. Shall be responsible for the direction of the work of the Association staff and evaluation of that staff.
 - 4. Shall be responsible for developing and implementing programs consistent with the policies of the Representative Assembly.
 - 5. Shall be the official representative of the Association and the chief spokesperson on policy matters;
 - 6. Shall have the right to represent official MEA/NEA positions before any affiliate organization of MEA/NEA;
 - 7. Shall propose policy and program changes to the Board and Representative Assembly;
 - 8. Shall prepare agendas for the various governing bodies for which the president has constitutional responsibility;
 - 9. Shall report periodically to the membership at the Representative Assembly and report other times as are necessary (not to be delegated);
 - 10. Shall preside at Representative Assembly, Board, Executive Committee and the Michigan NEA Representative Assembly delegation;
 - 11. Shall maintain a close working relationship with the executive director;
 - 12. Shall meet regularly with other officers of the Association and the executive director;

13. May delegate duties of the president to the officers and to the executive director (not to be delegated);
14. Shall appoint commission members and commission chairpersons with consent of the Board, except those elected by the Representative Assembly (not to be delegated);
15. Shall serve as ex officio member on all commissions and committees;
16. Shall be responsible for preparation of the Association budget in cooperation with the executive director and the secretary-treasurer and subject to guidelines adopted by the Representative Assembly and the MEA Board of Directors;
17. Shall be responsible for administration of the executive portion of the budget;
18. Shall be a delegate to the NEA Representative Assembly;
19. Shall employ a personal secretary.

B. Vice president. The duties of the vice president shall include the following:

1. Shall represent the Association at the discretion of the president on official matters;
2. Shall chair the Representative Assembly at the discretion of the president;
3. Shall chair committees and task forces at the discretion of the president;
4. Shall assist the president in preparation of the budget;
5. Shall be a state delegate to the NEA Representative Assembly;
6. Shall serve as caucus chairperson at the NEA Representative Assembly.

C. Secretary-treasurer. The duties of the secretary-treasurer shall include the following:

1. Shall make financial reports to the Representative Assembly and shall make special reports to the Board of Directors as required;
2. Shall assist the president in preparation of the budget;
3. Shall be a member of all official budget-related committees;
4. Shall be responsible for coordinating budget hearings;
5. Shall represent the MEA at NEA budget hearings at the discretion of the president;
6. Shall be responsible for selecting an independent auditing firm;
7. Shall furnish each member appropriate evidence of membership;
8. Shall, at the discretion of the president, represent the Association on official matters;
9. Shall chair committees and task force groups at the discretion of the president;
10. Shall be a state delegate to the NEA Representative Assembly;
11. Shall meet periodically with the appropriate staff, with concurrence of the president and the executive director, for the purpose of fulfilling constitutional duties;
12. Shall be responsible for the minutes of the Executive Committee, the Board of Directors and the Representative Assembly.

D. Executive director. The duties of the executive director shall include the following:

1. Shall, at the direction of the president, be responsible for directing the work of the Association staff and evaluation of that staff;
2. Shall act as general manager of the Association under the direction of the Board;
3. Shall provide secretarial services to the Board and Representative Assembly;

4. Shall prepare the Association budget in cooperation with the president and secretary-treasurer and subject to guidelines adopted by the Representative Assembly and the MEA Board of Directors;
5. Shall, at the direction of the president, develop and implement programs consistent with the policies of the Representative Assembly;
6. Shall serve as consultant to the governing bodies of the Association;
7. Shall, at the direction of the president, represent the Association on matters of established policy;
8. Shall employ associate executive directors in consultation with the president, subject to concurrence by the Board;
9. Shall meet periodically with the president, officers and appropriate staff to confer on policies and procedures;
10. Shall report regularly to the Board and semiannually to the Representative Assembly;
11. Shall inform locals of the number of Representative Assembly delegates to which each local is entitled and of election procedures as prescribed by the Constitution;
12. Shall serve as a consultant to the Michigan delegation to the NEA Representative Assembly;
13. Shall perform such specific duties as assigned by the Board of Directors.

VII. Commissions and committees of the Association

- A. **Classification.** The commissions of the Association shall consist of the following (*April 2018*):
 1. Legislation;
 2. Local Affiliates.
- B. **Membership.** Only members in good standing may serve on commissions and committees of the Association. Except as otherwise provided, each commission shall be constituted as follows:
 1. Six (6) active or retired members, two (2) elected each year by the Representative Assembly, nominated by petition or from the floor of the Assembly for terms of three (3) years each. When the number of candidates for the commission is equal to the number of vacancies, there is no need for a printed ballot and the candidates can be declared elected by acclamation; (*April 2012*)
 2. Three (3) members from the Association membership at large appointed by the president with the consent of the Board of Directors for terms of three (3) years each, terms to be arranged in such manner that one (1) term shall expire each year;
 3. Not more than three members of the Board of Directors appointed by the president with the consent of the Board of Directors for a term coincident with membership on the Board who shall serve as a voting member of the commission; (*April 2008*)
 4. Requests for liaison positions to commissions must be submitted annually to the Board of Directors, which shall approve or deny the establishment of such positions. Voting privileges may be granted to approve liaison members by a majority vote of the total membership of the commission;
 5. The NEA state directors shall be members of MEA commissions as determined by the MEA Board of Directors in consultation with the NEA state directors in addition to those members as provided in subsections 1, 2 and 3 above and shall have voting power on the commissions, provided that not more than one (1) NEA state director shall serve on any one (1) commission at any one time;
 6. The membership of a commission shall at no time include more than two (2) members from any one (1) region of the Association. This requirement shall not apply to NEA state directors as members of commissions;
 7. The membership of a commission shall at no time include more than one (1) retired member of MEA-Retired. (*April 2012*)
 8. Any member absent from two (2) consecutive meetings of a commission will no longer be considered a member of the commission and the position declared vacant unless the member's absence is for what is considered to be a valid reason by the commission chairperson. The commission chairperson will notify the president that the position is vacant;

9. A member may serve on only one (1) commission at any time and shall be limited to two (2) full consecutive terms on any commission;
 10. The right to discharge members from commissions for just cause shall be reserved to the Board of Directors, which shall adopt and place in the Administrative Policies procedures covering discharge, such procedures to be subject to the approval of the Representative Assembly.
- C. *Nominations and election at Representative Assembly.*** Nominations may be made by petition of at least fifteen (15) delegates or from the floor.
- Petitions shall be filed with the executive director fifteen (15) days prior to the date of election. The election shall be by secret ballot and shall take place at the annual meeting of the Representative Assembly. In the event the number of candidates equals the number of positions to be filled, there is no need for a printed ballot, and the candidates can be declared elected by acclamation. Appointed and elected members of commissions shall take office on September 1.
- D. *Vacancies.*** In the case of a vacancy of a Board appointment, the president will have the right, in consultation with the Board, to fill the vacancy for the remainder of the term. In the case of a vacancy of a Representative Assembly-elected member, the president shall, in consultation with the Board, fill the vacancy until the next annual meeting of the Representative Assembly. Appointed members shall take office immediately.
- E. *Organization.*** Each commission shall have the right to organize itself at its first meeting to be held by October 15 following the election. The member of the staff assigned to the commission shall act as secretary of the commission.
- F. *Committees***
1. A Resolutions Committee of ten (10) members shall be appointed by the president with the advice and consent of the Board of Directors for terms of three (3) years, such terms to be arranged in such manner that not more than four (4) terms shall expire each year.
 2. A Social Justice Committee of ten (10) member shall be appointed by the president with the advice and consent of the Board of Directors for terms of two (2) years. Ad hoc subcommittees may be formed to help carry out goals set by the committee.
 3. An Awards Committee of six (6) members shall be appointed by the president with the advice and consent of the Board of Directors for terms of two (2) years. Ad hoc subcommittees may be formed to help select the awards to be given, review applicants and help plan awards event.
 4. A Conference Planning Committee of six (6) members shall be appointed by the president with the advice and consent of the Board of Directors for terms of two (2) years. Ad hoc subcommittees may be formed to help carry out goals set by the committee.
 5. A Professional Development Committee of six (6) members shall be appointed by the president with the advice and consent of the Board of Directors for terms of two (2) years. Ad hoc subcommittees may be formed to help carry out goals set by the committee.
- G. *Minority representation.*** Each commission and committee of the Michigan Education Association/NEA shall include Minority Persons, 3-1(g) that is no less than the percentage of the Minority Persons, 3-1(g) population of the state of Michigan as reported by the U.S. Census Bureau.

VIII. Board of Reference

- A. *Meetings.*** In the event that a member of the Board of Reference is absent from three (3) consecutive meetings, provided the judge is not disqualified to hear any particular case, such position shall be declared vacant.
- B. *Board of Reference.*** A judge on the Board of Reference must be an active member in good standing or a member of MEA-Retired at the time of appointment and maintain it throughout the term of office and hold no other elective office or appointive position in the Association or its affiliates. A judge shall commence the term of office on September 1. Any vacancies which should occur on the Board of Reference shall be filled by appointment of the president of this Association with the consent of the Board of Directors within thirty (30) days of receiving notification of the vacancy.
- A judge appointed to fill such vacancy shall serve the unexpired term. A judge shall receive no salary from this Association but shall be reimbursed for actual and necessary expenses.
- C. *Board of Reference rules.*** The judges of the Board of Reference shall establish rules of procedure, a copy of which shall be filed with the executive director and shall be made available to any member of the Association upon request. The

judges of the Board of Reference, acting under such rules of procedures as they adopt, shall elect one (1) of their number to serve as chairperson of the Board of Reference.

IX. Board of Reference: charges and hearings

- A. *Persons filing charges.*** Any member or members in good standing of the Association may file charges against any other member or members of the Association.
- B. *Basis for filing of charges.*** The following and no other shall constitute the basis for the filing of charges:
1. Violation of any provision of the Constitution, Bylaws or Administrative Policies of the Association, the provisions of the constitution or bylaws of any local association, the provisions of the constitution or bylaws of any region of this Association, or the provisions of the Constitution or Bylaws of the National Education Association;
 2. Violation of any provisions of the Guidelines for NEA Uniserv in Michigan;
 3. Violation of the Code of Ethics of the Education Profession;
 4. Willful violation of a legally negotiated and approved professional negotiations master agreement;
 5. Obtaining membership through fraud or misrepresentation;
 6. Willfully interfering with any official of this Association, a local association, a region or the National Education Association in the discharge of lawful duties;
 7. Misappropriation, embezzlement or improper illegal use of the funds of this Association, a local association, a region or the National Education Association, or any of their membership;
 8. Any activity which assists or is intended to assist a competing organization within the jurisdiction of this Association;
 9. Acting in collusion with management to the detriment of the welfare of the Association, a local association, a region or the National Education Association, or any of their membership;
 10. Using the name of the Association, a local association, a region or the National Education Association in an unauthorized manner or for an unauthorized purpose;
 11. Conduct unbecoming a member or officer of this Association, a local association, a region or the National Education Association.
- Provided, in no case may a member be disciplined, suspended or expelled for the exercise of the right to attend membership meetings, unless that member is an officer of the Association, a local, a region or the National Education Association and has otherwise engaged in an activity prescribed above. Provided further, that all matters involving disputes arising under the Crisis Assistance Program, alleged violations of the breach of the duty of fair representation, and the discipline of members who continue in active employment during the course of a labor dispute where the withdrawal of services by other members has occurred shall be vested in the Executive Committee of the Board of Directors and shall not constitute the basis for the filing of charges before the Board of Reference.
- C. *Procedure for filing charges.*** The charges shall be set forth in writing and signed by a member or members in good standing bringing the charge. The charges shall be specific, stating the exact nature of the alleged offense, including the date and circumstances thereof and, where a violation of a particular constitutional or bylaw provision is alleged, the specific section shall be cited along with the specific act or failure to act which constitutes the alleged violation. The charge shall be filed with the president of the trial body in the local association of which the accused is a member or, if the president of such trial body is a directly interested party, with the secretary of the trial body. A true copy of the charge shall be filed with the executive director of the MEA/NEA.
- D. *Limitations for filing of charges.*** Charges must be filed within thirty (30) days of the date the charging party had knowledge of, or should have reasonably discovered and been aware of, the alleged offense. Date of filing shall be determined by date of postmark or date of hand-delivery to MEA Headquarters.
- E. *Trial body at local association level.*** Where the local constitution or bylaws fail to provide otherwise, the trial body at the local association level shall consist of the local's executive board or committee, unless no such body exists, in which case the board of directors of said local shall constitute the trial body. Any directly interested party shall be disqualified by a majority of the remaining members of the trial body, and the presiding officer of the trial body shall then appoint an impartial member of the local to serve in that place.

F. *Copy of charges to accused party.* Within ten (10) days following the receipt of the charges (in the case of MEA, receipt by the secretary to the MEA Board of Reference), the person with whom the charges have been filed shall send by certified mail, return receipt requested, an exact copy of Article XII of the Constitution, Article IX of these Bylaws, and an explanation of the trial procedure to be followed.

G. *Trial arrangements and procedure.* The trial body shall fix the date, time and place for the trial which is mutually convenient to the parties. If no mutually convenient date, time and/or place for the trial can be agreed upon by the parties, the trial body shall declare and fix a date, time and/or place for the trial. Attendance at MEA Board of Reference hearings shall be limited to MEA members, immediate families of the parties, representatives of record and witnesses.

With the concurrence of the hearing officer, witnesses may be sequestered at the request of one of the parties until after their testimony is presented. It shall be at the discretion of the hearing officer or appellate board to permit other individuals to be in attendance or to limit attendance in order that the hearing may proceed in an orderly fashion.

It shall not be necessary to maintain a written verbatim record of the trial unless request for such record is made by a directly interested party of the proceedings. If such request is made, the party making it shall be responsible for the cost of such record and of three (3) copies of the transcript, one (1) of which shall be furnished to the trial body and one (1) to the opposing party. The reporter shall attach an affidavit to each copy of the transcript stating it is a true and accurate record of the evidence taken at the trial.

H. *Rights of accused person.* The accused person shall be guaranteed the following rights:

1. The right to be served with a full copy of the charges within ten (10) days after they are filed and at least thirty (30) days before the trial date;
2. The right to file a written answer to the charge;
3. The right to be tried within fifty-five (55) days (subject to a possible sixty [60] day extension) after the filing of the charges, which extension may be ordered by the trial body or hearing officer assigned to hear the charges, at the request of either party, the executive director, or on the trial body or hearing officer's own motion;
4. The right to have at least fifteen (15) days advance notice of the date, time and place of the hearing;
5. The right to confront the accuser;
6. The right to cross-examine the accuser and any witnesses;
7. The right to present witnesses in his/her own behalf;
8. The right to compel the production of Association, district (local association), region or National Education Association records pertinent to the case;
9. The right to select a person of his/her own choosing, other than a Uniserv director, to act as own counsel in the case;
10. The right to be presumed innocent unless proven guilty;
11. The right to refuse to testify against oneself, provided, however, that this right shall not include the right to refuse to produce at the trial any papers, books, or financial or other records which are the property of the Association and which are pertinent to the case;
12. The right to appeal, in the manner hereinafter provided;
13. The right to choose either an open or closed hearing.

I. *Rights of accuser.* The person bringing the charges shall be guaranteed the following rights:

1. The right to receive a copy of any written answer of the charge which may be filed by the accused at the time such answer is filed;
2. The right to have the charges heard within fifty-five (55) days (subject to a possible sixty [60] day extension) after they are filed, which extension may be ordered by the trial body or hearing officer assigned to hear the charges, at the request of either party, the executive director, or on the trial body or hearing officer's own motion;
3. The right to have at least fifteen (15) days advance notice of the date, time and place of the trial;
4. The right to give personal testimony;

5. The right to present the testimony of others and to cross-examine witnesses presented by the accused;
 6. The right to compel the production of Association records pertinent to the case;
 7. The right to select a person of his/her own choosing, other than a Uniserv director, to act as own counsel in the case;
 8. The right to appeal, in the manner hereinafter provided.
- J. *Obligations of accuser.*** The person bringing the charge shall have the following obligations:
1. To file the original charge in sufficient detail as to afford the accused person full opportunity to prepare the defense;
 2. To appear in person at the trial;
 3. To assume the burden of proof;
 4. Maintain active membership in good standing in the association at all stages of the proceedings, including appeals.
- K. *Penalties against guilty party.*** A trial body may, if it finds the accused person guilty, assess any one or more of the following penalties:
1. Formal censure, including a formal warning against any repetition of the act or acts of which the accused party is found guilty;
 2. A fine in an amount not to exceed one (1) year's MEA and NEA dues, to be paid to the local association;
 3. Partial restitution, where the consequences of the offense can be measured in material terms;
 4. Removal from office in the Association or its affiliates;
 5. Suspension from the right to hold any elected position in the Association or any of its affiliates for a period not to exceed five (5) years;
 6. Suspension from membership for a specified period of time, not to exceed two (2) years;
 7. Expulsion from membership;
 8. Any penalty or equitable remedy which may be necessary or warranted to achieve a just result consistent with the Constitution, Bylaws and Administrative Policies of the Association, provisions of the constitution or bylaws of any local association, the provisions of the constitution or bylaws of any region of this Association, the provisions of the Constitution of the National Education Association, or the Code of Ethics of the Education Profession. Failure to comply with a decision rendered by the Board may result in the assessment of further penalties.
- L. *Penalties against accuser of charges not sustained.*** If the charges are not sustained, and the trial body or the appellate body is convinced that the charges were not brought in good faith or were actuated by malice, the trial body or the appellate body may impose such penalty on the charging party as in its judgment is deemed proper under the circumstances. In any such case, the party against whom the penalty is imposed shall have the right to appeal the imposition of any such penalty by the trial body, and no such penalty shall take effect while an appeal of such penalty is pending.
- M. *Time limits and form of decision.*** All decisions must be rendered by the trial body within thirty (30) days following completion of the trial or within thirty (30) days following receipt of the trial transcript, if one is requested. Furthermore, the Board, by vote of the judge(s), may extend the issuance date of all decisions by an additional thirty (30) days. If the thirtieth day or the extension thereof occurs on a Saturday, Sunday or a legal holiday, then the decision shall be rendered on the next business day. Decisions shall be in writing and shall be transmitted by certified mail, return receipt requested, to the person bringing the charge and to the accused simultaneously.
- N. *Time limits and form of appeal.*** Either party may, within thirty (30) days following receipt of the decision, file an appeal to the Board of Reference in the same manner as is provided for the filing of original charges with the trial body. The appeal shall be in writing and shall be accompanied by a copy of the original charge and of the decision which is being appealed. The appeal shall set forth in substance the appellant's reasons for believing the trial body was in error and the nature of the error. Upon receipt of the appeal, the Board of Reference shall designate one member to hear the appeal whose decision shall constitute the decision of the appellate Board of Reference.
- O. *Failure of trial body to act within time limits.*** In any case where a trial body fails or refuses to carry out its responsibilities under this article, or, except by mutual consent expressed in writing between the accuser and the accused,

to adhere to the time limits set forth in this article, either party shall have the right to appeal to the MEA Board of Reference, provided, however, that under unusual circumstances, which shall be clearly set forth and made a part of the trial record, a local trial body may by a majority vote of all its members extend the time limits for the holding of a trial, not to exceed thirty (30) days.

- P. *Board of Reference trial.*** Any trial held before the Board of Reference through the appeals procedure shall be conducted as a new trial. The Board of Reference may, in its discretion, also consider any written record which has been made before the lower trial body. Where this is done, such matters as are so considered shall be made a part of the record of the trial at the Board of Reference. A verbatim record shall be made, either through the use of a court reporter or through mechanical means, and such record shall be retained for at least five (5) years following final disposition of the case.
- Q. *Board of Reference decisions.*** Decisions of the Board of Reference shall be in writing and shall include at least the following separate items:
 1. Background of the case (including a statement of the charges, if any);
 2. Statement of the issues;
 3. Summary of the evidence presented by the parties;
 4. Finding of fact;
 5. Conclusions;
 6. Assessment of a penalty, if any; or an order setting aside or modifying the previously imposed penalty, if any; or an order upholding the decision of the lower trial body, if any.
- R. *Distribution of decisions.*** A copy of the decision of the Board of Reference shall be transmitted to the accuser and counsel of record, the accused and counsel of record, each member of the Board of Reference and the secretary of the lower trial body which previously heard the case.
- S. *Effective date of decisions.*** Decisions of a trial body or the Board of Reference shall be in full force and effect from the date of the decision until and unless reversed or modified on appeal, provided, however, the Board of Reference, upon receiving a notice of appeal, may order a delay in the carrying out of any penalty which has been assessed, pending its hearing and disposition of the appeal.

X. Regions

- A. *Constitution.*** The Board of Directors shall provide a uniform constitution for all regions. Regions may adopt any bylaws which are not in conflict with the MEA Articles of Incorporation, Constitution and Bylaws or any act of the Representative Assembly and Board of Directors and which do not infringe upon the rights and responsibility of the several locals within the region.
- B. *Boundaries.*** The number of regions and geographical areas covered by each region shall be determined within Administrative Policies, subject to review of the Representative Assembly. The Board of Directors may make such changes in region boundaries as deemed necessary for more effective organization, or upon receipt of a petition signed by a majority of the members of the Association in any county or part of the county, may transfer an area from one region to another region, provided the county or part of the county is contiguous, or if the number of members warrants, may create a new region.
- C. *Region expenses.*** The funds of the region shall be provided by the state Association based upon a minimum guarantee plus an amount per member in the region to be allocated to the region council according to Administrative Policies established by the Board of Directors. Regions may levy upon their constituent locals such dues as may be approved by the region councils.

XI. Board of Directors

- A. *Apportionment.*** Members of the Board of Directors shall be elected by the membership at large of the region on the basis of one (1) Board member for each two thousand (2,000), or major fraction thereof, active and life members within the region. Each region shall have one (1) Board member. A review of the preceding allocation will be held at least once every three (3) years to see that the Board of Directors continues to meet the one-person/one-vote requirement. Procedures for reducing the number of Board seats from the region shall be as provided in the Administrative Policies of the Association.

- B. *Representatives of Minority Persons, 3-1(g).*** The percentage of Minority Persons, 3-1(g) population of the state of Michigan as reported by the U.S. Census Bureau shall be reflected on the MEA Board of Directors. Therefore:
1. Each region that has four (4) or five (5) Board members will elect at least one (1) of its members a representative of Minority Persons, 3-1(g).
 2. Each region that has six (6) or seven (7) Board members will elect at least two (2) of its members representatives of Minority Persons, 3-1(g).
 3. Each region that has eight (8) or more Board members will elect at least three (3) of its members representatives of Minority Persons, 3-1(g).
- C. *Compensation***
1. Each member of the MEA Board of Directors and the NEA state directors shall be reimbursed for any salary loss due to attendance at any regular meeting of the Board of Directors.
 2. Each member of the Executive Committee shall be reimbursed for any salary loss due to attendance at any regular meeting of the Executive Committee.
 3. The above provisions will not apply to any person who is receiving salary as an employee of the MEA.
- D. *Roll call votes.*** A record roll call vote shall be conducted upon the request of two (2) members of the Board of Directors.
- E. *Executive Committee hearings.*** All disputes described in Article X of the Constitution shall be submitted to the Executive Committee of the Board of Directors for disposition. The Executive Committee shall hold a timely hearing on such disputes at a time and place to be determined by the committee. The Executive Committee may in its discretion fine, suspend, expel from membership, remove from office or otherwise discipline any member found culpable in disputes resolved pursuant to this section or may take such other action or issue such relief as it deems appropriate. Where a member may be fined, suspended, expelled or otherwise disciplined under this section, that member shall be served with written specific charges, given a reasonable time to prepare a defense, and afforded a full and fair hearing before the Executive Committee. A verbatim record of the hearing will be made. The decision of the Executive Committee, except in duty of fair representation cases, can be appealed to the Board of Directors, where a decision will be reached based on the record of the Executive Committee. The decision of the Board of Directors shall be final. In duty of fair representation cases, the decision of the Executive Committee shall be final.

XII. Governance and nongovernance units

- A. *Governance units.*** Affiliates of the Association shall be chartered by a majority vote of the MEA Board of Directors upon recommendation of the Executive Committee. The MEA guarantees that the affiliate cannot be censured, suspended or disaffiliated without a due process hearing, which shall include an appropriate appellate procedure.
- B. *Affiliation.*** A local affiliate, the basic unit of self-governance within the Association, shall be organized in accordance with the Constitution and shall meet at least the following minimum standards:
1. Shall apply the one-person/one-vote principle for representation on its governance bodies. A local affiliate shall require that representatives of Minority Persons, 3-1(g) be elected so that the number of representatives of Minority Persons, 3-1(g) sitting on its governance body is at least proportionate to its Minority Persons, 3-1(g) membership;
 2. Shall conduct elections with open nominations and a secret ballot;
 3. Shall require membership in the state and national associations;
 4. Shall adopt a policy that incorporates the Code of Ethics of the Education Profession;
 5. Shall be reviewed by the state Association to determine compliance with the minimum standards at least once every five (5) years;
 6. Shall have the same membership and fiscal year as that of the Association.
- C. *Procedure for affiliation***
1. A group or unit seeking affiliation shall file a written application, including copies of its governance documents, with the Executive Committee.

After recommendation by the Executive Committee and approval by the Board of Directors, the group or unit seeking affiliation shall be granted affiliate status.

- D. *Withdrawal.*** In order to withdraw from the Association, a majority of the members in good standing of the local affiliate must vote to disaffiliate from the Association. Before the members of a local affiliate shall be permitted to vote on the question of withdrawing affiliation from the Association, six (6) months notice in writing shall be given to the executive director of the Association. No vote shall be taken by the members of the local affiliate except at a specially called meeting after due notice in writing to each and every member designating the purpose for the meeting.

The vote shall be by secret ballot. Should the members of a local affiliate decide to withdraw from the affiliation with the Association, the officers, representatives and members of said local affiliate must comply with all the requirements of the Bylaws before being relieved of responsibility and liability of the Association.

E. *Nongovernance units (associated organizations)*

1. *Constitution and membership.* An associated organization shall adopt a constitution or bylaws, which shall be subject to review by the Board of Directors of the Association. Since an associated organization shall be an independent organization whose goals, objectives, constitution and bylaws are compatible with the Association, said constitution is subject to review by the Board of Directors of the Association to determine compatibility only. The associated organization will agree to promote the Association program to the degree it is consistent with its own program. Each associated organization shall require by its governing rules that each elected officer be a member of the Association, provided said officer is eligible for active membership in the Association and that the associated organization promote and urge membership in the Association. The Association shall promote and urge that each member join associated organizations for which the member is eligible.
2. *Finance and dues.* An associated organization may levy membership dues for the purpose of supporting its program. The Board of Directors of the Association may authorize additional funds to an associated organization under the terms or conditions of the Association's annual budget and may require a report of activities supported by the expenditures of such funds.
3. *Headquarters.* An associated organization may maintain its principal office at the general Headquarters of the Association. The amount and cost of space and other services shall be negotiated between the Association and the associated organization, said agreements to be in writing and signed by both groups.
4. *Reports.* Upon request, each associated organization shall file with the executive director of the Association an annual report of official actions and such other information as may be requested.
5. *Discontinuance.* An associated organization may be discontinued by a two-thirds (2/3) vote of the Representative Assembly of the Association upon recommendation of the Board of Directors, provided such recommendation shall have been presented at the meeting of the Representative Assembly preceding the meeting at which action is to be taken. The Board of Directors, before recommending discontinuance of an associated organization, shall, upon request, provide opportunity for a hearing. The right of an associated organization to discontinue its affiliated relationship to the Association is recognized.

XIII. Finance

- A. *Fiscal year.*** The fiscal year of the Association shall begin on September 1.
- B. *Depository.*** All funds received by the Association shall be deposited at once in the general funds depository designated by the Board of Directors. The executive director is authorized to deposit surplus funds of the Association in other interest-bearing depository accounts.
- C. *General fund***
1. A general fund shall be deposited as designated by the Board of Directors. The executive director is authorized to pay current Association bills from the general fund. Vouchers for all such payments shall be available for inspection by the Board of Directors.
 2. The general fund shall provide an appropriated reserve in an amount equal to at least four percent (4%) of the annual budget for the previous fiscal year. Appropriations from the appropriated reserve may be made only after approval by two-thirds (2/3) vote of the Board of Directors following thirty (30) days advance notice of the proposed appropriations.

- D. Bonds.** The executive director shall purchase a fidelity bond covering all officers, agents, representatives and employees of the Association, the premium of which shall be paid by the Association. Said bond shall be in an amount not less than ten percent (10%) of the funds handled by any such person, but in no case more than one million dollars (\$1,000,000).
- E. Auditing and payment of bills.** No bills shall be allowed by the executive director unless they are fully itemized. The executive director shall furnish each person with the proper voucher, together with full instructions for making out the same. All bills involving travel expenses shall state the means of travel, place of lodging, the date and price of room per day, a full explanation of all expenses, the purpose of each trip and the nature of the business transacted. The authorized expenses of the Association may be paid by the executive director. No other expenditures shall be made until duly authorized by the Board of Directors or by the Representative Assembly.

A resolution or motion involving the appropriation of money by the Representative Assembly shall be presented at least one (1) day before being acted upon. The executive director shall maintain detailed accounts and shall make a written report on financial conditions at each meeting of the Board of Directors.
- F. Investments and borrowing.** The executive director may invest surplus funds and borrow money in the name of the Association when so authorized and directed by the Board of Directors. The Board of Directors may authorize the executive officers of the Association to borrow money and issue the promissory notes or bonds of the Association or the repayment thereof with interest, and upon the authority and direction of the Board of Directors, the real estate of the Association may be mortgaged as security for the debts or other lawful engagements of the Association.
- G. Annual audit.** The Board of Directors of the Association shall require an audit, at least annually, by a certified public accountant, who shall submit a written report to the Board of Directors.
- H. Review of budget.** At least thirty (30) days before the Representative Assembly the Board of Directors shall meet for the purpose of considering any changes in the proposed budget, which may be recommended by chairpersons of commissions, presidents of associated organizations or any member of the Association. The proposed budget, as recommended by the Board of Directors, shall be sent by the executive director to the members of the Representative Assembly two (2) weeks prior to the meeting at which the budget is to be acted upon.

XIV. Publications

- A. Official publication.** The official publication of the Michigan Education Association/NEA shall be sent to every member of the Association for one (1) year after the payment of annual dues.
- B. Annual reports.** The president, executive director and the chairpersons of all commissions and committees shall submit a written annual report and recommendations to the Representative Assembly at the time of the annual meeting of the Assembly.
- C.** The official logo of the MEA and/or NEA may only be used by the Association or its affiliates.

XV. Initiative and referendum

A. Initiative

- 1. Petition form.** Initiative petitions shall be drawn according to the rules as contained in the Administrative Policies of the Association and shall be submitted prior to circulation to the executive director of the Association, who shall cause them to be reviewed by the legal counsel to the MEA Board of Reference. The jurisdiction of legal counsel in this instance is limited to ruling on the sufficiency of the petition form.
- 2. Filing.** Initiative petitions shall be filed with the executive director of the Association, who shall canvass the petitions to ascertain if such petitions have been signed by the required number of active members in good standing and have been properly certified by an authorized circulator according to the Administrative Policies.
- 3. Publication.** Upon receipt of the required number of signatures, the executive director shall cause the proposed measure and any existing measure to be modified by the proposal to be published in the next regular issue of the official publication of the Association.
- 4. Voting**
 - a. By Representative Assembly.** The initiated proposal shall be submitted to the Representative Assembly on the first day of the meeting and acted upon the second day. If the proposal is an amendment to the Constitution and/or Bylaws or modifies existing measures contained herein, the rules established in the Constitution governing amendment shall prevail. Otherwise, a majority vote of the delegates elected to the Assembly shall be

required for adoption. Any initiated proposal adopted by the Representative Assembly shall have immediate effect unless otherwise provided in the measure. In the event the proposed measure is rejected by the Representative Assembly, the measure shall be submitted to the active membership in good standing of the Association within twenty (20) days from the date of rejection according to the procedures contained in Subsection b of this bylaw.

- b. *By active membership.* Within twenty (20) days of publication date or rejection of the proposal by the Representative Assembly, the executive director shall cause to have prepared a uniform ballot setting forth the proposed measure and any existing measure to be modified by the proposal, such ballots to be sent by direct mail to active members in good standing of the Association of record as of the mailing date.

Ballots shall contain a return date of fifteen (15) days from the mailing date. Sealed ballots shall be returned to the executive director of the Association. Only single ballots sealed in official envelopes will be counted. The MEA Board of Reference shall convene immediately to count the ballots and shall certify the results to the executive director. Two thirds (2/3) of those voting on the measure, provided that at least a majority of the active membership in good standing casts a vote, shall be required for adoption of the measure, which shall take immediate effect unless otherwise stated in the measure.

B. Referendum

1. *Form of petition.* Referendum petitions shall be drawn according to the rules as contained in the Administrative Policies of the Association.
2. *Filing.* Referendum petitions shall be filed with the executive director of the Association, who shall canvass the petitions to ascertain if such petitions have been signed by the required number of active members in good standing.
3. *Publication.* Upon receipt of the required number of signatures, the executive director shall cause the text of the referendum petition to be published in the next regular issue of the official publication of the Association.
4. *Voting.* Within twenty (20) days of publication date, the executive director shall cause to have prepared a uniform ballot setting forth the action being referred, such ballots to be sent by direct mail to active members in good standing of the Association of record as of the mailing date. Ballots shall contain a return date of fifteen (15) days from the mailing date. Sealed ballots shall be returned to the executive director of the Association. Only single ballots sealed in official envelopes will be counted. The MEA Board of Reference shall convene immediately to count the ballots and shall certify the results to the executive director. Two thirds (2/3) of those voting on the measure, provided that at least a majority of the active membership in good standing cast a vote, shall be required for adoption. Measures adopted by referendum shall take effect fifteen (15) days following certification of vote unless otherwise stated in the measure.

XVI. Succession and vacancies

A. Elected officers

1. A vacancy in the office of the president shall be filled by the vice president.
2. If during the first or second year of a term a vacancy in either the office of vice president or the office of secretary-treasurer occurs, such vacancy shall be filled by the Board of Directors, which shall elect a successor to serve until the next meeting of the Representative Assembly. The Representative Assembly shall then elect a successor for the remainder of the term. In the event a vacancy occurs during the third year of a term, the Board of Directors shall elect a successor for the remainder of the term.
3. In the event vacancies occur in the office of president, vice president and secretary-treasurer, the responsibility of convening the Board shall fall on the senior elected member of the Executive Committee, junior elected member of the Executive Committee, and then on members of the Board of Directors in order of seniority. The vacancies shall be filled within ninety (90) days.

XVII. Recalls

A. Elected officers

1. The power of recall of the president, vice president, secretary-treasurer, NEA state directors and alternate NEA state directors shall be vested in the Representative Assembly, which is the elective body.

2. The petitions for recall shall be filed with the executive director of the Michigan Education Association/NEA. Signatures of at least fifteen percent (15%) of the voting members of the Representative Assembly just preceding shall be required to initiate the recall procedures. Petitions shall be drawn in the manner as prescribed in these Bylaws. The executive director shall be responsible for validating the signatures contained on the petitions.
 3. Within fifteen (15) days of receipt of the number of signatures specified in Section 2, the executive director shall notify voting members of the Representative Assembly that such petitions have been received.
 4. Forty-five (45) days after the receipt of the number of signatures specified in Section 2, ballots shall be prepared and mailed to the voting members of the Representative Assembly except that in the event a regular meeting of the Representative Assembly occurs between thirty (30) and sixty (60) days of such receipt, the recall vote will be the first item of business on the agenda for that Assembly.
 5. In the event of a mail ballot on the recall vote, ballots shall be collected within fifteen (15) days following their distribution and shall be counted by the Board of Reference. A representative of the officer named in the petition shall be present when ballots are counted, if the officer so desires.
 6. If a majority of the voting members of the Representative Assembly vote to recall the officer, that office shall be declared vacant upon certification of the election results to the MEA executive director.
 7. In the event the president is recalled, the vice president shall succeed to the presidency immediately, serving in this capacity for the unexpired portion of the term, and the office of the vice president shall be filled by the next Representative Assembly. If the vice president is recalled, that office shall be filled by the next Representative Assembly for the unexpired portion of the term. The next Representative Assembly, as stated in this section, shall be defined as the Representative Assembly immediately following the certification of the results of a mail ballot or the Assembly at which a recall vote is taken.
 8. In the event an NEA state director is recalled, the MEA Board of Directors, in compliance with the NEA Constitution, shall appoint an interim to serve until the next Representative Assembly.
- B. *Commission members.*** Members of the MEA commissions may be recalled or their appointments revoked by a two-thirds (2/3) vote of the MEA Board of Directors. Before a vote is taken on the revocation of an appointment or recall of an elected commission member, ample opportunity shall be provided for a hearing on the matter before the Board of Directors.
- C. *Members of the Board of Directors***
1. The motion for recall of a member of the MEA Board of Directors shall be submitted to the electorate by the region elections committee, which shall notify active members in good standing of the region that petitions for recall containing signatures of fifteen percent (15%) of the electorate have been received, such notice to detail charges involved.
 2. Not more than thirty (30) days nor less than fifteen (15) days after notification, ballots shall be prepared and distributed by the elections committee according to procedures as provided in the Region Constitution.
 3. Within fourteen (14) days following distribution, ballots shall be collected and counted as provided in the Region Constitution, except that the thirty (30) day prior notification clause shall be waived in matters of recall. The region elections committee shall then announce the results of the vote to the region council.
- D. *Delegates to the Representative Assembly.*** Delegates to the Representative Assembly may be recalled for just cause according to procedures prescribed in the Constitution of the local association by which they were elected except that petitions for recall shall be signed by not less than fifteen percent (15%) of the active and life members of that local association.

XVIII. Multiple association bargaining organizations

- A. *Establishment of name.*** Any group of local associations within a single region or contiguous multiple regions, with exceptions made for higher education units, may form, by majority vote of those members voting within each local association, an organization for the purpose of combining resources and efforts to obtain more effective collective bargaining activity, including obtaining multiple employer collective bargaining agreements. Such a multiple association bargaining organization may select an appropriate geographical designation, such as a county or regional name, and be named the _____ Education Association- MEA/NEA.

- B. *Agreements to enter.*** Membership in multiple association bargaining organizations is voluntary. Any local association entering into such an agreement by majority vote of the members in good standing voting shall be found to honor such an agreement in the same manner and to the same extent that it is bound to honor the Bylaws of this Association.
- C. *Powers.*** Any such agreement to form or enter a multiple association bargaining organization may provide for a central body or bodies with executive, legislative and judicial powers, which must be democratically selected pursuant to the principles set forth in this Constitution and Bylaws and shall meet the minimum standards of the MEA/NEA.* Said body may have any or all of the following powers, anything to the contrary in the local constitutions of the agreeing locals notwithstanding:
1. To designate a common bargaining team for all or some of the agreeing locals;
 2. To delegate or exercise itself the power to formulate bargaining positions and demands for all or some of the agreeing locals;
 3. To reserve to itself or its designated common bargaining team or other designated representative the exclusive right to recommend ratification of any collective bargaining unit of multiple agreeing locals;
 4. To reserve to itself or its designated representative the authority as exclusive agent for any agreeing local to enter into any agreement with any employer with whom any agreeing local is the certified or recognized bargaining agent;
 5. To reserve to itself the exclusive authority to recommend to the membership of any or all agreeing locals any action to enforce or support any collective bargaining demand or agreement;
 6. To temporarily suspend from all power and authority any official of any agreeing local who circumvents or attempts to circumvent the agreement between his/her local and the multiple association bargaining organization, pending hearing before the subordinate judicial body of the multiple association bargaining organization or the Board of Reference of this Association, provided that any officer so suspended shall have the right of immediate appeal to the Executive Committee of this Association, who shall be empowered to stay such suspension pending hearing before the appropriate judicial body. The Executive Committee shall act to either approve or disapprove any temporary suspension within seventy-two (72) hours after receipt of the appeal, or temporary suspension shall be automatically stayed until action is taken by the Executive Committee;
 7. To receive such funds as may be appropriated for its operation; to levy dues upon its constituent units as the multiple association bargaining organization governance body determines. Nonpayment of such levies on the part of the local units shall prohibit such locals from seating delegates on the multiple association bargaining organization.
- D. *Ratification.*** Procedures for ratification of a tentative contract achieved in any constituent local or any areawide tentative contract shall be provided within the multiple bargaining organization agreement.
- E. *Amendment.*** For purposes of this bylaw, the term agreeing local refers to any association which by majority vote of its members in good standing voting enters into an agreement with a multiple association bargaining organization. The use of the term agreeing does not indicate any requirement for a separate agreement to each separate provision of a multiple association agreement. A multiple association bargaining organization may amend or alter the basic agreement between its various locals pursuant to democratic procedures not inconsistent with this Constitution and Bylaws without requiring further ratification of the agreement by the individual agreeing locals.
- F. *Judicial body.*** The multiple association bargaining organization may establish a judicial body subordinate to the Board of Reference. If it does not, the MEA Board of Reference shall be the judicial body for the multiple association bargaining organization.
- G. *Withdrawal.*** A local association may withdraw from a multiple association bargaining organization (MABO) pursuant to the following procedures:
1. If the MABO is not the certified or recognized collective bargaining agent for the members of the local association, withdrawal shall be pursuant to this subparagraph. When a petition of thirty percent (30%) of the members of the local association is filed with the MABO and/or the MEA, and no such election has been held within a one (1) year period, an election shall be held between thirty (30) and forty-five (45) days from the filing of the petition. Receipt of such petition shall be communicated between the MABO and MEA within seven (7) days. All members in good standing of the local association may participate. There shall be a minimum of seven (7) days notice of the election. Notice shall be in writing to all members of the local association that a vote on withdrawal will be taken at the

* Refer to the last page of the MEA Bylaws for minimum standards.

special meeting. The election shall be at a special meeting of the local association called for the specific purpose of taking a vote on withdrawal. The vote shall be by secret ballot and among active members in good standing. If a majority of those voting elect to withdraw from the MABO, said withdrawal shall be effective immediately. Withdrawal will have no effect on the status of the local association and/or MEA/NEA as the collective bargaining agent.

2. Where the MABO is the certified or recognized collective bargaining agent for the members of the local association, withdrawal shall be pursuant to this subparagraph. When a petition for withdrawal from the MABO signed by thirty percent (30%) of the members of the local association is filed with the MABO and/or the MEA, and no such election has been held within a one (1) year period, an election shall be held between thirty (30) and forty-five (45) days from the filing of the petition. Receipt of such petition shall be communicated between the MABO and MEA within seven (7) days. All members in good standing of the local association may participate. There shall be a minimum of seven (7) days notice of the election. Notice shall be in writing to all members of the local association that a vote on withdrawal will be taken at the special meeting.

The election shall be held at a special meeting of the local association called for the specific purpose of taking a vote on withdrawal. The vote shall be by secret ballot and among active members in good standing. If a majority of those voting elect to withdraw from the MABO, the issue of decertification will be submitted to the Michigan Employment Relations Commission (MERC) at the earliest possible date pursuant to its procedures. In such cases the MABO shall consent to a MERC-conducted election and/or a voluntary agent change. The MEA will facilitate any election held by MERC with respect to the local association's withdrawal. Certification by MERC of a collective bargaining agent other than the MABO will constitute immediate withdrawal of the local association from the MABO.

3. Notwithstanding any other provision of these Bylaws to the contrary, where a petition for election is filed with MERC seeking decertification of the MABO and/or the local association or the Michigan Education Association/NEA as bargaining agent for the local association, the following will apply. The MEA may, if it deems it appropriate, participate in conjunction with the local association or MABO or on its own behalf in any election proceedings that may ensue. Certification by MERC of a collective bargaining agent other than the MABO will constitute immediate withdrawal of the local association from the MABO.

XIX. Contract ratification

- A. The constitution and/or bylaws of local affiliates and multiple association bargaining organizations shall provide for contract ratification procedures. Said procedures shall minimally incorporate the following:
 1. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for a ratification vote.
 2. A majority vote of those members voting shall be required for ratification.
 3. Only members in good standing may vote on ratification.

XX. Rules

- A. **Quorum.** A majority shall constitute a quorum for the transaction of business in all cases except for meetings of the MEA Board of Directors, where a quorum shall consist of two thirds (2/3) of the members elected to the body.
- B. **Majority vote.** No motion shall be passed by the Board of Directors or a commission or committee without the concurrence of a majority vote of all members elected to the body. No motion shall be passed by the Representative Assembly without the concurrence of a majority vote of those members having registered with the Credentials Committee and seated by the Assembly.
- C. **Rules of order.** *Robert's Rules of Order*, latest edition, shall be the authority in transaction of business unless such provisions conflict with the Constitution or Bylaws of the Association.

XXI. Definitions

- A. **Executive office.** Executive office shall mean the MEA president, MEA vice president and MEA secretary-treasurer.
- B. **Minority Persons, 3-1(g).** Minority Persons, 3-1(g) shall mean those persons designated as ethnic minority by statistics published by the U.S. Bureau of the Census. This designation shall specifically include Black, Mexican American, other Spanish-speaking groups, Asian American and Native American.

- C. *Representatives of Minority Persons, 3-1(g).*** Representative of Minority Persons, 3-1(g) shall mean a person elected or appointed to represent the interests of ethnic-Minority Persons. (Such a representative may be of any race, religion or ethnic background.)

NEA Bylaw 8-7: Standards for local affiliates

The Association shall not affiliate with a local association, including a dual-national local affiliate, unless it meets the following minimum standards:

- A.** Each affiliate shall apply the one person-one vote principle for representation on its governing bodies except that (I) the affiliate shall take such steps as are legally permissible to achieve ethnic-minority representation at least proportionate to its ethnic-minority membership and (II) the affiliate may adopt a provision in its governing documents that would permit that local to allocate a minimum of one (1) representative or delegate to members at each work site of a school district or higher education institution within the jurisdiction of the affiliate. Where an all-inclusive affiliate exists, it shall provide proportionate representation between its nonsupervisory members and its supervisor members;
- B.** The affiliate shall conduct all elections with open nominations and a secret ballot;
- C.** The affiliate shall require membership in the Association and in its state affiliate where eligible. If an affiliate enrolls education support professionals in any membership category and as a matter of policy seeks to recruit and represent such members, the affiliate (I) shall grant them full rights of participation and (II) shall require them to be members of the Association and its state affiliate where eligible;
- D.** The affiliate is comprised predominantly of persons who are eligible for active membership (or the equivalently designated membership category) in the state affiliate, unless the state affiliate by action of its Board of Directors (or equivalent governing body) approves such affiliation. This requirement shall not apply to any local association that was an affiliate of the Association as of the effective date of this amendment.
- E.** The affiliate shall be reviewed by the Association to determine compliance with minimum standards for affiliation at least once every five (5) years;
- F.** The affiliate shall have the same membership year as that of the Association;
- G.** The affiliate shall guarantee that no member of said affiliate may be censured, suspended or expelled without a due process hearing which shall include an appropriate appellate procedure; and
- H.** The affiliate shall deny membership to an individual while said individual is denied membership in the Association pursuant to Bylaw 2-3.D.

C-7

Administrative Policies

The Bylaws of the Michigan Education Association provide that the Association shall operate under written administrative policies and procedures as defined by the Board of Directors, which shall conduct, manage and control the affairs and business of the Association subject to the policies established by the Representative Assembly.

Administrative policies and dates of their adoption are as follows:

I. Membership, obligations of

Active members shall pay local association membership dues as provided in Bylaw II-A, where such dues are levied. (*May 1968, July 2013*)

II. Membership, eligibility for

A. Active

1. Any person regularly employed by or on lay-off status from an educational institution, agency, or private entity in any of the following categories shall be eligible for active membership: teachers and education support professionals in public, parochial and private schools; teachers, education support professionals and researchers in institutions of higher education; substitute teachers, part-time teachers, librarians, school nurses or administrators who are included in local teacher bargaining units; psychologists, hygienists, other similar positions and such other school employees as are included in certified bargaining units with the foregoing. Any person on leave from any of the above positions is eligible for active membership provided other conditions as stated in the Bylaws are met. An active member on leave must pay the active membership dues to remain a member in good standing of MEA/NEA. Further, graduate fellows are eligible for active membership provided they are also members in good standing of their local associations. Substitutes employed in more than one (1) school district may select the local unit with which they wish to affiliate. (*Amended July 2013, April 2015*)
2. *Organizing membership.* Organizing membership, limited to two (2) years, is available to persons eligible for active membership employed in school districts, state institutions, and institutions of higher education, agencies, or private entities where no MEA/NEA affiliated unit exists or where the MEA/NEA affiliated unit is not recognized as legally representing its membership. Such membership may be extended upon approval of the MEA Executive Committee. (*Amended July 2013*)

B. Associate. Associate membership shall be available to those persons, including MEA/NEA staff members, who are not eligible for active membership. (*Amended July 2013*)

C. Applications. Applications for membership to the Association shall be accepted when received by a representative of the local association. Application shall be made only by using the standard Local/MEA/NEA Continuing Membership application form provided by MEA. (*Amended January 1988, July 2013*)

D. Protests. Notwithstanding any other administrative policy to the contrary, any person who accepted employment or provided service in a position or any portion thereof (including substitutes, daily or otherwise, extra-duty positions, etc.) that was a part of a bargaining unit represented by a local or state association affiliated with the NEA and made vacant by the withdrawal of services by, or the discharge of, a member of such unit during the course of the labor dispute, shall be ineligible for membership in the Association or any of its locals for at least five (5) years from the date of settlement of said labor dispute. However, any such person ineligible for membership who accepted employment or provided service in a school year after the year in which the dispute arose but prior to settlement of the dispute, shall have the length of ineligibility from membership, if any, reviewed on an individual basis, as hereinafter provided.

1. Any person who has attained membership in the Association and who is alleged to have engaged in the type of conduct described above or any other action which would have made the person ineligible for membership when originally accepted shall be entitled to all those rights and privileges as provided under Bylaw IV.
2. Any person who has applied for membership in the Association may have the eligibility for membership protested by any member in good standing of the Association who alleges in writing that the applicant has engaged in conduct as described above, such protest to be filed with the executive director of the Association. The protest must be filed

within sixty (60) days of the receipt of the application for membership by the Membership Department of the Association. The executive director shall direct a copy of the protest to the applicant for membership and notify the applicant of the opportunity for a hearing before the executive director or the designee not less than ten (10) nor more than thirty (30) days from the date the applicant receives a copy of the protest. *(Amended July 2013)*

3. A transcript shall be made of the hearing and the executive director or the designee shall render a decision on the applicant's eligibility, a copy of which will be provided forthwith to the applicant and the person who filed the protest.
4. Either party may appeal the decision to the Executive Committee of the Association within ten (10) days from the date of the decision by requesting the same in writing of the president of the Association. The president shall arrange a hearing before the Executive Committee, at which time any new evidence not previously known to the parties may be presented together with a record of the hearing before the executive director or the designee. *(Amended May 1974)*

III. Membership, privileges of

- A. **Active members in good standing** shall be admitted with full rights and voting privileges to the meetings of the Association and shall be eligible to hold office in the Association. They shall be eligible for all benefits and services accruing to members in good standing and shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. *(Amended November 1979, July 2013)*
- B. **Associate members**
 1. **Student members** shall be eligible for liability insurance. They may carry MEA/NEA accident and term life insurance. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. *(Amended July 2013)*
 2. **Substitute members** shall be eligible for liability insurance. They may carry MEA/NEA accident and term life insurance. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. *(Amended July 2013)*
 3. **General members** shall be eligible to receive the regular publications and all such special publications of the Association as determined by the Board of Directors or the Representative Assembly. *(Amended July 2013)*
- C. **MEA-Retired members** shall be eligible for MEA/NEA health and accident insurance and term life insurance, provided they meet the membership specifications as provided in the Bylaws. They shall receive the regular publications and all such special publications of the Association as the Board of Directors or the Representative Assembly may direct. MEA active members who join MEA-Retired shall be eligible for all MEA-Retired benefits upon retirement. Upon retirement from active educational employment, MEA-Retired members shall be eligible to hold MEA-Retired office and to vote in MEA-Retired elections. MEA life members who are retired from active educational employment shall also be eligible for all benefits of MEA-Retired and shall be eligible to vote and hold MEA-Retired office. MEA-Retired delegates to the MEA Representative Assembly shall not be allowed to vote on the budget, dues or issues related to collective bargaining, or election of officers, except that MEA-Retired delegates are eligible to vote for MEA President, Vice President and Secretary-Treasurer provided such voting is consistent with law. *(Amended April 2012, April 2018)*

IV. Membership dues, assessment of

- A. **Active** dues shall be paid on a ten- (10) month or twelve- (12) month basis. Persons joining the Association in either of these two (2) categories shall be assessed one tenth (1/10) of the annual dues for each month remaining in their first year of membership (September-June). Members who resign and/or leave the school district shall be assessed one tenth (1/10) of the annual dues for each month they were members during their last year of membership (September-June). The membership dues or service fee obligation to the associations (local, state and national) may be satisfied by payroll deduction or by a single lump-sum cash payment. Cash payers must make the lump-sum payment(s), which meet or exceed the dues payment schedule in the Dues Transmittal Policy, except that these provisions may be modified by the Association for service fee payers in order to comply with the Association's service fee collection procedures. Failure to timely pay membership dues or service fees may result in a penalty, imposed by the local, in addition to legal and/or contractual remedies that may be pursued by the associations. *(Amended January 2013, July 2013)*

- B. MEA-Retired/NEA-Retired All Inclusive Membership (AIM).** MEA members will become pre-retired subscribers of MEA-Retired/NEA-Retired upon enrollment, pre-retired members upon completion of their full fee obligation, and active members of MEA-Retired/NEA-Retired upon retirement. *(Amended January 2004)*
1. Beginning with the 2019-2020 fiscal year, the dues for lifetime membership in MEA-Retired/NEA-Retired shall be \$500.00. *(April 2012, July 2013, September 2019)*
 2. Active members choosing not to be members of MEA-Retired/NEA-Retired may do so by providing written notification to the local association membership chair. There will not be any refund of any dues paid previously. Those choosing not to join may later become members of MEA-R/NEA-R by submitting an application and paying the dues then required of new members by check, credit card, or payroll deduction. *(Amended July 2013)*
 3. Those not choosing to specify a method of payment will have the appropriate amount assessed during the membership year. *(Amended July 2013)*
 4. If an active member retires or leaves the field of education prior to payment in full of MEA-Retired/NEA-Retired dues, they will have the option of paying the remainder in full and becoming a member of MEA-Retired/NEA-Retired. *(Amended July 2012, July 2013)*
 5. MEA-Retired/NEA-Retired membership dues or any part thereof are non-refundable. *(Amended July 2013)*
- C.** Associate dues for other membership categories shall be paid in full at the time of application and upon annual anniversaries of that application. *(Amended July 2013)*
- D.** Failure of a member to pay dues or of a local to transmit dues according to the time limits specified shall cause a local to forfeit its delegate seating to the Representative Assembly subject to the penalties as provided in the Association Dues Transmittal Policy. Appeal of loss of delegate seating may be made by submitting pertinent facts for review by the Credentials Committee. *(Amended July 2013, April 2018)*

It shall be the policy of MEA that where there is evidence of the theft of MEA funds, such evidence shall be turned over to law enforcement authorities and appropriate charges pursued.

The MEA Board shall be informed of those locals in arrears and of any of the following collection actions taken by MEA. In addition to any other remedies for a local failing to transmit dues, some or all of the following may occur upon the local association becoming more than 90 days in arrears on the payment of dues: *(Amended January. 2012)*

1. The MEA president or executive director is authorized to communicate in writing with the president, governing body and membership of the local association advising of the extent of arrearage and the potential implications to members from the failure to pay dues, including but not limited to, the potential loss of liability insurance, MESSA group insurance programs and certain legal services. MEA may use any legal proceedings necessary to collect outstanding dues.
 2. The MEA president or executive director is authorized to require the local to transmit to MEA any and all necessary financial records for review.
 3. Expense vouchers submitted from locals or members of locals shall not be honored but instead shall be deducted from the amount of dues in arrears.
- E.** The local association is responsible for determining the appropriate membership class upon enrollment of members. Adjustments for errors in classification and terminations will be honored for the preceding and current membership years only and said adjustments will include both MEA and NEA dues.

V. Financial responsibility fees, payment of

Any financial responsibility fees (agency shop fee, service fee) shall be paid in accordance with the Association's applicable policies and procedures governing the payment and collection of financial responsibility fees. Sums representing appropriate amounts for the state and national service fees shall be sent by the local to the state Association, and the state Association, in turn, shall transmit appropriate fees to the National Education Association.

All appropriate services shall be provided to persons paying service fees but such persons shall be excluded from Association meetings and shall not be permitted to participate in policy-making, voting or holding office in any or all of the three (3) associations.

VI. Locals of the Association

Composition. A local of the Michigan Education Association shall be composed as follows:

1. Where the active and life MEA/NEA membership is five (5) or more persons, those members may organize as a local.
2. Where fifty-one percent (51%) of the faculty or faculties of any single institution or combination of institutions of higher education in Michigan, including community colleges, hold active or life membership in the Michigan Education Association/NEA or maintain a membership in the Michigan Association for Higher Education of fifty-one (51) or more, they may organize as a local of the Michigan Association for Higher Education and exercise all rights and privileges of other MEA/NEA locals, except a delegate to the MEA Representative Assembly, as long as they maintain either of the above membership requirements. No institution of higher education shall be entitled to organize more than one (1) local, except that education support professionals and professional educators may organize separate units.
3. Application for local status shall be made to the executive director of the MEA/NEA, who shall issue a charter when it has been determined that all conditions as established by the MEA Representative Assembly or the Board of Directors for establishment of a local have been fulfilled. (*Amended February 1982*)

VII. Regions

- A. Region 1** (No regional governance)
- Region 2** Wayne County (exclusive of Detroit School system, Harper Woods, Northville and Grosse Pointe) (*July 2012*)
- Region 3** Jackson, Washtenaw, Lenawee and Monroe counties and Camden-Frontier E, Hillsdale E, Jonesville E, Reading E, Waldron E (*July 2014*) and Litchfield E (*January 2015*), and Hillsdale CFMOPT (*July 2017*)
- Region 4** Barry, Calhoun, Branch and Hillsdale counties
- Region 5** Berrien, Cass, Kalamazoo, Van Buren and St. Joseph and Allegan counties and Otsego (*April 2014*)
- Region 6** Macomb and St. Clair counties and Grosse Pointe and Harper Woods
- Region 7** Oakland County and Northville (*July 2012*)
- Region 8** Clinton, Eaton, Ingham, Livingston and Shiawassee counties
- Region 9** Ottawa, Kent, Ionia and Montcalm counties (*April 2014*)
- Region 10** Genesee and Lapeer counties
- Region 11** Huron, Saginaw (except Saginaw Valley State University), Gratiot, Tuscola and Sanilac counties (*April 2004*)
- Region 12** Roscommon, Ogemaw, Iosco, Arenac, Bay, Midland, Isabella, Clare and Gladwin counties and Saginaw Valley State University (*April 2004*)
- Region 13** Mason, Lake, Osceola, Oceana, Newaygo, Manistee, Mecosta and Muskegon counties
- Region 14** Alcona, Oscoda, Crawford, Otsego, Montmorency, Alpena, Presque Isle, Cheboygan, Emmet and Charlevoix counties and Oscoda E and Oscoda O (*May 2016*)
- Region 15** Missaukee, Wexford, Benzie, Grand Traverse, Kalkaska, Antrim and Leelanau counties and Evart (*July 2014*)
- Region 16** Schoolcraft, Luce, Chippewa and Mackinac counties
- Region 17** Delta, Menominee, Dickinson, Marquette and Alger counties
- Region 18** Keweenaw, Houghton, Ontonagon, Gogebic, Iron and Baraga counties

B. Region council funds

1. **Eligibility.** All monies from the MEA/NEA for region council activities shall be made available to the region upon fulfillment of the following conditions: that the region has filed with the MEA office not later than September 30 a complete list of elected or appointed officers and elected or appointed committee chairpersons of standing committees in the region. (*Amended May 1963*)

2. *Amount.* Councils shall be allocated a basic amount of six hundred dollars (\$600) plus ten cents (10¢) per active and life member of record on June 30 of the prior year for operation purposes. *(Amended June 25, 1976, effective September 1, 1976)*

In addition, each region shall be reimbursed for expenses of region council members as specified in the Region Council Constitution, Article III, Section 1.a., for a maximum of four (4) meetings. *(Amended April 1974, effective September 1, 1975, amended September 24, 1999)*

- a. *Method of reimbursement.* The region, either once prior to June 30 of the fiscal year or after each of the maximum four (4) meetings, shall submit to MEA a list with the following information: 1) names of delegates who attended the meeting; 2) round-trip mileage from home to the meeting site and return for each delegate; 3) total mileage computed in Number 2; and 4) actual cost per delegate for one (1) meal. MEA will issue a lump-sum check payable to the region for the expense data provided on each such list. *(Amended September 1999)*
- b. *Limit of reimbursement.* Expenses to be reimbursed shall be limited to mileage and meals as follows: mileage at the standard IRS mileage rate from home to the meeting site and return and one (1) meal at actual cost, not to exceed seven dollars and 50 cents (\$7.50) per delegate. *(Amended July 1997)*

VIII. Delegates to the Representative Assembly

- A. The number of delegates to the Representative Assembly to which each local is entitled shall be computed on the basis of active and life members in good standing in the local as of March 1 of the current year for the Representative Assembly. *(July 2016, April 2018)*
- B. If the September or March membership counts results in the loss or gain of a delegate, such loss or gain will be effective immediately. *(July 2016)*
- C. Any local that as a result of the March or September counts no longer qualifies for a single delegate, will have its members in good standing added to the appropriate region cluster counts. Clusters qualifying for additional delegates will be represented by duly elected delegates or duly elected cluster alternates. *(July 2016)*
- D. The president and RA delegates of each local and each region whose delegate allocations are impacted by the counts defined in Paragraph A will be notified within seven (7) days of the count. *(July 2016)*
- E. LBLs (locally billed locals) delegate counts will be based on member in good standing counts submitted by the local and dues transmitted by the local. *(July 2016)*
- F. The Credentials Committee shall, until 14 days prior to each Representative Assembly, have the authority to modify a locals' member in good standing count for the purposes of RA seating. *(July 2016)*
- G. *Expenses of delegates.* Delegates to the Representative Assembly whose names appear on the report of the Credentials Committee and on the Elections Committee report as having voted will be paid their actual expenses incurred through attendance at the Representative Assembly plus an amount for travel equal to that of commission, committee and Board of Directors members beginning with the 1977 budget. All ex-officio delegates whose names appear on the report of the Credentials Committee and who have filed the proper vouchers with the executive director at or before the closing session of the Representative Assembly shall be paid at the same rate. *(Amended May 1976) See Appendix A.*

H. Election of delegates from locals

1. Delegates to the Representative Assembly from locals shall be as follows:
 - a. The total membership of locals will be allocated delegates based on the ratio of one (1) delegate for each one hundred fifty (150) active members in good standing and life members and/or major fraction thereof within the region. *(Amended July 2013)*
 - b. Locals with fewer than fifty-six (56) members will join together within their MEA/NEA regions to create a group of active members in good standing entitled to one (1) or more delegates based on the above allocation. ESP locals will be grouped with other ESP locals, EA locals will be grouped with other EA locals, and EA/ESP locals will be grouped with other EA/ESP locals in order to create such groupings. *(Amended January 1994, July 2013)*

- c. Higher education locals may join with other MAHE locals within their region or with other MAHE locals within the state in groupings of fifty-six (56) or more members in good standing entitled to one (1) delegate. *(Amended July 2013)*
- d. A local within a county local shall be considered part of the county local for representation purposes. *(Amended December 1979)*
- e. MEA-Retired delegates shall be elected per the MEA Constitution and Bylaws. *(April 2011)*
- f. The election timelines shall include:
 - January – MEA Executive Office transmits election reminders to local associations by U.S. mail and general notification to all members via MEA’s official publication.
 - June 1 – Deadline for locals to hold Representative Assembly delegate election, except for special elections, which may be held at any time.
- g. The options of the MEA Credentials Committee shall be to recommend seating of the entire local delegation, deny seating to the entire local delegation or seat only those delegates in compliance.

2. Procedures for electing delegates to the Representative Assembly from groupings of locals shall be as follows:

- a. All ESP locals with fewer than fifty-six (56) members in good standing, all EA locals with fewer than fifty-six (56) members in good standing and all EA/ESP (merged) locals with fewer than fifty-six (56) members in good standing shall, separately, have their membership within each region totaled, and this number shall be divided by one hundred fifty (150) in order to determine the delegate allocation to the ESP, EA or EA/ESP clusters in that region. Regions having fewer than fifty-six (56) members in good standing in the region cluster for either EA, ESP or EA/ESP members shall be entitled to one (1) delegate. *(Amended January 1994, July 2013)*
- b. Clusters identified above will operate as a total membership unit for election purposes and all delegates will be elected from the entire membership unit. For purposes of Minority Persons, 3-1(g) representation pursuant to MEA Bylaw V-E, a cluster shall be considered as a local. For purposes of communication and representation, such delegates may be assigned to smaller groups of locals following the election. *(Amended August 1988)*
- c. Nominations for election as Representative Assembly delegates may be made by any member in good standing or local within the membership unit involved in accordance with the provisions of the Region Council Constitution and shall be filed with the region council president or designee. *(Amended September 1987 July 2013)*
- d. The active member in good standing of the locals will vote by secret ballot for the delegates and alternates in conjunction with the region at-large election. *(See Region Council Constitution.)* The combined votes cast shall determine the election results. *(Amended May 1979, July 2013)*
- e. The ballots and all other records pertaining to the election shall be preserved for one (1) year by each local president for each local. Tally sheets shall be forwarded to the president of the region council or designee and preserved for one (1) year. *(Amended March 1992)*
- f. Election timelines shall be consistent with the provisions of the Region Council Constitution.
- g. Delegates whose names are transmitted to the MEA Executive Office at least seventy (70) days prior to a Representative Assembly will receive all Representative Assembly mailings. Delegates whose names are transmitted fewer than seventy (70) days prior to a Representative Assembly shall receive whatever mailings would be reasonably possible given the actual reporting date.

I. Assurance of Minority Persons, 3-1(g) representation: implementation procedure

- 1. Representatives of Minority Persons, 3-1(g) for the region at-large seats must be elected for three (3) year terms commencing September 1. This election shall take place in conjunction with the region at-large election. *(See Region Council Constitution.) (Amended September 1987 and January 1999)*

2. Each region will elect a number of representatives of Minority Persons, 3-1(g) as alternates equal to the number of MEA Board of Directors members for that region. This election shall take place in conjunction with the region at-large election. *(See Region Council Constitution.) (Amended September 1987)*
3. If a local or region is not in compliance with MEA Bylaw V-F, the following shall result:
 - a. If the region or local delegation contains the maximum number of delegates allowed but does not contain the required number of representatives of Minority Persons, 3-1(g), that delegation shall not be seated at the Representative Assembly except to vote for officers and dues.
 - b. If the region or local delegation does not contain the maximum number of delegates allowed to that region or local, and the absent delegates should have been representatives of Minority Persons, 3-1(g), the Board of Directors shall appoint, with the affirmance of the Representative Assembly, a sufficient number of representatives of Minority Persons, 3-1(g) from the region's or local's contingent of alternate delegates. If Minority Persons, 3-1(g) alternate delegates are not available from the region or local in question, the Minority Persons, 3-1(g) delegates will be appointed from a pool consisting of all representatives of Minority Persons, 3-1(g) alternate delegates in the state.

IX. MEA Board of Directors

- A. The Board shall review all challenges of Board member elections and shall have the power to seat its own members as specified in the Operating Rules for Meetings of MEA Board of Directors. *(Amended February 1982)*
- B. The basis for determining the number of Board members to be elected from the regions shall be the previous year-end membership report. *(Amended November 1978)*
- C. If on June 30 of any membership year, the membership of a region is less than that required for the number of its MEA Board of Directors members, the MEA executive director shall send a written notice to the president of the affected region informing him/her of the deficiency in membership and of the requirement that no MEA Board of Directors member shall be elected until the number of MEA Board of Directors members from that region is reduced to the appropriate number. This notice shall be sent on or before July 31. A copy of this notice shall be sent to the MEA Board members and the MEA president.

All regions shall continue to be eligible for a minimum of one (1) MEA Board of Directors member. In the event the procedure for reduction of numbers of MEA Board of Directors members results in loss of the staggered election schedule, and the region is eligible for three (3) or more Board members, the schedule shall be corrected during the next election at which more than one (1) seat is open. This shall be done by reduction of the term for one (1) of the open seats.

If on June 30 of any membership year, the membership of a region allows for the addition of an MEA Board of Directors member, the MEA executive director shall send a written notice to the president of the affected region informing him/her of the addition in membership and of the need to elect such a member at the annual region at-large election. This notice shall be sent to the MEA Board members and to the MEA president. The affected region shall be allowed to appoint an interim Board of Directors member until such an election takes place. *(See Region Council Constitution)*

X. NEA state directors

- A. The basis for determining the number of NEA state directors to be elected shall be the NEA membership report.
- B. NEA state directors and alternates will be nominated at the MEA Representative Assembly. The MEA officers shall be alternate NEA state directors and their terms as alternates shall be concurrent with their terms as MEA officers. The MEA president shall be the first alternate, the MEA vice president shall be the second alternate and the MEA secretary-treasurer shall be the third alternate.
The election ballot for MEA officers shall also contain the position as alternate NEA state director. There shall be separate nominations and elections for additional alternate NEA state director positions. An alternate will be selected for service at the discretion of the president. *(Amended November 2000)*
- C. Elections shall be by secret ballot at a time and place designated by the chairperson upon the completion of nominations.

XI. Delegates to the NEA Representative Assembly

- A.** The following shall be elected state delegates to the NEA Representative Assembly, and their terms shall be concurrent with their terms of office:
 - 1. The MEA president, the vice president, the secretary-treasurer and the members of the MEA Board of Directors;
 - 2. The Michigan members of the NEA Board of Directors;
 - 3. The Michigan members of the NEA Resolutions Committee.
- B.** The remaining state delegates that are allotted by the NEA will be assigned to the regions, based on the exact active and life membership count as of January 15 of the current year, as representatives of Minority Persons, 3-1(g).
 - 1. Election of delegates to a new term shall be for no more than three (3) years. *(Amended April 1998, July 2013)*
 - 2. The state will reimburse the region NEA coordinator as indicated in the NEA delegate expense policy as adopted by the Board of Directors.
- C. Local NEA delegates**
 - 1. April 1 is the deadline for election of local NEA delegates.
 - 2. Locals with fewer than seventy-six (76) members in good standing will join together within their MEA/NEA regions to create a group of active members in good standing entitled to one (1) or more delegates based upon one (1) delegate for each seventy-six (76) active members in good standing and life members. ESP locals will be grouped with other ESP locals and EA locals will be grouped with other EA locals to create such groupings. *(Amended August 1988, July 2013)*
 - 3. To strive for the goal that Minority Person, 3-1(g) representation to the NEA Representative Assembly be no less than the percentage of the Minority Person, 3-1(g) population of the state of Michigan as reported by the U.S. Census Bureau, each local or cluster shall elect representatives of Minority Persons, 3-1(g) as follows:
 - a. Each local that has three (3), four (4) or five (5) delegates will elect at least one (1) of its delegates a representative of Minority Persons, 3-1(g).
 - b. Each local that has six (6), seven (7) or eight (8) delegates will elect at least two of its delegates representatives of Minority Persons, 3-1(g).
 - c. Each local that has nine (9), ten (10) or eleven (11) delegates will elect at least three (3) of its delegates representatives of Minority Persons, 3-1(g).
 - d. Each local that has twelve (12) or more delegates will elect at least four (4) of its delegates representatives of Minority Persons, 3-1(g). *(Amended August 1979)*

XII. Meetings

- A.** Except as specified below, all meetings of MEA governance bodies shall be open to members in good standing. A member in good standing shall be permitted to address a meeting under rules established by the body. *(Amended July 2013)*
- B.** Except in cases of emergency, a meeting of an MEA governance body shall not be held unless notice is provided at least eighteen (18) hours before that meeting.
- C.** Each MEA governance body shall keep minutes of each meeting. Minutes shall be available for membership inspection.
- D.** A two-thirds (2/3) roll call vote shall be required to hold a closed session. A body may meet in closed session only for the following purposes:

1. To hear charges brought against an officer, employee or member when that person requests a closed hearing;
2. For strategy and negotiating sessions; or
3. To consider awards, organizing activities or items of a sensitive nature.

In any case, the purpose of the closed session shall be announced prior to the vote.

- E. A decision of an MEA governance body may be invalidated if made in noncompliance with the above. In any case, where a challenge has been initiated the body may, without admission contrary to its interest, re-enact the disputed decision.

For purposes of this section, MEA governance body means any state, regional or local legislative, executive or other body which is empowered to exercise a governmental or proprietary function. *(Amended April 1977)*

XIII. Boycotts

- A. Any new business item which would result in a boycott must be submitted at least thirty (30) days prior to the Representative Assembly at which it will be considered. Prior to Representative Assembly consideration the MEA shall prepare and transmit an opinion on the legal implications of each new business item which would result in a boycott or sanction. The new business item must include specific action or objectives that the boycotted company or companies must meet to have the boycott lifted. The MEA Board of Directors will be responsible for determining if and when the objectives have been met.
- B. New business items adopted relating to a boycott or sanction shall be referred to the Executive Committee. The Board of Directors shall act on the report of the Executive Committee or transmit it to the Representative Assembly. In making such a referral, the Representative Assembly may take a position for or against the action proposed in the new business item. *(Amended April 1983)*

XIV. MEA executive officers' compensation

- A. **The president** of the Association when first elected shall be compensated at an amount equal to the entry level of the salary range of Grade 14 of the MEA management compensation schedule with fringe benefits no less than those available to management staff. Each year in office the president shall move up one (1) step of an eight (8) step schedule on such range. *(Amended September 1986, effective September 1, 1986)*
- B. **The vice president** of the Association when first elected shall be compensated at an amount equal to the entry level of the salary range of Grade 11 of the MEA management compensation schedule with fringe benefits no less than those available to management staff when performing as a full-time officer of the Association. Each year in office the vice president shall move up one (1) step of an eight (8) step schedule on such range. *(Amended September 1986, effective September 1, 1986)*
- C. **The secretary-treasurer** of the Association shall be compensated at an amount equal to the entry level of the salary range of Grade 11 of the MEA management compensation schedule with fringe benefits no less than those available to management staff when performing as a full-time officer of the Association. Each year in office, the secretary-treasurer shall move up one (1) step of an eight (8) step schedule on such range. *(Amended July 1993, effective September 1, 1993, amended July 1999)*
- D. To the extent possible, no executive officer should suffer any tax liability from MEA transportation expense reimbursement. *(Amended September 1986, effective September 1, 1986)*
- E. **President's Housing.** The president shall be provided a monthly housing allowance. This housing allowance shall be reviewed for possible adjustment annually based on the CPI. *(Amended September 1999)*

XV. Commissions, committees and task forces

- A. If a commission, committee and/or task force member is not in attendance at a regularly scheduled meeting and has not notified the appropriate MEA office that their will not be attending, and if the MEA is billed for a room for that member, this billing will then become a personal expense for said member. *(Amended March 1979)*

- B.** When an elected or presidential/Board appointee to an MEA Committee, Commission, Task Force is elected to the MEA Board, the member shall resign such offices, effective their being seated by the MEA Board. *(Amended November 1978)*

XVI. MEA staff

MEA staff shall not vote at any convention, conference, commission, committee, task force or mass meeting of MEA representatives or at any MEA general membership meeting. *(January 1984)*

[jump to next page]

XVII. Direct legislation*

A. Initiative petitions. Initiative petitions shall be drawn as follows:

Initiative Petition

Proposed (action) (amendment)

(Petition shall contain full text of any proposed amendment to the Constitution and/or Bylaws, together with any existing measure modified by the proposed amendment. New material shall be printed in capital letters, existing language to be stricken shall be included with a line drawn through portions to be deleted. If the proposal is other than an amendment, the proposal together with a complete rationale shall be printed in the petition.)

WE, the undersigned qualified active members in good standing of the (local association), Region _____, Michigan Education Association/ NEA, hereby respectfully petition for said (amendment to the Constitution/Bylaws) (initiation of action).

Warning: Whoever knowingly signs this petition more than once, signs a name other than his/her own, signs when not a qualified member in good standing of the MEA/NEA or sets opposite his/her signature on a petition other than the actual date such signature was affixed will jeopardize the validity of a petition.

Name	Name of school and school address	Post office	Date of signing
(Signatures)			<div style="display: flex; justify-content: space-between; font-size: small;"> Month Day Year </div>

Certificate of Circulator

The undersigned circulator of the above petition asserts that as an active MEA/NEA member in good standing they are qualified to circulate this petition which was signed in his/her presence, that to his/her best knowledge and belief each signature is the genuine signature of the persons purporting to sign the same and that the person was at the time of signing an active member in good standing of the MEA/NEA, the local association and region listed in the heading of the petition, and therefore was qualified to sign the petition.

Signature

School name and address

Post office

Date

Warning: Any circulator knowingly making a false statement in the above certificate or any person not a circulator who signs as such, or any person who signs a name other than his/her own as circulator will invalidate the petition.

* Guidelines regarding direct legislation are available on request.

B. Referendum petitions. Referendum petitions shall be drawn as follows:

Referendum Petition

Shall the following action of the (Representative Assembly) (Board of Directors) be sustained:

(Petition shall contain full text of the action to be referred for vote of membership. No new material shall be added nor shall any amendment of the original language be allowed.)

WE, the undersigned active members in good standing of the (local association), Region _____, Michigan Education/NEA, hereby respectfully petition for said referendum. *(Amended July 2013)*

Warning: Whoever knowingly signs this petition more than once, signs a name other than his/her own, signs when not a qualified member in good standing of the MEA/NEA or sets opposite his/her signature on a petition other than the actual date such signature was affixed will jeopardize the validity of a petition. *(Amended July 2013)*

Name	Name of school and school address	Post office	Date of signing		
			Month	Day	Year
(Signatures)					

Certificate of Circulator

The undersigned circulator of the above petition asserts that as an active MEA/NEA member in good standing, they are qualified to circulate this petition which was signed in his/her presence, that to his/her best knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing an active member in good standing of the MEA/NEA, the local association and region listed in the heading of the petition and therefore was qualified to sign the petition.

Signature

School name and address

Post office

Date

C. Ballot form

1. *Initiative.* The ballot under the initiative procedure shall be as follows:

Official Ballot

The following proposal has been submitted by initiative petition (rejected by the Representative Assembly) and, in accordance with the provisions of the Constitution and Bylaws is hereby placed before the active membership in good standing of the MEA/NEA for voting: *(Amended July 2013)*

(Ballot shall contain full text of proposal as printed on the initiative petition.)

Yes (*vote in favor of proposal*) _____

No (vote against the proposal) _____

Ballot must be sealed and returned to _____, executive director, Michigan Education Association/NEA, no later than _____ (15 days from mailing date).

2. *Referendum.* The ballot under the referendum procedure shall be as follows:

Official Ballot

The question of sustaining the following action of the (Board of Directors) (Representative Assembly) has been presented (by referendum petition) (by action of the Board of Directors/Representative Assembly) for a vote of the active membership in good standing of the Association. *(Amended July 2013)*

Shall the following action of the (Board of Directors) (Representative Assembly) be sustained:

(Ballot shall contain complete text of action being referred.)

Yes (*in favor of sustaining the above action*) _____

No (*vote to reject above action*) _____

Ballots must be sealed and returned to _____, executive director, Michigan Education Association/NEA, no later than _____ (15 days from mailing date).

**MEA Representative Assembly
Expense Voucher**

Please obtain from the MEA Executive Office.

CREATIONISM THEORY

MEA opposes the mandatory teaching of creationism as part of any science class.

(1981 Spring RA)

MEA Crisis Assistance Program Operating Guidelines

(As amended by the Representative Assembly, November 1991, May 1999, November 2000, November 2003, April 2004, April 2007, April 2011, April 2015 and MEA Board of Directors, November 1995)

Introduction

It is intended that the benefits awarded in these guidelines apply to teachers and education support professionals in school districts, colleges and universities where the MEA is the recognized bargaining agent. *(April 2015)*

I. Purpose of a crisis assistance program

To provide direct assistance to teachers and education support professionals in the form of financial support if the employment has entirely disappeared or is temporarily unavailable either because of a concerted act of the employer or employees. To further provide bond assistance in specific cases for locals involved in crisis bargaining and to provide specific services to respond to statewide crises impacting the right to bargain collectively. *(April 2011, April 2015)*

II. Funding

- A. An assessment of ten dollars (\$10) per academic school year for teachers and five dollars (\$5) for education support professionals will be imposed on each member of each MEA local bargaining unit and on each fee-payer to the MEA (hereinafter the member). Said assessment shall be collected from each member together with regular MEA dues. Any such member may elect in writing to receive a refund of the assessment collected hereunder with regard to the academic school year then commencing. Any such election shall be made during such period and on such form as the committee requires. Refunds due pursuant to such written elections shall be mailed by the committee not later than October 1 of the academic school year with regard to which the relevant election was made. *(April 2015)*
- B. The fund shall be earmarked and is not to be used for any purposes, except for reasonable administrative costs.
- C. At the discretion of the MEA Board of Directors, all or part of realized interest/investment income earned by the fund in a given year may be transferred to the general fund for dues limitation, provided that the CAP Fund balance is no less than five million dollars (\$5,000,000). If in any given year, the CAP Fund falls below five million dollars (\$5,000,000), that interest budgeted for dues limitation for the following year(s) will not be used in the general fund but will stay in the CAP Fund until it is restored to a figure in excess of five million dollars (\$5,000,000).

III. Administration of the fund

A. *State Crisis Assistance Program Committee*

- 1. The committee shall be appointed by the MEA president with approval by the MEA Board of Directors and shall consist of one (1) member from each zone, the MEA secretary-treasurer and two (2) members of the MEA Board of Directors. Members, except for the secretary-treasurer and Board members, shall be appointed for three (3) year staggered terms. The committee shall be assisted by the MEA executive director and his/her designee(s).
- 2. The primary role of the committee is to oversee and review administration of the fund, to allocate assets of the fund in accordance with these guidelines and administrative policies, to review the fund annually and to recommend guideline modifications to the Board. *(April 2011)*

B. *Local CAP committee*

- 1. Established in each local according to local constitutional procedures for establishing committees.
- 2. Supply to MEA a list of members eligible for benefit payments together with their gross daily wage at least forty-eight (48) hours following the beginning of the work stoppage or job action. This list should be updated at least weekly with MEA.

IV. Benefits

A. Eligibility

1. Before locals and their respective teachers and education support professionals are eligible for CAP Fund benefits, all prior years' dues must be paid in full, and dues transmittals must be current according to established transmittal policy as of the effective date of the job action. Further, to be eligible for CAP Fund benefits, each respective teacher or education support person must be an MEA member or a fee-payer to the MEA who has paid the assessment set forth in II-A above and who has not requested a refund on any such assessment for the lesser of the following: *(April 2015)*
 - a. Since his or her date of employment by the employer with respect to whom the concerted act which prompted the request for benefits hereunder occurred; or
 - b. The three (3) consecutive academic-school-years period ending on the June 30 preceding the commencement of the concerted act which prompted the request for benefits hereunder.
2. In the case of new units or new members, enrollment forms and promissory notes, if appropriate, must be on file with MEA.
3. For purposes of these guidelines and for reporting the status of each local association, a local will be considered in arrears if there is an outstanding MEA/NEA dues balance.
4. A local may apply to the MEA executive director for a modified schedule.
5. Benefits shall begin the first day of crisis related unemployment.
6. Persons receiving unemployment compensation on unpaid leaves of absence or receiving compensation from the employer shall not be eligible for CAP benefits.
7. The local CAP committee has investigated and certified that the applicant is entitled to benefits.

B. Benefit payment program

1. The level of benefit shall be equal to the daily gross wage of the eligible member immediately prior to the work stoppage or job action.
2. Benefit amounts may be adjusted according to the availability of funds and in the sole discretion of the State CAP Committee in cases of extreme financial emergency. *(April 2011)*
3. If the local directs, health insurance premiums may be paid from the grants.

C. School district closings caused by financial crises

Premiums for a special basic MESSA health and medical insurance policy may be paid for up to three (3) months upon application and approval. This coverage shall be available immediately upon approval. This benefit shall not be available during school closings caused by job actions.

D. Court Ordered Bonds

Bonds, where so ordered by the courts, may be paid from CAP funds in cases where injunctions are sought to prevent the unlawful imposition of either wages, hours, fringe benefits and/or working conditions.

E. Special Services

Special services needed to respond to statewide attacks on collective bargaining costs for media and/or political campaigns to respond to statewide attacks on member rights to collectively bargain their wages, hours and other terms and conditions of employment. The MEA Board of Directors or Representative Assembly shall determine whether CAP funding is available for a particular crisis and the amount and time period that Cap funds may be used for that crisis. *(April 2011)*

MEA Crisis Assistance Program Committee

Administrative Policies

- I.** The academic school year is July 1 through June 30. *(September 1975)*
- II.** Benefits shall be paid for work stoppages, job actions or unemployment due to labor disputes which occur during scheduled working periods. *(October 1975, amended April 1985)*
- III.** Committee expenses, computer programming for CAP checks, cost of CAP checks, cost of printing minutes and other related items are to be borne by the CAP Fund. *(September 1975, amended April 1985)*
- IV.** Staff secretary is granted authority to open bank accounts and pay incurred expenses. *(September 1975)*
- V.** The committee is to receive a monthly financial report on the status of the fund. *(September 1975)*
- VI.** The CAP Committee will make the final decision as to the specific amount of benefits paid to a requesting local from the fund. The CAP Committee shall grant benefits in accordance with IV, B whenever members engaged in a job action approved by the Statewide Crisis Assistance Team suffer lost pay. *(October 1975, amended April 1985, amended April 2011)*
- VII.** Committee decisions, etc., shall be by a two-thirds (2/3) vote of those present at the meeting with the hope that the decisions will be by consensus. *(October 1975)*
- VIII.** Prior years' dues are to be paid in full before locals and the respective applicants are eligible for CAP benefits. *(October 1975, amended April 1985)*
- IX.** No recipient of CAP benefits is required to perform services in order to receive benefit payments. *(March 1976, amended April 1985)*
- X.** All directions and/or requests from a local association to the CAP Committee shall be over the signature of the local president or that person's designee. *(November 1976, amended April 1985)*
- XI.** The secretary may issue the initial CAP benefit to members of the requesting local, provided all of the following conditions are met:
 - 1.** There has been a crisis action team investigation conducted by MEA whereby all criteria have been met. *(Amended May 1999)*
 - 2.** The local is current with dues payments.
 - 3.** There is a letter of request on file with MEA.
 - 4.** An eligible member list has been filed with MEA.
 - 5.** Benefits shall begin the first day of crisis related unemployment. *(Amended April 1989 and November 1995)*

The level of benefit shall be equal to the daily gross wage of the eligible member immediately prior to the work stoppage or job action. *(October 1978, amended April 1985, May 1986, November 1989, November 1991 and November 1995)*
- XII.** Whenever possible, the National Education Employees Assistance Fund Inc. will be utilized prior to turning to the MEA Emergency Fund. *(February 1979, amended April 1985 and November 1991)*

DRUG/ALCOHOL TESTING OF STUDENTS

The MEA will endorse and publicize the NEA Position Statement on Drug and Alcohol Abuse Among Students which reads: Although NEA is greatly concerned about drug and alcohol abuse among students, it does not believe that mandatory or even voluntary testing of students is an appropriate response to the problem. NEA opposes such testing, and instead urges affiliates, school employers, parents and students to work cooperatively to develop and implement a comprehensive substance abuse program. This program should include the following components:

- 1) A drug and alcohol education program, developed and supervised by appropriately-trained healthcare professionals and healthcare educators, should be integrated into the curriculum at all grade levels.
- 2) Appropriate penalties should be imposed for use, possession, sale or distribution of drugs and alcohol by students on school grounds or in connection with school-related or school-sponsored activities.
- 3) A student assistance program should be established to help students with substance abuse problems.
- 4) Parents and community leaders should be involved in the development and implementation of the substance abuse program.

(1987 Spring R.A.)

SCHOOL EMPLOYEES AGAINST DRUGS WEEK

MEA will develop guidelines, lesson plans, posters, buttons and appropriate public relation strategies for the implementation of School Employees Against Drugs Week. MEA needs to join the ranks of other decent citizens who are fighting the war against drugs. "Think tanks" will be held in every classroom in Michigan to engender in our students the desire to avoid becoming users or sellers of drugs, but instead to become partakers of healthy and wholesome ingredients of our society which will insure their places as productive people in the twenty-first century.

(1989 Fall R.A.)

DUES – INTERNS

Teaching interns (EIP and comparable programs in other institutions) will pay full United Profession membership fees where they are included in bargaining units.

(BD December 1970)

D-3

DUES TRANSMITTAL POLICY

(Adopted April 1974 RA, Amended April 1985, January 2003, 2013 Spring RA, 2014 Fall RA, 2018 Spring RA)

I. INTRODUCTION

The following guidelines are intended to be applicable to local associations and individual members whom, for any number of reasons, do not transmit or pay MEA and NEA dues to MEA on a regular and timely schedule. Failure to transmit is in fact a breach of a legal relationship: (1) between MEA and an individual member or (2) between the MEA and the local, where the local is acting as an *agent* of MEA and NEA in the collection of dues.

The following guidelines are intended to remind locals of their agency obligations and individual members of their legal obligations.

II. WHEN IS A MEMBER NOT IN GOOD STANDING?

A. A member shall be considered in arrears and not in good standing if he/she has not met the past year(s) dues obligations and/or does not meet the following schedule for the current membership year.

MEMBERS DUES PAYMENT SCHEDULE

1. For members whose dues are collected in 10 months or fewer:

- Payment(s) by the end of October of at least ten percent (10%) of the estimated annual liability.
- Payment(s) by the end of November of at least twenty percent (20%) of the estimated annual liability.
- Payment(s) by the end of December of at least thirty percent (30%) of the estimated annual liability.
- Payment(s) by the end of January of at least forty percent (40%) of the estimated annual liability.
- Payment(s) by the end of February of at least fifty (50%) of the estimated annual liability.
- Payment(s) by the end of March of at least sixty percent (60%) of the estimated annual liability.
- Payment(s) by the end of April of at least seventy percent (70%) of the estimated annual liability.
- Payment(s) by the end of May of at least eighty percent (80%) of the estimated annual liability.
- Payment(s) by the end of June of one hundred percent (100%) of the actual liability.

2. For members whose dues are collected in 11 months or 12 months:

- Payment(s) by the end of October of at least nine percent (9%) of the estimated annual liability.
- Payment(s) by the end of November of at least eighteen percent (18%) of the estimated annual liability.
- Payment(s) by the end of December of at least twenty-seven percent (27%) of the estimated annual liability.
- Payment(s) by the end of January of at least thirty-six percent (36%) of the estimated annual liability.
- Payment(s) by the end of February of at least forty-five percent (45%) of the estimated annual liability.
- Payment(s) by the end of March of at least fifty-four percent (54%) of the estimated annual liability.
- Payment(s) by the end of April of at least sixty-three percent (63%) of the estimated annual liability.
- Payment(s) by the end of May of at least seventy-two percent (72%) of the estimated annual liability.
- Payment(s) by the end of June of at least eighty-one percent (81%) of the actual liability.
- Payment(s) by the end of July of ninety percent (90%) of the actual liability.
- Payment(s) by the end of August of one hundred percent (100%) of the actual liability.

B. A member not meeting the Dues Payment Schedule but who has agreed to a dues payment plan or agreement with the MEA secretary-treasurer or his/her designee and the MEA executive director or his/her designee shall be considered a member in good standing, provided that the member fulfills the terms of the repayment plan or agreement.

III. WHEN IS A LOCAL DELINQUENT OR IN ARREARS?

A. For purposes of these guidelines and for reporting the status of each local association, for locals which transmit dues on behalf of its members, a local will be considered in arrears if transmittals of MEA and NEA dues are more than two percent (2%) behind the following schedule:

- Transmittal by the end of October of at least ten percent (10%) of the estimated annual liability;
- Transmittal by the end of November of at least twenty percent (20%) of the estimated annual liability;
- Transmittal by the end of December of at least thirty percent (30%) of the estimated annual liability;
- Transmittal by the end of January of at least forty percent (40%) of the estimated annual liability;

- Transmittal by the end of February of at least fifty percent (50%) of the estimated annual liability;
 - Transmittal by the end of March of at least sixty percent (60%) of the estimated annual liability;
 - Transmittal by the end of April of at least seventy percent (70%) of the estimated annual liability;
 - Transmittal by the end of May of at least eighty percent (80%) of the estimated annual liability;
 - Transmittal by the end of June of one hundred percent (100%) of the actual liability;
- B. For purposes of these guidelines and for reporting the status of each local association, a local whose members pay all dues directly to MEA will be considered delinquent if the local's membership does not meet the following schedule:
- For the first fiscal year in which a local's members pay dues directly to the MEA, at least seventy-five percent (75%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - For the second fiscal year in which a local's members pay dues directly to MEA, at least eighty-five percent (85%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - For the third fiscal year in which a local's members pay dues directly to MEA, at least ninety-five percent (95%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
 - Beginning with the fourth fiscal year in which a local's members pay dues directly to MEA and thereafter, one hundred percent (100%) of the members are in compliance with the Members Dues Payment Schedule set forth in Section II.
- C. A local may apply to the MEA secretary-treasurer and executive director or his/her designee for a modified schedule. It is expected that the number of exceptions granted will be few, due to the liberal transmittal deadlines in Section III.

IV. WHAT ARE THE PENALTIES FOR A MEMBER WHO IS NOT IN GOOD STANDING?

Active members who have not met the requirements of the Dues Transmittal Policy for payment of dues shall be considered *active members in arrears* and do not have full rights, privileges and benefits of membership.

V. WHAT ARE THE PENALTIES FOR A LOCAL WHICH IS IN ARREARS?

A. There are two (2) categories of penalty for failure to transmit on a timely basis: automatic and discretionary.

B. Automatic penalties:

1. Loss of RA delegate seating for locals which transmit dues on behalf of its members.

The Credentials Committee shall refuse to seat the delegates from any local which:

- a. For the Spring Assembly has not transmitted to the MEA at least fifty percent (50%) of the affiliate's current year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA;

2. Loss of RA delegate seating for locals whose individual members pay dues directly to MEA.

The Credentials Committee shall refuse to seat the delegates from any local which:

- a. For the Spring Assembly if the local's membership does not meet the following schedule:
 - For the first fiscal year in which a local's members pay dues directly to MEA, at least seventy-five percent (75%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
 - For the second fiscal year in which a local's members pay dues directly to MEA, at least eighty-five percent (85%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
 - For the third fiscal year in which a local's members pay dues directly to MEA, at least ninety-five percent (95%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.

- Beginning with the fourth fiscal year in which a local's members pay dues directly to MEA, one hundred percent (100%) of the members had paid at least 50% of that year's estimated annual liability and one hundred percent (100%) of prior year's actual liability to MEA and NEA.
- 3. Loss of RA delegate seating for locals that are part of a cluster for Representative Assembly delegates.
 - a. The members of each local within a cluster that transmits dues on behalf of its members shall not be counted for determining the number of delegates from the cluster, if the local is in arrears in dues as set forth in Section III, A above.
 - b. The members of each local within a cluster whose individual members pay dues directly to MEA shall not be counted for determining the number of delegates from the cluster, if the local is in arrears in dues as set forth in Section III, B above.
 - b. No local in arrears in dues as set for in Section III, A or B above may have a member serve as a delegate.
- C. Discretionary policies: (Any or all may be imposed by the MEA Board of Directors based upon the circumstances in each case.)
 - 1. Require submission of a monthly financial statement of local resources to MEA;
 - 2. Require submission of an independent certified audit, conducted at local expense;
 - 3. Require use of a standard NEA financial reporting form for reporting local financial information;
 - 4. Take any legal action necessary to recover unpaid liabilities.

At least sixty (60) days prior to each assembly, the executive director will notify the president, the RA delegates and the UniServ director of each delinquent affiliate that their affiliate is in arrears and will be penalized in the manner described above.

Any affiliate wishing to appeal the credentials report to the assembly must first submit the pertinent facts for review by the Credentials Committee.” *(Amended April 1985)*

A local which becomes delinquent per this transmittal schedule by more than thirty (30) days shall be assessed a penalty of one and one-half percent (1 ½ %) per month on the overdue balance. When such penalty is assessed, it shall be deducted from that local's subsequent payments before any monies are applied to dues payment. (*Adopted by the 1978 Spring Representative Assembly, amended January 2003*).

VI. MISCELLANEOUS PROVISIONS

- A. The appeal to delegate seating loss is the Credentials Committee, also established by the 1973 Spring Representative Assembly. (*Amended April 1985*)
- B. The term estimated annual liability refers to the last record of total MEA/NEA membership in the local association times the annual MEA/NEA dues for the current membership year. That figure will change as updated reports are received from the local.
- C. Beginning in December of each year, the MEA Board will receive regular summary reports of the status of each local association with respect to the transmittal schedule.
- D. An information letter will be sent to all MEA members in the local advising them of the delinquency at the discretion of the MEA Executive Committee.
- E. Dues payments will be applied to the oldest accrued liability first.

D-4

Dues Collection Policy

Members In Arrears in Their Dues/Refusing to Pay/Members Not In Good Standing

<p>NOTE: Arrearages of \$1,000 or less do not follow this policy. <i>(per MEA Board of Directors action July 25, 2019)</i></p>

Local Association

1. The local association president or local membership chair should consult the ME412R report (local membership list and dues payment history) available from the membership system to assess which members are not paying dues. Those who have trouble accessing this report should contact their field assistant to run it.
2. Someone who is in arrears or not paying should be contacted by an association representative (president, treasurer, or building rep) about making payments. All conversations should be cordial. The eventual use of collections to collect dues should not be discussed in the first conversation. They should be reminded of their agreement to pay dues as members.
3. The member can/should be given the list of what a member loses if they become a member in arrears/not in good standing.
4. The local should attempt multiple contacts with the person within the first 90 days the member is in arrears.

MEA

1. Once the member is 60 days or more in arrears from the billing due date, MEA Membership will attempt at least three contacts (e-mail, phone, or mail, depending on the data in the system). After this, if there has been no positive response, the member will receive a letter or e-mail informing him/her that we are about to send the account to collections and he/she has 30 days to forward payment or to contact MEA to arrange for a payment schedule. A copy via e-mail will be sent to the local association president and the local UniServ director.
2. The local association president will be advised that the member's account will go to collections when the accounts are over 90 days in arrears from the billing due date. In all cases in which alternate arrangements are made, the MEA Secretary-Treasurer will assure that the local association president and the local field assistant/field membership processor are aware of the arrangements.

Alternative arrangements may include, but are not limited to:

- a) the local association has determined to pay the dues on the member's behalf or
- b) the individual and the MEA Secretary-Treasurer have agreed to a repayment plan that the member is following.

(Please see attached Appendix A, Legal Analysis, for information only.)

For Information Only

MEA E-Dues Collection Policy Analysis from MEA Legal Services

Any attempts to collect a debt must adhere to the Michigan Collection Practices Act (MCL 445.251).

The MEA is a “regulated person” under Michigan’s Collection Practices Act because it is not a collection agency and its collection activities are directly related to the operation of a business.

The act prohibits regulated persons from:

- (1) Communicating with the debtor in a misleading or deceptive manner.
- (2) Using forms or deals that induce belief that a judicial or official sanction has been or will be given.
- (3) Making an inaccurate, misleading, untrue, or deceptive statement or claim in a communication to collect a debt or concealing or not revealing the purpose of a communication when it is made in connection with collecting a debt.
- (4) Misrepresenting in a communication with a debtor:
 - a. The legal status of a legal action being taken or threatened
 - b. The legal rights of the creditor or debtor
 - c. That the nonpayment of a debt will result in the debtor’s arrest or imprisonment, or the seizure, garnishment, attachment or sale of the debtor’s property.
- (5) Communicating with a debtor without accurately disclosing the caller’s identity.
- (6) Communicating with a debtor, except through billing procedure when the debtor is actively represented by an attorney, the attorney’s name and address are known, and the attorney has been contacted in writing by the credit grantor or the credit grantor’s agent. If the attorney representing the debtor fails to answer written communication or fails to discuss the claim on its merits within the 30 days after receipt of the written communication, debtor may still be communicated with.
- (7) Using or threatening to use physical violence in connection with collection of a claim.
- (8) Bringing to public notice that the consumer is a debtor, except with respect to a legal proceeding which is instituted.
- (9) Using a harassing, oppressive, or abusive method to collect a debt, including causing a telephone to ring or engaging a person in telephone conversation repeatedly, continuously, or at unusual times or places which are known to be inconvenient to the debtor. All telephone communications should be made between 8am and 9pm unless the debtor expressly agrees in writing to communications at another time.

The proposed policy does not violate the Michigan Collections Act on its face but provisions can be added to ensure those communicating collection information on behalf of MEA do not violate the Act in practice. Suggested additions:

- All attempts to contact the member via telephone should be made between the hours of 8am and 9pm.

- All attempts to contact the member should be truthful, non-threatening and include that the purpose for the communication is to collect the unpaid member dues.
- If the member reveals the name and address of an attorney representing the member in the collection matter, the MEA should cease contact with the member. If the attorney does not respond within 30 days or refuses to discuss the matter, the MEA can resume communication with the member.

The Fair Debt Collections Act (15 U.S.C. 1601) also regulates debt collection practices. However, the act primarily focuses on prohibitions against debt collectors or those businesses' whose primary purpose is to collect debts. Once the MEA notices have been exhausted, the collection agency that MEA uses to collect the debts would have to adhere to the Fair Debt Collection Act.

D-5

Membership Revocation Policy

(Adopted by the MEA Board of Directors on July 26, 2018)

(Effective September 1, 2018)

Members in arrears will have 120 days to return to active membership in good standing or their membership will be revoked. At 30, 60, and 90 days, MEA will communicate through multiple means with members in arrears about their status, how to return to good standing status, and about the consequences of this policy. To rejoin after membership has been revoked, an individual must sign a new membership application, pay the current month's dues, and enter into an approved payment plan. Failure to adhere to the terms of the payment plan will result in revocation of membership after notice and opportunity to comply with the terms.

EARLY CHILDHOOD EDUCATION

The Michigan Education Association strongly believes developmentally appropriate early childhood education programs to meet the needs of all young children should be available through the public school system. These programs should prepare children for educational experiences that enhance their physical, emotional, social, language and cognitive growth and lead to successful future development.

Without exception, MEA recommends high quality developmentally appropriate pre-kindergarten programs to serve all children, including those in bilingual education, migrant education, special education, American Indian education, gifted and talented programs, and all other mandated educational programs.

Critical to the success of early childhood education programs is parental involvement.

MEA believes early childhood education programs should be staffed with fully certified teachers who have a master's degree or a BA/BS degree with an endorsement or experience in early childhood education, and support professionals who have appropriate training. The teaching and support staff should reflect the composition and makeup of the group of children served. MEA further recommends that minorities, the economically disadvantaged, and the elderly be recruited to work in early childhood education programs.

The Association believes it is imperative that teachers and support staff working in early childhood education programs are treated with the same respect that teachers and support staff receive in all other levels of education. To achieve that goal, MEA recommends that the teaching and support staffs be placed under the same contract already in place in the school district where the program operates.

Excellence in early childhood education provides many benefits and rewards to society. To achieve these benefits, MEA recommends fully funded early childhood education through the public school. Efforts should be made to coordinate the various funding sources to maximize their benefits in the best interests of all our young children.

Guidelines for Implementation of Quality Early Childhood Education Programs

In order for a pre-kindergarten program to be conducted in a high quality manner by early childhood education professionals, a number of conditions must be present.

Staffing

Research strongly suggests that small teacher/pupil ratios produce positive learning outcomes for children. Benefits include increased interaction between adults and children, less aggression, and more cooperation among children. We recommend the following:

- One certified and qualified teacher per 15 children;
- One aide, trained in the developmental principles of early childhood education, for each certified teacher;
- Adequate support staff;
- Parental volunteers recruited as needed.

Facility

The development and behavior of both children and adults are affected by the quality of their physical environment. Because physical space and materials affect the level of involvement of the children and the quality of the interaction between adults and children, we recommend the following:

- Self-contained classrooms equivalent to 35 square feet of usable playroom floor space per child, assuring that the physical needs of all children are met;
- Adequate heat, light and ventilation;
- Developmentally appropriate materials and equipment;
- An adequate outdoor play area equivalent to at least 75 square feet per child plus safe and educationally appropriate equipment.

Curriculum

The child as a developing person should be a primary concern as curriculum is planned. Children should have ample opportunity and time to select from a wide variety of relevant activities, materials and equipment. Teachers should observe children's interests and developmental progress so materials and activities can be updated to meet individual needs of children within a class. A curriculum should enhance the social, emotional, physical, cognitive and language development of each child. We recommend the following:

- Active manipulation of the environment by children through easy access of learning materials;
 - Individual and group learning experiences;
 - A daily schedule of balanced activities;
 - Appropriate multicultural and nonsexist materials;
 - A secure and comfortable learning environment;
 - Opportunities for the enhancement of a positive self-concept;
 - Child and teacher-initiated learning experiences;
 - Necessary accommodations for the handicapped.

Screen and Assessing

To make school a valuable and successful experience for a child, screening and assessing procedures must be provided to assure placement of students at their appropriate developmental levels where children function best. We recommend the following:

- Screening prior to a child's entry into the program;
- Additional screening when needed;
- Appropriate screening instruments to meet the needs of the individual child;

--Ongoing assessment.

School and Parent Interaction/Education

Parents of young children in quality preschool programs who are more involved in their children's education have higher aspirations for them. All communications between school and family should reinforce the concept that parents should be the principle influence in children's lives through active parental participation in preschool developmental/educational programs. Quality early childhood education programs should also afford opportunities for parenthood education to further enhance the role of parents in the growth and development of their children. We recommend the following:

- Parent meetings;
- Home visits;
- Classroom volunteering;
- Advisory assistance;
- Parent training in developmental principles;
- Parent enrichment and support;
- Regular parent conferences;
- Parenthood education assistance.

Funding

Long-range studies of the impact of early childhood education programs suggest that quality programs for young children lead to positive results. Such programs are cost effective with \$7 returned to society for every dollar spent. The savings are realized through reduced costs for future education and for legal processing of potential delinquent behavior. Additional benefits are derived because children who participate in early childhood education training are more productive and have a lower dependence on welfare.

Extensive and persuasive evidence indicates children who are poor or at risk scholastically improve significantly through quality pre-school programs. In fact, research indicates that scholastic problems are lessened for all children participating in such programs.

Fully funded programs for all children in the state is a goal that could be achieved over a period of time. Using the number of births in Michigan for 1982 and projecting 100 percent enrollment in preschool programs for the 1986-87 school year would mean an enrollment of 137,950 four-year-olds at a cost of \$317,285,000. That figure is based on an average cost per child of about \$2,300 (the Head Start national average). Such an outlay of money could be affected, up or down, by a number of factors.

Conclusion

MEA is committed to excellence in education. Where better to begin than with programs for young children. Research shows quality preschool programs improve the quality of life for young children, increase their school success in later years, reduce juvenile delinquency and teenage pregnancy, and increase their chances of employment as they get older.

To achieve these results, it is imperative that fully funded quality early childhood education programs be established in public schools for all children. While the initial cost is high, the savings in future years provide enormous benefits, more than offsetting the invested funds. To pursue this commitment, MEA will:

1. Lobby for establishment of full funded pre-kindergarten programs in public schools;

2. Encourage the development of pre-kindergarten curriculum guidelines and a process for regular review to insure high quality pre-kindergarten programs;
3. Encourage colleges and universities to establish early childhood education and early childhood development programs at both the undergraduate and graduate level;
4. Encourage community colleges to promote programs for the education and enrichment of the paraprofessional working in these programs;
5. Propose that certified teachers with experience in early childhood education be grandparented for available positions in early childhood programs;
6. Promote collective bargaining rights for pre-kindergarten teaching and support staff to achieve salary levels comparable to the K-12 teaching and support staff.

(1986 Spring R.A.)



LOCAL ASSOCIATION ELECTION GUIDELINES
(As adopted by the MEA Board of Directors, January 29, 1988,
amended May 1, 2005 and October 2016)

Editorial update March 2022

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INTRODUCTION

Local association elections must be conducted in conformance with the provisions contained in the governance documents of the NEA and MEA. Further, the election of MEA and NEA RA delegates and alternates by a local association must be conducted in accordance with the provisions of the Landrum-Griffin Act and certain rules and regulations of the U.S. Department of Labor, as well as other state and federal laws.

These guidelines have been compiled from sources in the MEA Constitution, Bylaws, Administrative Policies, and provisions of the Landrum-Griffin Act and other relevant rules and regulations of the U.S. Department of Labor and other state and federal laws.

These guidelines are designed to provide a concise and authoritative reference manual for those who are responsible for the proper and orderly conduct of local association elections.

The MEA and NEA are firmly committed to ensuring that all internal elections are conducted fairly and democratically. This commitment to such democratic principles as open nominations, the secret ballot, and one-person one-vote is of considerable importance to the membership and is one of the major advantages of being a member of the MEA.

By strict adherence to the procedures outlined herein and careful attention to detail, local association elections will be conducted fairly, legally and democratically—thus meeting the expectations of the membership.

The MEA Bylaws provide:

No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days. (MEA Bylaws IV.A.)

I. POSITIONS TO BE ELECTED BY THE LOCAL ASSOCIATION

- A. The local should carefully review its governance structure. Sometimes local governance structures may complicate the successful conduct of elections such as calling for the election of a large number of individuals to a variety of committees. This is usually justified on the grounds that the Association needs to increase member participation. While the goal may be laudable, the large number of positions to be elected may result in a nearly impossible task for those charged with conducting the election. Moreover, it is often difficult to find individuals willing to run for these positions. The local may wish to consider if some of these positions could better be filled by appointment rather than by election.
- B. A great deal of time, effort and some expense is dedicated to conducting local elections, especially when the local diligently attempts to comply with all constitutional and legal requirements. Locals should evaluate the number of elections conducted, the length of terms, the commencement date of terms, and the feasibility of limiting the number of elections conducted. By doing so, the local minimizes the burden of

conducting elections, as well as the chance for disputes over the conduct of these elections.

- C. The following is a list of positions often elected by the local. The local should use its constitution and bylaws to construct a list of elected positions, length of terms, commencement, number of elections, and evaluate the effectiveness of the current structure.
 - 1. Local Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - 2. Association Representatives
 - 3. Bargaining Team (not recommended)
 - 4. Grievance Chairperson (not recommended)
 - 5. PAC Delegate
 - 6. Region Council Delegate(s)
 - 7. Coordinating Council Delegate(s)
 - 8. MABO Delegate(s)
 - 9. MEA RA Delegate(s) and Alternate(s)
 - 10. NEA RA Delegate(s) and Alternate(s)
 - 11. Representatives of Minority Persons 3-1(g) to Local Governance Bodies
 - 12. Local Board of Directors
 - 13. Committee Chairpersons and/or Members
- D. It is permissible to combine two positions (such as president and MEA RA delegate) as long as the terms of office are identical, the terms commence on the same date and all other requirements, if any, are satisfied. It is mandatory to indicate such combinations on the ballot.
- E. It is recommended that locals give serious consideration to making the local president the first MEA representative assembly delegate from the local. By doing so the local will ensure that its president has familiarity with the state organization and its operation.

II. LOCAL ELECTION REQUIREMENTS

A. Requirements for the election of MEA and NEA RA delegates and/or alternates:

1. The election by a local association of MEA and NEA RA delegates and alternates is subject to the requirements of the Landrum-Griffin Act. The election of local officers and other local officials is not subject to these requirements, unless the position is combined with an MEA or NEA RA delegate/alternate position.
2. Violations of the Landrum-Griffin Act election requirements may cause the U.S. Department of Labor or a federal court to order an election to be re-run. This is an expensive, time-consuming process that usually creates hard feelings within the membership of a local. Hence, it is critical that elections are conducted properly.
3. The major Landrum-Griffin Act election requirements include the following:
 - a. Nomination Notification. Notice of positions and term of office to be filled by election must be provided to local MEA/NEA bargaining unit members. The notice must include:
 - (1) The method of nominating or being nominated.
 - (2) Positions to be filled by election.
 - (3) Date, time and place for submitting nominations.
 - (4) A statement that the nominator and nominee must be members in good standing.

This notice may be provided through a local newsletter, posting on bulletin boards in all worksites, mailing through the school email or U.S. mail, or any method that will reasonably ensure that all bargaining unit members receive the notice in time to nominate or be nominated.

- b. Election Notification. All MEA/NEA bargaining unit members must be notified of the date, time and place of the election and the positions to be filled. This notification must be sent through the U.S. mail to their last known home address at least 15 days prior to the election. For example, if the election is to be held on October 20, the election notice must be mailed no later than October 5. The mailing may be third class (bulk rate). This notice may be placed in a local newsletter, as long as it is mailed to the home address of the bargaining unit members.
 - c. The local may not use its resources (money, supplies, etc.) to favor one candidate over another.
 - d. Local election rules and campaign procedures must be applied equally to all candidates.
 - e. The local must honor all reasonable requests to distribute campaign literature at the candidate's expense to all members.

- f. Each candidate has the right to inspect (but not copy) a list of the names and addresses of eligible voters at least once during the 30 days prior to the election. (For a mail ballot election, at least 30 days before the ballots are mailed.)
 - g. The election results are to be published by either announcement, posting, newsletter, or other suitable method or combination of methods of communication.
 - h. In an on-site election, each candidate is permitted to have observers at each polling place and at the counting and tallying of the ballots. The observer may not interfere with the process.
 - i. In a mail ballot election, each candidate is permitted to have observers present at the preparation and mailing of the ballots and at their receipt, opening, counting and tallying. The observer may not interfere with the process.
 - j. All ballots (including spoiled, challenged and unused ballots), envelopes used to return marked ballots, tally sheets, and related election documents must be kept for at least one year.
 - k. Voting shall be by secret ballot.
 - l. Only ballots cast by eligible voters (members in good standing) may be counted. In order to facilitate an accurate list of eligible voters, it is permissible (and recommended by MEA) that a date prior to the election (30 days) be selected as the membership eligibility date. In other words, only members in good standing as of that date would be eligible to vote provided they were still members in good standing when they cast their ballots. In such case, new members in good standing after this eligibility date would be unable to vote. This is a very common practice and avoids the confusion of continually adding members until the date of the election.
 - m. The system of balloting and security of the ballots must be such that the ballots cannot be tampered with. This usually requires a mail ballot election or the use of locked ballot boxes and/or a double envelope system of balloting for an on-site election.
 - n. All eligible voters must be afforded a reasonable opportunity to vote. In some circumstances, this will necessitate providing for absentee ballots.
 - o. Observers should be advised to direct questions, problems or objections to a designated election official.
4. Association requirements for electing MEA RA Delegates/Alternates:
- a. Each local in good standing as determined by the dues transmittal policy and the constitution of the region shall elect to the representative assembly one (1) delegate for each one hundred fifty (150) active and life members and/or

major fraction thereof within the local during the current year with the exception that a local will be allocated one (1) delegate at fifty-six (56) active and life members.

- b. The number of delegates to the Representative Assembly to which each local is entitled shall be computed on the basis of active and life members in good standing in the local as of March 1 of the current year for the Representative Assembly. If the March membership counts results in the loss or gain of a delegate, such loss or gain will be effective immediately. *Administrative Policies, VIII (A) and (B), July 2016.*
- c. Voting shall be by secret ballot and in accordance with the one-person one-vote concept.
- d. Any active member in good standing of the Association may nominate or be nominated for an RA delegate or alternate position.
- e. Every active member in good standing to be represented by the delegate shall have the opportunity to vote.
- f. In the event the number of candidates equals the number of positions to be filled, there is no need for a printed ballot and the candidates can be declared elected by acclamation.
- g. The term of office shall be no less than two or no more than three years commencing September 1 and expiring August 31.
- h. The election shall take place **prior to June 1**; however, special elections may be held at any time to fill vacancies. Only duly elected alternates from the same local shall be designated to fill vacancies in the office of the local delegate to the Representative Assembly.
- i. Results of the election will be transmitted to the MEA. Delegates whose names are transmitted to the MEA Membership Department at least 70 days prior to an RA will receive all RA mailings. Delegates whose names are transmitted less than 70 days prior to an RA shall receive whatever mailings would be reasonably possible given the actual reporting date.
- j. The ballots and other records pertaining to the election shall be preserved for one year.
- k. Each local having four (4), five (5), six (6), or seven (7) delegates will elect at least one (1) of its delegates as a Representative of Minority Persons 3-1(g); eight (8) delegates, at least two (2) Representatives of Minority Persons 3-1(g); nine (9) or more delegates, at least three (3) Representatives of Minority Persons 3-1(g).

5. Association requirements for electing NEA RA Delegates/Alternates:

- a. Each local shall elect one (1) delegate to the NEA Representative Assembly for each 150 active and life members or major fraction thereof.
- b. Delegates shall be elected in accordance with the one-person one-vote concept.
- c. The election of NEA RA delegates/alternates will be by secret ballot.
- d. Each local having three (3), four (4) or five (5) delegates will elect at least one (1) of its delegates as a Representative of Minority Persons 3-1(g); six (6), seven (7) or eight (8) delegates—at least two Representatives of Minority Persons 3-1(g); nine (9), ten (10) or eleven (11) delegates—at least three (3) Representatives of Minority Persons 3-1(g); twelve (12) or more delegates—at least four (4) Representatives of Minority Persons 3-1(g).
- e. **April 1** is the deadline for election of NEA RA delegates and alternates. However, special elections may be held anytime to fill vacancies. Only duly elected alternates from the same local shall be designated to fill vacancies in the office of the local delegate to the representative assembly.
- f. NEA RA delegates/alternates may be elected for a one-, two-, or three-year term(s).
- g. In the event the number of candidates equals the number of positions to be filled, there is no need for a printed ballot and the candidates can be elected by acclamation.

B. Election requirements for other local positions:

1. Local officers (as defined by the local constitution and bylaws) shall be elected at least once every three years by secret ballot among the members in good standing. Election results will be transmitted to the local MEA UniServ office within 30 days of the election.
2. Each local shall establish, in its constitution and bylaws, procedures for election and recall of elected officers.
3. The local shall apply the one-person one-vote concept for representation on its governance bodies.
4. A local shall require that Representatives of Minority Persons 3-1(g) be elected so that the number of Representatives of Minority Persons 3-1(g) sitting on its governance body is at least proportionate to its Representatives of Minority Persons 3-1(g) membership.
5. Elections shall be conducted with open nominations and a secret ballot. There is no prohibition against filling positions by acclamation when the number of candidates equals the number of positions to be elected.

6. Only members in good standing of the local/MEA/NEA may participate in the election process.

III. PRIOR TO THE ELECTION

- A. The local governing body should thoroughly review its constitution, bylaws, policies, and procedures relating to elections. This review should include a discussion with past members of the election committee. Necessary modifications should be made by the appropriate governance body.
- B. One of the critical election considerations, which should be decided in advance and be detailed in the local governance documents, is the type of election—mail ballot, on-site, or online election. The methods of conducting elections are summarized in Section IV. of these guidelines.
- C. Further, the local should address absentee balloting, campaign procedures, and the voter eligibility list, which are respectively reviewed in Sections V., VI. and VII. of these guidelines.
- D. In accordance with the local constitution and bylaws, the president, with approval of the governing board, should appoint an election committee and chairperson. Some considerations:
 1. Ideally, the committee should be large enough to be able to count and tally the ballots within three (3) to four (4) hours. Depending upon the size of the local, a committee of four (4) to ten (10) members should be adequate.
 2. It is best if the election committee is composed of members who are essentially “non-political,” in other words, not strongly aligned with any particular faction within the local. A candidate or his/her agent should not serve on the committee.
 3. The committee needs to work under a clear set of rules that have been developed in advance of the election and approved by the local governance body. An election committee should not be expected to develop the election procedures prior to each election.
 4. The task of the committee should be to:
 - a. Establish the specific election timeline and dates, if not already included in the election procedure, and communicate these to the local president.
 - c. Implement the election procedure that includes nominations, the election, and the counting and tallying of the ballots.
 5. All members of the elections committee must be members in good standing.
- E. In accordance with the local constitution and bylaws, the president, with approval of the local governing board, should appoint a nomination committee:
 1. The committee should be composed of three (3) to five (5) non-candidates.

2. If possible, in order to avoid a conflict of interest, the members of the nomination committee should not be members of the election committee.
3. The purpose of a nomination committee is to seek nominations for the open positions, especially when there is no announced competition for a position.
4. As with the election committee, the nomination committee should work under a clear set of rules adopted prior to the election.
5. All members of the nominations committee must be members in good standing.

IV. WHAT TYPE OF ELECTION SHOULD YOUR LOCAL CONDUCT?

A. There are FOUR basic methods of conducting an election:

1. On-site election conducted at all worksites
2. On-site election conducted at central location(s)
3. Mail ballot election
4. Online election

Though a mail ballot election is somewhat more expensive, there is no need for locked ballot boxes, distribution of ballots by election officials at each voting site, or training of election officials. Generally, a mail ballot election is more apt to be conducted properly (less chance for error). Hence, there is less chance of a challenge to the election than with an on-site election.

Since notice of the election must be distributed by U.S. mail to each eligible voter at least 15 days prior to the election, if the ballots are sent along with this notice, the additional expense to conduct the entire election by mail may be minimal. However, a mail ballot election may seem more impersonal to the members and the number of individuals actually voting may decrease versus an on-site election. An on-site election will also involve more members in conducting the election and this participation and ownership may be necessary to the vitality of the local.

MEA is prepared to conduct online voting for any local. This would include local officer, executive committee, bargaining team or building representative elections (candidate elections) to local contract ratifications (non-candidate elections). Local governance documents must allow for online elections or ratification vote before an online election or ratification vote can be conducted.

B. There are two major types for mail ballot elections:

1. U.S. mail
2. School mail (courier service)

Conducting a mail ballot election through the school courier service may be somewhat less expensive than through the U.S. mail. The school courier service may not seem

as impersonal as receiving a ballot at home through the U.S. mail. However, care must be taken to safeguard the ballots in a locked and secure location as they are returned to the local through the school mail. Using the school courier system will probably necessitate a “double envelope” system (see below) in order to protect the integrity of the election. Care must also be exercised to ensure that the “employer’s” mail delivery system is timely and not subject to intentional or unintentional sabotage or carelessness that could necessitate the rerunning of the election.

C. There are two major types of on-site elections:

1. Election is conducted at a central location(s) and voters must travel to that location(s) in order to vote.
2. Election is conducted at each worksite.

An election conducted at a central site or a few centrally-located sites may be less labor intensive and easier to conduct, but is an inconvenience to those wishing to vote. As a result, the percentage of the membership voting will usually decline if members cannot vote in their worksite. However, voting at one site or a limited number of sites will likely reduce the possibility of errors in conducting the election. Other than in extremely small locals, balloting at a central site is not recommended.

D. If the election is conducted at each worksite, there are two major choices in terms of how ballots are distributed and cast:

1. The election official at each worksite is provided a list of all eligible voters at that worksite, personally delivers the ballot to each voter, and either checks the name off the eligibility list or has the individual sign for it. Care must be taken not to have an individual on two worksite lists (especially a problem for members assigned to two or more worksites) or the individual may be given two ballots. Also, this method prohibits distribution of ballots by placing them in school mailboxes as there is no control over the ballots and it is possible that one person could receive and cast more than one ballot. The election official then must turn in unused ballots and they must be checked against the total issued and the number distributed. This system may be improved somewhat by numbering all of the ballots, but is a burdensome and often expensive task, especially for larger locals.
2. The “double envelope” system. The election official at each worksite distributes the election materials to all voters. There is no need to distribute them personally or to check the names off a list or to have them signed for by the voter. This is because the voter marks the ballot, seals the ballot inside an envelope marked “secret ballot” and then places the “secret ballot” envelope in an outside envelope. The voter must then sign the outside of the envelope before placing it in the ballot box. When the ballots are counted, the signatures are first checked against a master list to ensure that the individual was an eligible voter and only voted once. The outside envelopes are then set aside and the “secret ballot” envelopes are placed in a pile and then opened, thus ensuring the secrecy of the ballots.

The double envelope system is preferred. Though it is slightly more costly and requires somewhat more preparation, it is easier to distribute, eliminates individuals voting twice and eliminates the possibility of counting the ballot cast by

an ineligible voter. It also eliminates any need for numbering of ballots or otherwise maintaining such strict control over unused ballots as the first option.

- E. The recommended method is to conduct the election at each worksite using the double envelope system. This is somewhat less expensive than a mail ballot, is likely to enhance voter turnout, provides for participation by a larger number of members, and the double envelope system helps ensure the integrity and secrecy of the balloting process.

V. ABSENTEE BALLOTS

- A. The local governance documents or election procedures should address the issue of absentee ballots. Do not wait for the question to be raised during the election process. (Out of a sense of fairness, it may be reasonable to permit absentee ballots for all local elections, with some restrictions.) It may be a lose-lose situation when this type of decision has to be made once the election process is underway. What frequently happens is that one of two candidates wants a member to be able to vote by absentee ballot and the other candidate believes absentee ballots should not be allowed because they were not provided for in the election procedures.
- B. Absentee ballots must be permitted when electing MEA or NEA RA delegates and alternates as the federal law mandates that all eligible voters have a reasonable opportunity to vote.
- C. Absentee ballot requirements might include:
 - 1. Requests for absentee ballots shall be received by the local no later than ____ days prior to the first day of the election.
 - 2. Eligible voters who are not able to vote on site during the election period may notify the election chairperson of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be timely received by the election chairperson.
 - 3. Absentee ballot provisions are not for convenience, but rather are to provide a method of voting for someone who would otherwise not be able to cast a ballot. Absentee ballots will not be issued where it is determined by the election chairperson (or election committee, if preferable) that the member requesting an absentee ballot could reasonably make arrangements to vote on site.
 - 4. Eligible voters meeting the above requirements will be provided an absentee ballot by the election committee.
 - 5. Absentee ballots must be returned to the election chairperson prior to the first day of the election.
 - 6. Note: Absentee ballot arrangements are not normally available for voters who become ill or injured just prior to the election. This is true for partisan elections and elections conducted by the Michigan Employment Relations Commission and the National Labor Relations Commission. Absentee ballots are normally for those

individuals who know significantly ahead of time that they will not be able to vote on site.

7. If it appears to the election chairperson (or committee) that the person requesting the absentee ballot is not an eligible voter, is actually reasonably able to vote on site, or for some other reason may not be eligible to vote by absentee ballot, then the election committee shall:
 - a. Provide an absentee ballot to the individual.
 - b. In writing, explain the concern and ask that any necessary clarification be provided by a given date prior to the election and that it is possible that the individual's ballot will be challenged and set aside when the ballots are counted.

VI. CAMPAIGN PROCEDURES

- A. Campaign procedures should be included in the local governance documents or election procedures.
- B. Campaign procedures might include:
 1. Candidates shall not use Association funds or anything of value to directly or indirectly finance their campaigns.
 2. Candidates shall not use Association assets, facilities, supplies and equipment for their campaigns.
 3. Candidates shall not use Association release time or Association business days for campaign activities unless it is provided equally to all candidates.
 4. Candidates should be informed of the procedures for distributing literature in advance.
 5. Biographical statements may be printed by the Association, at Association expense, and distributed to the membership in a newsletter or informational flyer prior to the election so long as each candidate is treated equally. The following provisions apply to biographical statements:
 - a. Biographical statements will be limited to ____ words and shall be reproduced as received, including grammatical and typographical errors. The statement must be in paragraph form; pictures and lists will not be printed.
 - b. Biographical statements must be submitted to the election chairperson no later than ____ days prior to the election.
 - c. Biographical statements will not be edited; however, statements that may cause a legal liability for the Association or are not in good taste will not be printed. In such instance, this shall not constitute a valid challenge to an election.

6. The Association will distribute, at the candidate's expense, one or more additional sets of materials in accordance with the following:
 - a. The materials are submitted to the election chairperson no later than ____ days prior to the election.
 - b. The materials are ready to be mailed with the exception of an address.
 - c. The Association's responsibility shall consist of affixing mailing labels or addresses and depositing them in the U.S. mail.
 - d. The Association may refuse to distribute materials that may cause a legal liability for the Association or are not in good taste. In such instance, this shall not constitute a valid challenge to an election.

VII. LIST OF ELIGIBLE VOTERS

- A. It is necessary in all elections to have a voter eligibility list. The list should contain the names and home addresses of the individuals eligible to vote in the election. It may be helpful if the list also designates the worksite of each individual. The list of eligible voters should be in alphabetical order to assist those who are counting the ballots at the conclusion of the election.

IMPORTANT: the voter eligibility list for a local association must be obtained by requesting the local's UniServ office field assistant run the appropriate report from the membership system that provides membership information.

- B. Each candidate has the right to inspect (but not copy) the list of names and addresses of eligible voters at least once during the 30 days prior to the election. (For a mail ballot election, at least 30 days before the ballots are mailed.) Candidates must be treated equally.
- C. It is necessary to determine the eligibility date by which an individual must have been a member in good standing in order to be able to vote in the election. It is suggested that the eligibility date be 30 days prior to the election. This will allow ample time to compile an accurate list of voters and to avoid last minute confusion by attempting to add and delete names a day or two prior to mailing ballots or prior to the start of the on-site election. This will also allow ample time to correct the list if errors are discovered.
- D. Remember, in order to vote an individual must be a member in good standing as of the eligibility date established, as well as a member in good standing when casting a ballot.
- E. As ballots are distributed and counted in accordance with the names contained on the eligibility list, careful preparation of the list will help to avoid one of the most common errors causing elections to be rerun.
- F. If a candidate is permitted to use the membership list for any purpose other than inspection (such as copying), the local must inform all candidates of the availability of the list for that other purpose and give the same privilege to all candidates who request it.

VIII. ELECTION CHECKLIST - OPTION #1

ON-SITE ELECTION CONDUCTED AT ALL WORKSITES

This checklist and sample election procedure is for an election that will be conducted at every worksite. The example also assumes that MEA or NEA RA delegates and/or alternates will be elected, which necessitates adherence to the various federal requirements in conducting the election. If not electing an MEA or NEA RA delegate and/or alternate, the notification by U.S. mail may be eliminated.

SAMPLE TIMELINE – ALL WORKSITES

Develop a comprehensive timeline to include specific dates:

November 1	Appoint election committee and nomination committee
December 15	Construct an election timeline
	Review timeline with president
January 2	Mail (U.S. mail) to home address of each bargaining unit member:
	- Date(s) and time(s) of election
	- List of positions to be elected
	- Nomination information
	- Absentee ballot provisions
	- Timeline about voter eligibility
February 1	Close of nominations
February 7	Candidates submit biographical information
February 7	Briefing meeting with candidates
March 1	Voter eligibility cut off (must be a member in good standing by this date)
March 1	Announce candidates and election details in local newsletter
March 7	Ballots, envelopes, biographical information, and all election materials printed
	make sure ballot cannot be fraudulently reproduced
March 14	Assemble and package election materials
March 25-26	Train election officials and distribute election materials
March 30	Deadline for return of absentee ballots
April 1	Election at each worksite
April 1	Count ballots
April 1	Deadline for election of NEA RA delegates
April 6	Report election results
April 7	Send election result forms within 30 days of election as indicated in Counting and Tallying the Ballots, paragraph N, page 19.
April 10	NEA's Annual Representative Assembly of the NEA delegate and/or successors form due to MEA Executive Office
June 1	Deadline for locals to hold MEA RA delegate election, except for special elections, which may be held at any time

NOMINATIONS – ALL WORKSITES

___ A. The election committee should be responsible for the nominations process.

___ B. Typical methods of nomination include:

- ___ 1. At a membership meeting.
 - ___ 2. By petition. (There is no need to require a specific nomination form. Be cautious about requiring too many signatures or instituting other requirements.)
 - ___ 3. By written notification.
 - ___ 4. Combination of the above.
- ___ C. Notification of nomination needs to be made reasonably available to all bargaining unit members. Typical methods of notification include:
- ___ 1. Posting of notice on bulletin board in all worksites.
 - ___ 2. Placement in local newsletter.
 - ___ 3. Announcement at meeting(s). (If this is the only option used, the meeting announcement would need to be distributed to all bargaining unit members, along with a statement that nomination information would be disseminated at the meeting. This option should be used in conjunction with one of the other methods.)
 - ___ 4. Mailing to each bargaining unit member at home. (Since notice of the election needs to be sent to the home address of each member through the U.S. mail if electing MEA or NEA RA delegates, the notification of nominations could be included with this mailing.)
 - ___ 5. Email of nomination notice to all bargaining unit members.
 - ___ 6. Combination of the above.
- ___ D. The nomination information provided to bargaining unit members must include:
- ___ 1. Positions to be elected.
 - ___ 2. Specific method of nominating and being nominated.
 - ___ 3. Date, time and place for submitting nominations.
 - ___ 4. A statement that the nominator and nominee must be members in good standing.
- ___ E. A member in good standing nominated for a position should not be considered an official candidate until he/she has accepted the nomination. It is recommended that this acceptance or rejection be in writing.
- ___ F. It is critical that no nominations be accepted after the nomination deadline has passed. Otherwise, an opposing candidate who was timely nominated would have a valid objection to the election.

- ___ G. Once the nomination information has been provided to the bargaining unit members, the nomination committee can begin soliciting candidates.
- ___ H. In this example, the nomination information is sent along with the notice of election by U.S. mail to all bargaining unit members. See Appendix A for sample letter.

ELECTION PROCEDURE – ALL WORKSITES

- ___ A. Construct an election timeline. This should be as detailed as possible (more detailed than the sample). At the same time, it is helpful to decide who will do what and when.
- ___ B. Review the timeline with the president. This is not required, but it may prove helpful to have the president or someone else officially review your election plans.
- ___ C. Through the U.S. mail, send to the last known home address of each bargaining unit member the following information (see Appendix A for sample letter). If you have enough members, you may get a bulk rate mailing permit from the post office and save postage costs.
 - ___ 1. List of positions to be filled by election.
 - ___ 2. Date(s), time(s) and location of the election.
 - ___ 3. Nomination information:
 - ___ a. Explanation of how to be nominated.
 - ___ b. Date, time and place to submit nominations.
 - ___ c. A statement that the nominator and nominee must be members in good standing.
 - ___ 4. Due date for receipt of biographical information.
 - ___ 5. Explanation of absentee ballot procedure.
- ___ D. In addition, it may be helpful to provide this information in a local newsletter or post a notice on bulletin boards. These cannot replace the required election notification through the U.S. mail.
- ___ E. Prepare a list of all worksites and the election official(s) who will be responsible for conducting the election at that site, as well as the election times. All eligible voters (members in good standing) must have a reasonable opportunity to vote.
- ___ F. It is usually helpful to meet with the candidates and review the election procedures and to answer questions.
- ___ G. Obtain the voter eligibility list which, at a minimum, must include the names and home addresses of those who were members in good standing as of the eligibility cut-off date. Any members on leave or layoff are not eligible unless they have continued their membership and are in good standing as of the eligibility cut-off date and date of the

election. It is most helpful if this list is in alphabetical order and includes the assigned worksite of each member.

- ___ H. Once the list is prepared, it may be a good idea to inform the candidates that they have a right to review (not copy) the list. Also, an opportunity to review the list prior to the election may help prevent complaints after the election.
- ___ I. Though an earlier election announcement was mailed to all bargaining unit members, it is recommended that another notice of election be provided to all eligible voters a couple of weeks prior to the election. There is no need to send this one through the U.S. mail and may be in the local newsletter, or by email. Include:
 - ___ 1. Candidates for each position.
 - ___ 2. Date(s), time(s) and locations of election.
 - ___ 3. A statement that to be eligible to vote you must be a member in good standing as of the eligibility date and of the date of the election.
- ___ J. Prepare all election material in advance:
 - ___ 1. Instructions for election officials.
 - ___ 2. Ballots.
 - ___ 3. Secret ballot envelope. The usual size of the "secret ballot" envelope is 3-7/8" x 8-7/8" (No. 9) and the words "secret ballot" are printed in large letters on the front of the envelope.
 - ___ 4.. Outside envelope. The usual size of the signature envelope is 4-1/8" x 9-3/8" (No. 10). The back of the envelope has a signature line and statement:

This is to certify that I marked the enclosed ballot.

(Signature)
 - ___ 5. Biographical information.
 - ___ 6. Tally sheet for counting ballots.
- ___ K. Assemble and package material for distribution to the election official(s) at each site.
- ___ L. Train election officials and provide them with all the needed election materials. Especially for large locals, two training sessions will help ensure that all election officials have an opportunity to be trained and to receive the election materials for their worksite. These sessions should be scheduled a few days prior to the election in case it is necessary to deliver materials to election officials who did not attend the training session(s).

- ___ M. Ballots and election materials are distributed to all eligible voters at each site by the election official(s). It is critical that every eligible voter receive a ballot and the related material. As the “double envelope” system is being used, it is permissible to place the balloting materials in school mailboxes. It is still best to personally deliver this material to each voter.
- ___ N. It may be helpful to provide each election official with the names of eligible voters at his/her worksite to help ensure that all eligible voters receive the election materials.
- ___ O. The double envelope system eliminates the need to have voters sign for their ballot materials, eliminates the need for ballot numbering, and eliminates the need for strict accountability of ballots. Using this system, the voter:
 - ___ 1. Marks the ballot.
 - ___ 2. Places the ballot in an envelope which is marked “SECRET BALLOT” on the outside.
 - ___ 3. Places the “SECRET BALLOT” envelope in an “outside envelope” and signs the outside envelope. The outside envelope should contain a place for the signature as well as a note that if the envelope is not signed, the ballot will not be counted. It is also helpful if there is a line for the voter to print his/her name. The printed name will speed up the counting process wherein the signature is checked against the voter eligibility list.
 - ___ 4. Places this “outside envelope” in the ballot box during the voting period. There is no need to have the election official check off the name of those who are casting their ballots.
- ___ P. Ballots are cast during the announced voting times. The election official should be present during voting.
- ___ Q. Ballots must be cast in a locked and secure ballot box. During times when balloting is not actually taking place, the ballot box may be placed in a secure location (locked in a room, car, locker, etc.) and does not need to be in the physical presence of the election official except during voting times. It is permissible for the election official to take the ballot box home for safe keeping.
- ___ R. Election officials should not be provided with a key to the ballot box. The keys should remain in the possession of someone who is not a candidate and who is not an election official—perhaps the election chairperson.
- ___ S. The election official transports the ballot box to the location designated for the counting of the ballots.

COUNTING AND TALLYING THE BALLOTS – ALL WORKSITES

- ___ A. The counting should be done openly and any member in good standing is allowed to observe the counting process. At least two members of the local election committee should conduct the counting and tallying process. Observers may not interfere with the process.
- ___ B. Review the voter eligibility list and cross off all names of individuals who were not Association members in good standing as of the time the ballots were cast, even though they may have been members in good standing as of the original eligibility date. To be an eligible voter, an individual must have been a member in good standing as of the initial eligibility date and be a member in good standing at the time of the election.
- ___ C. Any ballot that is challenged shall be set aside and the reason for the challenge will be written on the envelope.
- ___ D. Any absentee ballots timely received should be added to one of the ballot boxes. Any untimely ballot should be set aside and marked as a challenged ballot with the reason for the challenge written on the outside of the envelope.
- ___ E. Unlock and empty all ballot boxes.
- ___ F. Alphabetize the envelopes by last name.
- ___ G. Check the signature on the outside envelope against the list of eligible voters.
 - ___ 1. If the name on the outside of the envelope matches a name on the eligible voter list, place a check by that name on the list and place all such envelopes together.
 - ___ 2. If the signature on the outside envelope is illegible or the name does not appear on the voter eligibility list, set all such envelopes aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
 - ___ 3. If the signature check reveals two or more envelopes from the same individual, set ALL the envelopes from that individual aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
- ___ H. Only when all envelopes have been checked against the eligibility list may the count continue. At this time, open the outside envelopes of the VALID ballots, placing the outside envelopes in one pile and the UNOPENED secret ballot envelopes in a separate pile.
- ___ I. Only when all outside envelopes have been separated from the secret ballot envelopes may the count continue. At this time, set the outside envelopes aside (DO NOT THROW THEM AWAY).
- ___ J. Open the secret ballot envelopes, placing the ballots in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away at the end of the count.

- ___ K. Count the ballots by using the tabulation sheet that the election committee prepared in advance.
- ___ L. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local elections committee must make a judgment as to how or whether to count it. The ballot should be counted if the intent of the voter is apparent and not counted if the intent is unclear.
- ___ 1. If a voter makes a mistake in voting for too many candidates for a given office, only the vote(s) for that office should be voided.
- ___ 2. If the number of unresolved challenged ballots at the end of the tally could affect the outcome of any race, they must be resolved and, if determined to be valid, must be counted.
- ___ M. Announce the results to the membership.
- ___ N. Forward the election result forms within 30 days of the election as follows:
- **Local Officer results** must be reported to the UniServ office that services the local using the Officer Report Form, Official Report of MEA Local Elections, in Appendix E.
 - **MEA RA Delegate results** must be reported to the MEA Membership Department using the RA Delegate Election Form, Official Report of MEA Representative Assembly Delegates, in Appendix F.
 - **MEA RA Alternate results** must be reported to the MEA Membership Department using the RA Alternate Election Form, Official Report of MEA Representative Assembly Alternates, in Appendix G.
 - **NEA RA Delegate results** must be reported to the MEA Executive Office **by April 10** using the form that is referenced in NEA's January/February email to each local president. An example of the form each local receives, NEA Affiliated Association Official Report of Elected Delegates to the Annual Representative Assembly of the NEA, (Appendix H) can be accessed using this link:
<http://www.nea.org/delegaterequirements>.
- ___ O. Keep all ballots (including used, unused and challenged ballots), the outside envelopes, the tally sheets and related election documents for at least one year in the custody of the president.

IX. ELECTION CHECKLIST - OPTION #2
ON-SITE ELECTION CONDUCTED AT A CENTRAL LOCATION(S)

This checklist and sample election procedure is for an election that will be conducted at a general membership meeting or a single location. The same concept would apply if the election is conducted at several central locations. The example also assumes that MEA or NEA RA delegates and/or alternates will be elected, which necessitates adherence to the various federal requirements in conducting the election. If not electing an MEA or NEA RA delegate and/or alternate, the notification by U.S. mail may be eliminated.

SAMPLE TIMELINE – CENTRAL LOCATION(S)

Develop a comprehensive timeline to include your specific dates:

November 1	Appoint election committee and nomination committee
December 15	Construct an election timeline
	Review timeline with president
January 2	Mail (U.S. mail) to home address of each bargaining unit member:
	- Date(s) and time(s) of election
	- List of positions to be elected
	- Nomination information
	- Absentee ballot provisions
	- Timeline about voter eligibility
February 1	Close of nominations
February 7	Candidates submit biographical information
February 7	Briefing meeting with candidates
March 1	Voter eligibility cut off (must be a member in good standing by this date)
March 1	Announce candidates and election details in local newsletter
March 7	Ballots, biographical information and all election materials printed
March 14	Organize all election materials
March 15	Distribute biographical statements to eligible voters
March 30	Deadline for return of absentee ballots
April 1	Election conducted at general membership meeting
April 1	Count ballots
April 1	Deadline for election of NEA RA delegates
April 6	Report election results
April 7	Send election result forms within 30 days of the election as indicated in Counting and Tallying the Ballots, paragraph G, page 25.
April 10	NEA's Annual Representative Assembly of the NEA delegate and/or successors form due to MEA Executive Office
June 1	Deadline for locals to hold MEA RA delegate election, except for special elections, which may be held at any time

NOMINATIONS – CENTRAL LOCATION(S)

___ A. The election committee should be responsible for the nominations process.

___ B. Typical methods of nomination include:

- ☐ 1. At a membership meeting. It is permissible to take nominations at the general membership meeting and then conduct the secret ballot vote at that meeting as long as such notification is provided to all members in advance and as long as the nomination procedure provides for nomination prior to the meeting.
 - ☐ 2. By petition. (There is no need to require a specific nomination form. Be cautious about requiring too many signatures or instituting other requirements.)
 - ☐ 3. By written notification.
 - ☐ 4. Combination of the above.
- ☐ C. Notification of nomination needs to be made reasonably available to all bargaining unit members. Typical methods of notification include:
- ☐ 1. Posting of notice on bulletin board in all worksites.
 - ☐ 2. Placement in local newsletter.
 - ☐ 3. Announcement at meeting(s). (If this is the only option used, the meeting announcement would need to be distributed to all bargaining unit members, along with a statement that nomination information would be disseminated at the meeting. This option should be used in conjunction with one of the other methods.)
 - ☐ 4. Mailing to each bargaining unit member at home. (Since notice of the election needs to be sent to the home address of each member through the U.S. mail if electing MEA or NEA RA delegates, the notification of nominations could be included with this mailing.)
 - ☐ 5. Email of nomination notice to all bargaining unit members.
 - ☐ 6. Combination of the above.
- ☐ D. The nomination information provided to bargaining unit members must include:
- ☐ 1. Positions to be elected.
 - ☐ 2. Specific method of nominating and being nominated.
 - ☐ 3. Date, time and place for submitting nominations.
 - ☐ 4. A statement that the nominator and nominee must be members in good standing.
- ☐ E. A member in good standing nominated for a position should not be considered an official candidate until he/she has accepted the nomination. It is recommended that this acceptance or rejection should be in writing.

- ___ F. It is critical that no nominations be accepted after the nomination deadline has passed, otherwise, an opposing candidate who was timely nominated would have a valid objection to the election.
- ___ G. Once the nomination information has been provided to the bargaining unit members, the nomination committee can begin soliciting candidates.
- ___ H. In this example, the nomination information is sent along with the notice of election by U.S. mail to all bargaining unit members. See Appendix A for sample letter.

ELECTION PROCEDURE – CENTRAL LOCATION(S)

- ___ A. Construct an election timeline. This should be as detailed as possible (more detailed than the sample). At the same time, it is helpful to decide who will do what and when.
- ___ B. Review the timeline with the president. This is not required, but it may prove helpful to have the president or someone else officially review your election plans.
- ___ C. Through the U.S. mail, send to the last known home address of each MEA/NEA bargaining unit member the following information (see Appendix A for sample letter). If there are enough members, a bulk rate mailing permit from the post office may save postage costs.
 - ___ 1. List of positions to be filled by election.
 - ___ 2. Date, time and location of the election.
 - ___ 3. Nomination information:
 - ___ a. Explanation of how to be nominated.
 - ___ b. Date, time and place to submit nominations.
 - ___ c. A statement that the nominator and nominee must be members in good standing.
 - ___ 4. Due date for receipt of biographical information.
 - ___ 5. Explanation of absentee ballot procedure.
- ___ D. In addition, it may be helpful to provide this information in a local newsletter or post a notice on bulletin boards. These cannot replace the required election notification through the U.S. mail.
- ___ E. Prepare a list of election officials who will be responsible for conducting the election at the general membership meeting as well as the election times. All eligible voters must have a reasonable opportunity to vote. In the case of conducting the election in conjunction with a general membership meeting, it is advisable to begin the voting prior to the meeting and to allow voting during the meeting.

- ___ F. It is usually helpful to meet with the candidates and review the election procedures and to answer questions.
- ___ G. Obtain the voter eligibility list which, at a minimum, must include the names and home addresses of those who were members in good standing as of the eligibility cut-off date. Any members on leave or layoff are not eligible unless they have continued their membership and are in good standing as of the eligibility cut-off date and the date of the election. It is most helpful if this list is in alphabetical order and includes the assigned worksite of each member.
- ___ H. Once the list is prepared, it may be a good idea to inform the candidates that they have a right to review (not copy) the list. Also, an opportunity to review the list prior to the election may help prevent complaints after the election.
- ___ I. Though an earlier election announcement was mailed to all bargaining unit members, it is recommended that another notice of election be provided to all eligible voters a couple of weeks prior to the election. There is no need to send this one through the U.S. mail and may be in the local newsletter or by email. Include:
 - ___ 1. Candidates for each position.
 - ___ 2. Date, time and location of election.
 - ___ 3. A statement that to be eligible to vote, you must be a member in good standing as of the eligibility date and on the date of the election.
- ___ J. Prepare all election material in advance:
 - ___ 1. Instructions for election officials.
 - ___ 2. Ballots.
 - ___ 3. Biographical information.
 - ___ 4. Tally sheet for counting ballots.
- ___ K. Distribute biographical information several days prior to the date of the election. This may be accomplished through a local newsletter or by having building representatives distribute this information.
- ___ L. Train election officials and provide them with all needed election materials (ballots, tally sheets, voter eligibility list, etc.)
- ___ M. The process for voting is as follows:
 - ___ 1. The polls will open on time and will close on time. Voters standing in line as the polls close will be allowed to vote. A voter joining the line after the scheduled closing will not be allowed to vote.
 - ___ 2. Each voter shall have his/her name checked off the eligibility list and will then be handed a ballot.

- ___ 3. The voter will then mark the ballot and place it in the locked ballot box.
- ___ 4. A voter whose name is not on the eligibility list, but who insists he/she is an eligible voter shall be provided a ballot and a blank envelope. The outside of the envelope will be marked by the election official with the person's name, the statement "CHALLENGED BALLOT" and the reason for the challenge. The person will mark the ballot, seal it in the envelope, and place the envelope in the ballot box. All such challenges will be resolved prior to counting the ballots.
- ___ N. At the close of the election, the ballots will be counted.

COUNTING AND TALLYING THE BALLOTS – CENTRAL LOCATION(S)

- ___ A. The counting should be done openly and any member in good standing is allowed to observe the counting process. At least two members of the local election committee should conduct the counting and tallying process. Observers may not interfere with the process.
- ___ B. If any absentee ballots have been received, check the names against the eligibility list. If eligible, open the envelope and place the ballot in the ballot box. If the absentee ballot is ineligible, set it aside as a challenged ballot. **CHALLENGED BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.**
- ___ C. Unlock and empty the ballot box.
- ___ D. Count the ballots by using the tabulation sheet that the Election Committee prepared in advance.
- ___ E. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local elections committee must make a judgment as to how or whether to count it. The ballot should be counted if the intent of the voter is apparent and not counted if the intent is unclear.
 - ___ 1. If a voter makes a mistake in voting for too many candidates for a given office, only the vote(s) for that office should be voided.
 - ___ 2. If the number of unresolved ballots at the end of the tally could affect the outcome of any race, they must be resolved and, if determined to be valid, must be counted.
- ___ F. Announce the results to the membership.
- ___ G. Forward the election result forms within 30 days of the election as follows:
 - **Local Officer results** must be reported to the UniServ office that services the local using the Officer Report Form, Official Report of MEA Local Elections, in Appendix E.
 - **MEA RA Delegate results** must be reported to the MEA Membership Department using the RA Delegate Election Form, Official Report of MEA Representative Assembly Delegates, in Appendix F.
 - **MEA RA Alternate results** must be reported to the MEA Membership Department using the RA Alternate Election Form, Official Report of MEA Representative Assembly Alternates, in Appendix G.
 - **NEA RA Delegate results** must be reported to the MEA Executive Office by April 10 using the form that is referenced in NEA's January/February email to each local president. An example of the form each local receives, NEA Affiliated Association Official Report of Elected Delegates to the Annual Representative Assembly of the NEA, (Appendix H) can be accessed using this link:
<http://www.nea.org/delegaterequirements>.
- ___ H. Keep all ballots (including used, unused and challenged ballots), the outside envelopes, the tally sheets and related election documents for at least one year in the custody of the president.

X. ELECTION CHECKLIST - OPTION #3 MAIL BALLOT ELECTION

This checklist and sample election procedure is for an election that will be conducted by U.S. mail. The example also assumes that MEA or NEA RA delegates and/or alternates will be elected, which necessitates adherence to the various federal requirements in conducting the election.

SAMPLE TIMELINE - MAIL BALLOT

Develop a comprehensive timeline to include your specific dates:

November 1	Appoint election committee and nomination committee
December 15	Construct an election timeline
	Review timeline with president
January 2	Mail (U.S. mail) to home address of each bargaining unit member: <ul style="list-style-type: none">- Date ballots will be mailed and return date- List of positions to be elected- Nomination information- Timeline about voter eligibility
February 1	Close of nominations
February 7	Candidates submit biographical information
February 7	Briefing meeting with candidates
February 7	Voter eligibility cut off (must be a member in good standing by this date)
February 25	Ballots, envelopes, biographical information, and all election materials printed, and two (2) sets of address labels prepared
March 1	Voter eligibility cut off (must be a member in good standing by this date)
March 7	Mail ballots to eligible voters
April 1	All returned ballots must be postmarked by this date
April 1	Deadline for election of NEA RA delegates
April 5	Count ballots
April 8	Report election results
April 10	Send election result forms within 30 days of the election as indicated in Counting and Tallying the ballots, paragraph K, page 31.
April 10	NEA's Annual Representative Assembly of the NEA delegate and/or successors form due to MEA Executive Office
June 1	Deadline for locals to hold MEA RA delegate election, except for special elections, which may be held at any time

NOMINATIONS - MAIL BALLOT

- ___ A. The election committee should be responsible for the nomination process.
- ___ B. Typical methods of nomination include:
- ___ 1. At a membership meeting.
 - ___ 2. By petition. (There is no need to require a specific nomination form. Be cautious about requiring too many signatures or instituting other requirements.)

- ☐ 3. By written notification.
 - ☐ 4. Combination of the above.
- ☐ C. Notification of nomination needs to be made reasonably available to all bargaining unit members. Typical methods of notification include:
 - ☐ 1. Posting of notice on bulletin board in all worksites.
 - ☐ 2. Placement in local newsletter.
 - ☐ 3. Announcement at meeting(s). (If this is the only option used, the meeting announcement would need to be distributed to all bargaining unit members, along with a statement that nomination information would be disseminated at the meeting. This option should be used in conjunction with one of the other methods.)
 - ☐ 4. Mailing to each bargaining unit member at home.
 - ☐ 5. Email of nomination notice to all bargaining unit members.
 - ☐ 6. Combination of the above.
- ☐ D. The nomination information provided to bargaining unit members must include:
 - ☐ 1. Positions to be elected.
 - ☐ 2. Specific method of nominating and being nominated.
 - ☐ 3. Date, time and place for submitting nominations.
 - ☐ 4. A statement that the nominator and nominee must be members in good standing.
- ☐ E. A member in good standing nominated for a position should not be considered an official candidate until he/she has accepted the nomination. It is recommended that this acceptance or rejection should be in writing.
- ☐ F. It is critical that no nominations be accepted after the nomination deadline has passed; otherwise, an opposing candidate who was timely nominated would have a valid objection to the election.
- ☐ G. Once the nomination information has been provided to the bargaining unit members, the nomination committee can begin soliciting candidates.
- ☐ H. In this example, the nomination information is sent along with the notice of election through the local newsletter to all bargaining unit members in good standing. See Appendix A for a sample letter.

ELECTION PROCEDURE - MAIL BALLOT

- ___ A. Construct an election timeline. This should be as detailed as possible (more detailed than the sample). At the same time, it is helpful to decide who will do what and when.
- ___ B. Review the timeline with president. This is not required, but it may prove helpful to have the president or someone else officially review your election plans.
- ___ C. Through the local newsletter send to all MEA/NEA bargaining unit members the following information (see Appendix A for sample letter that will need to be modified slightly for a mail ballot election):
 - ___ 1. List of positions to be filled by election.
 - ___ 2. Date ballots will be mailed and date of return.
 - ___ 3. Nomination information:
 - ___ a. Explanation of how to be nominated.
 - ___ b. Date, time and place to submit nominations.
 - ___ 4. Due date for receipt of biographical information.
- ___ D. In addition, it may be helpful to post the above information on bulletin boards at each work location. These cannot replace the required election notification through the U.S. mail.
- ___ E. It is usually helpful to meet with the candidates and review the election procedures and to answer questions.
- ___ F. Obtain the voter eligibility list which, at a minimum, must include the names and home addresses of those who were members in good standing as of the eligibility cut-off date. Any members on leave or layoff are not eligible unless they have continued their membership and are in good standing as of the eligibility cut-off date and the date of the election. It is most helpful if this list is in alphabetical order and includes the assigned worksite of each member.
- ___ G. Once the voter eligibility list is obtained, it may be a good idea to inform the candidates that they have a right to review (not copy) the list. An opportunity to review the list prior to the election may help prevent complaints after the election.
- ___ H. Mail the election material to each eligible voter at his/her last known home address. This mailing should include:
 - ___ 1. Ballot;
 - ___ 2. Secret ballot envelope;
 - ___ 3. Return envelope;

- ___ 4. Biographical information; and
- ___ 5. Instructions.
- ___ I. Details of the mailing:
 - ___ 1. Instructions:
 - ___ a. Mark the ballot.
 - ___ b. Seal the ballot inside the "Secret Ballot" envelope.
 - ___ c. Seal the "Secret Ballot" envelope inside the return envelope.
 - ___ d. Sign the back of the return envelope. Do not remove the return address label from the front of the envelope. You must return your ballot in the envelopes provided, or your ballot will not be counted.
 - ___ e. The return envelope must be returned by U.S. mail and postmarked no later than _____.
 - ___ 2. The usual size of the "secret ballot" envelope is 3-7/8" x 8-7/8" (No. 9) and the words "SECRET BALLOT" are printed in large letters on the front of the envelope.
 - ___ 3. The usual size of the return envelope is 4-1/8" x 9-3/8" (No. 10). The front of the envelope is pre-addressed back to the local association. The back of the envelope has a signature line and statement:

This is to certify that I marked the enclosed ballot.

(Signature)
 - ___ Further, it is advisable to place the eligible voter's address label in the upper left corner of the front of the envelope. This will greatly aid in checking the return envelopes against the eligibility list since it is difficult to read many signatures.
 - ___ It is a local decision as to whether or not to place a stamp on the return envelope. However, most local associations do provide the postage as they want to encourage members to vote.
- ___ J. It is a good idea to rent a post office box for the return of the ballots and place that P.O. Box address on the return envelope. This will allow all of the ballots to be obtained from the post office at one time and will eliminate any potential charges that ballots were lost as they were delivered daily.
- ___ K. If the returned ballots are not to be counted immediately upon picking them up from the post office, it is a requirement that they be placed in a locked and secure ballot box until they are counted.

COUNTING AND TALLYING THE BALLOTS - MAIL BALLOT

- ___ A. The counting should be done openly and any member in good standing is allowed to observe the counting process. At least two members of the local election committee should conduct the counting and tallying process. Observers may not interfere with the process.
- ___ B. Review the voter eligibility list and cross off all names of individuals who were not Association members in good standing as of the time the ballots were cast, even though they may have been members in good standing as of the original eligibility date. To be an eligible voter, an individual must have been a member in good standing as of the initial eligibility date and be a member in good standing at the time of the election.
- ___ C. Alphabetize the returned envelopes by last name.
- ___ D. Check the signature on the outside envelopes against the list of eligible voters.
 - ___ 1. If the name on the outside of the envelope matches a name on the eligible voter list, place a check by that name on the list and place all such envelopes together.
 - ___ 2. Any ballot that is challenged shall be set aside and the reason for the challenge shall be written on the envelope.
 - ___ 3. If the signature on the outside envelope is illegible or the name does not appear on the voter eligibility list, set all such envelopes aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
 - ___ 4. If the signature check reveals two or more envelopes from the same individual, set ALL the envelopes from that individual aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
- ___ E. Only when all envelopes have been checked against the eligibility list may the count continue. At this time, open the outside envelopes of the VALID ballots, placing the outside envelopes in one pile and the UNOPENED secret ballot envelopes in a separate pile.
- ___ F. Only when all outside envelopes have been separated from the secret ballot envelopes may the count continue. At this time, set the outside envelopes aside (DO NOT THROW THEM AWAY).
- ___ G. Open the secret ballot envelopes, placing the ballots in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away at the end of the count.
- ___ H. Count the ballots by using the tabulation sheet that the election committee prepared in advance.

- ___ I. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local elections committee must make a judgment as to how or whether to count it. The ballot should be counted if the intent of the voter is apparent and not counted if the intent is unclear.
 - ___ 1. If a voter makes a mistake in voting for too many candidates for a given office, only the vote(s) for that office should be voided.
 - ___ 2. If the number of unresolved challenged ballots at the end of the tally could affect the outcome of any race, they must be resolved and, if determined to be valid, must be counted.
- ___ J. Announce the results to the membership.
- ___ K. Forward the election result forms as follows:
 - **Local Officer results** must be reported to the UniServ office that services the local using the Officer Report Form, Official Report of MEA Local Elections, in Appendix E.
 - **MEA RA Delegate results** must be reported to the MEA Membership Department using the RA Delegate Election Form, Official Report of MEA Representative Assembly Delegates, in Appendix F.
 - **MEA RA Alternate results** must be reported to the MEA Membership Department using the RA Alternate Election Form, Official Report of MEA Representative Assembly Alternates, in Appendix G.
 - **NEA RA Delegate results** must be reported to the MEA Executive Office by April 10 using the form that is referenced in NEA's January/February email to each local president. An example of the form each local receives, NEA Affiliated Association Official Report of Elected Delegates to the Annual Representative Assembly of the NEA, (Appendix H) can be accessed using this link:
<http://www.nea.org/delegaterequirements>.
- ___ I. Keep all ballots (including used, unused and challenged ballots), the outside envelopes, the tally sheets and related election documents for at least one year in the custody of the president.

XI. ELECTION CHECKLIST - OPTION #4 ONLINE ELECTION

This checklist and sample election procedure is for an election that will be conducted online.

SAMPLE TIMELINE - ONLINE

30 days prior to election

The local informs the MEA Vice President of its intention to hold an online election by completing an online request form at <http://www.mymea.org/onlinevotingrequest>

25 days prior to election

MEA Vice President approves or denies the requested election and notifies MEA IT and IT contacts local

Notify all bargaining unit members of online election through U.S. mail at least 15 days prior to the election

- Date(s), time(s) and website address for of election
- List of positions to be elected
- Nomination information
- Absentee ballot provisions
- A statement that to be eligible to vote, you must be a member in good standing as of the eligibility date and as of the date of the election

20 days prior to election

MEA IT provides a voter eligibility list from the MEA Membership system to all election committee members

15 days prior to election

Provide MEA IT with ballot items and names of candidates in the form of a Word document

10 days prior to election

MEA IT and the local association finalize the ballot

Election held

Before counting any paper ballots, provide MEA IT with a list of paper ballot voters to ensure paper ballot voters did not vote online. Once voters are authenticated proceed to count ballots and transmit those paper ballot results to MEA IT. Paper ballots should use the double envelope system to ensure voting by secret ballot.

One (1) day after online election

MEA IT provides all members of local elections committee with the elections results and a list of members who voted

April 1

Deadline for election of NEA RA delegates

April 7

Send election result forms within 30 days of election as indicated in Counting and Tallying the Ballots, paragraph N, page 37.

- April 10 Deadline for transmittal of NEA's Annual Representative Assembly of the NEA delegate and/or successors form to MEA Executive Office
- June 1 Deadline for locals to hold MEA RA delegate election, except for special elections, which may be held at any time

NOMINATIONS - ONLINE

- ___ A. The election committee should be responsible for the nominations process.
- ___ B. Typical methods of nomination include:
- ___ 1. At a membership meeting.
 - ___ 2. By petition. (There is no need to require a specific nomination form. be cautious about requiring too many signatures or instituting other requirements.)
 - ___ 3. By written notification.
 - ___ 4. Combination of the above.
- ___ C. Notification of nomination needs to be made reasonably available to all bargaining unit members. typical methods of notification include:
- ___ 1. Posting of notice on bulletin board in all worksites.
 - ___ 2. Placement in local newsletter.
 - ___ 3. Announcement at meeting(s). (If this is the only option used, the meeting announcement would need to be distributed to all bargaining unit members, along with a statement that nomination information would be disseminated at the meeting. This option should be used in conjunction with one of the other methods.)
 - ___ 4. Mailing to each bargaining unit member at home. (Since notice of the election needs to be sent to the home address of each member through the U.S. mail if electing MEA or NEA RA delegates, the notification of nominations could be included with this mailing.)
 - ___ 5. Email
 - ___ 6. Combination of the above.
- ___ D. The nomination information provided to bargaining unit members must include:
- ___ 1. Positions to be elected.
 - ___ 2. Specific method of nominating and being nominated.

- ___ 3. Date, time and place for submitting nominations.
- ___ 4. A statement that the nominator and nominee must be members in good standing.
- ___ E. A member in good standing nominated for a position should not be considered an official candidate until he/she has accepted the nomination. It is recommended that this acceptance or rejection be in writing.
- ___ F. It is critical that no nominations be accepted after the nomination deadline has passed. Otherwise, an opposing candidate who was timely nominated would have a valid objection to the election.
- ___ G. Once the nomination information has been provided to the bargaining unit members, the nomination committee can begin soliciting candidates.
- ___ H. In this example, the nomination information is sent along with the notice of election by U.S. mail to all bargaining unit members. See Appendix A for sample letter.

ELECTION PROCEDURE – ONLINE

- ___ A. **30 calendar days prior to the date of the election** local informs the MEA Vice President of its intention to hold an online election by completing an online request form at <http://www.mymea.org/onlinevotingrequest>, which includes the following information:
 - beginning and ending dates of election
 - local elections chair w/contact information (including email address)
 - complete list of local elections committee (including email addresses)
 - electronic submission of constitution and bylaws

The MEA Vice President reviews the constitution and bylaws and notifies MEA IT if the election is approved. MEA IT manages the remainder of the election process, and all communications come from MEA IT from that point forward.

- ___ B. **25 calendar days prior to the date of the election** MEA approves or denies the requested election.
- ___ C. Notify all bargaining unit members of the following information through U.S. mail at least 15 days prior to the election (see Appendix A for sample letter).
 - ___ 1. List of positions to be filled by election.
 - ___ 2. Date(s), time(s) and website address for election and note during the election MEA IT provides email and phone support Monday through Friday from 8 a.m.-4 p.m. please call 800-292-1934, ext. 5440 or send an email to meait@mea.org.
 - ___ 3. A statement that to be eligible to vote, you must be a member in good standing as of the eligibility date and on the date of the election.

- ___ 4. Nomination information:
 - ___ A. Explanation of how to be nominated.
 - ___ B. Date, time and place to submit nominations.
 - ___ C. A statement that the nominator and nominee must be members in good standing.
- ___ 5. Due date for receipt of biographical information.
- ___ 6. Explanation of paper ballot procedure.
- ___ E. **15 calendar days of the election**, local provides MEA IT with ballot items and names of candidates in the form of a Word document.
- ___ F. **10 calendar days prior to the election**, local and MEA IT finalize the ballot.
- ___ G. Prepare any needed paper ballots in advance:
 - ___ 1. Instructions for election officials.
 - ___ 2. Ballots items, names of candidates and biographical information.
 - ___ 3. Secret ballot envelope for any paper ballots.
 - ___ 4. Outside envelope for any paper ballots.
 - ___ 5. Tally sheet for counting any paper ballots.
- ___ H. **Within 10 calendar days of the election**, MEA IT and the local association finalize the ballot.
- ___ I. During the election MEA IT provides email and phone support Monday through Friday From 8 a.m.-4 p.m. Please call 800-292-1934, ext. 5440 or send an email to meait@mea.org.

COUNTING AND TALLYING THE BALLOTS - ONLINE

- ___ A. Before counting any paper ballots, the name(s) on the outside of the ballot envelopes must be provided to MEA IT to ensure the member(s) did not also vote online.
- ___ B. Once MEA IT notifies the local that the member(s) did not vote online, the counting of any paper ballots should be done openly and any member in good standing is allowed to observe the counting process. At least two members of the local election committee should conduct the counting and tallying process.
- ___ C. Review the voter eligibility list and cross off all names of individuals who were not Association members in good standing as of the time the ballots were cast, even though they may have been members in good standing as of the original eligibility date. To be an eligible voter, an individual must have been a member in good standing as of the initial eligibility date and be a member in good standing at the time of the election.
- ___ D. Alphabetize the returned envelopes by last name.
- ___ E. Check the signature on the outside envelopes against the list of eligible voters.
 - ___ 1. If the name on the outside of the envelope matches a name on the eligible voter list, place a check by that name on the list and place all such envelopes together.
 - ___ 2. Any ballot that is challenged shall be set aside and the reason for the challenge shall be written on the envelope.
 - ___ 3. If the signature on the outside envelope is illegible or the name does not appear on the voter eligibility list, set all such envelopes aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
 - ___ 4. If the signature check reveals two or more envelopes from the same individual, set ALL the envelopes from that individual aside as challenged ballots. THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.
- ___ F. Only when all envelopes have been checked against the eligibility list may the count continue. At this time, open the outside envelopes of the VALID ballots, placing the outside envelopes in one pile and the UNOPENED secret ballot envelopes in a separate pile.
- ___ G. Only when all outside envelopes have been separated from the secret ballot envelopes may the count continue. At this time, set the outside envelopes aside (DO NOT THROW THEM AWAY).
- ___ H. Open the secret ballot envelopes, placing the ballots in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away at the end of the count.

- ___ I. Count the ballots by using the tabulation sheet that the election committee prepared in advance.
- ___ J. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local elections committee must make a judgment as to how or whether to count it. The ballot should be counted if the intent of the voter is apparent and not counted if the intent is unclear.
- ___ K. Forward results of the paper ballot count to MEA IT.
- ___ L. MEA IT adds paper ballot counts to online election count and provides the local with the total results within one (1) business day and provides a list of members who voted to all election committee members.
- ___ M. Announce the results to the membership.
- ___ N. Forward the election result forms within 30 days of the election as follows:
 - **Local Officer results** must be reported to the UniServ office that services the local using the Officer Report Form, Official Report of MEA Local Elections, in Appendix E.
 - **MEA RA Delegate results** must be reported to the MEA Membership Department using the RA Delegate Election Form, Official Report of MEA Representative Assembly Delegates, in Appendix F.
 - **MEA RA Alternate results** must be reported to the MEA Membership Department using the RA Alternate Election Form, Official Report of MEA Representative Assembly Alternates, in Appendix G.
 - **NEA RA Delegate results** must be reported to the MEA Executive Office **by April 10** using the form that is referenced in NEA's January/February email to each local president. An example of the form each local receives, NEA Affiliated Association Official Report of Elected Delegates to the Annual Representative Assembly of the NEA, (Appendix H) can be accessed using this link:
<http://www.nea.org/delegaterequirements>.
- ___ O. Keep any paper ballots, outside envelopes, tally sheets, and related election documents provided by MEA IT for at least one year in the custody of the president.

XII. ELECTION CHALLENGES

- A. The local governance documents should provide a procedure to handle election challenges.
- B. The procedure might include some of the following:
 - 1. A challenge must be filed with the local president in writing within fourteen (14) calendar days following the announcement of election results.
 - 2. The challenge must clearly state the alleged election improprieties.
 - 3. Upon receipt of a timely filed challenge, the president will direct the election committee to meet with the challenger and any other affected candidate, review the challenge and render a decision within fifteen (15) days of the president's receipt of the challenge.
 - 4. The decision of the election committee may be appealed by any aggrieved candidate by filing a written appeal with the local president within ten (10) days of receipt of the election committee decision.
 - 5. The president will convene a meeting of the local governing board which shall meet with the aggrieved candidate and any other affected candidate, review the challenge and render a decision within fifteen (15) days of the president's receipt of the appeal.
 - 6. Neither the election committee nor the local governing board shall direct a rerun election unless there is sufficient evidence to believe that any improprieties could reasonably have affected the outcome of the election.
 - 7. Only a member in good standing can challenge elections results.

SAMPLE LETTER ANNOUNCING ELECTION

[Date]

Dear Association Member:

The annual Association election will be conducted:

DATE: [month, dates, year]
 TIME: 3:00 p.m. to 5:00 p.m. each day
 SITES: All elementary, middle school and high school buildings

This election will be by secret ballot.

The following positions are open for nomination:

President _____-Year Term [indicate whether One-, Two- or Three-year term]
 Vice President _____-Year Term [indicate whether One-, Two- or Three-year term]
 Treasurer _____-Year Term [indicate whether One-, Two- or Three-year term]
 Secretary _____-Year Term [indicate whether One-, Two- or Three-year term]
 MEA RA Delegate Two- or Three-Year Term (two (2) positions)
 MEA RA Alternate Two- or Three- Year Term (two (2) positions)
 Board of Directors, Representing Minority Persons 3-1(g) _____-Year Term [indicate whether One-, Two- or Three-year term]
 Board of Directors At-Large _____-Year Term [indicate whether One-, Two- or Three-year term]
 NEA RA Delegate One-, Two- or Three-Year Term (____ positions)
 NEA RA Successor/alternate One-, Two- Or Three-Year Term (____ Positions)

You may nominate yourself or another member in good standing by placing the name and position nominated for in writing and mailing to [Name], Election Chairperson, [mailing address], [city, state and zip]. Nominations must be received no later than March 1, [year]. Open nominations will also be conducted at the general membership meeting held on February 15, [year], 3:30 p.m., in the high school auditorium. All nominators and nominees must be members in good standing.

This is an on-site election. However, if it is impossible for you to vote on site during either day of the election, you may request an absentee ballot. To do so, send your request specifically stating your reason for not being able to vote on site, to [Name] at the address above no later than [insert date]. You will receive an absentee ballot that must be returned no later than [insert date].

As provided in the local election guidelines [or constitution or bylaws], any member who is in good standing at least 30 days before the election will be eligible to vote as long as the member is also in good standing on the date of the election.

I personally encourage you to run for office or to nominate another member. Only through our volunteer efforts, each taking a turn, will we be able to continue building a strong, active and successful local association. We've come a long way, but we've a long way to go and we need everyone to pitch in and help.

Sincerely yours,

[Name]
 President

SAMPLE INSTRUCTION LETTER - MAIL BALLOT

[Date]

Dear Association Member:

This election is being conducted by mail ballot. Your ballot must be returned by U.S. mail and postmarked no later than month/date/year. This letter and enclosed ballot constitute your official notice of the election.

You should find enclosed with this letter: An official ballot, a secret ballot envelope and a return address envelope requiring no postage.

In voting in this election, please follow these instructions:

1. Mark an "X" or place a "check mark" on the line beside the name(s) of the candidates of your choice. Do not mark the ballot in any other way.
2. Seal your marked ballot in the secret ballot envelope. Do not mark the secret ballot envelope.
3. Seal the secret ballot envelope in the return-addressed envelope. Make sure your name and address on the return-addressed envelope is correct and do not remove this label.
4. Sign your name on the line provided on the reverse side of the return-addressed envelope. If you do not sign your name, your ballot will not be counted (do not print). Do not worry; your ballot will be secret. Once the name and signature on the return-addressed envelopes have been checked against the list of eligible voters, the signed envelopes are opened and all secret ballot envelopes are placed in one pile. Once all secret ballot envelopes are in one pile, they are then opened and the ballots counted. This process protects the secrecy of your ballot.
5. Your ballot must be returned through the U.S. mail and postmarked no later than month/date/year.
6. If you spoiled your ballot and need another one, please contact me at home (phone number) or at school (phone number) and a duplicate ballot will be forwarded.

As provided in the local elections guidelines [or constitution or bylaws], any member who is in good standing at least 30 days before the postmark date will be eligible to vote as long as the member is also in good standing on the date the ballots are counted.

Remember, in order for your ballot to be counted, it must be postmarked no later than month/date/year, your return address label must be on the return envelope and the envelope must bear your signature.

Sincerely yours,

[Name]
Election Chairperson

SAMPLE TALLY SHEET

[NAME OF LOCAL EA/ESP]

TALLY SHEET NO. _____

PRES.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	TOTAL	
[Name]																											
[Name]																											
VOID/WRITE-IN																											
Void																											
VICE-PRES.																											
[Name]																											
[Name]																											
VOID/WRITE-IN																											
Void																											
SEC-TREAS																											
[Name]																											
[Name]																											
VOID/WRITE-IN																											
Void																											
MEA-RA																											
[Name]																											
[Name]																											
[Name]																											
[Name]																											
VOID/WRITE-IN																											
Void																											

(Separate ballots into stacks of 25 and use one tally sheet for each stack, then compile all tally sheets.) EACH SHOULD TALLY TO 25
 (This tally sheet has proven to be a most efficient and accurate means in tabulating results—especially in large locals.)

S A M P L E
[Year] ELECTION OF EA/ESP OFFICERS

OFFICIAL BALLOT

PRESIDENT/MEA RA DELEGATE

Two- or Three-Year Term (September 1, [year]-August 31, [year])

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

VICE PRESIDENT - Two- or Three-Year Term

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

SECRETARY-TREASURER - Two- or Three-Year Term

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

MEA RA DELEGATES – Two- or Three-Year Term – Two positions
 (Vote for two)

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

MEA RA MINORITY 3-1(g) DELEGATES - Two- or Three-Year Term – Two positions
 (Vote for two)

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

MEA RA DELEGATES - One-, Two- or Three-Year Term – ____ () positions
 (Vote for ____)

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ _____
 (Write-In Candidate)

NOTE: All MEA RA delegates and alternate terms must begin September 1, unless filling a vacancy, and expire August 31.

OFFICIAL REPORT OF MICHIGAN EDUCATION ASSOCIATION LOCAL ELECTIONS
(Please return to your local Uniserv Office within 30 days after elections are held)

NAME OF LOCAL: _____ EA____ ESP____ REGION#____ **DATE OF ELECTION:** _____
(Full name of local)

PRESIDENT: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

NAME OF PAST PRESIDENT: _____

VICE PRESIDENT: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

SECRETARY: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

TREASURER: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

LOCAL MEMBERSHIP CHAIR: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

Signature: _____ **Date:** _____

OFFICIAL REPORT OF MICHIGAN EDUCATION ASSOCIATION LOCAL ELECTIONS
(Please return to your local Uniserv Office within 30 days after elections are held)APPENDIX E
(continued)

MISC. POSITIONS

PAC CHAIRPERSON: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

MEA-PAC DELEGATE: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

REGION COUNCIL DELEGATE: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

REGION COUNCIL DELEGATE: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

COORDINATING COUNCIL DELEGATE: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Term Begins: _____ (exact date required) Term Expires: _____ (exact date required)

Signature: _____ Date: _____

OFFICIAL REPORT OF MEA REPRESENTATIVE ASSEMBLY DELEGATES**FULL NAME OF LOCAL:** _____ **EA** _____ **ESP** _____**Region #:** _____ **Date of Election:** _____**DELEGATE NAME:** _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

DELEGATE NAME: _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

DELEGATE NAME: _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

Signature: _____ **Title:** _____ **Date:** _____

Within 30 days of the election, this form must be emailed to mea_ra@mea.org, faxed to 517-337-5587
or mailed to: MEA Executive Office, P.O. Box 2573, East Lansing MI 48826-2573

OFFICIAL REPORT OF MEA REPRESENTATIVE ASSEMBLY ALTERNATES**APPENDIX G****FULL NAME OF LOCAL:** _____ **EA** _____ **ESP** _____**Region #:** _____ **Date of Election:** _____**ALTERNATE NAME:** _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

ALTERNATE NAME: _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

ALTERNATE NAME: _____ **Rep. of Minority 3-1(g):** Yes___ No___

Street Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home/Cell Phone: _____ Work Phone: _____

Term Begins: September 1, _____ [year] **Term Expires:** August 31, _____ [year]

(or term effective immediately as of _____ / _____ / _____ due to vacancy)

Signature: _____ **Title:** _____ **Date:** _____

Within 30 days of the election, this form must be emailed to mea_ra@mea.org, faxed to 517-337-5587
or mailed to: MEA Executive Office, P.O. Box 2573, East Lansing MI 48826-2573

For Office Use Only: _____ Entered Alternates into netFORUM _____ Confirmed Eligibility Status

2022

**AFFILIATED ASSOCIATION OFFICIAL REPORT
OF ELECTED DELEGATES TO THE ANNUAL REPRESENTATIVE ASSEMBLY
OF THE NATIONAL EDUCATION ASSOCIATION**

2022

Please complete this form as soon as election results are known. A local *must* forward the delegate election report forms to the **STATE AFFILIATE** by **April 10** or a different date set by the state affiliate. The state affiliate must forward their State and Local delegate election report forms electronically to NEA, by **May 15**.

Unit #: (4 digit local code)

State:

Local Name:

Presidents Nm:

Presidents Address:

No. of Category 1 Members _____

Number of Delegates Allowed

No. of Category 2 Members _____
(Admin. And Active Life members who have retired)

No. of NEA Active (incl. Active Life) members
or Retired members a/o Jan 15
(or Student members a/o March 15)

Total NEA Active Members

No. of Category 2 Delegates Allowed ____

(To be completed by Affiliate President)

(To be completed by Affiliate President)

Rank	#Votes	Last Name	First Name	Mailing Address: No. & Street	City	State	Zip
<input type="checkbox"/> Delegate <input type="checkbox"/> Successor Cell Phone: _____ Personal Email (Required): _____							
ID/SSN4/Alt ID: <input type="checkbox"/> ID <input type="checkbox"/> SSN4 <input type="checkbox"/> Alt ID		TERM <input checked="" type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024		RACE OR ETHNIC MINORITY: <input type="checkbox"/> White (not Hispanic origin) <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown		<input type="checkbox"/> General Participant	
SEX: _____ LEVEL: _____		Building Rep <input type="checkbox"/> NBCT <input type="checkbox"/>		<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown		<input type="checkbox"/> General Participant	
POSITION: (If '7', specify: _____) (See details on back of form)							

Rank	# Vote	Last Name	First Name	Mailing Address: No. & Street	City	State	Zip
<input type="checkbox"/> Delegate		<input type="checkbox"/> Successor	Home Phone:	Personal Email (Required):			
ID/SSN4/Alt ID: <input type="checkbox"/> ID <input type="checkbox"/> SSN4 <input type="checkbox"/> Alt ID		TERM <input checked="" type="checkbox"/> 2024 <input type="checkbox"/> 2025 <input type="checkbox"/> 2026	RACE OR ETHNIC MINORITY: (Check all that apply)		<input type="checkbox"/> Green Participant		
SEX: _____ LEVEL: _____		BUSINESS Rep <input type="checkbox"/> NBCT <input type="checkbox"/>	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaska Native			
POSITION: (If '7', specify: _____) (See details back of form)			<input type="checkbox"/> Black	<input type="checkbox"/> White (not Hispanic origin)			
			<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian/Pacific Islander			
			<input type="checkbox"/> Other Racial or Ethnic Minority	<input type="checkbox"/> Unknown			

Rank	# Votes	Last Name	First Name	Mailing Address: No. & Street	City	State	Zip
<input type="checkbox"/> Delegate <input type="checkbox"/> Successor		Cell Phone:		Personal Email (Required):			
ID/SSN4/Alt ID: <input type="checkbox"/> ID <input type="checkbox"/> SSN4 <input type="checkbox"/> Alt ID		TERM <input checked="" type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024		RACE OR ETHNIC MINORITY: <i>(Check all that apply)</i>		<input type="checkbox"/> Green Participant	
SEX: LEVEL:		Building Rep <input type="checkbox"/> NBCT <input type="checkbox"/>		<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other Racial or Ethnic Minority		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> White (not Hispanic origin) <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown	
POSITION: (If '7', specify: ____) <i>(See details on back of form)</i>							

Rank	# Votes	Last Name	First Name	Mailing Address: No. & Street	City	State	Zip
<input type="checkbox"/> Delegate <input type="checkbox"/> Successor		Cell Phone:		Personal Email (Required):			
ID/SSN4/Alt ID: <input type="checkbox"/> ID <input type="checkbox"/> SSN4 <input type="checkbox"/> Alt ID		TERM <input checked="" type="checkbox"/> 2022 <input type="checkbox"/> 2023 <input type="checkbox"/> 2024		RACE OR ETHNIC MINORITY: <i>(Check all that apply)</i>		<input type="checkbox"/> Green Participant	
SEX: <i>LEVEL:</i>		Building Rep <input type="checkbox"/> NBCT <input type="checkbox"/>		<input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Other Racial or Ethnic Minority		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> White (not Hispanic origin) <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown	
POSITION: (If '7', specify: ____) <i>(See details on back of form)</i>							

I certify that the above named delegate(s) were elected in compliance with the provisions of the NEA Constitution, Bylaws, Standing Rules and policy guidelines governing such elections, including the applicable requirements of the Labor Management Reporting and Disclosure Act (LMRDA).

Date _____ Signed _____
Affiliate President

Annual Representative Assembly of the National Education Association

The following information is represented in the form of codes. Please select the appropriate code and write it in the space provided on the front of the form. Information with * is required.

SEX CODES*

F Female
M Male

LEVEL CODES*

0 Student or Retired
1 K-12
2 Higher Education

POSITION CODES*

1 Teacher
2 Educational Support
3 Student
4 Administrator
5 Retired
6 Librarian, Counselor, Nurse
7 Other (If this position is used, please specify in space provided.)
8 Active Life

List the delegates in descending order by **Rank** or **# of Votes** (not required fields). List the delegates either by Rank or # of Votes and continue down the list. Both the # of Votes and Rank are alphanumeric fields.

Enter **Badge Name** as the delegate prefers to have printed on the badge. Be sure to include the **Last Name**. Limit to 30 characters if possible.

The IMS **Individual ID**, **SSN4** or **Alt ID** must be provided (*one* is required*). Check the box for the type of number you have provided. The Individual ID can be found on the member's NEA Today magazine label, example: "MEMBER ID: 0001234567".

The **TERM*** is the years remaining (including this RA) in the individual's elected term. Check the appropriate boxes 2022, 2023 and/or 2024. The length of the term must be on the ballot at the time of the election. The system default is 2022.

The **Building Rep** field is checked for Yes or left unchecked for No. Provides additional information about the delegate as to whether they are a **Building Representative** or not.

The **NBCT** field is checked for Yes or left unchecked for No. Provides additional information about the delegate as to whether they are a **National Board Certified Teacher** or not.

Personal Email & Cell Phone*

To improve delivery and availability of meeting resources for all delegates, NEA requires that each delegate and successor delegate include a **personal** email address so that the Association may provide secure access to online meeting resources. We collect the **Cell Phone** to aid in contacting delegates at the RA for various reason; emergencies, lost wallet, driver's license, etc., or relaying information regarding family members.

Email Restrict

Check this box to limit the use of delegate's personal email address for Association business only.

Green Participant

In continuing efforts toward good stewardship of Association resources at the Annual Meeting, NEA promotes the Green Delegate Initiative. Participating delegates who wish to "go green" will have the option of using online delegate resources in place of traditional print materials. To participate in this special initiative, check the "Green Participant" box and be sure to provide a Personal Email address.

Race or Ethnic Minority

The NEA Credentials Committee encourages you to report the ethnic group data requested for each delegate and successor delegate. However, failure to do so will in no way affect the individual's status as a delegate. In the event it is included, the information will be kept confidential and will be used to determine the proportion of ethnic minorities in your state delegation for purposes of meeting goals outlined in NEA Bylaw 3-1.g.

Local Affiliates must submit completed information to the state affiliate by **April 10** or a different date set by the state affiliate.

State Affiliates must submit state and local information to NEA by **May 15**.

Please be sure that successor delegate information is submitted at the same time as delegates. There is no limit on the number of successors who can be elected.

Michigan Education Association

1216 KENDALE BLVD, PO BOX 2573, EAST LANSING, MI 48826-2573 517-332-6551 OR 800-292-1934 WWW.MEA.ORG

PAULA J. HERBART, PRESIDENT • CHANDRA A. MADAFFERI, VICE PRESIDENT
BRETT R. SMITH, SECRETARY-TREASURER • MICHAEL M. SHOUDY, EXECUTIVE DIRECTOR

**The mission of the MEA is to ensure that the education of our students and
the working environments of our members are of the highest quality.**



Region Election Guidelines



M i c h i g a n E d u c a t i o n A s s o c i a t i o n

REGION AT-LARGE ELECTION GUIDELINES

Revised July 2009 and July 2019

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I. ELECTION OF REGION OFFICERS

- A. This section applies to the following region officers:
 - 1. Region President
 - 2. Region Vice President
 - 3. Region Secretary
 - 4. Region Treasurer
- B. The election of region officers shall be conducted on or before May 31.
- C. At least two (2) weeks prior to the election, the region secretary shall notify all council members in good standing of the time, date and location of the election and the names of the nominees for each office.
- D. Newly-elected region officers shall assume office during or at the close of the region's annual meeting.
- E. Results of the election of region officers are to be transmitted to the MEA Executive Office by the region president by June 20.
- F. Nominations for region officers shall be made at the region meeting held prior to the election. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the Association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the Association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days. (MEA Bylaws IV.A.)
- G. Nominations may be made by:
 - 1. A nominations committee (do not use the region election committee); or
 - 2. Written nomination by one (1) or more members of the region council; or
 - 3. Petition signed by fifteen (15) or more members of the region; or
 - 4. Nominations from the floor.
- H. Consent of a candidate must be secured before that name is placed on the ballot.
- I. The election is to be by secret ballot. It is suggested that the region election committee be designated to count the ballots.
- J. Election by acclamation is permitted for the election of region officers.

II. ELECTION OF REGION NEA RA COORDINATOR AND ALTERNATE

- A. The election of the region NEA RA coordinator and at least one (1) alternate shall be conducted between September 1 and December 31 each year.
- B. The election shall take place at a region caucus of NEA RA delegates in good standing from the region.
- C. This caucus meeting shall be called by the senior MEA Board member from the region.
- D. The region NEA RA coordinator and alternate(s) shall be nominated from and elected by the current local, cluster and region NEA RA delegates in good standing within the region that includes:
 - 1. NEA RA delegates elected by locals within the region;
 - 2. NEA RA cluster delegates elected within the region;
 - 3. MEA Board of Director members elected by the region in the region at-large election; and
 - 4. NEA RA at-large delegates elected by the region in the region at-large election.
- E. The election results should be promptly transmitted to the MEA Executive Office, no later than December 31.

III. REGION AT-LARGE ELECTION POSITIONS TO BE ELECTED

- A. An election that takes place in the region among the entire membership in good standing of the region shall be held at one time and is referred to as the region at-large election.
- B. The positions elected through the region at-large election are:
 - 1. Region MEA Board of Directors/NEA RA delegate. (This position(s) is elected by all EA and ESP members in good standing in the region.)
 - 2. Region at-large MEA RA delegates and alternates. (This position(s) is elected by all EA and ESP members in good standing in the region.)
 - 3. Region EA Cluster MEA RA delegates and alternates. (This position(s) is elected by EA members in good standing from that cluster.)
 - 4. Region ESP Cluster MEA RA delegates and alternates. (This position(s) is elected by ESP members in good standing from that cluster.)
 - 5. Region at-large NEA RA delegates and alternates. This position(s) is elected by the EA members in good standing in the region. ESP members in good standing vote in a separate statewide election (Region 50) for NEA RA at-large delegates and alternates.

6. Region EA Cluster NEA RA delegates and alternates. (This position(s) is elected by EA members in good standing from that cluster.)
 7. Region ESP Cluster NEA RA delegates and alternates. (This position(s) is elected by ESP members in good standing from that cluster.)
- C. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the Association or any of its local affiliates unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the Association or any of its local affiliates who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within thirty (30) days. (MEA Bylaws IV.A.)
- D. MEA Board of Directors/NEA RA delegate.
1. The term of office is for three (3) years beginning September 1 following the election and ending August 31.
 2. Each region having more than three (3) MEA Board members shall designate and elect one (1) or more of its Board positions as Representatives of Minority Persons 3-1(g) according to the following:
 - a. Each region that has four (4) or five (5) MEA Board members will elect at least one (1) of its members as Representative of Minority Persons 3-1(g).
 - b. Each region that has six (6) or seven (7) MEA Board members will elect at least two (2) of its members as Representatives of Minority Persons 3-1(g).
 - c. Each region that has eight (8) or more Board members will elect at least three (3) of its members as Representatives of Minority Persons 3-1(g).
 3. The announcement of nominations and the election ballot for such positions designated as Representatives of Minority Persons 3-1(g) must indicate such designation.
- E. Region at-large delegate to the MEA Representative Assembly.
1. Each region will elect a number of Representatives of Minority Persons 3-1(g) as delegates at-large equal to the number of MEA Board of Directors members elected by and for that region.
 2. The announcement of nominations and the election ballot for such positions designated as Representative of Minority Persons 3-1(g) must indicate such designation.
 3. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.
- F. Region cluster delegates to the MEA Representative Assembly.
1. All EA locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.

2. All ESP locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.
3. All EA/ESP locals with less than 56 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the MEA RA.
4. The cluster is allocated one delegate for each 150 members or major fraction thereof.
5. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.
6. For purposes of Representatives of Minority Persons 3-1(g) pursuant to MEA Bylaw V.F., a cluster shall be considered as a local. If a cluster has four (4), five (5), six (6) or seven (7) delegates, at least one of those positions must be designated as a Representative of Minority Persons 3-1(g). If a cluster has eight (8) delegates, two (2) of those positions must be designated as Representatives of Minority Persons 3-1(g). If a cluster has nine (9) or more delegates, at least three (3) of the positions must be designated as Representatives of Minority Persons 3-1(g).

G. Region at-large delegates to the NEA Representative Assembly.

1. The MEA Executive Office will annually inform each region of its allocated number of at-large delegates to the NEA RA and how many seats must be designated as Representatives of Minority Persons 3-1(g).
2. This position(s) is to be elected only by the EA members in good standing in the region. ESP members in good standing vote in a separate statewide election for NEA RA at-large delegates and alternates.
3. The announcement of nominations and the election ballot for such positions designated as Representatives of Minority Persons 3-1(g) must indicate such designation.
4. The term of office is for three (3) years beginning September 1 following the election and expiring August 31.

H. Region cluster delegates to the NEA Representative Assembly.

1. EA locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
2. ESP locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
3. EA/ESP locals with less than 76 members will cluster together within their region for purposes of electing a delegate(s) in good standing to the NEA RA.
4. The cluster is allocated one delegate for every 150 members or major fraction thereof.

5. The term of office will not exceed three (3) years and begins September 1 following the election and expires August 31.

I. Alternates

1. Alternates shall be elected for all region at-large and cluster positions, except the MEA Board of Directors, and shall serve a term of three (3) years beginning April 1. There is no alternate position for an MEA Board of Directors member. The alternate for the at-large NEA RA delegate position held by an MEA Board member shall be selected from duly-elected alternates in conformance with 2.a. or 2.b. below.
2. Each region shall select one of the following methods of electing alternate MEA and NEA RA delegates:
 - a. By a separate ballot and shall be elected in descending order of the number of votes received, or
 - b. The unsuccessful candidate(s) for a position shall be alternates for that position in descending order of the number of votes received.
3. If a region does not conduct a specific election for alternates, unsuccessful candidates for delegate positions shall be the alternates in descending order of the number of votes received.
4. If the region conducts elections for alternates, as in 2.a. above, but no alternates are available to fill a vacancy, unsuccessful candidates for delegate positions in the last two (2) years will be considered as the elected alternates in descending order of the number of votes received.
5. Alternates for region at-large NEA RA delegate(s) will be the unsuccessful candidate(s) for NEA RA delegate position(s) Representative of Minority Persons 3-1(g) in descending order of the number of votes received.
6. If a region selects option 2.b. above, the announcement of nominations and election ballot must indicate that unsuccessful candidates will be elected as alternates.

- J. All elections shall be by secret ballot and the region at-large election shall be conducted among the active membership in good standing of the region. In the event the number of candidates equals the number of positions to be filled, there is no need for a ballot, and candidates can be declared elected by acclamation. However, if two or more candidates for identical positions are elected by acclamation, the region council shall conduct a lottery at the close of nominations to determine the rank order of the candidates.

- K. Consent of a candidate must be secured before that name is placed on any ballot.

IV. REGION AT-LARGE ELECTION - ON-SITE AND MAILED BALLOTS

Written notification of the region or local's intent to participate in the region at-large elections using paper ballots should be provided by the region or local president and the region or local elections chair to the MEA Executive Office, in care of the MEA Vice President, no later than December 31.

TIMELINE

The region at-large election shall be conducted in accordance with the following timeline:

May 31	Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA.
July 31	MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms.
August 15	Date, time, and location of region nominations meetings to be forwarded to MEA for inclusion in the Fall <i>MEA Voice</i> .
October	The Fall edition of the <i>MEA Voice</i> will provide region election information.
December 16	Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation.
December 17	Nominations sent by the region to MEA received/postmarked no later than December 21.
December 31	Biographical sketches sent to MEA by candidates must be received/postmarked no later than December 31.
February	The Winter edition of the <i>MEA Voice</i> will provide region election information.
February 1	Ballots and all other election material will be distributed to regions.
February 7	MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list.
February 15	Voter eligibility list emailed to president and elections chair of locals using paper ballots.
February 28	Region election committee has mailed or delivered election materials to local association presidents.
March	Elections conducted in the locals: <ol style="list-style-type: none">1. The election shall be conducted on the first consecutive Tuesday, Wednesday, Thursday in March.

2. If the unit is not scheduled to work during the above days, the election shall be conducted on the next consecutive Tuesday, Wednesday, Thursday in March.
3. If inclement weather or other emergency interrupts the election as above, it shall be completed on the next consecutive workday(s), but no later than March 24.

March 24	Tabulated election results mailed or delivered from the local to the region election committee.
March 31	Local association tabulations compiled by region election committee and candidates and MEA notified of election results by submitting the official Local Tally Sheet for EA or ESP Units form in Appendix A.
April/May	Election results and local association tabulations incorporated in region minutes.

REGION PRESIDENT - RESPONSIBILITIES CHECKLIST – ON-SITE AND MAILED BALLOTS

- _____ A. By June 20, notify the MEA Executive Office of the names of the MEA region president, vice president, secretary, treasurer, caucus chair, and chairpersons of the region election committee and region nominations committee. Use the Official Report of MEA Region Council Elections form in Appendix B.
- _____ B. Appoint by May 31, with approval of the region council, a nominations committee that shall consist of at least one (1) member in good standing from each coordinating council within the region. Each member of the nominations committee should preferably be from different local associations.
- _____ C. Determine at which region meeting the election committee will conduct open nominations. This meeting must take place prior to December 16. If the region wishes to use acclamation (where appropriate), the meeting must take place between December 1-16. (See Region Council Constitution, Article VII, Section 8).

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE OPENED:

Tonight we will be opening nominations for region offices that will be elected in the March region election.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

Following the meeting, the membership status of nominators and candidates will be verified. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order.

Nominees will be notified if their nomination is not valid. If a nomination is ruled out of order because the nominator is not in good standing, the nominee may have a member who is in good standing submit a nomination in writing to the region elections chair or have a member in good standing nominate at a subsequent region meeting prior to the closing of nominations.

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE TO BE CLOSED:

Tonight we will continue to accept nominations for region offices that will be elected in the March region election. We will close nominations at tonight's meeting.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues

Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

We may also be electing, by acclamation, at this meeting, positions for which the number of candidates is fewer than or equal to the number of positions to be elected. Election by acclamation is subject to verification of membership in good standing.

Following the meeting, the membership status of nominators, candidates, and any persons elected by acclamation, will be verified because nominations will be closed tonight. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order and the individual will not appear on the March ballot.

If a person elected by acclamation is found not to be in good standing, the election will not be valid and the position will appear on the region election ballot.

- _____ D. In order to avoid potential conflicts of interest, members of the nominations committee should not serve on the election committee and vice versa.
- _____ E. Meet with the region election committee to plan the implementation of the region at-large election schedule and procedures.
- _____ F. By July 31, receive from MEA the positions to be filled and the length of terms. MEA will also notify the election chairperson, nomination chairperson and all MEA Board members from the respective region of these positions and term lengths.
- _____ G. The region president should ensure that the region candidates have the opportunity to address the region prior to the election.
- _____ H. By March 31, receive the certification of election results from the region election committee and notify the MEA Executive Office of same by submitting the official tally report form in Appendix A.

**REGION NOMINATIONS COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- _____ A. There shall be a region nominations committee (separate from the region election committee) and chairperson appointed by the region president and approved by the region council. The committee shall minimally be composed of each coordinating council chairperson (or designee) from within the region and whatever other members in good standing are necessary to help ensure the committee will accomplish its goal. Members of the nominations committee may not serve on the election committee or be a candidate for office.
- _____ B. The goal of the nominations committee is to recruit candidates so that there is at least one candidate for each vacant position.
- _____ C. The name of the nominations chairperson shall be forwarded by the region president to the MEA Executive Office no later than May 31.
- _____ D. The nominations committee shall meet no later than one (1) week following the first region meeting each fall.

At a minimum, the nominations committee shall:

- _____ 1. Prior to October 1, contact incumbents whose positions will be up for election in order to determine their intention to run again.
- _____ 2. By November 1, if there are cluster position vacancies with no announced candidates, the nominations committee shall contact the local presidents from within the cluster in order to recruit candidates.
- _____ 3. By November 1, if there are vacant positions other than cluster positions with no announced candidates, the nominations committee shall schedule a meeting with coordinating council chairperson(s) and the region MEA Board members in order to recruit candidates.

**REGION ELECTION COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ___ A. Candidates for office may not serve on the elections committee.
- ___ B. Meet with the region president to plan the implementation of the region at-large election schedule and procedures.
- ___ C. Accept nominations sent in writing, by email or by fax prior to the close of nominations at a December meeting.
- ___ D. By December 16, conduct nominations from the floor during a region council meeting.
- ___ E. Certify the validity of all nominations as members in good standing:
 - ___ 1. If nominated in writing, by fax, email, or at the nominations meeting, there must be a valid signed statement of consent. Nominations received in any manner other than nominations from the floor must be in writing.
 - ___ 2. Nominee must be an active association member in good standing.
 - ___ 3. Nominee must be from the region.
 - ___ 4. A member must be eligible to vote for a position and be in good standing in order to nominate for the position. This includes self-nomination. For examples, a cluster candidate may only be nominated by a member of that cluster.
 - ___ 5. Secure a written statement of consent from each candidate prior to placing that name on the ballot.
- ___ F. December 17-31, mail the names of all nominees to the MEA Executive Office using the Region Positions to be Elected form in Appendix C.
- ___ G. Issue an invitation to each candidate to appear at a region council meeting prior to the election.
- ___ H. By February 1, receive the ballots and other election information from MEA.
- ___ I. By February 28, packets of ballots and other election information should have been distributed to each local president:
 - 1. A signature sheet should be required for any packets distributed at a region meeting and/or delivered in person.
 - 2. Packets distributed through the mail should include a pre-addressed postcard for return by the local president to the election committee to signify receipt of the election packet.

- ____ J. Establish the location and method(s) for the return of the tabulated results from the locals to the election committee. This information should be included in the election packet that is forwarded to the local president.
- ____ K. Receive the tabulated results from the locals.
- ____ L. All tabulated results received from local associations shall be counted at one time by the region election committee on a predetermined date. Provide this information to all candidates, preferably in writing, along with notification of their right to be present or to have a designee present to observe the final count.
- ____ M. A few days prior to this compilation, the election committee should review the election returns from the locals and contact local presidents who have not returned their tabulated results. However, the returned information from the locals should not be opened until the date of the compilation. (It would be helpful if the envelope provided to the local for return of the tabulated results was marked on the outside with the name of the local.)
- ____ N. On the selected date (no later than March 30), compile the tabulated results that have been timely received from the locals. Timely means that the tabulated results were delivered by March 24, or if mailed, postmarked no later than March 24. Do not count tabulated results that are not timely.
- ____ O. The candidate(s) receiving a plurality of the votes cast shall be declared elected.
- ____ P. By March 31, notify the candidates, local presidents, region delegates, and the MEA Executive Office of the official election results and certify the election results to the region president by mailing the Local Tally Sheet for EA or ESP Units form in Appendix A.
- ____ Q. Present a motion at the next region council meeting to incorporate the region at-large election results and the local association tabulations as a part of the region minutes.
- ____ R. The region president shall preserve the tabulated results and all related materials for one (1) year.
- ____ S. Receive, review and act upon election challenges in accordance with Article VIII.- Section 5 of the Region Council Constitution.
- ____ T. In the case of a special election, the committee shall ensure written notification through the U.S. mail to eligible voters, an open nomination and a secret ballot.

**LOCAL PRESIDENT - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ____ A. The region at-large election shall be conducted in each local association by a local election committee composed of at least three (3) members in good standing of the local. If such a committee does not exist, one shall be appointed by the local president with the concurrence of the local governing board. The local election committee should be in place well in advance of receiving the election materials from the region election committee.
- ____ B. EA and ESP units in the same district may conduct their elections together and form one combined EA/ESP election committee.
- ____ C. By February 28, receive a packet of ballots and other election information from the region election committee.
- ____ D. The local president will turn over the election packet to the local election committee.
- ____ E. The region at-large election is an on-site election. However, eligible voters who are not able to vote on site during the election period may notify their local association president of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be received no later than February 21 by the local association president. Such requests shall be forwarded to the local election committee by the local president.
- ____ F. The local president will preserve the ballots, including challenged and voided ballots, signed outside envelopes, tally sheets, and all other materials for one (1) year.

**LOCAL ELECTION COMMITTEE - RESPONSIBILITIES CHECKLIST –
ON-SITE AND MAILED BALLOTS**

- ___ A. Determine the election site(s). The site(s) should provide reasonable access to voting for all eligible voters.
- ___ B. Determine the election times; however, the time must allow all eligible voters in good standing a reasonable opportunity to cast their ballots. Eligible voters shall be notified of the specific voting times for each voting site.
- ___ C. It is important to ensure that if voting is allowed at multiple worksites, a procedure be in place to ensure that no member shall vote more than once.
- ___ D. Appoint and instruct an election official(s) (election committee member, building representative, etc.) for each voting site.
- ___ E. Ballots must be cast at each voting site in a locked and secure ballot box.
- ___ F. Election officials shall not be provided with the key to their ballot boxes. The key(s) shall be retained by the election chairperson.
- ___ G. The ballot box at each site must be attended at all times by an election official. During times when balloting is not actually taking place, the ballot box may be placed in a secure location (locked in a room, car, locker, etc.) and does not need to be in the physical presence of the election official except during voting times. It is permissible for the election official to take the ballot box home for safe keeping.
- ___ H. Distribute ballots and other election material. It is critical that every eligible voter receives a ballot and the related material. It is best to personally hand the ballots and other materials to the eligible voters.
- ___ I. The voter eligibility list will be created from the membership information received from local associations by the MEA Membership Department by February 7. By February 15, this list of eligible voters will be printed by the MEA Executive Office and included in the election materials received from the region election committee.
- ___ J. Absentee ballots:
 - ___ 1. Requests for absentee ballots shall be received by the local president by February 21 and forwarded to the local election committee.
 - ___ 2. Eligible voters who are not able to vote on site during the election period may notify their local association president of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be received no later than February 21 by the local association president.
 - ___ 3. Eligible voters requesting an absentee ballot and complying with the above shall be mailed an absentee ballot by the local association election committee.
 - ___ 4. If it appears to the local election committee that the person requesting the

absentee ballot is not an eligible voter, is actually able to vote on site, or for some other reason may not be eligible to vote by absentee ballot, the proper course of action would be to:

- _____ a. Mail the individual an absentee ballot; and
- _____ b. Explain the committee's concern and ask that any necessary clarification be provided by a given date prior to the election and that it is possible that the individual's ballot will be challenged and set aside.

- _____ 5. An absentee ballot must be returned ~~by U.S. mail~~ and received by the association no later than the last day of the election. Late absentee ballots shall be unopened and set aside as void ballots.

_____ K. Counting the ballots:

- _____ 1. The counting should be done openly and anyone is allowed to observe the counting process. At least two (2) members of the local election committee should conduct the counting process.
- _____ 2. The region at-large election uses a double envelope system of balloting that entails an eligible voter marking a ballot, placing it in a secret ballot envelope, placing the secret ballot envelope in an outside envelope, signing the outside envelope, and depositing it in the ballot box.
- _____ 3. Review the voter eligibility list and cross off all names of individuals who were not association members at the time of the election. To be an eligible voter, an individual's name must appear on the eligible voter list and the individual must be a member in good standing at the time of the election.
- _____ 4. Unlock and empty all ballot boxes.
- _____ 5. Check the signature on the outside envelope against the list of eligible voters supplied with the election packet received from the region election committee.
 - _____ a. If the name on the outside of the envelope matches a name on the eligible voter list, place a check by that name on the list and place all such envelopes together.
 - _____ b. If the signature on the outside envelope is illegible or the name does not appear on the voter eligibility list, set all such envelopes aside as challenged ballots. These ballots are not to be counted and are not to be opened.
 - _____ c. If the signature check reveals two or more envelopes from the same individual, set all the envelopes from that individual aside as challenged ballots. These ballots are not to be counted and are not to be opened.

- _____ 6. Only when all envelopes have been checked against the eligibility list may the count continue. At this time, open the outside envelopes of the valid ballots, placing the outside envelopes in one pile and the unopened secret ballot envelopes in a separate pile.
- _____ 7. Only when all outside envelopes have been separated from the secret ballot envelopes may the count continue. At this time, set the outside envelopes aside. DO NOT THROW THEM AWAY.
- _____ 8. Open the secret ballot envelopes, placing the ballots in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away at the end of the count.
- _____ 9. Count the ballots and complete the tally sheet supplied with the packet received from the region election committee.
- _____ 10. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the local election committee must make a judgment as to how or whether to count it. The rule of thumb is to count it if the intent of the voter is apparent and to not count it if the intent is unclear.
- _____ 11. Forward the tabulated results to the region election committee no later than March 24.
- _____ 12. The ballots, including challenged and voided ballots, signed outside envelopes, tally sheets, and all other materials are turned over to the local president to be preserved for one (1) year.

MEA RESPONSIBILITIES – ON-SITE AND MAILED BALLOTS

- A. The following election information will be provided in the Fall edition of the *MEA Voice*:
1. A list of positions open for nominations in each region, the length of term for each position, and other designations (such as Representative of Minority Persons 3-1(g)).
 2. The nominations procedure including the names and primary email addresses for the chairperson of each region's election committee.
 3. Announcement that the voter eligibility list will be printed by the MEA Executive Office from the information received by the MEA Membership Department from local associations by February 7 and that locals need to have all membership changes to MEA by that date.
 4. The date of the election.
 5. Procedure for provision of biographical information.
- B. The following election information will be provided in the Winter edition of the *MEA Voice*:
1. A list of all nominees and all members elected by acclamation for all positions.
 2. The date of the election.
 3. The procedure for absentee balloting.
 4. A statement concerning voter eligibility of members in good standing and that only those who were MEA/NEA members as of February 7 and whose names were provided to the MEA Membership Department by that date will be eligible to vote.
- C. By February 15, MEA shall prepare, print and forward to each region election chairperson an election packet containing the following:
1. Ballots (including only candidate's name and school district);
 2. Secret ballot envelopes;
 3. Outside envelopes (with lines for printed name and signature);
 4. Tabulation sheets (region and local);
 5. Biographical material;
 6. Voter eligibility list;
 7. Mailing envelopes for mailing of materials to local and back to region;
 8. Any other materials necessary to implement the region at-large elections.

V. REGION AT-LARGE ELECTION – ONLINE VOTING

TIMELINE

The region at-large election shall be conducted in accordance with the following timeline:

May 31	Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA.
July 31	MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms.
August 15	Date, time and location of region nominations meetings to be forwarded to MEA for inclusion in the Fall <i>MEA Voice</i> .
October	The Fall <i>MEA Voice</i> will provide region election information.
December 16	Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation.
December 17	Nominations sent by the region to MEA received/postmarked no later than December 21.
December 31	Biographical sketches sent to MEA by candidates must be received/postmarked no later than December 31.
February	The Winter edition of the <i>MEA Voice</i> will provide region election information.
February 1	MEA sends the local president online voting instructions.
February 7	MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list.
February 5-15	Region election chairs send an announcement to all local presidents in their region regarding online voting.
February 15	Voter eligibility lists emailed to president and election committee chairs of locals using paper ballots.
February 18-28	Local president informs members of online voting procedures.
March 1-24	Members may access the online voting system during the fifteen (15) day period printed in the <i>MEA Voice</i> and vote or may vote on an alternate paper ballot, which must be received by MEA by the close of online voting. MEA IT will send a confirmation email to the individual voting member when the ballot has been submitted electronically.

April 1

MEA will compile the results and send individual region results to the respective election chair for certification.

MEA IT will provide a list of the members who voted to the local president(s) and local election committee members.

Election results shall be recorded in region minutes.

REGION PRESIDENT - RESPONSIBILITIES AND CHECKLIST FOR ONLINE VOTING

- _____ A. By May 31, notify the MEA Executive Office of the names of the MEA region president, vice president, secretary, treasurer, caucus chair, and chairpersons of the region election committee and region nominations committee. Use the Official Report of MEA Region Council Elections form in Appendix B.
- _____ B. Appoint by May 31, with approval of the region council, a nominations committee that shall consist of at least one (1) member in good standing from each coordinating council within the region. Each member of the nominations committee should preferably be from different local associations.
- _____ C. Determine at which region meeting the election committee will conduct open nominations. This meeting must take place prior to December 16. If the region wishes to use acclamation (where appropriate), the meeting must take place between December 1-16. (See Region Council Constitution, Article VII, Section 8).

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE OPENED:

Tonight we will be opening nominations for region offices that will be elected in the March region election.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

Following the meeting, the membership status of nominators and candidates will be verified. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order.

Nominees will be notified if their nomination is not valid. If a nomination is ruled out of order because the nominator is not in good standing, the nominee may have a member who is in good standing submit a nomination in writing to the region elections chair or have a member in good standing nominate at a subsequent region meeting prior to the closing of nominations.

THE FOLLOWING STATEMENT MUST BE READ AT THE MEETING AT WHICH NOMINATIONS ARE TO BE CLOSED:

Tonight we will continue to accept nominations for region offices that will be elected in the March region election. We will close nominations at tonight's meeting.

I remind you that to be eligible to nominate an individual or yourself for office, the nominator must be a member in good standing in compliance with the MEA Dues

Transmittal Policy. In order for a member to be a candidate for office, the member must be in good standing in compliance with the MEA Dues Transmittal Policy.

A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.

We may also be electing, by acclamation, at this meeting, positions for which the number of candidates is fewer than or equal to the number of positions to be elected. Election by acclamation is subject to verification of membership in good standing.

Following the meeting, the membership status of nominators, candidates, and any persons elected by acclamation, will be verified because nominations will be closed tonight. If a nominator or the nominee is not in good standing, the nomination will be ruled out of order and the individual will not appear on the March ballot.

If a person elected by acclamation is found not to be in good standing, the election will not be valid and the position will appear on the region election ballot.

- ____ D. In order to avoid potential conflicts of interest, members of the nominations committee should not serve on the election committee and vice versa.
- ____ E. Meet with the region election committee to plan the implementation of the region at-large election schedule and procedures.
- ____ F. By July 31, receive from MEA the positions to be filled and the length of terms. MEA will also notify the election chairperson, nominations chairperson and all MEA Board members from the respective region of these positions and term lengths.
- ____ G. The region president should ensure that the region candidates have the opportunity to address the region prior to the election.
- ____ H. The MEA Executive Office will send to region presidents a printout of the online vote tallies and the alternate paper ballots, which will be kept by the region president for one (1) year.

**REGION NOMINATIONS COMMITTEE -
RESPONSIBILITIES CHECKLIST FOR ONLINE VOTING**

- ____ A. There shall be a region nominations committee (separate from the region election committee) and chairperson appointed by the region president and approved by the region council. The committee shall minimally be composed of each coordinating council chairperson (or designee) from within the region and whatever other members in good standing are necessary to help ensure the committee will accomplish its goal. Members of the nominations committee may not ~~also~~ serve on the election committee or be a candidate for office.
- ____ B. The goal of the nominations committee is to recruit candidates so that there is at least one candidate for each vacant position.
- ____ C. The name of the nominations chairperson shall be forwarded by the region president to the MEA Executive Office no later than May 31.
- ____ D. The nominations committee shall meet no later than one (1) week following the first region meeting each fall.

At a minimum, the nominations committee shall:

- ____ 1. Prior to October 1, contact incumbents whose positions will be up for election in order to determine their intention to run again.
- ____ 2. If by November 1, there are cluster position vacancies with no announced candidates, the nominations committee shall contact the local presidents from within the cluster in order to recruit candidates.
- ____ 3. If by November 1, there are vacant positions other than cluster positions with no announced candidates, the nominations committee shall schedule a meeting with coordinating council chairperson(s) and the region MEA Board members in order to recruit candidates.

**REGION ELECTION COMMITTEE -
RESPONSIBILITIES CHECKLIST FOR ONLINE VOTING**

- ___ A. Candidates for office may not serve on the elections committee.
- ___ B. Meet with the region president to plan the implementation of the region at-large election schedule and procedures.
- ___ C. Accept nominations sent in writing, by email or by fax prior to the close of nominations at a December meeting.
- ___ D. By December 16, conduct nominations from the floor during a region council meeting.
- ___ E. Certify the validity of all nominations as members in good standing:
 - 1. If nominated in writing, by fax, email or at the nominations meeting, there must be a valid signed statement of consent. Nominations received in any manner other than nominations from the floor must be in writing.
 - 2. Nominee must be an active association member in good standing.
 - 3. Nominee must be from the region.
 - 4. A member must be eligible to vote for a position and be in good standing in order to nominate for the position. For example, a cluster candidate may only be nominated by a member of that cluster.
 - 5. Secure a written statement of consent from each candidate prior to placing that name on the ballot.
- ___ F. By December 17-31, mail the names of all nominees to the MEA Executive Office using the Region Positions to be Elected form in Appendix C.
- ___ G. Issue an invitation to each candidate to appear at a region council meeting prior to the election.
- ___ H. In February, the region election chair will distribute to all local presidents within their region the procedures and dates for the online election. They will also ask local presidents to have their election committee inform their members.
- ___ I. In April, receive the tabulated results from the MEA Executive Office. The candidates, local presidents and region delegates shall be notified of the election results by the region election committee.
- ___ J. Present a motion at the next region council meeting to incorporate the region at-large election results as a part of the region minutes.

LOCAL PRESIDENT AND ELECTION COMMITTEE – RESPONSIBILITIES FOR ONLINE VOTING

Ensure voter eligibility with MEA.

Notification of election results to members.

MEA - RESPONSIBILITIES FOR ONLINE VOTING

- A. The following election information will be provided in the Fall edition of the *MEA Voice*:
 - 1. A list of positions open for nominations in each region, the length of term for each position, and other designations (such as Representative of Minority Persons 3-1(g)).
 - 2. The nominations procedure including the names and primary email addresses for the chairpersons of each region's election committee.
 - 3. Announcement that the voter eligibility list will be printed by the MEA Executive Office from the information received by the MEA Membership Department from local associations by February 7 and that locals need to have all membership changes in to MEA by that date.
 - 4. The date of the election.
 - 5. Procedures for provision of biographical information.
- B. The following election information will be provided in the Winter edition of the *MEA Voice*:
 - 1. A list of all nominees and all members elected by acclamation for all positions.
 - 2. The date of the election.
 - 3. The procedure for absentee balloting.
 - 4. A statement concerning voter eligibility of members in good standing and that only those who were MEA/NEA members as of February 7 and whose names were provided to the MEA Membership Department by that date will be eligible to vote.
- C. By February 15, MEA shall prepare, print and forward to each region election chairperson an election packet containing the following:
 - 1. Ballots (including only candidate's name and school district);
 - 2. Secret ballot envelopes;
 - 3. Outside envelopes (with lines for printed name and signature);
 - 4. Tabulation sheets (region and local);
 - 5. Biographical material;

6. Voter eligibility list;
 7. Mailing envelopes for mailing of materials to local and back to region;
 8. Any other materials necessary to implement the region at-large elections.
- D. The MEA Executive Office will send region presidents a printout of the online vote tallies and the alternate paper ballots, which need to be kept by the region president for one (1) year.

VI. CAMPAIGN PRACTICES

- A. No candidate for a region at-large position may directly or indirectly finance his/her campaign activities with association funds. Candidates are prohibited from accepting contributions consisting in whole or in part of association dues or assessments and are prohibited from utilizing, without cost, association assets, facilities, equipment, staff, credit or newspaper advertisement.
- B. Region and MEA dues may be utilized to issue notices regarding the nomination of candidates and the scheduling of the election, to publish factual statements of the issues not involving candidates, to meet the expenses of holding the election, to sponsor a meeting at which all candidates for a region at-large position(s) are afforded equal opportunity to express their views to the membership prior to the election, and to publish the views of candidates as long as equal coverage is provided to all candidates.
- C. Candidates for region at-large positions shall adhere to these practices and such other regulations as may be established by the region election committee and approved by the region council.
- D. Biographical statements for region at-large candidates shall be printed by MEA, distributed to the region election committee, which will in turn distribute them to local association presidents for distribution at the same time ballots are distributed to eligible voters. In the case of online voting, biographical statements will be included electronically with the ballot. The following provisions apply to biographical statements:
 - 1. The printing and distribution of biographical statements is a service provided by MEA to the candidates and any errors or omissions shall not constitute a valid challenge to an election.
 - 2. Biographical statements shall be limited to 150 words and shall be reproduced for printing purposes as received, including grammatical and typographical errors. The statement must be in paragraph form; photos and lists will not be printed for regions using paper ballots. However, photos can be submitted and used for regions participating in the online elections. Statements longer than 150 words will be clipped at 150 words.
 - 3. Biographical statements must be submitted to MEA no later than December 31.
 - 4. Biographical statements will not be edited; however, statements that may cause a legal liability for the MEA will not be printed. In such instances, the candidate will be notified and this will not constitute a valid challenge to an election.
- E. Candidates may distribute additional printed materials to the electorate at their own expense.

VII. ELECTION CHALLENGES

- A. Challenges to a region at-large election shall be directed in writing to the region president setting forth the alleged improprieties giving rise to the challenge. (a sample form is in the MEA Region Council Constitution.) The challenge shall be filed within 14 calendar days of knowledge of the alleged impropriety or by April 10, whichever is earlier.
- B. Upon receipt of a timely challenge, the region president shall transmit same to the region election committee which shall review the challenge, meet with the complaining party, if necessary, and render a prompt decision.
- C. The decision of the region election committee may be appealed to the region executive committee by providing written notice to the region president within seven (7) calendar days of receipt of the decision of the election committee.
- D. Upon receipt of a timely challenge, the region president shall transmit same to the region executive committee which shall review the challenge and render a prompt decision.
- E. Neither the region election committee nor the region executive committee shall direct a rerun election unless there is sufficient evidence to believe that any improprieties could reasonably have affected the outcome of the election.

VIII. RECALL

Elected officials of the region may be removed from office by two-thirds (2/3) vote of the electorate (body by which they are elected) according to the following procedures:

- A. Recall petitions signed by fifteen percent (15%) of the electorate shall be submitted to the region council at a regular or special meeting.
- B. A region officer shall be removed from office upon a two-thirds (2/3) vote by secret ballot at the next council meeting following the presentation of petitions for recall.
- C. In the case of other positions that are elected in the region at-large election, the motion for recall shall be submitted to the electorate by the region election committee according to the following procedures:
 - 1. Active members in good standing of the region shall be notified that petitions for recall have been received; such notice shall detail charges involved.
 - 2. The election shall take place in accordance with the election procedures contained in Article VIII of the MEA Region Council Constitution, except that the region election committee shall modify the elections calendar to provide that the election shall be completed in not more than forty-five (45) days nor less than fifteen (15) days after notification.
- D. An NEA region coordinator shall be removed from office upon a majority vote, by secret ballot of the NEA region and local delegates of that region, at a special meeting which must be called in conjunction with the next meeting of the region council, or within forty-five (45) days of the presentation of petitions, whichever is sooner.
- E. If the vote of the electorate is for recall of the official, the position of that official shall be filled in the manner as provided in the MEA Region Council Constitution.
- F. In an action taken under the provisions of this article, no person shall be denied the right of a speedy hearing before the electorate.
- G. Only active members in good standing shall have the right to participate in the recall procedures prescribed above.

MEA REGION _____
LOCAL TALLY SHEET FOR EA OR ESP UNITS

LOCAL _____
(No abbreviations please)

Election Chair _____ Phone _____ Date _____

As Election Chair, I certify that the names on this tally have been validated.

This tally sheet shows **ALL** the positions being run for the region this year in the Region Elections. As the Local Elections Chair, fill out the totals and/or write-ins for the positions **respective to the election ballots** and **SUBMIT THIS INFORMATION TO THE MEA EXECUTIVE OFFICE IN THE "RETURN TALLY" ENVELOPE PROVIDED POSTMARKED BEFORE MARCH 24.**

NOTE: The word "*Position*" displayed in italics below is for headquarters' purposes only.

Position #1 MEA RA Board of Directors/NEA RA Delegate, three-year term begins September 1, _____ [year] VOTE FOR TWO:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		
_____			_____		

Position #2 MEA RA Board of Directors/NEA RA Delegate-Representative of Minority Persons 3-1(g)*, three-year term begins September 1, _____ [insert year], VOTE FOR ONE:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		

Position #3 MEA RA At-Large Delegate-Representative of Minority Persons 3-1(g)*, three-year term begins September 1, _____ [insert year], VOTE FOR ONE:

<i>Count</i>	<i>Name</i>	<i>Unit</i>	<i>Count</i>	<i>Name</i>	<i>Unit</i>
_____			_____		
_____			_____		

APPENDIX B**OFFICIAL REPORT OF MICHIGAN EDUCATION REGION COUNCIL ELECTIONS**

PLEASE RETURN TO THE EXECUTIVE OFFICE AS SOON AS POSSIBLE AFTER YOUR ELECTION. MEA POLICY STATES THAT ELECTIONS SHOULD BE RUN IN THE SPRING AND PAPERWORK TURNED IN BY JUNE 20.

(It is important that this form is returned)

REGION: _____

DATE OF ELECTION: _____

ROLE	NAME	LOCAL	TERM BEGINS	TERM ENDS
President				
Vice President				
Secretary				
Treasurer				
Elections Chair				
Nominations Chair				
Caucus Chair				

Submitted by: _____

Please email form to rernst@mea.org or mail to MEA Executive Office, P.O. Box 2573, East Lansing, MI 48826-2573.
Form can also be faxed to 517-337-5587.

2023 REGION ____ POSITIONS TO BE ELECTED

(In Region __, unsuccessful candidates do not automatically become alternates)

On each position, always refer back to your Position List to see other members that may be in this position with a different term end date. That way you won't nominate someone who is already seated.

Positions #1-11 are funded by MEA. Funding includes mileage, lodging, meals and cost of sub if appropriately billed. (MEA Board positions are fully funded)

#	Position	Seat Currently Held By	Name of Nominee	Local	Nominer	Nominated By	Elected by Acclamation?	
							Yes	No
1	MEA Board of Directors/NEA RA Delegate This position can be held by EA or ESP members							
	1 position, 3 yr. term begins 9/1/22							
6	EA NEA RA At-Large Alternate-Representing Minority 3-1(g) This position can be held by EA or ESP members							
	1 position, immediate through 3/31/24	Vacant						
	1 position, immediate through 3/31/24	Vacant						
8	EA MEA RA Cluster Delegate This position is for EA locals that have less than 56 members							
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
10	ESP MEA RA Cluster Delegate This position is for ESP Locals who have less than 56 members							
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						
	1 position, immediate through 8/31/25	Vacant						

Michigan Education Association

1216 KENDALE BLVD, PO BOX 2573, EAST LANSING, MI 48826-2573 517-332-6551 OR 800-292-1934 WWW.MEA.ORG

PAULA J. HERBART, PRESIDENT • CHANDRA A. MADAFFERI, VICE PRESIDENT
BRETT R. SMITH, SECRETARY-TREASURER • MICHAEL M. SHOUDY, EXECUTIVE DIRECTOR

**To protect, advocate and advance the rights of all education professionals to
promote quality public education for all students.**

EMERGENCY FUND

The MEA Board of Directors will maintain the Emergency Fund at a \$50,000 level in the future budgets which are recommended to the Assembly.

(1979 Spring R.A.)

Any local which becomes more than 60 days delinquent on its Emergency Fund loan transmittal schedule shall be required to submit an independent certified audit, conducted at the local expense, and a copy of the local's adopted budget which reflects the planned repayment schedule. If the delinquency remains for an additional 30 days and the audit and budget are not submitted, an MEA Agent shall be appointed. If the audit and budget indicate insufficient effort on the part of the local, the MEA Agent shall take appropriate action to assure timely repayment of the loan.

Any local which becomes delinquent on the Emergency Fund loan transmittal schedule shall be prohibited from requesting the MEA Board to convert said loan to a grant.

(BD November 1981)

Prior to considering the conversion of an emergency fund loan into a grant, the Board will secure a recommendation from the CAP Fund Committee regarding the conversion.

(BD March 1982)

MEA Emergency Fund Operating Guidelines

(As amended by the Representative Assembly, November 1993)

Introduction

The guidelines that follow encompass more than the MEA Emergency Fund, since the Emergency Fund is but one source of assistance available to MEA members and units who face financial difficulty related to potential or actual negotiations impasses.

The MEA Emergency Fund is intended, by action of the 1968 Representative Assembly, to expand the borrowing power of MEA members and to assist units over periods of temporary shortages of operating cash. The Emergency Fund will help, but individual members and the local association must be prepared to bear a part of the burden. Members should understand that some personal sacrifice may be necessary. Local associations should delay nonessential expenditure until the emergency situation ends.

Local officers, contemplating the need for assistance, should study carefully the suggestions contained herein and be prepared in advance to proceed with the proper steps toward meeting the needs of your members.

Plan carefully. Keep your members and MEA informed. Seek the help you need before you need it. Working as a team, no crisis should be beyond solutions.

The following action was taken by the MEA Board of Directors at its August 1976 meeting: "It was moved by Phillip O'Jibway, seconded by Guillermo Castanon, that the Emergency Fund Committee be discharged and the responsibility of this fund be transferred to the state CAP Committee."

I. Steps for the local association to prepare for financial assistance

A. *Appoint a local emergency assistance committee.*

1. This committee should be appointed as soon as possible to allow it time to do necessary research work in the community. It should be small (three to five (3-5) members) and consist of members respected by their peers and the community.
2. Its major roles will be to *evaluate* the needs of the members, to *identify* the availability of local financial assistance and to *communicate* the appropriate information to the members.

B *The role of the local emergency assistance committee*

1. *Evaluate the needs of the members.*
 - a. Establish contact with the local negotiating team to keep current with the status of negotiations. Know how serious the points of disagreement are. Estimate the length of the potential or actual emergency.
 - b. Analyze the resources of the members. Determine how many are heads of households. Survey the anticipated emergency needs, should the emergency last a few days, one (1) week, two (2) weeks, etc. Have the members prepare themselves for financial difficulties.
2. *Identify the availability of local financial assistance.*
 - a. *Credit unions.* Is there one organized to serve members? How much can a member borrow on his signature alone? Will the credit union be prepared to handle a large volume of loan applications? What procedure must a member follow to secure a loan? How long will it take from the date of application until the money is available? Is payroll deduction available to repay the loan? What about applications from new members coming into the district?
 - b. *Banks and savings and loan associations.* Contact those in the community and nearby. Will these institutions make short-term loans to members? How much can be borrowed? How much will it cost? How does the borrower apply? How long will it take to process the application? When must it be repaid? Must the local association participate in any way? What about applications for new members coming into the district?
 - c. Stress to the lending institutions the importance of developing future customers for themselves from this source of help.
3. *Communicate the appropriate information to the members.*
 - a. Compile all information gathered above into a newsletter for distribution to members. Identify the lending agencies by name and location (address, telephone number, etc.).

- b. Attach the application forms that must be used or tell the members where to get them. If possible, the committee should gather a supply of applications and have them available for distribution to members on request.
- c. Be prepared to act as the *immediate* source of information related to the lending policies, procedures and limits of all such sources within your community.
- d. Establish and communicate the limits of additional assistance available should the needs of the member exceed the amount he/she can borrow on his/her own signature.
- e. Report regularly to the local executive board or officers.

II. Availability of MEA Emergency Fund assistance

A. *Loan guarantee for individual members*

1. The MEA Emergency Fund, as established by the 1968 Representative Assembly, does *not* provide for *direct* loans to members. It is available to *extend* the *credit limits* of members with cooperating lending institutions or to reimburse the cost of interest to the borrower for a term of one (1) year from the date of the loan and a maximum of one-and-one-half percent (1½%) per month on the unpaid balance. Maximum amount of the loan shall be *one thousand five hundred dollars* (\$1,500).
2. If a member has borrowed all he/she can without additional collateral or a cosignatory, application may then be made to the MEA Emergency Fund Committee for assistance. This application is made by the local *emergency assistance committee* on behalf of the individual member or for a guarantee of support in a fixed sum for a group of members. A prior understanding must have been reached with the *local* lending institution regarding the nature of the *third party* guarantee. Will they require a cosignature on the note, a written pledge stating the extent of the guarantee, a deposit of money to guarantee the loan(s), etc.?

Note: The local association must share equally in the guarantee. If the borrower does not repay the loan within one (1) year from the date of the loan, the local association will pay one-half (½) of the unpaid balance to the MEA Emergency Fund. The MEA Emergency Fund will then match that amount, plus any applicable interest and service charges, and forward the total amount due to the lender.

3. Where no source of local borrowing is available, MEA has arranged for individual loans to be made by participating banks. Individual applications, cosigned by the local association, will be reviewed by the MEA CAP Committee.

B. *Loans to local associations*

1. The MEA Emergency Fund is a source of interest-free loans to local associations to carry them over periods of inadequate operating cash caused by potential or actual emergencies or negotiations impasses. Cash grants may be available from the Emergency Fund, subject to conditions in Section IV-B of these guidelines.
2. These loans may be used to pay unusual expenses related to negotiations or to pay ordinary operating expenses if cash normally available has been exhausted due to prior expenditures for negotiations.
3. Application should be made to the MEA CAP Committee and should be accompanied by a recommendation from the MEA staff representative assigned to assist the local association during the critical period.
4. Repayment terms and conditions will be established by the MEA CAP Fund Committee as a part of the process of reviewing the application. These will vary according to the nature and size of loan and the resources and dues structure of the local association.

III. Definitions

What is an *emergency* which will permit an individual or local association to apply for assistance from the Emergency Fund?

- A. **Individual.** If the member is unemployed for a minimum of ten (10) work days or fourteen (14) calendar days under conditions specified in IV-A and the member has exhausted all available credit and is unable to secure needed funds, he/she may apply, through his/her local association, to the MEA Emergency Fund for the arrangement of additional credit.
- B. **Local association.** If due to negotiation difficulties a local association must expend funds beyond the availability of normal operating cash needed, the local association may apply to the MEA Emergency Fund for an interest-free loan to cover these unusual costs. Examples of some of these expenditures could include rental of a large meeting facility, purchase of time or space for local news media to reach the community, costs of negotiating team members, etc. See Section II-B for other conditions to be met.

IV. Purposes of the Emergency Fund

- A. **Individuals.** To assist individuals by extending borrowing limits beyond amounts available on the borrower's own signature by guaranteeing interest-free loans. Applicable where an individual suffers a salary interruption, due to action by the affiliated local association of which he/she is a member or due to circumstances beyond the control of the MEA-affiliated local association.
- B. **Local association.** To provide interest-free loans or a combination of interest-free loans and grants to local associations who need operating cash to cover expenses related to negotiating difficulties or to circumstances beyond the control of the MEA-affiliated local association. All grants subject to approval by the MEA Board of Directors.
- C. **Michigan Education Association.** To assist the MEA with emergency costs, such assistance subject to approval by the MEA Representative Assembly at a regular or special session.
- D. **Representation (bargaining agent) elections.** The MEA Board may authorize the use of the Emergency Fund for representation election campaigns, as recommended by the MEA executive director.
- E. The MEA CAP Fund Committee may upon recommendation by the executive director and approval by the Board of Directors be authorized to make subsistence grants to members who meet the conditions specified in sections III-A and IV-A of these guidelines. The committee may also be authorized to establish criteria for distribution of grants and to provide for repayment to the fund should lost salary be recovered.

V. Administration of the Emergency Fund

- A. **The Emergency Fund shall be administered by the state CAP Committee.**
 - 1. The MEA Board of Directors, as provided by the 1968 Representative Assembly, appointed a committee to establish operating guidelines and to administer the Emergency Fund. This committee is the MEA CAP *Committee*. It consists of:
 - One (1) member from each zone, the MEA secretary-treasurer and two (2) members of the MEA Board of Directors;
 - This committee is assisted by the MEA executive director and his/her designee.
 - 2. The primary role of the committee, following establishment of the operating guidelines, is to receive and review applications for assistance from the Emergency Fund and to determine the allocation of available cash in the fund.
- B. **Local responsibilities**
 - 1. The local officers should appoint a local emergency assistance committee and work closely with MEA and its representatives throughout the critical period.

The following policy was adopted by the Board of Directors, November 1981:

Any local which becomes more than sixty (60) days delinquent on its Emergency Fund loan transmittal schedule shall be required to submit an independent certified audit, conducted at local expense, and a copy of the local's adopted budget which reflects the planned repayment schedule. If the delinquency remains for an additional thirty (30) days and the audit and budget are not submitted, an MEA agent shall be appointed. If the audit and budget indicate insufficient effort on the part of the local, the MEA agent shall take appropriate action to assure timely repayment of the loan. Any local which becomes delinquent on the Emergency Fund loan transmittal schedule shall be prohibited from requesting the MEA Board to convert said loan to a grant.

ESP CERTIFICATION/LICENSURE

MEA will actively seek legislation for certification or licensure of all support staff employees and will actively pursue a course of action to accomplish such certification or licensure.

(1986 Fall R.A.)

EVALUATION OF SCHOOL EMPLOYEES – SUMMATIVE

The purpose of this paper is to recommend guidelines for MEA membership, leaders and staff to revise, rate and improve the summative evaluation process used in school districts. While the actual evaluation of employees is generally considered a management responsibility, school employees should participate in determining the process.

Collective bargaining is the major vehicle for ensuring and protecting the rights of school employees as they pertain to both the evaluation process and accompanying procedures. The summative evaluation process is the complete course of action deemed appropriate for making judgments. The process includes identifying the purpose of evaluations, establishing criteria and determining methodology, implementation and follow-up activities. Evaluation procedures refer to the manner in which all aspects of the process are carried out. The process must be contractually defined and recognize the rights of the employee.

Assumptions

The Association believes that any evaluation process must be based upon a model of evaluation which presumes the following:

- a) want objective feedback that identifies their areas of success and continuing progress;
- b) want to know how specific behavior patterns can impact the effectiveness of their performance;
- c) are comfortable with evaluation processes when mutual respect exists among all the participants;
- d) want an evaluation process that promotes, enhances and increases the quality of communication between employees and administrators;
- e) want an evaluation process that assures and protects the due process rights of both probationary and non-probationary employees;
- f) want evaluation that reinforces strengths as well as identifies and clarifies specific areas of change.

Criteria for Assessing an Effective Summative Evaluation Process

- 1. The process should involve validated and reliable criteria developed through the local negotiations process.
- 2. The process should provide where appropriate for: a) pre-observation conferences; b) observation related to job; c) post-observation conferences; d) a plan of action; e) allowance of adequate time to accomplish the plan; f) a method of summarizing and reporting to the employee.

3. The process should provide specific timelines that include opportunity for oral and written rebuttal and/or the submission of a letter of dissent, unrestricted access to any and all information in his/her personnel file, plus access to the grievance procedure including final and binding arbitration.
4. The process should specify kind, type and duration of the necessary training and practice that prospective evaluators must undergo prior to assuming the role of an evaluator.
 5. The process should have simple, understandable policies, procedures and forms.
 6. The process should take into account all the factors that affect employee performance. Those factors include but are not limited to:
 - a. Characteristics of the work environment;
 - b. Goals, objectives, mandates and ad-hoc responsibilities that impact primary assignments;
 - c. Availability and sufficiency of career growth opportunities;
 - d. Availability and sufficiency of human support services;
 - e. Excessive workload;
 - f. Availability and appropriateness of materials, facilities and equipment;
 - g. Leadership, management and evaluation skills of supervisor;
 - h. Employees' freedom to effect change.
 7. The process should start with clear performance expectations (job description) provided to the employee with the specific understanding that this is the criteria upon which she/he will be evaluated, unless adjusted through the negotiations process with the Association.
 8. The process should prescribe procedures that are open and without subterfuge, with advance notice of observations and discussions of employee goals and methods.
 9. The process should prescribe a due process appeals procedure with final and binding arbitration that allows for review and removal of inappropriate, derogatory, or unsubstantiated material from personnel files.
 10. The process should encourage and emphasize professional development of all school employees.

The Michigan Education Association believes that fair and equitable employee evaluation processes must include the aforementioned components and will strive toward their implementation for all school employees.

(1987 Spring R.A.)

ELECTRONIC CAMPAIGNING

Candidates for Board committee positions only held by and elected from the members of the Board of Directors and charged with aspects of the internal operations of the organization, including, but not limited to, (1) the Executive Committee, (2) Budget Committee, (3) Long Range Planning Committee, and (4) MEA Financial Services Board may utilize the MEA.org electronic mail system for (A) announcing their candidacy, and (B) transmitting one campaign literature drop. Both of these emails may be generated on the MEA.org email system by the candidate. MEA managed sites, pages or presence on social networking platforms (e.g. Facebook, Twitter, etc.) may not be used for the purpose or effect of advancing a candidate's campaign for election to a Board committee position.

MICHIGAN EDUCATION ASSOCIATION (MEA)

POST RETIREMENT HEALTH, DENTAL AND VISION BENEFIT

RESERVE GUIDELINES

I. Purpose of These Reserve Guidelines

These Reserve Guidelines describe how the Michigan Education Association (the “Employer”) may create a reserve which the Employer may treat as set aside for the payment of post retirement health, dental and vision benefits (the “Benefits”) in accordance with the requirements of Financial Accounting Standards Board Standard No. 106. These Guidelines are not intended to create a plan or a fund subject to the Employee Retirement Income Security Act of 1974 (ERISA), as amended. The Employer reserves described herein are not intended to be treated as plan assets for purposes of ERISA. No specific fund from which benefit payments are made shall be established hereunder.

II. Records

- A. The Employer will establish an account in its financial accounting system. That account will be maintained for the sole purpose of recording Employer reserves (“Reserves”) required under FASB 106. The Employer may credit additional amounts to that Account from time to time as it deems appropriate in the sole discretion of its governing board.
- B. Amounts recorded in this Account by the Employer may be transferred by the Employer to any other Employer account as the Employer provides Benefits to retired employees which the Employer is obligated to provide pursuant to either a collective bargaining agreement or an Employer policy relating to non-union employees. If, at any time, the Employer obligation to provide Benefits pursuant to either or both of a collective bargaining agreement or an Employer policy relating to non-union employees is ended, then the Employer reserve recorded in the Account which related to said obligation may be eliminated by the Employer.

III. Pooling of Reserves

The Employer may, for the purpose of enhancing investment return on any funds which it holds in connection with the establishment of the Reserves, choose to commingle some or all of those Reserves with similar reserves held by any or all of Michigan Education Special Services Association, Michigan Education Data Network Association and/or MEA Financial Services. Any such pooling of Reserves shall be solely for the purpose of enhancing the Employer’s investment return on Reserves. No benefit payment or insurance premium payment of any kind may be paid from the pooled Reserves.

The pooling of Reserves for investment purposes is not intended to create a plan or a fund subject to ERISA, nor is it intended to create plan assets subject to ERISA.

Any such pooled reserves shall be invested by a committee (the “Committee”) comprised of the president, vice-president and secretary/treasurer of the MEA, the executive director of the MEA, and one representative of each other employer which chooses to commingle some or all of its reserves pursuant to Section III of its reserve guidelines which are substantially identical to these Reserve Guidelines.

If, after having pooled some or all of its Reserves for investment purposes, the Employer wishes to end the pooling of those Reserves, it may do so by filing a directive to that effect with the Committee. The Committee will implement any such directive.

(Board July 1995)

G-1

2022-2023

MEA/NEA Goals and Objectives

(Adopted by the 2022 Representative Assembly)

Preamble

MEA/NEA goals are established by Representative Assembly delegates to determine the Association's priorities in program and budget development. As a dynamic, progressive state Association, the MEA/NEA programs are interdependent, reciprocal and complementary. No single goal can be achieved in isolation from related goals. To achieve MEA/NEA goals in all key areas requires balanced, coordinated actions by all MEA/NEA components elected leaders, staff and members.

MEA's highest priorities shall be to advance the education profession and the welfare of its members by continuing:

- To seek favorable fiscal reform for financing public education to ensure quality programs;
- To develop student learners in a dynamic educational setting;
- To improve education and the profession;
- To provide bargaining representation and contract maintenance;
- To protect the legal rights of its members and locals;
- To improve working conditions for all school employees.

A. Professional and economic rights

To promote the professional and economic interest of Michigan members.

1. *Collective bargaining*

To assure that all public employees enjoy the right to engage in good faith collective bargaining, fair treatment and due process as provided by law and to pursue legislation to remove restrictions on the right to strike and allow for third-party resolutions of impasse, including binding arbitration, where the employee groups request such assistance. To secure legislation that requires local school districts to consolidate for the purpose of collective bargaining when the majority of members in their respective locals petition for such action.

2. *Salaries*

To increase entry-level salaries and ensure career earnings comparable to those of other professions and occupations with similar preparation and responsibilities.

3. *Unified bargaining*

To implement state, area and local bargaining; to expand unified bargaining programs; to develop appropriate pilot programs with objectives, strategies, structures and evaluation. The state, area and local will work cooperatively toward achieving the bargaining goals and objectives as established by the Representative Assembly.

4. *Agency shop*

To negotiate agency shop clauses in all contracts.

B. Government affairs

To provide for optimal funding of public education and increased effectiveness of members' influence on Michigan education through political action.

1. *Funding of public education*

To provide an adequate and stable tax base as a source of revenue for public education which shall guarantee a quality education for every student.

To provide an adequate revenue base to increase the state's financial support for pre-K through higher education.

MEA/NEA Goals and Objectives

To continue to seek enactment of legislation that meet specifications as adopted by the Representative Assembly and/or Board of Directors. To provide leadership, representation and coordination of appropriations for all levels of education: pre-K-12 through higher education.

2. *Federal support*

To supplement NEA's efforts to secure funding for public education from public tax sources to equal at least one-third (1/3) federal support for the public schools.

3. *Retirement*

To continue to seek funding for the Michigan retirement system to provide improved benefits. To maintain a coalition of the major educational personnel groups, active and retired, for the purpose of improving the retirement system. To provide a system of preretirement education for current MEA members planning their retirement. To involve current retirees in MEA's political action program.

4. *Support friends of education/coalitions*

To seek out, support, elect and monitor individuals who support MEA/NEA goals and objectives. To form political coalitions with other organizations, including organized labor, who support MEA/NEA goals and objectives.

5. *Local political action*

To provide local associations with consultation and training in developing comprehensive political action.

6. *Statewide ballot issues*

To monitor the political development of statewide ballot issues and to take appropriate actions of support or opposition when necessary to meet MEA/NEA goals and objectives.

7. *Teacher licensure*

To ensure that implementation of State Department of Education policy provides legal status for the profession and establishes professional jurisdiction over licensing and the right to practice, eliminates the use of emergency permits and other substandard certificates, improves the universities' standards for entry of candidates into preparation for the teaching profession and clarifies the role and qualifications of paraprofessional aides.

C. Improving the profession

To achieve for Michigan members a leadership position in enhancing the profession's autonomy.

1. *Strengthen local affiliates*

To continue to strengthen the network of effective local affiliates, leaders and members by providing comprehensive, general, administrative, consultative training and representative services; regular and comprehensive communications on the MEA/NEA; and training in organizational and leadership skills, especially for Minority Person, 3-1(g) and women school employees.

2. *Membership enrollment*

To enroll all current and retired educational personnel.

3. *Certified teachers*

To continue to assure that every classroom is staffed with a certified teacher who is included in the teachers' bargaining unit.

4. *Staffing*

To ensure that greater emphasis be placed on securing and maintaining the most capable education support professionals. To provide salaries and benefits for education support professionals that are competitive with those for similar positions in private industry and business. (April 2015)

5. *Staff development*

To achieve effective influence in the preservice and in-service education of all school professionals. To negotiate such staff professional development opportunities for all school personnel.

To aggressively pursue and maintain control over the design and implementation of teacher centers and teacher preparation programs. To seek seats on all governing boards of teacher-training institutions.

To maintain and expand programs for members in the fields of school curriculum, instructional techniques, instructional technology, and research based learning and teaching theories.

6. Professional Collaboration

To maintain and expand active collaborative relationships with state and national policy groups, preparation institutions, research institutions, and nongovernmental entities that are actively involved in shaping our profession.

D. Improving education through site-based decisionmaking

To achieve for Michigan members a leadership position in improving classroom instruction and educational services and in advancing civil and human rights.

1. Site-based decisionmaking

To implement site-based decisionmaking within contractual parameters in all schools.

2. Curriculum improvement

To provide professional consultation, training and clearinghouse services regarding improvement of school curriculum, teacher and appropriate support staff participation in educational decisionmaking at all levels of instruction, teacher preparation activities in the improvement of school curriculum, and teacher and appropriate support staff participation in decisionmaking.

3. Academic freedom

To guarantee academic freedom for all members and to vigorously oppose any attempts at censorship of published books and/or other materials in educational institutions.

4. Accreditation

To obtain teacher majorities on the governance bodies of all accrediting agencies for all levels of public education.

5. Nondiscrimination

To continue to identify and resolve racism and sexism in the schools by working with state and local boards of education and boards of trustees and regents in the development of nondiscriminatory hiring practices. To cooperate in a national concerted effort to influence publishing companies prior to the printing of textbooks and other instructional materials by providing consultation and clearinghouse services to assist members: a) in identifying and resolving institutional racism in the schools; b) regarding useful research and curricula designs for minority group children, including adequate distribution of multi-ethnic texts and materials to all children; and c) regarding racism and sexism in education, including text materials, curricula, athletics, career education, compensatory education, special education, bilingual education, migrant education and member behavior.

6. Testing

To monitor the impact of high-stakes testing on school curriculum and to work toward objectively using group standardized tests.

To gain the authority for waivers from MEAP testing.

I-1
MEA Image/Crisis Program

Thirty dollars (\$30) shall be assessed for the Image/Crisis Fund of the association annually through the 1996-97 fiscal year.

Objective:

Create a permanent fund so that MEA will have the designated resources to confront the ongoing public relations and ballot issue attacks on public education.

Use of funds:

Moneys collected for the Image/Crisis Fund will be used for media, polling, mailings, mailing databases, and other assistance directly related to ballot proposals, legislative attacks and improving the image of the association and its members. It shall not be used for political candidates, political parties or general operation of the MEA.

Program:

- Assess each member \$30 per year to be earmarked for Image/Crisis activities.
- Give any member up to \$30 refund (annual refund until full contribution has been refunded) if they voluntarily contributed to the Public Education Defense Fund and request it.
- Authorize a \$1 million grant from the CAP Fund.
- Borrow \$1.1 million from the CAP Fund or bank. Repay any current crisis loans over the next three years from the Image/Crisis Fund.
- Program will sunset at the end of three years.

Budget Process:

- Crisis Funding

The MEA Board of Directors would evaluate the situation to determine if a crisis existed that needed to be funded. Such crises might include: ballot issues that MEA needed to be involved in, severe legislative attacks that took extraordinary efforts; they would not include normal program functions of the association. After determining the crisis, the Board would discuss the proposed program to meet the crisis and the proposed budget. The Board would then adopt the budget for the crisis. The Executive Director would be responsible for ensuring that the program and budget were administered in accordance with the Board action.

- Image Funding

The MEA Board would evaluate the situation to determine the need for an image campaign. Such need might occur if the association and its members had been under severe attack in the press or if some occurrence like a statewide action had severely impacted our image; such need would not include the normal program functions of the association. The Board would discuss the proposed program to improve the image and the proposed budget. The Board would then adopt the budget for the image campaign. The Executive Director would be responsible for ensuring that the program and budget are administered in accordance with the Board action.



Michigan Education Association

*Image Campaign & Budget
1995-1997*

Updated Budget for 2002-2003



Learn today...
Lead tomorrow.
Public Schools Work!

Image
Mission Statement

To communicate in its words and in its actions in a positive, accurate and consistent manner that the MEA is a leading advocate for quality public education and for the collective needs of its members and that the MEA is committed to a course of change to become optimally effective in its advocacy roles.

2002-2003
IMAGE BUDGET
{as of 9/16/02}

Image Budget Total	\$350,000
Image Grants - \$1,250 per Uniserv director (132) <ul style="list-style-type: none"> Grants support MEA's Image campaign—Learn today...Lead tomorrow. Public Schools Work! This is an ongoing effort. 	\$165,000
Image Grant Incentive (\$500 extra per Uniserv director) <ul style="list-style-type: none"> Incentive dollars go to UD's who partner with school districts on PR and marketing. This is a new effort designed to encourage partnerships at the local level. 	66,000
<u>www.mipublicschools</u> marketing campaign <ul style="list-style-type: none"> Reproduction and distribution of marketing CD—audience for CD and Web site includes school community, media and realtors. The Web site celebrating good news and good programs in public education launched in Spring 2002; marketing is essential to increase visibility. 	50,000
Scotty the Skateboard marketing campaign <ul style="list-style-type: none"> Stickers, coloring books, posters and other materials to promote this 6.5-minute animated gun safety video. The video is to launch Oct. 24 and the demand for it—and supplemental materials is already high! 	10,000
Media Buys <ul style="list-style-type: none"> Learn today...Lead tomorrow. Public Schools Work! Billboards and continuing TV spots on Lansing's Channel 10. 	50,000
Miscellaneous	9,000

Communication Strategies

The MEA must be a leading-edge advocate for positive and constructive educational changes and reform in public education, working for the welfare of the children and their communities. We must show this in our *actions* and in our *messages* both internally and externally.

MEA supports the cause of parents and will advocate on their behalf. Parents want their children in public schools that are safe. They want their children in schools that teach and reinforce the sound values of good citizenship. And *all* parents want their children in schools that provide the solid foundation in basic academic subjects that will prepare students to advance into good jobs.

MEA must move to a more assertive and proactive communication focus, speaking positively on our mission, values, agendas and experience.

MEA must showcase public education successes at the state and local levels, celebrating what is working. A key theme could be: "Public Education Works." We must utilize examples of schools and members who have made a positive difference. We must stress how change, innovation and creative problem solving among all of education's stakeholders can and are making positive changes in our schools.

We must use MEA's local association issue organizing structure to build a grassroots, bottom-up communications network within local school communities. We must use all means of communication-press releases, public service announcements, events and projects with the education community, newsletters, coffee klatches-to showcase educational successes and good deeds at the association level. It is in this manner that we can build a strong and credible foundation that demonstrates the merits and values of public education.

MEA must develop common ground strategic coalitions around such issues as safe schools, parent involvement, and the concepts of change and innovation in the public schools. These alliances should involve businesses, parent groups, other unions, service groups and other members of the education community at both the local and state levels.

MEA's messages and actions must always make the case for public education. MEA must be the premiere authority on current data and facts regarding public education, the historical significance, and the positive accomplishments already implemented that effectively and positively solve public school problems.

MEA must focus on and reaffirm our commitment to our members-see them as clients or customers. We must-through our actions and messages-build a bridge of understanding and communication between the rank-and-file members, the leadership and staff.

External

Goal: To cause the MEA and its membership to become a powerful and effective voice for positive and innovative change in the public schools through its messages and action programs at the state and local levels.

Internal

Goal: To unite leadership, staff and members through an effective organization-wide communications systems that allows all segments of the organization meaningful input and feedback on organizational issues and decisions; to reaffirm MEA's commitment to the well being of all members; and to help members and local associations meet the difficult challenges facing public education today.

Action At The State Level

- A. Organize and participate in educational leadership coalitions around projects, programs and issues that advance positive change for public education. Examples: Michigan Leadership Collaborative, Michigan Business Leaders for Education Excellence, Partners about Parochialism, the Michigan Women's Assembly.
- B. Continue Julius Maddox's column stressing MEA positions on positive and innovative change for public education.
- C. Continue to build positive relationships with statewide press corps.
- D. Develop and implement statewide programs that include local associations and members utilizing themes of safe schools and parental involvement.
- E. Develop statewide radio advertising stressing the theme "Public Education Works" and showcasing educational success stories.
- F. Develop and implement an MEA Board-sponsored program that honors at a statewide event in the spring of 1996 locally nominated public school "Education All Stars"-members who in some way have brought positive change to their local school district through innovation and creativity. The MEA Board members would be chairpersons of the nomination process at their coordinating council levels.
- G. Demonstrate through its statewide programs and actions that the MEA's commitment to internal change-as stated in the Image Goals-is of the highest priority.

Action At The Local Association/Coordinating Council Level*

- A. Support the statewide "Education All Star" type event by nominating a local achiever at the coordinating council level and participating in the statewide recognition program.
- B. Develop an ongoing, positive relationship with the media utilizing MEA media packet releases and information and local releases regarding: bargaining, innovative classroom procedures, bringing change to public schools, how public education works, and examples in which our members have succeeded in being positive community supporters.
- C. Establish a speakers bureau program using trained cadres of members who can speak confidently with the press and the public on public education issues including: innovation in the classroom, education reform, school finance issues, member accomplishments, bargaining, and who can answer education detractors.
- D. Establish strategic coalitions with members of the local education community around community projects that are designed to make the community stronger and more responsive to public school needs. Projects such as safe schools, parental involvement in their schools, school-to-work, homework hot lines, and direct contact with parents would reflect MEA's key themes. A primary goal of this activity is to demonstrate that our members are people who care about their students and their communities and demonstrate their caring by establishing one-on-one, personal relationships with other community stakeholders.
- E. Use a cadre of members trained by the MEA and materials supplied by the MEA to visit individual buildings for the purpose of selling the MEA to the rank-and-file members and effectively assessing their membership needs.

* Councils will be provided a PR prototype notebook that will include suggested programs that follow the above action program.

(Board July 1995)

LEGAL SERVICES

Arbitration Subsidies

- A) The MEA will pay 100 percent of arbitration costs in all approved cases for all MEA members.
- B) Arbitration costs shall be the fees and expenses of the arbitrator, filing fees and any witness costs involved. No other expenses, including attorney fees, shall be reimbursable.

(1986 Spring R.A.)

MEA Legal Representation Policy

*(Amended by MEA Board, August 1987, November 1989, September 1997, April 2002;
Amended by MEA RA, April 2010; Amended by MEA Board, January 2013, March 2013, July 2014)*

I. Individual members

A. Coverage. The MEA (Association) will provide representation to its individual members, fee payers and other bargaining unit members relating to their educational employment rights and privileges in accordance with the terms of this policy. For purposes of this policy:

1. “Member” shall mean an active member in good standing in the Association.
2. “Fee Payer” shall mean an employee in a bargaining unit represented by an MEA affiliate who is not an active member in good standing, but who is required to pay and is paying an agency fee to the Association.
3. “Other Bargaining Unit Member” (OBUM) shall mean a member of a bargaining unit represented by an MEA affiliate who is neither a member nor a fee payer, but for whom the Association has a duty of fair representation.

B. Matters where Representation is Provided.

1. Representation will extend to those cases which arise out of the activities of the member or fee payer in the course of employment as an employee of a school district, college or university, as well as those cases which arise out of activities which impact on such employment. The rights and privileges may arise by virtue of a collective bargaining agreement, state or federal constitution or statute, or by virtue of a judicial or administrative decision. The representation may be provided in the appropriate case by an attorney employed by the Association or by a UniServ director. A fee payer shall not be eligible for representation in unemployment, retirement, certification, licensure or civil rights cases.
2. Representation of an OBUM is limited to grievances pursuant to a collective bargaining agreement at steps or levels where only the Association has the right to pursue the grievance and in accordance with the conditions of representation set forth in paragraph 1-D below. The Association reserves the right to determine in its sole discretion the representative for an OBUM.
3. In providing representation, the Association will not discriminate against members, fee payers or OBUMs on the basis of religion, race, color, national origin, age, sex, sexual orientation, economic status, height, weight, marital status or handicap.

C. Exclusions. The Association will not provide representation to its individual members or fee payers in connection with the following cases or matters:

1. Criminal charges brought against the member or fee payer, except as provided in Article XI of this policy.
2. Workers’ compensation, except when: 1) A member has been unable to obtain private legal counsel; 2) there is a substantial likelihood of the member succeeding in the case; and 3) prosecuting the case would potentially assist other members either due to the potential precedent of the case or by placing the employer on notice that it will not be allowed to reject claims for

workers' compensation only because the amount at issue does not justify the employee proceeding on his or her own through privately retained counsel.

As a condition of representation, the member shall enter into a written agreement providing for reimbursement to MEA of attorney fees and costs at the maximum contingency fee rates set forth in the workers' compensation statute.

3. Claims for personal injury to individual members or fee payers not substantially a part of a case otherwise covered under this policy.
4. Proceedings in which the individual member or fee payer asserts a claim adverse to matters in the interest or position of the Association or its affiliates.
5. Proceedings in which the member or fee payer is provided representation by an insurance company under the terms of an insurance policy provided either by the Association or the member's or fee payer's employer.
6. Exceptions to the foregoing exclusions may be made by the MEA executive director for good cause on a nondiscriminatory basis.

D. Conditions for representation.

Representation under this policy shall be provided upon the conditions set forth below.

1. Representation under this policy will be provided where it is determined by the Association:
 - a) The action complained of resulted or will result in actual prejudice or injury to the member's, fee payer's or OBUM's educational employment rights and privileges; and
 - b) There is a substantial likelihood that the facts, as alleged or established through investigation, will entitle the member, fee payer or OBUM to relief under the current state of the law.
2. The Association may decline to provide representation in cases where the member, fee payer or OBUM does not fully cooperate and freely assist the Association or its representative in the handling of his or her case.
3. The Association may decline to provide further representation if it determines through investigation that the facts, as alleged by the member, fee payer or OBUM and upon which the member, fee payer or OBUM bases his/her claim are not true.
4. The Association may decline to provide further representation in the case where the representative employed by the Association to assist the member, fee payer or OBUM advises a settlement or a particular disposition of a member's, fee payer's or OBUM's case and he or she rejects that settlement proposal or recommended disposition.
5. In order to be eligible for representation as a member or fee payer under this policy, an individual must have been an active member in good standing of the Association or a fee payer at the time of the action complained of and must maintain active membership in good standing in the Association or continue to pay the agency fee for the entire time legal services are provided unless expressly waived by the MEA executive director. The Association may decline to provide representation when it appears that an individual became a member or an active member in good standing for the purpose of receiving representation under this policy.

6. In order to be eligible for representation under this policy, the individual member, fee payer or OBUM must agree to reimburse the Association for attorney's fees, court costs and expenses incurred on the member's, fee payer's or OBUM's behalf in the event a member, fee payer or OBUM prevails on his/her claim and is awarded cash damages or receives a cash settlement.

A member may be obligated to reimburse the Association for attorney's fees, court costs and expenses only to the extent the sum received by the member exceeds his/her backpay loss (e.g., loss of salary and fringe benefits, minus earnings in mitigation), plus other consequential damages and expenses. The Association must, in any event, be reimbursed any portion of a damage award or cash settlement specifically designated as attorney's fees, court costs and expenses.

7. In the event that the Association denies representation based on the criteria contained in section I-D, the member or local affiliate may appeal that determination in accordance with the appeal procedure contained in Article VIII. The question to be determined in such an appeal is whether the criteria in section I-D has been met.
8. A fee payer or OBUM may only challenge a violation of this policy within 10 days of notice that the association will not pursue a matter under this policy by making a written request to the MEA president for a review by the MEA Executive Committee of an alleged violation of this policy. The decision of the Executive Committee shall be final and binding on the Association and fee payer or OBUM.

II. Affiliates

The MEA will provide legal representation to its affiliates to protect their rights and privileges as a collective bargaining representative. These rights and privileges as a collective bargaining representative may arise by virtue of a collective bargaining agreement, state or federal constitution or statute, or by virtue of a judicial or administrative decision. Representation under this policy shall be provided upon the conditions set forth below:

- A. *Conditions for representation.*** Legal representation under this policy will be provided the affiliate when it is determined:
 1. That the action complained of has resulted in actual prejudice or injury to the affiliate's rights and privileges as a collective bargaining representative;
 2. There is a substantial likelihood that, under the current state of the law, an affiliate will be found entitled to relief;
 3. Or in the alternative, that the handling of the case will assist the affiliate in negotiations with the employer and/or in the representation of its membership.
- B.** The Association may decline to continue to provide representation in cases where the affiliate or its representatives do not fully cooperate with and freely assist the Association or the representative provided by the Association in the handling of its case.
- C.** The Association may decline to provide representation if it determines through independent investigation that the facts as alleged by the affiliate and upon which the affiliate bases its claims are not true.
- D.** The Association may decline to provide further representation of any affiliate in a case where the representative employed by the Association to assist the local affiliate advises a settlement or

particular disposition of the affiliate's case and the affiliate rejects that proposed settlement or recommended disposition.

- E.** In cases where the affiliate's rights and privileges as a collective bargaining representative are affected or threatened by the action of another affiliate of the Association, the Association may decline to provide representation to one or both of the involved affiliates.

III. Appeals

Appeals of an adverse decision in a member's, fee payer's or affiliate's case to the next level of review shall be taken only if it is determined by the Association:

- A.** That the decision, if left unchallenged, will create precedent detrimental to the rights and privileges of a substantial number of other members, fee payer's and/or local affiliates;
- B.** In the absence of a detrimental effect on other members, fee payers or affiliates, that there is a substantial likelihood of success on appeal.

In the event that the Association determines that it will not represent an appeal of an adverse decision to the next level of review, based on the criteria contained in III-A and/or III-B above, the member or local affiliate may appeal such determination in accordance with the appeal procedure contained in Article VIII. The question to be determined in such an appeal is whether the criteria in sections III-A and/or III-B have been met.

IV. Designation of representatives

- A. *UniServ directors.*** In the implementing of this policy UniServ directors will generally provide representation for members and fee payers:
1. In proceedings before arbitrators under collective bargaining agreements;
 2. In hearings of an informal nature conducted before administrative agencies such as the unemployment agency, U.S. Equal Employment Opportunity Commission and Michigan Department of Civil Rights.
- B. *Attorneys.*** In addition to proceedings in the courts of this state and in federal courts, attorneys will generally be employed:
1. In proceedings before state and federal administrative agencies where a record is made and/or the proceedings result in a written decision;
 2. Attorneys may also be used to handle functions normally handled by UniServ directors when the member faces charges of a criminal nature and a proceeding normally handled by a UniServ director may adversely affect disposition of those criminal charges.

V. Procedures for obtaining assistance/authorizations

- A.** Individual members, fee payers and OBUMs wishing representation shall first make application to their UniServ director. Completion of a written application is not required. But individual members, fee payers and OBUMs may be asked to sign a "Representation Agreement" as a condition of acceptance of their case. An application for representation will be reviewed and a decision made in a timely manner.
- B.** Routine services under this policy normally provided by UniServ directors will be provided without specific authorization.

- C. Authorization for the use of attorneys, as well as a determination as to which attorneys shall be utilized in a particular case, shall be made by the MEA general counsel or his/her designee.
- D. The determination to appeal an adverse decision in a case shall be made by MEA general counsel or his/her designee after consultation with the zone director. A member or affiliate shall be promptly advised of a determination not to appeal an adverse decision in his/her/its case by the MEA general counsel or his/her designee.

In the event a determination is made not to appeal an adverse decision, the attorney employed by the Association will take reasonable steps necessary to ensure that the rights of the affected member or affiliate are preserved pending a decision by the member or affiliate as to whether the matter will be pursued further. If a member or affiliate determines to pursue their case, further fees and costs shall be the responsibility of the member or affiliate.

VI. Legal projects

- A. The Board of Directors of the MEA may establish legal projects that have as their purpose the improvement of the current state of the law affecting the rights and privileges of individuals represented by the MEA or the rights and privileges of MEA affiliates.
- B. In establishing such projects, the Board of Directors shall first designate the improvement sought and specify the amount of money to be spent in achievement of this improvement in the current fiscal year. The executive director shall then prepare and submit to the Board a specific program to effect the changes in the state of the law sought by the Board. The Board of Directors may adopt, modify or reject a proposed program. After adoption of a program, the Board, at the beginning of each fiscal year, shall determine the amount of money to be expended on a project in the upcoming fiscal year.
- C. Representation of individuals or affiliates may be undertaken pursuant to an approved legal project without consideration of the other provisions of this policy.

VII. Curtailment of legal expenditures

- A. In the event the Board of Directors determines that the financial condition of the Association requires a reduction in expenditures under this policy, the following steps will be taken, as necessary, in the following order:
 - 1. Approved legal projects shall be suspended. Representation of individuals and local affiliates undertaken pursuant to said projects shall be terminated as soon as possible.
 - 2. Representation of fee payers in pending cases shall be terminated as soon as possible.
 - 3. No representation, except as provided in Paragraph V-A of this policy, shall be provided to a local affiliate in cases which qualify only under Paragraph II-A-3 of this policy.
 - 4. Representation of individual members will be undertaken only if there is a substantial likelihood, under the current state of the law, that the member will be found entitled to relief.
 - 5. Action in current cases will be deferred whenever possible.
 - 6. Appeals of adverse decisions will be undertaken only if an adverse decision will create precedent detrimental to the rights and privileges of a substantial number of other members and/or local affiliates.
 - 7. Representation of affiliates in pending cases may be terminated.
 - 8. Representation of members in pending cases may be terminated.

- B.** In the event it is necessary to curtail representation under this policy, the attorney employed by the Association will take reasonable steps necessary to ensure that the rights of affected members, fee payers and affiliates are preserved pending a decision by the member, fee payer or affiliate as to whether the matter will be pursued further. If a member, fee payer or affiliate determines to pursue his/her/its case, further fees and costs shall be the responsibility of the member, fee payer or affiliate.

VIII. Appeal from decision under this policy

- A.** A member or affiliate aggrieved by a decision of an employee of the Association applying this policy may, within ten (10) days of notice of that decision, appeal to the executive director.
- B.** The executive director shall meet with the member or representative of the affiliate to discuss the decision complained of. The executive director shall advise the member or affiliate of his/her determination.
- C.** Any member or affiliate dissatisfied with the determination of the executive director may appeal to the Executive Committee of the Board of Directors of the Association by giving written notice to the president of the Association within ten (10) days of receiving the executive director's determination. The Executive Committee shall meet with the member or affiliate to discuss the decision complained of. The decision of the Executive Committee may be appealed to the Board of Directors by giving written notice to the president of the Association within ten (10) days of receiving the Executive Committee's decision.
- D.** During the pendency of any appeal under this paragraph, at the request of the member or affiliate, all necessary steps will be taken to preserve the rights of the member or affiliate.
- E.** A member or affiliate whose application for representation is rejected by the MEA may appeal to the National Education Association (NEA) on the sole ground that the Association failed to process his/her application in accordance with the provisions of its representation policy.
- F.** In the event an individual member's or affiliate's appeal under this paragraph is denied by the Association and the NEA or denied and not appealed further by the member or affiliate, the individual member or affiliate shall reimburse the Association for the attorney's fees, court costs and expenses incurred by the Association in order to preserve the rights of the member or affiliate during the pendency of their appeal under this paragraph.
- G.** The appeal rights contained herein may not be waived by a member or an affiliate, except by failure to submit a timely appeal in accordance with the provisions in Paragraphs A-C above.
- H.** In accordance with past practice, this appeal procedure is not applicable to the decision of a bargaining agent as to whether or not to process a grievance to arbitration.
- I.** Failure of a member or affiliate to appear at a scheduled hearing for purposes of an internal appeal shall cause the appeal to be denied at that step. Following notice of such, the member or affiliate shall then have the aforementioned time limit for appeal to the next step. Failure to appear at a scheduled hearing with the Board of Directors shall result in denial of the appeal, with no further appeal or hearing possible. At each step, exceptions may be granted by the person or body conducting the hearing if it is determined that a legitimate reason or good cause existed for the failure of the member or affiliate to appear.

IX. Effective date

This policy shall be effective August 1, 2014 and shall apply to all cases arising after that date. All cases arising prior to the effective date of this policy shall be processed in accordance with previous policies.

X. Traffic offenses/violations

- A.** To the extent not otherwise provided under the terms of an insurance policy, the Association will reimburse a member up to \$2,500 for reasonable and necessary attorney fees incurred in the defense of a traffic offense/violation charge made against the member. Reimbursement will be made only if the following conditions are met:
1. The member is expressly or by implication required by his/her employer to operate a motor vehicle in order to perform his/her job duties and was so operating a motor vehicle when the traffic offense/violation occurred.
 2. The alleged traffic offense/violation occurred during the course of the member's educational employment.
 3. A finding against the member on the traffic offense/violation may have an adverse effect on his/her educational employment rights and privileges.
 4. The member is exonerated of the traffic offense/violation charge by a court or the traffic offense/violation charge is dismissed or withdrawn.
 5. An initial claim form is submitted to the MEA general counsel within 60 days of the issuance of the traffic offense/violation charge.
 6. A request for reimbursement is submitted to the MEA general counsel within 60 days of exoneration by a court or within 60 days of dismissal or withdrawal of the charges. The request for reimbursement includes necessary documentation of the charges and exoneration, dismissal or withdrawal along with an itemized bill from the attorney indicating specific case time and activities.
- B.** The Association shall not assume any liability for a member's defense of a traffic offense/violation charge, other than as specifically provided above.
- C.** The following are specifically excluded from coverage herein:
1. Personal injury suits, property damage suits, and civil actions against a member by an injured party and criminal charges arising out of vehicular use.
 2. A traffic offense/violation received while the member is off-duty, regardless of its impact on the member's employment.
 3. Travel to and from work unless operating an employer-owned vehicle.
 4. Parking violations.

XI. Representation in criminal matters

- A.** Representation in criminal matters shall not be provided under this policy except as expressly provided below.

- B.** Upon satisfaction of the following conditions, the MEA shall pay the cost of reasonable and necessary attorney fees, not to exceed \$1,000, which have accrued when the member or fee payer obtains legal representation due to notification that a police agency is investigating a member for alleged criminal conduct.
1. The allegations being investigated arise out of the member's expressed or implied employment duties at a school district, college, or university.
 2. The allegations are of a criminal nature, which if proven, could lead to a criminal fine and/or imprisonment.
 3. The member obtains written legal authorization from his/her UniServ director prior to obtaining an attorney.
 4. MEA will recommend legal counsel to the member and payment will be made for other than recommended counsel only upon advanced written approval.
 5. Should the Educator's Employment Liability Policy or other source provide coverage for such service, MEA will be reimbursed for all costs.
 6. A request for reimbursement along with supporting documentation is submitted to the MEA general counsel by the attorney within 60 days of the end of the investigation. Supporting documentation shall minimally include appropriate documentation from the investigating agency, and an itemized bill from the attorney indicating specific case time and activities.
 7. No attorney fees shall be reimbursed for hours spent beyond an arraignment of the employee. The hourly rate shall be computed at no more than the attorney's normal hourly rate.
- C.** The foregoing conditions and requirements are fundamental to achieving the purpose of this article and shall not be subject to waiver.
- D.** The Association shall not assume any liability for a member's or fee payer's defense in such criminal matters, other than reimbursement of attorney fees as provided above.

LIABILITY INSURANCE

The Association will provide NEA EEL liability insurance for its leaders and staff.

The Association will provide APL liability insurance for its leaders and staff.

The Association will provide errors and omissions insurance for its Board of Directors.

(BD July 1992)

L-3

Michigan Education Association

Legislative Priorities

2021-2023

**As recommended by the 2020-21 Legislation Commission
As adopted by the MEA Board of Directors
April 22, 2021**

Legislative Priorities 2021-2023

Preamble

MEA's legislative program supports fully funded programs and initiatives to advance the following goals: safety, civility and order in every school, every student ready to learn, every school building in good condition, every classroom connected to current technologies, quality state-certified educator(s) in every classroom/program, and adequate numbers of qualified and non-instructional education support professionals and supervisory/administrative staff.

MEA supports a quality educational program in every higher education institution, delivered by qualified full-time faculty and staff.

MEA supports legislation that preserves and protects our members' right to bargain the health care plan and carrier of their choice without restriction.

MEA supports legislation that guarantees our members bargaining the highest quality benefits (e.g., including but not limited to medical, long term disability, hearing, dental, vision, life and retirement).

MEA supports legislation that ensures that every public school student in Michigan is held to and given the opportunity to meet the highest possible standards of achievement.

MEA supports legislation that guarantees and expands our members' ability to bargain their working conditions.

Introduction

The Michigan Education Association Legislative Program is presented in the form of three core initiatives for Michigan public education students and MEA members: Quality Education Agenda, Funding, and Professional Conditions. These initiatives are followed by the clear delineation of the legislative and political objectives of the organization as stated in "MEA's Legislative Issues" and "MEA's Continuing Legislative Concerns." Even though realization of these goals may take more than one legislative session, MEA engages in a readiness campaign, assuring that the groundwork is laid for the eventual advent of the political climate that can bring these items to fruition.

MEA Core Legislative Initiatives

I. Quality Education Agenda

MEA supports a Quality Public Schools Agenda to help strengthen public schools and the relationship between schools and their communities.

II. Funding

MEA supports legislation to provide increased state funding for quality and equitable programs in Michigan's public K-12 schools, intermediate school districts and higher education institutions that addresses the total social, economic and educational needs of all students. Mandated programs shall be fully funded by local, state and federal governments.

III. Professional Conditions

A. MEA supports legislation that provides our members with the highest quality working conditions. Such conditions shall provide a safe and secure professional work environment that includes: the right to bargain collectively over wages, benefits, hours, terms and conditions of employment; healthy and safe working environments; just cause and due process; participation in educational decision-making; evaluation; professional development; access to modern technologies and appropriate training; and securely-funded retirement pensions and benefits for all who have served our students.

MEA Legislative Issues

MEA's Legislative Issues require MEA, singly or through coalitions, to advance MEA's objectives. They comprise issues currently before the Legislature, or likely to be so in the future. MEA serves as a prime mover to initiate and advance its legislative agenda and to oppose those items detrimental to its members, public education and students.

I. Quality Education Agenda

MEA supports legislation:

- A. That addresses the total social, emotional, economic and educational needs of all public early childhood and PreK-12+ through higher education students in the State of Michigan.
- B. For all schools receiving public funds to adhere to the same local, state, and federal mandates and reporting guidelines.
- C. That provides for all schools receiving state funds to be staffed by certified professional personnel who are accessible to all students.
- D. To enhance student success at two-year and four-year higher education institutions by significantly reversing the trend toward the use of adjunct and/or part-time faculty, and increase the employment of full-time tenured/continuing contract faculty.
- E. That clearly establishes the purpose of all state mandated testing programs be used for student assessment and growth rather than teacher or school evaluation. Without priority or limitation, these tests will be:

1. Age and developmentally appropriate
 2. Culturally unbiased
 3. Linguistically appropriate
 4. Used only for student assessment and/or student evaluation
 5. Relevant, equitable and data-based
 6. Given in optimal and consistent testing conditions including dates and times
 7. Reflective of the current school year
 8. Designed to provide immediate feedback
 9. Used non-punitively
 10. Provide for socio-economic equitable conditions (i.e. calculators, headphones, air conditioning, etc.)
 11. Designed to allow for accommodations
 12. Designed to remove inappropriate data (i.e. students with chronic absences, test anxiety, parental opt-outs, exclusion of randomly selected test items or the obvious inadequate test taking time such as returning a test within 15 minutes, etc.)
 13. Provide incentives or accountability other than retention for performance on state mandated tests to motivate students to encourage maximum effort and accurate results.
 14. Administered in a safe environment for both staff and students.
 15. Eliminated during a public health crisis.
- F. That ensures safe, secure, and healthy schools.
- G. To support schools as weapon-free zones, except for required curriculum or police officers and school security personnel.
- H. That requires school districts to adopt appropriate anti-bullying policies that include enumerated categories (i.e. age, gender, national origin, race, ethnic background, religious beliefs and sexual orientation, gender identity, and gender expression).
- I. To create a process for reducing school truancy which is enforceable.
- J. To amend state legislation to establish a student to teacher class size ratio that shall not exceed 24 to 1 for all secondary general education and 21 to 1 for all primary levels and a proportionately lower number in programs for students with special needs.
- K. To assure that all students, including handicapped and medically fragile students receive safe and proper care to meet their needs by certified/professional school nurses.
- L. To support the whole child, develop a policy to decrease student-to-teacher ratio for school counselors, psychologists, behavioral interventionists, and all other ancillary services.

- M. To increase funding for public early childhood education (preschool) programs staffed by fully certified teachers.
- N. To require public schools to support a program of educational excellence with adequate numbers of curriculum specialists, instructional education support professionals, ancillary staff, non-instructional education support professionals, ancillary staff, and supervisory/administrative staff.
- O. To require all public early childhood and PreK-12+ through higher education institutions to support MEA programs of excellence with adequate numbers of instructional and non-instructional education support professionals.
- P. To secure the popular election of intermediate school district board members.
- Q. To support the statewide election of university boards/trustees and the State Board of Education.
- R. That ensures the start and end dates of the school year are a matter of local control and subject to collective bargaining.
- S. Respecting the integrity of local control for local school districts.
- T. Promoting cooperation between 2-year and 4-year higher education institutions in relation to the Michigan Transfer Agreement (MTA) legislation.
- U. Returning the right and responsibility of local school districts to inform their constituents regarding millage, bonding and ballot issues that affect students.

II. Funding

MEA supports legislation:

- A. That would hold harmless ISDs (intermediate school districts) and community colleges from Downtown Development Authorities, TIFAs (Tax Increment Financing Authorities) and other tax abatement, credits or tax eliminations that contribute to the structural deficit for funding public schools. Hold harmless payments will be paid for out of general fund money.
- B. That would require sunset dates for all tax abatements, credits and waivers.
- C. That would restore the funding lost from the school aid fund by the transfer of educational programs that were paid from the general fund programs.
- D. That would adequately and equitably fund school districts and ISDs where students are enrolled on a continuous basis throughout the school year taking into account factors including but not limited to student migration between Michigan school districts.

- E. Making sure all active employees and retired members have access to affordable health care representing at least 80 percent health insurance premium subsidy.
- F. To increase state funding for quality and equitable programs in each of Michigan's early childhood, PreK-12+, and intermediate school districts. Such funding shall include, without priority, and not limited to:
 - 1. Adult Education
 - 2. Alternative Education
 - 3. At-risk
 - 4. Career and Tech Education
 - 5. Fine and Performing Arts
 - 6. Fitness
 - 7. Gifted and Talented
 - 8. ISD Operations
 - 9. Nutrition
 - 10. Physical Education
 - 11. Preschool
 - 12. Reading Initiative
 - 13. Safe and Secure Schools
 - 14. School Modernization and Infrastructure
 - 15. Small Class Size Initiative
 - 16. Special Education
 - 17. Technology
 - 18. Transportation (criteria should include geographic factors)
 - 19. Before-School and After-School Child Care Programs
 - 20. District Safety
 - 21. Health and Wellness (social, emotional, and physical wellbeing)
 - 22. Local and National Health Crisis
- G. To provide increased state funding for professional development of public school employees for all certifications/licensure.
- H. To increase state funding for equity payments to address funding differentials among public PreK-12+ and intermediate school districts, while enhancing funding levels for all.
- I. To provide additional resources for students "at-risk."
- J. To provide additional resources for English language learners (ELL), English as a Second Language (ESL), Emergent Bi-Linguals, and Heritage Language Learners (HLL), whether mainstreamed or in self-contained classrooms or programs.
- K. To assure the state meets its full and true obligation for the funding of all special education programs.

- L. That provides the necessary state financial support to fund at least 50 percent of each of the Michigan public community college systems' operating costs.
- M. That provides the state funding increases needed to assure quality academic, vocational and technical offerings at each of Michigan's public colleges and universities.
- N. That prohibits the appropriation of public funds directly or indirectly to nonpublic or religious early childhood and PreK-12+ through higher education schools.

III. Professional Conditions

MEA supports legislation:

- A. To repeal or oppose any constitutional amendment that limits the rights of members on the basis of age, gender, national origin, race, ethnic background, religious beliefs, sexual orientation, gender identity, and gender expression and their ability to secure benefits including, but not limited to, health insurance and retirement.
- B. To prohibit discrimination on the basis of age, gender, national origin, race, ethnic background, religious beliefs, sexual orientation, gender identity, and gender expression in employment practices.
- C. That would require the State of Michigan to provide low interest loans, and/or flexible repayment plans to probationary and substitute teachers for completing the required credits for a professional certificate.
- D. That allows income tax credits for payment of student loans and to establish a fund to provide partial or full payment of the balance of student loans for educators to commit to the profession.
- E. To restore and strengthen the collective bargaining rights of MEA members, including, but not limited to:

1. The right to negotiate over the potential of job loss or change in employer.
2. Elimination of unilateral “declarations of impasse.”
3. Compulsory binding arbitration (like PA 312 of 1969) as a contract dispute resolution procedure (interest arbitration).
4. Teacher discipline.
5. Just cause standard.
6. Layoff and recall.
7. The placement and evaluation process.
8. Who is or will be the policyholder of an employee group insurance benefit.
9. Establishment of the starting day for the school year and of the amount of pupil contact time required to receive full state school aid.
10. The composition of school improvement committees.
11. The decision of whether or not to provide or allow interdistrict or intradistrict open enrollment opportunity in a school district or the selection of grade levels or schools in which to allow an open enrollment opportunity.
12. The decision of whether or not to act as an authorizing body to grant a contract to organize and operate one or more public schools.
13. The decision of whether or not to contract with a third party for one or more noninstructional support services; or the procedures for obtaining the contract for noninstructional support services other than bidding described in this subdivision; or the identity of the third party; or the impact of the contract for noninstructional support services on individual employees or the bargaining unit.
14. The use of volunteers in providing services at its schools.
15. Decisions concerning use and staffing of experimental or pilot programs and decisions concerning use of technology to deliver educational programs and services and staffing to provide that technology, or the impact of those decisions on individual employees or the bargaining unit.
16. Any compensation of additional work assignment intended to reimburse an employee for or allow an employee to recover any monetary.
17. Decisions about the development, content, standards, procedures, adoption and implementation of the method of compensation decisions about how an employee performance evaluation is used to determine performance-based compensation, decisions concerning the performance-based compensation of an individual.
18. The right to bargain subcontracting, privatization, consolidation of programs and/or districts.
19. Establish due process for all teacher disciplines that do not invoke the Tenure Act.

F. Pass legislation to restore payroll deduction of dues.

G. Preserving the contractual right to bargain release time for union work.

- H. To preserve and strengthen state actuarial funding levels for the Michigan Public School Employees Retirement System as well as legislation to eliminate the amount that a public school retiree contributes toward his or her health, dental, vision and hearing insurance premium.
- I. To increase employer contributions in community college and higher education retirement programs for members not covered by MPSERS. Increase employer contribution in community colleges and higher education retirement programs equal to the MPSERS contributions.
- J. To allow ALL members who desire, to return to or select the defined benefit plan in MSPERS.
- K. To restore, maintain and/or improve the quality of the current retirement program by the following and other improvements:
 - 1. To restore the right of all current and future members employed by Michigan community colleges and higher education institutions to have the Michigan Public School Employees Retirement System as their primary retirement plan.
 - 2. To increase the annual pension provided for public school retirees, including but not limited to, compounding the annual increase for MIP participants.
 - 3. To set a minimum pension for retirees who have retired prior to 1987 that reflects the impact of inflation and a living wage.
 - 4. To eliminate the intervening employment disqualification for maternity/child rearing retirement service credit.
 - 5. To adjust the MPSERS hybrid pension plan (Pension Plus 2) in the following ways:
 - a. To set a clear and unambiguous retirement eligibility age that is not tied to a funding formula or member life expectancy.
 - b. To provide a static employee contribution rate percentage rather than one that is tied to future unfunded accrued actuarial liabilities that may or may not occur in the future.
 - c. To allow members who have already chosen between the DC and Pension Plus 2 to alter their choice retroactively with any change to either plan.
 - 6. To do away with all MPSERS defined contribution and hybrid plan structures in favor of a defined benefit plan similar to the Member Investment Plan (MIP).
 - 7. To require all newly-hired public school employees (including charter school employees) to participate in the MPSERS.
 - 8. To increase the 75-day decision window to 120-days for new employees to select their pension plan choice.
 - 9. To eliminate the taxation of all pension programs.

- L. That requires teacher-training institutions, the Michigan Department of Education, and State Board of Education to develop high standards and accreditation for alternative teacher programs.
- M. Creating a program for education support professionals to become a substitute or certified teacher.
- N. To implement and expand staff peer assistance/mentoring programs for all educators, including education support professionals.
- O. To provide pay equity for all full-time and part-time MEA members (i.e., early childhood and PreK-12+ through higher education).
- P. That provides just cause, and includes a final and binding decision by a neutral party for all public school employees, in all areas of due process including teacher tenure.
- Q. That addresses the teacher evaluation process, including but not limited to:
 - 1. Ensuring that multiple measures and data sources are used in teacher evaluations.
 - 2. Ensuring that a significant part of the teacher evaluation system be based on other sources besides state mandated testing and student achievement.
 - 3. Involving all stakeholder groups in the creation of teacher evaluation systems that ensure evaluations are related to their instructional area.
 - 4. Providing high-quality and ongoing training for assessors in teacher evaluation systems.
 - 5. Creating a requirement for administrators to receive yearly instruction on student data, teacher evaluations and best practice teaching.
 - 6. Requiring administrators to receive ongoing updates and professional development on recognition and implementation of state and federal education requirements.
 - 7. That focuses on high-quality research to inform and evaluate existing evaluation systems.
 - 8. Committing sufficient resources to create and monitor high-quality, productive assessment.
 - 9. Committing sufficient resources for schools to train, educate and assist teachers in developing locally established evaluation systems.
 - 10. Protecting teacher privacy in the release of student data to the media.
 - 11. Ensuring that locally bargained contracts determine the shape and scope of teacher evaluation systems.
 - 12. Developing a due process and grievance procedure for teachers to object to their evaluation rating. All complaints must be registered, heard, and adjudicated at the local and state level if necessary.

- R. That will guarantee education personnel previously employed in a district that has been annexed, consolidated or merged into another district shall be entitled to all the rights and benefits to which they would otherwise be entitled had they been continuously employed in the district that was annexed, consolidated or merged.
- S. That prohibits the privatization/outsourcing of public school services and responsibilities. MEA will continue to pursue legislative activities that discourage all attempts to privatize/outsourcing any district employees and programs.
- T. That would remove the prohibition against bargaining over privatization/outsourcing (or the impact of privatization/outsourcing) that is currently contained in the Public Employee Relations Act (PERA, PA 112 of 1994). This legislation must include, but not be limited to, requiring a cost benefit study prior to any decision by a school board to privatize/outsourcing support services in any school building.
- U. Requiring any and all studies/requests for proposals (RFPs) conducted by the administration of a school district regarding privatization/outsourcing of any bargaining unit/employee group shall be distributed 180 days prior to any decision by the board to all bargaining units within the school district.
- V. That would protect individual rights when consolidation occurs in any PreK-12+ ISD and/or ensures that consolidations are done using the concepts of current Michigan and federal labor laws and that employees who are part of a consolidation are treated as original employees of the receiving district.
- W. That prohibits school district and ISD consolidation plans that include contractual protections from privatization/outsourcing and that do not result from the collective bargaining process with all ESP and EA stakeholders.
- X. Insisting that any PreK-12+ online/distance/virtual and other learning experiences must be staffed by a certified and qualified teacher and subject to the collective bargaining process.

MEA Continuing Legislative Concerns

MEA's Continuing Legislative Concerns are issues constantly monitored by MEA that require appropriate MEA activity when matters arise in the Legislature. These issues represent ideas to which MEA is committed but which may not currently be the subject of legislative activity/action. When an MEA Continuing Legislative Concern becomes the object of legislative consideration, it is automatically treated as an MEA Current Legislative Issue and MEA pursues it accordingly.

I. Quality Education Agenda

MEA supports legislation:

- A. That will enhance the nutritional value of the school breakfast and lunch program for all students in public school education.
- B. That assures access to higher education for all students.
- C. That assures access to career technology education (CTE) programming for all students.
- D. That replaces the third grade reading law (PA 306 of 2016) with legislation that has input and support from all stakeholders, eliminates student retention, and develops a comprehensive PreK-12+ reading program.
- E. That supports the preservation and strengthening, and expansion of current civil and human rights laws.
- F. That provides Equal Opportunity (Title IX) for the State of Michigan.
- G. To provide affirmative action legislation to improve racial and gender-equitable balance in educational institutions.
- H. That provides every public school student a multicultural, gender-equitable program curriculum consisting of a high quality core curriculum including elective programs such as:
 - 1. Career/Vocational/Agriculture/Technical Education
 - 2. Citizenship/Community Service
 - 3. Co-Curricular Educational Opportunities
 - 4. Computer Literacy/Technology
 - 5. Environmental Education
 - 6. World Languages
 - 7. Health Education
 - 8. Library Media Skills
 - 9. Music Education
 - 10. Physical Education
 - 11. Visual/Performing Arts
- I. That establishes and preserves Ethnic/Minority Education, Global/Multicultural Education, Bi-Lingual/Bi-Cultural Education, and Diversity Education.
- J. For the increase and/or the preservation of bilingual education, limited English proficiency programs, ELL, ESL, migrant education, gifted and talented education, special education and “at-risk” programs.
- K. Designed to increase parental involvement in the daily education of their children.

- L. To preserve the requirement to report subgroup data (female/male/gender expansive, majority/minority, advantaged/disadvantaged) by the 1996 Revised School Code so that areas of needed improvement can be identified.
- M. Requiring each Michigan public school board to: 1) implement PA 185 of 1987 regarding AIDS education; 2) adopt a policy on the teaching of reproductive health; and 3) support a collaborative effort with the community to establish and maintain program(s) that foster informed and responsible sexual decisions by students; 4) adopt a policy for teaching social hygiene and public health awareness (i.e., pandemic preparedness).
- N. To provide a federal equal rights amendment to the United States Constitution.
- O. That preserves and strengthens academic freedom in curricula and instruction.
- P. To prohibit discrimination on the basis of race, religion, sex, sexual orientation, gender identity, gender expression, color, weight, height, national origin, age, marital status, disability, veteran status, or any protected status as provided for and to the extent required by state and federal statute in public educational institutions or those institutions providing supplemental services.

II. Funding

MEA supports legislation:

- A. That provides funding programs in higher education based on student need and enrollment.
- B. To help defray the costs of post-secondary education through funding innovations to students.
- C. To provide funding for scholarships, grants and enrichment programs for all students (i.e., ethnic and racial minorities, women, and non-traditional students in higher education).
- D. To provide state funding, including differential tuition, to allow community college out-of-district students to enroll in programs not offered in their college home districts.
- E. To restore funding to the Michigan Department of Education for the purpose of oversight and implementation of all state and federal education regulations.
- F. To provide funding for health and safety measures in schools (i.e., personal protective equipment (PPE), safety equipment, water/air quality).
- G. To implement an emergency health and medical leave policy (i.e., isolation, quarantine, and paid leave).

III. Professional Conditions

MEA supports legislation:

- A. That preserves current opportunities and enhances future participation by all public school employees in educational decision-making.
- B. That will advance equal opportunity rights for women, all gender identities, and minority employees in education.
- C. That preserves and strengthens the licensure/certification rights of all public education employees.
- D. To enable public education support employees to collect unemployment benefits during periods of traditional idleness (e.g., summer break, spring break, winter breaks, etc.) for which they are not compensated.
- E. To overturn the impact of *Smith v. MESAC*, thereby enabling employees to collect unemployment benefits where such employment is due to a labor dispute to which the employees' bargaining unit is not a party.
- F. That supports tenure as a means of guaranteeing due process and just cause in the dismissal of public school employees until such time as statewide legislation mandates school employee dismissal be subject to binding, impartial third-party arbitration.
- G. That supports due process and just cause rights for probationary teachers, education-support professionals and other professional staff not eligible for tenure.
- H. That supports initiatives designed to reduce the length of the probationary period and make probationary evaluations meaningful in obtaining tenure.
- I. To preserve and protect the employment rights of substitute teachers.
- J. To secure the election of community college boards on a one-person/one-vote basis for sub-units within public community college districts.

The initiatives, goals and objectives presented in this document are not presented so as to indicate a priority level or designation.

NOTE: Boxes contain suggestions and/or explanations, not actual language for inclusion.

L-5

Local Constitution Prototype

(Adopted by the MEA Board of Directors January 21, 1977; amended January 20, 1978, August 22, 1980, February 22, 1985, November 7, 1986, January 16, 1990, March 13, 1998, November 5, 1999, November 10, 2000, April 25, 2002, March 10, 2006, March 12, 2010, July 28, 2014, July 25, 2019 and July 21, 2022)

NOTE: Boxes contain suggestions and/or explanations, not actual language for inclusion.

Preamble

We, the _____ [choose one of the following: professional educators, educational support professionals, or professional educators and educational support professionals] of the _____ [choose one of the following: school district, county, educational institution], believing that we must institute our own self-government and secure proper recognition and responsibility for the well-being of our members, adopt this Constitution.

I. Name

The name of this organization shall be the _____ MEA-NEA, an affiliated unit of the Michigan Education Association and the National Education Association. The association shall be a nonprofit corporation organized in accordance with the laws of Michigan.

This would be the appropriate place to include a MABO bargaining unit or any other affiliation.

II. Purpose

The objectives of this association shall be the improvement of education, the advancement of the interests of education, of educators and of educational support professionals, and the promotion of the professional growth of its members.

This section may be expanded as long as it is not in conflict with MEA policy.

III. Membership

- A. All persons who meet the active membership requirements of the Michigan Education Association may, upon payment of dues as herein provided, become active members of this association with full rights and privileges of membership.

NOTE: Boxes contain suggestions and/or explanations, not actual language for inclusion.

- B. Active members of this organization shall also be members of the Michigan Education Association and the National Education Association.
- C. No member shall be censured, suspended or expelled without a due process hearing. The hearing shall be conducted by the local trial body or by the local governing body if no trial body exists. An appeal may be made to the MEA Board of Reference.
- D. Active members who meet the requirements established by the MEA in the Dues Transmittal Policy for the payment of dues shall be considered active members in good standing and shall be entitled to the rights, privileges and benefits of membership.

Associate or any other types of membership should be defined in this section. This section could also list rights and privileges of association membership or any other affiliation.

IV. Officers and Governing Bodies

Should a local wish to elect Local Officers, MEA Representative Assembly delegates, NEA Representative Assembly delegates, and additional Region Council delegates all at one time, it must take place prior to April 1.

- A. *Officers.* The officers of the organization shall consist of a president, a vice president, a secretary, and a treasurer. Terms of officers shall be for _____ () years and shall commence on _____. Elections shall be held prior to _____. The President, or duly elected officer, shall serve as a Region Council delegate.

Term of office for local officers should not exceed three (3) years.

- B. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the association unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the association that does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within 30 days.
- C. *MEA Representative Assembly delegates.* The term of office for MEA Representative Assembly delegates and alternates shall be _____ () years commencing on _____. Elections shall be held prior to June 1. When there are four (4) or more MEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws. Each MEA Representative Assembly delegate shall serve as a Region Council delegate.
- D. *NEA Representative Assembly delegates.* The term of office for NEA Representative Assembly delegates and alternates shall be _____ () years commencing on _____. Elections shall be held prior to April 1. When there are three (3) or more NEA

Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws.

The term of office for MEA Representative Assembly delegates may be two (2) or three (3) years. The term of office for NEA Representative Assembly delegates may be one (1), two (2) or three (3) years. Further, it is recommended that locals make the local president the first MEA and NEA Representative Assembly delegate.

- E. *Any additional Region Council delegates.* The term of office for any additional Region Council delegates shall be _____ () years commencing on _____,

The use of additional Region Council delegates is determined on a Region by Region basis. The term of such delegates should not be more than 3 years.

F. *Governing body.*

1. There shall be a governing body, which shall consist of officers, association building representatives, and delegate(s) to the MEA Representative Assembly.

If a local has multiple delegates, at least one Representative Assembly delegate is required, including a local's cluster delegate, if applicable.

2. *Representation of Minority Persons 3-1G.* The ethnic representation shall be in compliance with the constitutions and bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the constitutions and bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to ensure proportionate ethnic minority representation.

A local may establish other governance bodies (such as executive board or local trial body), which may be part of the governance structure, but is not required.

V. Direct legislation

- A. *Initiative.* The rights of popular initiative shall rest with the active membership in good standing of the association. Upon receipt of a petition signed by at least fifteen percent (15%) of the active membership in good standing of the association, the secretary shall announce a general meeting or ballot as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active

membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later.

- B. *Referendum*. The rights of referendum shall rest with the active membership in good standing of the association. Upon receipt of a petition signed by at least fifteen percent (15%) of the active membership in good standing of the association, the secretary shall announce a general meeting or ballot as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later.
- C. *Recall*. The right of recall shall rest with the electing body. Upon receipt of a petition signed by at least fifteen percent (15%) of the membership in good standing of the electing body, the secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later. Delegates to the MEA Representative Assembly may only be recalled for just cause.

A local's bylaws may change the required percentage for initiative, referendum and recall, but the number of signatures required for recall elections shall not be less than 15%.

- D. Petitions shall be filed with the secretary. However if the secretary is the subject of the petition, the petition shall be filed with the most senior member of the governing body not subject to the petition.

VI. Membership and fiscal year

The membership and fiscal years shall be September 1 through August 31.

VII. Authority

Any part of this Constitution and/or Bylaws that is in conflict with the MEA and/or NEA constitutions and/or bylaws will be declared null and void.

VIII. Amendments

Amendments to this Constitution may be introduced by the membership by petition signed by fifteen percent (15%) of the total active membership in good standing and submitted to the secretary. Amendments to the Constitution may also be introduced by the governing body. These proposed amendments shall be acted upon at a subsequent meeting of the membership in good standing or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment, together with the recommendations of the governing body, shall be sent to each member of the association in good standing at least fifteen (15) days prior to

NOTE: Boxes contain suggestions and/or explanations, not actual language for inclusion.

voting. A two-thirds (2/3) affirmative vote of the active membership in good standing voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

Current total active members in good standing may be used in place of active membership voting.

IX. Dissolution

Upon dissolution of the association, any assets remaining after the payment of all expenses shall be distributed to its successor so long as the successor is affiliated with the Michigan Education Association or to the Michigan Education Association, a Michigan nonprofit corporation exempt from tax under Section 501(C)(5) of the Internal Revenue Code of 1986.

Any remaining assets after dissolution must be distributed to another entity that is a nonprofit corporation exempt from tax under Section 501(C) of the Internal Revenue Code of 1986. **It is unlawful for assets to be distributed to members or leaders.**

DATE CONSTITUTION LAST RATIFIED: _____

The dates listed above MUST be on the copy of the governance documents submitted to MEA. It is recommended that a local not ratify changes before having the governance documents reviewed by the MEA Governance Review Committee.

Local Bylaws Prototype

(Adopted by the MEA Board of Directors January 21, 1977; amended January 20, 1978, August 22, 1980, February 22, 1985, November 7, 1986, March 13, 1998, November 5, 1999, November 10, 2000, March 10, 2006, July 28, 2014 and July 25, 2019)

I. Rules

Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

II. Meetings

- A. General membership meetings shall be called by the president or governing body as needed. At least eighteen (18) hours notice is required, specifying date, time, place and purpose of such meetings.

Additional requirements for calling special meetings (including ratification meetings) should be listed in this section. Locals may change the hours of notice, but it must be at least 18 hours.

- B. The governing body shall meet monthly during the school year or in accordance with the calendar adopted by the governing body. After establishment of a calendar, the membership shall be notified of dates, times and place of meetings.
- C. Except as specified in MEA Administrative Policies, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.

III. Quorum

- A. The quorum for the general membership shall be ten percent (10%) of the total active membership in good standing.
- B. A quorum for the governing body membership meeting shall be at least two-thirds (2/3) of the elected members in good standing.

Warning: Don't sign away the rights of members by establishing too small a quorum.

IV. Duties of officers and delegates

- A. *President*: Preside over meetings, appoint members of committees subject to approval of the board of directors, serve as ex officio member of all committees, represent the association before the public, be executive officer of the association, submit annual budget for consideration and perform all other functions attributed to this office.

Committee members may be elected instead of appointed. A separate section on committees should be added in that case. If a new section is written, it might include method of selection of a chairperson and reference to task forces and standing ad hoc committees.

- B. *Vice president*: Preside in president's absence and perform duties as assigned by the president.
- C. *Secretary*: Keep accurate minutes of all meetings of association governing body, make minutes available for inspection, maintain official files and assist president with association correspondence.
- D. *Treasurer*: Deposit funds of association and disburse them according to decisions of governing body, maintain roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of association and board of directors, prepare annual financial statement for membership, assist in drafting annual budget. The treasurer shall be bonded and the association shall provide for an annual audit of the books.

The MEA/NEA provides bonding insurance for local treasurers, so it is not necessary for the local to purchase this insurance.

- E. *MEA Representative Assembly delegates*: Keep association informed of actions by the MEA and issues to be presented to the Representative Assembly, attend the MEA Representative Assembly and other appropriate meetings and report back to the association.
- F. *NEA representative assembly delegates*: Keep association informed of actions by the NEA and issues to be presented to the Representative Assembly, attend the NEA Representative Assembly and other appropriate meetings and report back to the association.
- G. *Region council delegates*: Keep association informed of actions by the region council and issues to be presented to the region council, attend the region council and other appropriate meetings and report back to the association.

V. Powers of governing body

Upon the governing body shall rest the duties, responsibilities and authority for conduct of the association in all matters except as provided in the Constitution and Bylaws; the governing body may at any time refer matters to the general membership for consideration.

Other powers can be listed in this section (such as employment of staff, purchase and maintenance of property).

Assignment of responsibility for determining which body decides that grievances may be carried to arbitration should be included. It may be assigned to the governing body or such other body as specified.

VI. Association representatives

- A. Association representatives are elected on the basis of one (1) AR for each fifteen (15) members in good standing or major fraction thereof, allowing each building (classification) at least one (1) association representative.

This language guarantees the concept of one member/one vote, although the ratio between association representatives and members may vary according to need.

- B. Duties shall be to attend regular meetings of the governing body, call meetings of building (classification) membership to discuss association business, conduct enrollment of members and provide communication between members and governing body.
- C. Term of office shall be for _____ year(s) and commence _____.
- D. Vacancy in the position of association representative shall be filled by special election in the building (classification).

VII. Nominations and elections

Should a local wish to elect Local Officers, MEA Representative Assembly delegates, NEA Representative Assembly delegates, and additional Region Council delegates all at one time, it must take place prior to April 1.

- A. The president shall appoint an elections committee, which shall establish election procedures that guarantee that all elections shall provide for open nominations by active members in good standing, secret ballot, voting procedures and preservation of ballots for at least one (1) year. The preserved ballots shall be kept in the custody of the president.

NOTE: Boxes contain suggestions and/or explanations, not actual language for inclusion.

- B. Every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.
- C. Electronic balloting is permitted using the MEA voting system. An alternative online election system may be used with the approval of the MEA vice president, provided the platform complies with all election requirements in these bylaws.
- D. The governing body shall certify the elections committee report and publish results of the election. Official reports of elections must be filed with MEA within thirty (30) days after the election. Official reports of elected representative assembly delegates shall be filed with MEA within ten (10) days after the election.
- E. A vacancy in any of the positions shall be filled by the governing body until the next general election, except a vacancy in the position of MEA or NEA Representative Assembly delegate(s). A MEA or NEA Representative Assembly delegate(s) shall be replaced by the duly elected alternate(s).

MEA Representative Assembly delegates and their alternates, and NEA Representative Assembly delegates and their alternates must always be elected by the membership. These positions may never be appointed.
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VIII. Contract ratification

Contract ratification procedures shall minimally incorporate the following:

- A. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for ratification vote.
- B. A majority vote of those members voting shall be required for ratification.
- C. Only members in good standing may vote on ratification.

IX. Dues

- A. Dues of the association shall consist of the total amount of local, state and national dues.
- B. Local dues shall be established by a vote of the membership in good standing.
- C. Special assessments can only be voted by the membership in good standing.

The authority to levy dues and assessments may rest with the governing body.
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X. Amendments

Amendments to these Bylaws may be introduced by the membership by petition signed by fifteen percent (15%) of the total active membership in good standing and submitted to the secretary. Amendments to the Bylaws may also be introduced by the governing body. These proposed amendments shall be acted upon at a subsequent meeting of the membership in good standing or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment together with the recommendations of the governing body, shall be sent to each member in good standing of the association at least fifteen (15) days prior to voting. A majority vote of the active membership in good standing voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

Bylaw amendments may be adopted by the governing body; however, provision for such power must be clearly spelled out in this section.

Current total active members in good standing may be used in place of active membership voting.

Governance documents must be submitted to the MEA Governance Review Committee for approval prior to ratification at the local level.

DATE BYLAWS LAST RATIFIED: _____

The dates listed above MUST be on the copy of the governance documents submitted to MEA. It is recommended that a local not ratify changes before having the governance documents reviewed by the MEA Governance Review Committee.

LOCAL CONSTITUTION AND BYLAWS—CHECKLIST

Revised August 2022

The following items in this checklist should be found in your local's constitution and bylaws. As you review your documents, make sure that you included all of the items, even if your local is currently too small to have to meet the requirements.

Also be aware of the following as you update your local governance documents.

- Review your governance documents to make sure that statements found in different portions of your governance documents do not conflict with each other. A common example of this is when the local President also serves as the first NEA Representative Assembly delegate. In this case, the terms of office must coincide.
- At the National and State levels, Educational Support Personnel has been changed to Educational Support Professionals. It is the local affiliate's choice whether to change its name to reflect this change.
- There may be no provision which places any limits within the active membership in good standing on who may be elected to office (e.g., only tenured members may run for election).
- Local documents may provide provisions for election by acclamation when the number of candidates is equal to the number of positions to be filled. (MEA Bylaw V-A in reference to MEA RA delegates)
- For details on proper local election procedures, refer to "Local Association Election Guidelines."
- Election procedures for all positions may be combined into one procedure. Should a local wish to elect Local Officers, MEA Representative Assembly delegates, NEA Representative Assembly delegates, and additional Region Council delegates all at one time, the election must take place prior to April 1.
- If your local is considering using MEA Online Election system for local elections, contract ratification votes, etc., make sure that your constitution and bylaws do not have any language that might prohibit this (i.e. all elections must be conducted using a paper ballot.) Prototype language to allow online elections is included in the Prototype Constitution and Bylaws.
- If, in updating your documents, you use the prototype language, make sure that you have filled in all blanks.

	Requirement	Page	Article & Section	Reviewer Notes
1. Name				
	The local is an affiliate of the MEA/NEA. <ul style="list-style-type: none"> This requirement is found in Art. V, Sec. 2 and Art. XIV, Sec. 1 of the MEA Constitution [Prototype Example: Constitution, Art. I] 			
2. Membership				
	a. Membership in the state and national associations is required of all local members. <ul style="list-style-type: none"> This standard is found in MEA Bylaw II (A), MEA Bylaw XII (B)3, and NEA Bylaw 8-7.c. [Prototype Example: Constitution, Art. III, Sec. B] 			
	b. No member may be censured, suspended or expelled without a due process hearing, which shall include appropriate appellate procedures. <ul style="list-style-type: none"> This standard is found in MEA Bylaw IV (A) and NEA Bylaw 8-7-G. [Prototype Example: Constitution, Art. III, Sec. C] 			
	c. Compliance with dues transmittal policy is required to be considered a member in good standing and receive benefits of membership. <ul style="list-style-type: none"> This standard is found in Art. III, Sec. 3 of the MEA Constitution. [Prototype Example: Constitution, Art. III. Sec. D] 			
3. Officers				
	a. The election of officers shall take place at least once every three years. <ul style="list-style-type: none"> This standard is found in Art. V, Sec. 7 of the MEA Constitution. [Prototype Example: Constitution, Art. IV, Sec. A] 			
	b. Member in good standing status is required to be candidate for or hold an association office or position. <ul style="list-style-type: none"> This standard is found in MEA Bylaw IV (A) [Prototype Example: Constitution, Art. IV. Sec. B] 			

	Requirement	Page	Article & Section	Reviewer Notes
4.	MEA Representative Assembly Delegates			
	Provision for the election of MEA Representative Assembly delegates. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec.2 & 5 of the MEA Constitution.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. C-E]</i> 			
	a. The term of office for each MEA Representative Assembly delegate is two or three years. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (A) and MEA Administrative Policy VIII.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. C]</i> 			
	b. Election of MEA Representative Assembly delegates takes place prior to June 1. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (B) and MEA Administrative Policy VIII.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. C]</i> 			
	c. Locals with 4 or more delegates will elect Representatives of Minority Persons, 3-1G as MEA RA delegates. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (F) and MEA Administrative Policy VIII.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. C]</i> 			

	Requirement	Page	Article & Section	Reviewer Notes
5. NEA Representative Assembly Delegates				
	Provision for the election of NEA Representative Assembly delegates. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec.2 & 5 of the MEA Constitution.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. C-E]</i> 			
	a. The term of office for each NEA Representative Assembly delegate is not to exceed three years. <ul style="list-style-type: none"> <i>If the president serves as the MEA RA delegate, the terms of office must coincide.</i> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, and NEA Bylaw 3-3.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. D]</i> 			
	b. April 1 is the deadline for election of local NEA RA delegates. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XI (C)(1).</i> <i>[Prototype Example: Constitution, Art. IV, Sec. D]</i> 			
	c. Locals with 3 or more delegates will elect Representatives of Minority Persons, 3-1G as NEA RA delegates. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XI (C)(3).</i> <i>[Prototype Example: Constitution, Art. IV, Sec. D]</i> 			
6. Region Council Delegates				
	Provision for the election of region council delegates. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec.2 & 5 of the MEA Constitution.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. E]</i> 			

	Requirement	Page	Article & Section	Reviewer Notes
7. Governing Body				
	a. At least one MEA RA delegate must be a member of the local governing board. <ul style="list-style-type: none"> <u><i>This provision must be met even if the local is not large enough to have its own MEA RA delegate at this time. This includes a local's cluster delegate, if applicable.</i></u> <i>This requirement is found in Art. V, Sec. 4 of the MEA Constitution.</i> <i>[Prototype Example: Constitution, Art. IV, Sec. F-1]</i> 			
	b. Representatives of Minority Persons 3-1G are elected so that the number of Representatives of Minority Persons 3-1G on its governance body is at least proportionate to its Minority Person 3-1G membership. <ul style="list-style-type: none"> <u><i>This provision must be included even if the local is not large enough to have its own MEA RA delegate at this time.</i></u> <i>This requirement is found in MEA Bylaw XII (B)(1).</i> <i>[Prototype Example: Constitution, Art. IV, Sec. F-2]</i> 			
8. Direct Legislation				
	a. Provision for submission by and voting on initiatives and referenda by the membership. <ul style="list-style-type: none"> <i>This standard is found in MEA Bylaw XV.</i> <i>[Prototype Example: Constitution, Art. V, Sec. A & B]</i> 			
	b. Procedures are in place for the recall of elected officers. <ul style="list-style-type: none"> <i>Some specific details of elections and recalls may be left to a committee, but there must be enough detail in the local C&B to insure that election/recall of elected officers will be handled properly</i> <i>This requirement is found in Art. V, Sec. 7 of the MEA Constitution.</i> <i>[Prototype Example: Constitution, Art. V, Sec. C.]</i> 			
	c. There must be procedures for the recall of MEA RA delegates for just cause. <ul style="list-style-type: none"> <u><i>This provision must be included even if the local is not large enough to have its own MEA RA delegate at this time.</i></u> <u><i>In determining the number of signatures required for recall petitions, it may not be less than 15%.</i></u> <i>This requirement is found in MEA Bylaw XVII (D).</i> <i>[Prototype example: Constitution, Art. V, Sec. C]</i> 			

	Requirement	Page	Article & Section	Reviewer Notes
9.	Membership and Fiscal Year			
	The local association has the same membership and fiscal year as that of the MEA (September 1-August 31). <ul style="list-style-type: none"> <i>This standard is found in MEA Bylaw I, XII (B)(6), XIII (A), and NEA Bylaw 8-7.f.</i> <i>[Prototype Example: Constitution, Art. VI]</i> 			
10.	Dissolution			
	Dissolution of the association and distribution of assets language. <ul style="list-style-type: none"> <i>[Prototype Example: Constitution, Art. IX]</i> <i>Any remaining assets after dissolution must be distributed to another entity that is a nonprofit corporation exempt from tax under Section 501(C) of the Internal Revenue Code of 1986. It is unlawful for assets to be distributed to members or leaders.</i> 			
11.	Meetings			
	a. At least 18 hours notice of a meeting is required except in emergencies. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XII B.</i> <i>[Prototype Example: Bylaws, Art. II, Sec. A.]</i> 			
	b. Except for reasons set forth in MEA Administrative Policy XII, all meetings of the local shall be open to members in good standing. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XII A.</i> <i>[Prototype Example: Bylaws, Art. II, Sec. C.]</i> 			
	c. A member in good standing shall be permitted to address a meeting under rules established by the local. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XII A.</i> <i>[Prototype Example: Bylaws, Art. II, Sec. C.]</i> 			

	Requirement	Page	Article & Section	Reviewer Notes
12.	Duties of the Secretary			
	a. Minutes of each meeting must be kept. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XII C.</i> <i>[Prototype Example: Bylaws, Art. IV, Sec. C.]</i> 			
	b. Minutes are made available for membership inspection. <ul style="list-style-type: none"> <i>This standard is found in MEA Administrative Policy XII C.</i> <i>[Prototype Example: Bylaws, Art. IV, Sec. C.]</i> 			

13.	Nominations and Elections			
	a. Voting procedures are in place for election of officers and other elections. <ul style="list-style-type: none"> <i>Some specific details of voting may be left to a committee, but there must be enough detail in the local C&B to insure that voting will be handled properly.</i> <i>This requirement is found in MEA Bylaw XI(B).</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. A]</i> 			
	b. Open nominations for active members in good standing. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 7 of the MEA Constitution, MEA Bylaw V(A) and XII (B)(2) MEA Administrative Policy VIII(H)(2)(d), and NEA Bylaw 8-7-b.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. A]</i> 			
	c. By secret ballot <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 7 of the MEA Constitution, MEA Bylaw V(A) and XII (B)(2), MEA Administrative Policy VIII(H)(2)(d), and NEA Bylaw 8-7-b.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. A]</i> 			
	d. Ballots and all records pertaining to elections shall be preserved for 1 year and shall be kept in the custody of the president of the local association. <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (B) and MEA Administrative Policy VIII.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. A]</i> 			

Requirement	Page	Article & Section	Reviewer Notes
<p>e. Every active member in good standing shall have the opportunity to vote.</p> <ul style="list-style-type: none"> <i>This requirement is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (A), and MEA Administrative Policies III (A) and VIII.</i> <i>[Prototype example: Bylaws, Art. VII, Sec. B]</i> 			
<p>f. All elections are in accordance with the one person/one vote concept.</p> <ul style="list-style-type: none"> <i>This standard is are found in Art. XIV, Sec. 3-B of the MEA Constitution, MEA Bylaw XII (B)(1), and NEA Bylaw 8-7-a.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. B]</i> 			
<p>g. An official report of the local election is required to be filed with the MEA no later than 30 days following the election.</p> <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 7 of the MEA Constitution</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. D]</i> 			
<p>h. Provisions are made for the results of the MEA Representative Assembly delegate elections to be transmitted to MEA within 10 days after the election.</p> <ul style="list-style-type: none"> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (B) and MEA Administrative Policy VIII.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. D]</i> 			
<p>i. Vacancies in the positions of MEA and NEA Representative Assembly Delegates may only be replaced by duly elected alternates.</p> <ul style="list-style-type: none"> <u>MEA RA delegates and alternates may never be appointed.</u> <i>This standard is found in Art. V, Sec. 6 of the MEA Constitution, MEA Bylaw V (H)(1), MEA Administrative Policy VIII, and NEA Constitution III-3.</i> <i>[Prototype Example: Bylaws, Art. VII, Sec. E]</i> 			

	Requirement	Page	Article & Section	Reviewer Notes
14.	Contract Ratification			
	a. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for a ratification vote. <ul style="list-style-type: none"> These provisions are found in MEA Bylaw XIX (A)(1). [Prototype Example: Bylaws, Art. VIII, Sec. A] 			
	b. A majority vote of those members voting shall be required for ratification. <ul style="list-style-type: none"> These provisions are found in MEA Bylaw XIX (A)(2). [Prototype Example: Bylaws, Art. VIII, Sec. A] 			
	c. Only members in good standing may vote on ratification. <ul style="list-style-type: none"> These provisions are found in MEA Bylaw XIX (A)(3). [Prototype Example: Bylaws, Art. VIII, Sec. A] 			
15.	Have the changes you are submitting been ratified by the membership? (Yes or No)			
	Date last ratified: _____			

L-6.1	
TO:	Local Association President (or Representative)
FROM:	MEA Governance Review Committee
RE:	Submission of Local Association Constitution and Bylaws

The following documents are available for your use as you prepare the constitution and bylaws of your local association for review by the Governance Review Committee:

- ***Local Constitution and Bylaws—Checklist***
The checklist must be completed and provided with the constitution and bylaws to continue the review process.
- ***Local Constitution and Bylaws Prototype language***

Once you have completed the checklist, please provide the contact information requested below and forward the required documents to:

MEA Governance Review Committee
ATTN: Lisa Harrison, General Counsel
MEA Legal Services Division
P.O. Box 2573
East Lansing, MI 48826-2573
Fax: 517/337-5579

Date submitted: _____

Name: _____

Address: _____

Name of Local Association: _____

My position in the Local: _____

Signature: _____

For Use by Governance Review Committee Only	
Date: _____	Reviewer: _____
Recommendation: _____	Approve _____ Return for Revisions

LOCAL MERGERS

Guidelines for local mergers within Michigan:

1. To be an affiliate of the MEA a local organization must comprise only members of the MEA-NEA
2. A local affiliate may not consummate a merger which requires AFL-CIO affiliation unless the local qualifies for an exemption from the policy of the NEA.
3. A local affiliate of the MEA may affiliate with such labor organizations as it deems appropriate provided that the decision is made by a referendum of the Association members.

(BD March 1973)

L-8

MICHIGAN EDUCATION ASSOCIATION

Long Range Plan

2022-2027

MEA: ITS PURPOSE AND HOW IT FUNCTIONS

MEA MISSION STATEMENT

To protect, advocate, and advance the rights of all education professionals to promote quality public education for all students.

The Michigan Education Association serves members in two vital roles: as a strong and aggressive union representing and protecting member rights and as a professional association working to better the education profession and the public educational system. Its highest priorities are to:

- Advocate for quality public education for all students.
- Improve salaries, benefits and working conditions by providing bargaining representation and contract maintenance for members.
- Protect the legal rights of its members and local associations.
- Effect changes in the state's political climate in order to secure favorable reform of the system for financing public education.
- Improve education by strengthening the education profession and professional development opportunities.
- Increase growth and strength by continuing to organize nonaffiliated education employees.

MEA priorities are met through programs and infrastructure designed to meet the needs and goals of its members.

The MEA represents approximately 120,000 education employees. Its headquarters is located at 1216 Kendale Boulevard in East Lansing. Through 34 field offices, the MEA serves its members via a strong, democratic governance system. The MEA's state officers—president, vice president and secretary-treasurer—are elected to three-year terms. The MEA employs 230 staff members (including headquarters and field staff) to represent and service members throughout the state.

A Representative Assembly (RA) of more than 500 delegates serves as the MEA's chief policy-making body. The RA meets yearly to set and review policy, adopt a program budget and set dues. Between meetings of the RA, the MEA's officers meet at least five times a year with both the MEA Executive Committee and MEA Board of Directors to set policy and make decisions critical to the state's educational system.

The president, as the chief operating and executive officer, is responsible for directing the overall functions of the MEA. The executive director's primary responsibility is the management of staff and implementation of MEA policy, as directed by the MEA president.

The plan outlined herein is established to guide the MEA and its governing bodies in meeting the needs and achieving the goals of the membership and to strengthen the relationship between local affiliates and the state organization.

MEA GOVERNANCE DIRECTION

Goal One: Develop Strong Leaders

Because the MEA exists to meet the needs of its members, it will strive to provide the direction and opportunities necessary to ensure the ongoing training of current leaders, as well as provide paths for the development of a continuous cadre of new leaders.

The objectives for achieving this goal are to:

- Educate members and the public on the strength and value of union membership.
- Recognize and address the changing needs of members.
- Use all available avenues, including training grants, print, electronic and social media, to provide training and leadership development.
- Maximize the participation of local presidents and leaders in a variety of local, state, regional and national conferences.
- Develop the means to identify potential local presidents and leaders.
- Identify and mentor future leaders.
- Improve and maintain communication with and among leaders through a variety of methods.
- Assist individual members in becoming active participants who understand the roles and responsibilities each member plays in the association.
- Assess the MEA's current governance structure to determine its consistency with this long range plan.
- Expand the MEA's involvement with college and university students pursuing careers in education.
- Maintain training opportunities for leaders as part of the MEA's Building Full Capacity Locals initiative.

Goal Two: Strengthen Local Associations

Because the local association is the face of the MEA for its members, it is imperative that the local association be strong in both bargaining and infrastructure.

The objectives for achieving this goal are to:

- Develop and implement local guidelines to encourage the use of appropriate financial procedures and internal controls.
- Develop and implement a step-by-step program to build newly organized units into strong, local associations.
- Continue to encourage and provide support for local coalitions, single-table bargaining and wall-to-wall units within each educational institution.
- Continue to review and strengthen organizing efforts in all areas of membership.
- Develop and deliver appropriate training programs and technical assistance to local associations.
- Continue to inform and educate leaders and members about MEA programs and resources.
- Develop early commitment to the MEA through the establishment and support of local student chapters and through the recruiting of students into the Aspiring Educators of MEA program.
- Develop and maintain programs to revitalize existing locals into full capacity locals.
- Develop and implement programs to best respond to the changing needs and expectations of members.
- Expand benefits of membership.

Goal Three: Integration of Membership Concerns

Because the MEA is composed of members with diverse interests, concerns and needs, the MEA will encourage mutual understanding and support among members to ensure the highest quality environments for students and school employees throughout the state.

The objectives for achieving this goal are to:

- Educate and involve all membership groups while building more integration of membership concerns and collaboration at the educational institution, coordinating council, region and state levels.
- Continue efforts to educate and involve all members including Education Support Professional members, Higher Education members and Intermediate School District (ISD)/Regional Education Service Agency (RESA) members by:
 - Developing programs and training opportunities targeted to ensure that all members seek elected leadership positions.
 - Continuing separate EA and ESP clustering.
 - Maintaining Region 50 for election of ESP NEA-at-large delegates.
 - Educate and assist all members in using all available current means to achieve full representation at the MEA Representative Assembly.
 - Continuing to provide specialized training and conference experience for all members.
- Continue efforts to educate and involve MEA-Retired members by:
 - Maintaining and expanding current involvement of MEA-Retired members in the structure of the MEA.
 - Lobbying to maintain and improve retiree benefits and spending power.
 - Continuing to provide specialized training and conference experience for MEA-Retired members.
 - Informing MEA-Retired members of MEA members' concerns.
- Continue efforts to educate and involve ethnic minority 3-1(g) members by:

- Monitoring implementation of our guarantee of representation of ethnic minority persons.¹
- Informing ethnic minority members, local elections chairpersons and region elections chairpersons of the need to elect delegates who reflect our diverse membership.
- Identifying and mentoring ethnic minority members for leadership positions.
- Facilitating the creation of a 3-1(g) Minority Affairs Committee in every region of the Association for the implementation of these goals.
- Continue to develop and provide specialized training in leadership development for ethnic minority members.
- Continue efforts to educate and involve women in leadership roles by:
 - Identifying and mentoring women members for leadership positions.
 - Continuing to create and provide specialized training in leadership development for women members.
- Continue efforts to educate and involve student members by:
 - Recruiting and maintaining student program members in all teacher preparation programs.
 - Continuing to provide specialized training and conference experience for student members.
 - Identifying and mentoring student members for leadership positions within the Aspiring Educators of MEA program.
 - Integrating student members into the MEA's organizational structure at the region and state levels.
- Continue to involve and integrate newly accreted groups of members into existing bargaining units.

¹ 3-1(g) refers to the NEA bylaw to achieve ethnic minority representation of delegates to the NEA Representative Assembly. That proportion should be at least equal to the percentage of identified ethnic minorities within the state. Identified ethnic minority categories are: Asian, Black, Hispanic, Multi-Ethnic, Native American/Eskimo, Pacific Islander.

- Continue efforts to promote and create conditions for the full participation and integration of the diverse member groups in the governance of the MEA.

MEA PROGRAM DIRECTION

Goal One: Pursue an Aggressive, Pro-Public Education Legislative Action Agenda

Because the MEA's success in achieving its goals will be determined, in part, by external forces over which influence may be exerted, the MEA will use well-defined strategies to pursue its goals in the legislative arena and will actively solicit member support of those goals.

The objectives for achieving this goal are to:

- Work to repeal amendments to the Public Employment Relations Act of 1963 (PERA) and other laws that negatively impact the rights of members.
- Restore fully employer-paid benefit packages for members.
- Increase the state and federal government's financial commitment to assume a higher proportion of local education costs.
- Substantially increase state funding to public schools by eliminating pay inequities and providing quality curricula and resources in every school district.
- Actively influence proposed changes in education issues such as certification and standards for all members; teacher, paraprofessional, early childhood, adult and community education; appropriations for lifelong learning programs; improvements in working conditions in the areas of safety and liability protection and school employee evaluation and student testing.
- Educate, energize and mobilize all members to achieve MEA legislative priorities.
- Continue to develop coalitions to support legislative issues.
- Expand communication to members on legislative issues.
- Support structures to encourage and enhance member involvement in the lobbying process.
- Continue to implement programs to involve Higher Education members in higher education budget and legislative issues.
- Continue to implement programs to involve education support members in education support legislative issues.

Goal Two: Promote Organizational Growth, Member Retention and Involvement

Because the MEA's strength lies in the solidarity and resolve of its members, the MEA will continue to pursue its mandate to represent all public education employees.

The objectives for achieving this goal are to:

- Monitor and evaluate the MEA dues structure and all related policies.
- Increase the commitment to MEA's organizing goals and provide leaders with the information, communication and support necessary to facilitate organizing.
- Increase the efforts to fight privatization through educating communities, school boards and members in its threats to public education.
- Educate members of the need for and value of union membership.
- Increase programs for member retention.
- Increase union pride.
- Improve and increase the utilization of new-member orientation and involvement programs at the local and/or coordinating council level.
- Use a targeted approach to organizing ESP, pre-K-12, ISD/RESA, charters, cyber schools and Higher Education employees in order to unify all education employees under a single organization—the MEA.
- Use a targeted approach to organize contingent Higher Education faculty.
- Continue to accrete employees into existing bargaining units where appropriate (Adult Ed, Substitutes, Preschool, Latchkey, alternative education and Community Ed).
- Increase efforts to form wall-to-wall units and make every effort to accrete new ESP members into existing ESP units.
- Continue to improve and implement a comprehensive training program to increase membership involvement in, understanding of and commitment to the MEA, its goals, benefits, services and responsibilities.

- Provide appropriate leadership training that fosters positive working relationships among member interest groups.
- Implement and maintain strong local programs that foster a commitment to the MEA.
- Strengthen each local association's ability to advocate for its members.
- Strengthen member understanding of economic policy and its relationship to school funding and student success.
- Expand the MEA's presence and impact in urban areas.
- Continue discussions and coalitions with other educational unions, associations and teacher preparation programs working to find areas of mutual interest.
- Continue efforts to form coalitions with other unions at the local and state level.
- Continue to organize retired MEA members to support the MEA's goals through the MEA-Retired program.
- Continue to organize student members to support the MEA's goals through the Aspiring Educators of MEA program.
- Establish, maintain and assess relationships with the media.
- Work to reduce the number of for-profit charter schools.
- Hold charter schools to the same requirements of public schools.

Goal Three: Provide Effective Internal and External Communication

Success in achieving the MEA's goals depends on the commitment and actions of its members and the understanding and support of the general public. To ensure success, effective and timely communication will be used to increase both member participation in the MEA and public understanding of the challenges and concerns of members.

The objectives for achieving this goal are to:

- Develop and expand programs that promote the positive professional image of members.
- Increase public understanding of and support for a quality public education for all students.
- Educate members and communities about the successes of public schools.
- Support member communication and collaboration and assist local leaders to improve and increase leader-member communication.
- Explore new ways of connecting with members and improving the education of members and the public through timely, targeted and coordinated internal and external communications.
- Develop and implement strategies that will increase member participation in political action.
- Connect members to high quality online professional development opportunities and promote proven best practices.
- Use all forms of media to its fullest capacity to enhance the image of education employees and to build public support for the MEA's mission.
- Educate current and potential members of the benefits of membership and the services available.
- Continue improving methods of disseminating information to members about dues levels, budgets and Representative Assembly actions.
- Develop and utilize partnerships such as the Great Lakes Center for Education Research and Practice to drive the debate about how to improve public education.
- Encourage local associations to foster and develop relationships with local media.

- Promote and support public forums which help to educate local communities on the impact of political decisions on public education policy.

Goal Four: Significantly Improve Compensation and Working Conditions of Members Through the Bargaining Process

Through strong, aggressive collective bargaining, MEA members will improve their wages, benefits and the working conditions that affect the student learning environment. In particular, bargaining will address the challenges of achieving pay equity and eliminating gender-based wage discrimination.

The objectives for achieving this goal are to:

- Eliminate pay inequities by using all available research and methods for redressing those inequities.
- Bargain improved working/learning conditions that are crucial to professional employment.
- Pursue strong binding arbitration for grievances as priorities in bargaining.
- Intensify efforts to bargain and maintain release time for local leaders.
- Provide the bargaining training necessary to develop and maintain a strong cadre of local leaders, and to build consensus among members regarding bargaining goals.
- Provide a comprehensive database that can disseminate contract information in a timely manner in order to support local bargaining.
- Intensify efforts to create coalitions, single-table bargaining and wall-to-wall units.
- Prepare and assist local leaders to assume more responsibility in the bargaining process.
- Intensify efforts to support and strengthen Multi-Association Bargaining Organization (MABO) structures.
- Use bargaining successes to build internal and external (public) support for the collective bargaining process.
- Continue to develop the cost proposal analysis program to create multiple scenarios other than the single step movement.

- Continue to monitor and increase efforts to educate members, develop and initiate programs and strategies to address privatization.
- Monitor and develop aggressive strategies to target those issues that have the potential of weakening MEA's bargaining efforts.

Goal Five: Develop, Increase and Support Political Action

Because the grassroots involvement of members in the political arena is crucial to achieving legislative goals, the MEA will educate its members of the link between political action and legislative goals.

The objectives for achieving this goal are to:

- Improve programs to solicit voluntary contributions from every member to the MEA and NEA political action committees.
- Improve member involvement in state, local and national political activities that include political party structure positions, precinct delegations, county/state convention delegations and campaign volunteer cadres.
- Encourage and educate members on how to become politically active both in the communities in which they work and where they live.
- Maintain an intensive training program to prepare members to participate in the MEA's political action program.
- Improve communication to members on issues and individual voting records to our legislative goals such as recommendations and provide the rationale for and link between political action and legislative goals.
- Organize and involve members to elect MEA-recommended pro-public education candidates.
- Develop a program to encourage, support and train members interested in running for political office.
- Improve relationships and hold frequent meetings with policy makers including state representatives, individual Board of Education members and Board of Trustee/region members in all districts and institutions.
- Provide fact check information for members regarding candidates.

Goal Six: Continue to Provide Strong Member Protection

The strong legal protection provided to MEA members in good standing will continue to ensure that school employees can work without fear of unfair reprisals and can be assured of adherence to their negotiated working conditions and benefits.

The objectives for achieving this goal are to:

- Continue to enforce contracts through established grievance procedures.
- Continue representation of members in good standing through the MEA legal services program.
- Continue to implement training for leaders and members on grievance procedures, contract maintenance and duty of fair representation.
- Continue to communicate information to members about legal issues and the MEA legal services program.

Goal Seven: Develop and Use Supportive, Timely Research

Because the MEA's efforts and arguments must be based on and supported by sound, irrefutable and relevant data, the MEA will take advantage of current technology and expand its use of research data to develop strategies and define goals that can be communicated to key audiences, which include school boards, citizens in local communities and decision makers in business, industry and government.

The objectives for achieving this goal are to:

- Expand analytical capabilities to support bargaining and contract maintenance.
- Expand research support for legislative and political activities.
- Expand research support for instruction and professional development.
- Expand research support for internal and external communication.
- Develop efficient systems for data to be accessed by staff in field offices.
- Develop efficient systems for data to be accessed by members.
- Maintain a database on MEA member demographics and education topics in Michigan.
- Inform members about how research aids the success of MEA programs.
- Educate members to be informed consumers of educational research and propaganda.
- Expand research support for anti-privatization activities.
- Provide to members research to refute attacks on MEA and its membership.

Goal Eight: Improve Working Conditions and Professional Issues

The MEA's superiority to other education employee organizations is based not only on its outstanding bargaining programs and skills, but also on its commitment to professional issues and human rights issues.

The objectives for achieving this goal are to:

- Build support for and obtain the necessary resources and time to achieve school environment improvements.
- Pursue improvements and high standards in educational programs, as outlined in MEA guidelines.
- Monitor the enforcement of certification standards, licensure and accreditation.
- Develop and maintain a system for evaluating and providing continuing education credit for professional development activities and certificate renewal.
- Address professional issues through the bargaining process.
- Provide resources and expertise necessary to address the professional concerns of members; i.e. changes to statewide curriculum, changes to certification requirements and standards, etc.
- Provide assistance, upon request, to selected school sites:
 - to correctly implement building-level decision making districtwide.
 - to address in an integrated manner the diverse service needs of students and their families.
 - to continue to address the professional/skill development needs of the members.
- Help members to develop or select and infuse gender-fair, lesbian, gay, bisexual, transgender and questioning (LGBTQ) and multicultural curricula into their instructional programs.
- Educate and sensitize employers, school staffs and students about the importance of protecting social justice issues in the working and learning environments.

- Monitor proposed educational policy changes in order to determine their impact on student achievement and the working and learning environments.
- Develop and support programs to address aggressive student behavior in the general education and special education classrooms.

Goal Nine: Promote and Protect Human and Civil Rights

The MEA has always been a leader in protecting the rights of all people and will continue to take a leadership role in obtaining and guarding these rights.

The objectives for achieving this goal are to:

- Continue to support legislation that would advance and protect the rights of all people.
- Continue to actively protect the rights of every person to have equal access to education, employment and rights of citizenship.
- Expand training to identify and eliminate racism, sexism and bullying behaviors and practices.
- Utilize and support programs designed to prevent and eliminate harassment, bullying, child abuse, domestic abuse, hate-motivated violence and teen pregnancies.
- Help members to develop or select and infuse gender-fair, lesbian, gay, bisexual, transgender and questioning (LGBTQ) and multicultural curricula into their instructional programs.
- Educate and sensitize employers, school staffs and students about the importance of protecting human and civil rights in the working and learning environments.

ADMINISTRATION AND SPECIAL SERVICES DIRECTION

Goal One: Maintain Efficient and Effective Work Environments

The MEA will protect its substantial investment in its facilities and properties for the benefit of leaders and staff by maintaining them to run efficiently and effectively in support of organizational demands.

The objectives for achieving this goal are to:

- Continue an effective maintenance program for all facilities and properties.
- Improve and operate field offices as efficiently as possible in order to meet demands.
- Provide adequate technical support and resources necessary for the staff.

Goal Two: Expand and Improve Group Insurance Benefits and Services

Because the Michigan Education Special Services Association (MESSA) has been providing comprehensive benefits to members since 1960, the MEA will remain committed to protecting and expanding the organization's products and services in order to reinforce members' ties to both MESSA and the MEA.

The objectives for achieving this goal are to:

- Obtain and market the finest health care programs available, at the lowest cost.
- Recognize and support MESSA products and services as the standard for all MEA members.
- Obtain and market the finest group benefits available—such as life and disability insurance—at the lowest cost.
- Continue service and communication to members as priorities of MESSA.
- Increase the number of MEA members covered by MESSA.
- Continue to explore and implement health care programs that benefit MEA members.
- Continue to educate members on cost savings measures available with their plan(s).

Goal Three: Expand and Improve Member Financial Services and Insurance Programs

MEA will embark upon an active campaign to establish comprehensive member benefits through MEA Financial Services, which recognizes the changing pension and compensation structure of today's economy. MEA will work with MEA Financial Services as it continues to expand and market quality insurance products and investment services for the benefit of members.

The objectives for achieving these goals are:

- Improve members' retirement income through bargaining employer-paid defined contribution and/or investment matching programs.
- Market aggressively and bargain MEA Financial Services investment programs and administrative services.
- Maintain MEA Financial Services as an investment provider in all MEA represented school districts.
- Develop and implement innovative investment, insurance and financial services programs that are advantageous to MEA members.
- Expand programs and services for MEA-Retired members.

LONG RANGE PLANNING PROCESS

Because of external and internal forces and events, our current delivery system in terms of mission, cost and efficiency is dated and needs to be systematically and/or systemically changed through a process involving all stakeholders.

The process should begin with the Service Review Committee of the Board and the Workload Committee of the staff in a joint effort. The group should be expanded to be sure it includes an ASO representative and an NEA director. The numbers of staff and members should be equal.

The committee might want to consider a process similar to the one we used to develop the guidelines for school finance.

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Low Membership Locals Policy

Each month, the Board and field staff will have access to download the low percentage locals list. Each list will indicate if the local has appeared on the previous month's list of low percentage locals. Also provided will be those locals on the list who currently receive MESSA insurance of any kind.

Locals who appear on the .0 to 20 percentage of members in good standing list are placed on a critical list. Critical list locals may expect to receive additional organizing assistance to raise membership levels. Within the first month of appearing on the critical list, each member in the impacted local shall receive a letter detailing the policy impacting low percentage member locals and urged to increase membership in their Association. Locals who appear for four consecutive months as critical on the low percentage membership list shall be disaffiliated from MEA. The question of eligibility for MESSA insurance products shall be discussed at upcoming MESSA Board meetings but the possible outcome is a cessation of all MESSA products immediately upon disaffiliation.

As locals appear on the 20.1 to 30 percentage of members in good standing list, they are placed on a watch list. The purpose is to prevent them from falling into critical status less than 20 percent. While there is no time limit a local can be on this list, they will remain on such list until the membership percentage rises to at least 30 percent.

**MEMBERSHIP LISTS – AVAILABILITY OF NAMES AND ADDRESSES OF
ASSOCIATION MEMBERS**

- A. All requests for names and addresses of association members in the form of a list, labels or on a diskette should be addressed to the Executive Director for MEDNA who will channel requests, as specified below.
- B. Local association leaders may secure names and addresses of association members on pressure sensitive labels, Cheshire labels or diskette to be utilized for mailings to members of their local association or members in zip code areas specified by the local leader. If political in nature, requests should be forwarded to the director of Government Affairs for approval or disapproval. It is understood that mailings for political candidates will be done by the Association* for the candidates. In either case, a copy of the material being mailed should accompany the request. Orders received by noon on a given day will be in the mail within 48 hours** (usually). A minimal charge for computer time and material is assessed.
- C. Local association presidents, region presidents, coordinating council chairpersons and the MEA Board of Directors may secure pressure sensitive labels or Cheshire labels or diskette to be utilized for mailings to official family members of the Association. The purpose of the mailing should accompany the request. Subject matter of the mailing must be in compliance with Association policies, goals and positions. A minimal charge for computer time and material is assessed. Persons wishing labels for internal political purposes are subject to the Elections Committee Policies and Guidelines.
- D. Individual members and non-members may secure pressure sensitive or Cheshire labels for mailing to members of the Association on educational matters such as surveys and research projects. The written request for this service must include a statement of the project and a copy of the material to be included in the mailing. A minimum charge for computer time and material will be assessed and, if special programming is required, the vendee pays for said programming. Should it be deemed in the best interest of the MEA that the mailing be completed through the MEA production division, the vendee will be notified of the charges related to the mailing. A copy of the completed report will be filed with the MEA. A written memorandum of understanding with the vendee will be entered into for approved projects.
- E. Whereas it is the practice of the Association not to make mailing lists available to private or public profit and non-profit corporations or associations, there are occasions where it would be in the best interest of the MEA to honor such requests. If approved by the Executive Director, a memorandum of understanding will be entered into with said organizations. This memo would contain a statement as to the charges expected for the service.
- F. Exceptions to this policy may be made by the Executive Director with notice to the Board of Directors.

- G. As technology develops and it becomes possible to produce mailing labels, lists and diskettes at association work sites other than the MEA computer center, it is the policy of the association that utilization of such labels, lists and diskettes be in compliance with the basic tenets as noted in the paragraph above.

* “Association” is defined as Headquarters, area office or MEA-PAC staff.

** The 48-hour period applies to taking an order for labels/diskette and having the labels/diskette in the mail within that time span.

(BD July 1992)

MEAP

The MEA shall communicate to the State Department of Education and to the public the growing concern regarding the expanding role in determining the specifics of local curriculum being assumed by the SDE.

Further, the MEA will effectively make clear to the SDE and the public that MEA's concerns are based primarily on our commitment that "...teachers who know students are best qualified to make (curriculum) decisions..." (1984 Resolution C5)

The MEA shall also make clear that our alarm grows as we continue to witness the poor quality of leadership from the SDE as evidenced by the Social Studies MEAP Pilot, and by the continued misuse of MEAP results that the SDE has been unable to control.

(1984 Spring RA)

MEA shall not legitimize the Michigan Assessment Program (MEAP) by participation in the writing or revisions of MEAP objectives for criterion-referenced tests, and will encourage its members to refrain from such participation. Further, the MEA will not deliberate with the Department of Education on any issue directly related to the MEAP unless certain concerns will be a part of those deliberations.

(1984 Fall RA, Rescinded 1996 Fall RA)

MEA opposes the expansion of the MEAP tests to other grades and other subjects.

(1984 Fall RA)

The MEA leadership and lobbyists will work to eliminate the MEAP funding in the State Board of Education budget.

(1990 Fall RA)

MEAP AND STATE PROFICIENCY TESTS

The MEA believes that the use of any single test (such as the MEAP or the state proficiency tests for diploma endorsements) to determine the educational future of students, or to assess the quality of educational programs, does not reflect sound educational theory nor practice. To address the increasing needs of students, the MEA will work with its members and other education advocates to identify, develop, and use a multiple array of measurements, which could include the MEAP and/or proficiency tests, to assess individual student performance.

The MEA will continue to advocate the use of multiple measures to determine individual and group student performance. The MEA will support and assist in the development of state board of education policies that recognize the need for more comprehensive evaluation of student progress.

Therefore, the MEA will work to ensure the development of rigorous standards of student performance and the availability of adequate funds to facilitate the provision of the following to educators statewide:

- (1) training and technical assistance to update educator skills on curriculum design and alignment of instruction with appropriate, effective assessment tools; and
- (2) development and adaption/adoption of research-based and reliable alternative assessment methods, and their use to assure that results effectively evaluate education programs and individual student performance.

(1994 Fall RA)

M-3

MEA-PAC Policies and Procedures

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Foreword

The Michigan Education Association Political Action Council (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, April 2022)

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) members who identify as Black, Indigenous or a Person of Color (BIPOC) appointed by the chairperson based upon recommendation of local associations, subject to the approval of the PAC Governing Board; (*April 2022*)
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 amended by the MEA-PAC Council, May 2021
and adopted by the MEA Board of Directors, July 2021)*

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.** Active 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 at least one delegate to serve on the Council, with an additional delegate to be elected for every 500 members in good standing in that council above 1,200 as of the end of December of the prior year. 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.** Black, Indigenous and People of Color (BIPOC) representation. Aside from other elected delegates, the two (2) BIPOC governing board members (as outlined in Part I, Section III, D, 6) shall also serve as MEA PAC Council delegates. 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, April 2020)

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 two (2) 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 2021)

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. One (1) member who identifies as Black, Indigenous or a Person of Color (BIPOC) appointed by the chairperson based upon recommendation of local associations, subject to the approval of the PAC Governing Board;
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 2020)

- 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 an office not currently held by an incumbent eligible for a continuing recommendation, 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 deportment 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, including any MEA members (subject to D, 1, a above).
- 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 2020)

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 an office not currently held by an incumbent eligible for a continuing recommendation, 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, including any MEA members (subject to D, 1, a above).
 - 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 amended 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;

- 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.

MEA-RETIRED

The members established a foundation to provide a capital foundation from which the program for retired members of the MEA could be financed.

(1982 Fall RA)

MEA adopted a proposal that created a new membership category, MEA-Retired, which gives retirees MEA-Retired membership rights and deletes the special Life membership category.

(1983 Spring RA)

MINORITY/WOMEN INTERN PROGRAM

1. **PURPOSE:** The purpose of the MEA Professional Staff Intern Program is to help the implementation of the Association's Affirmative Action Program by developing and enhancing skills and experience in women/minority candidates in order to assist in successful placement and performance as professional staff.
2. **MANAGEMENT:** The intern program shall be administered by the Associate Executive Director of Uniserv.
3. **ELIGIBILITY:** All minority and women members of the MEA who desire professional staff positions would be eligible.
4. **SELECTION:** A notice will be provided to all MEA members via the "Voice" as well as a mailing to all appropriate groups within the MEA. A selection committee made up of MEA managers will interview and select the interns. The selection criteria will include good interpersonal skills, a commitment to MEA, requisite skills to achieve desired level of performance, and a desire and commitment to become a Uniserv director. Candidates must also be willing to accept release time. Assuming there are qualified applicants, the selection committee will balance the interns in terms of race and gender. In any event, at least one intern shall be a minority. The MEA will encourage applications from all segments of membership including ESP, EA, ISD and Higher Ed. Every candidate, whether or not selected, will be given pertinent feedback.
5. **ASSIGNMENT OF INTERNS:** Each intern will be assigned to work with one or more specific staff persons located in their general geographic area. MEA will work to identify and train a pool of mentors in each zone. Mentors should be assigned to achieve a match between mentor and intern in order to meet interns' needs. There may be a secondary mentor to insure a mentor of the same race and/or gender. Mentors will be carefully selected and must know the MEA and its programs, be sensitive to training needs of the intern and give the necessary time to being a mentor. An MEA manager, along with the involved professional staff and the intern will meet to initially develop a program in writing aimed at providing the intern the specific experience necessary to acquire the skills to become a professional staff member.

Each program will be customized to fit the needs of the specific intern and will clearly define the roles of the manager, the mentor/s and the intern and will identify desired outcomes. The manager, the professional staff and the intern will meet periodically to review the progress of the intern and to modify the program, if necessary.
10. **DESCRIPTION OF THE INTERNSHIP:** The initial assignment will be for one year and be divided into three phases.

From September until the end of the first semester of school (mid to late January), the interns would be assigned to one or possibly two specific Uniserv directors and would work 10-15 hours per week during non-school employment time. The intern will work on specific projects/assignments in locals and/or coordinating councils. These activities will deal with all phases of the professional staff job description such as preparation for bargaining, at-the-table experience, grievance processing, internal and external public relations, political action organizing, PAC enrollment projects, organizing new members, etc. They would gain a thorough orientation to the scope and nature of the Uniserv director position. The program should include components such as: How to work smarter, how to work with coordinating councils, MEA/NEA's governance structure and politics, how to deal with being a minority/woman in MEA, how to interview, how to get hired (interviews, resumes, etc.), how to market oneself, and MEA's programs and services.

For the second semester of the school year, the intern would be released full-time to serve as an assistant to a specific Uniserv director. During this semester, the intern would be given tasks and responsibilities consistent with the job of a Uniserv director, and would be assisted and trained by the Uniserv director to whom he/she was assigned. The specific projects will be tailored for each intern based on their individual strengths and needs.

During the summer following the full-time released experience, the intern would be expected to continue working to complete the assignments initiated during the previous semester including bargaining and grievance assignments.

Obviously, there will be a heavy emphasis placed on the collective bargaining aspects of the job. The possibility of serving as a SNAP negotiator will exist based on the intern's readiness as well as available contracts in their geographic area. The intern will also be expected to participate in the Labor Relations Practicum.

7. EVALUATION: The intern will be provided with immediate and continuous feedback from the mentor and/or coordinating council and zone manager. A portfolio should be built as part of the evaluation which includes: training sessions attended, assessment of interns by trainers and other MEA staff, list of projects assigned, list of activities and appropriate samples of work. Before the end of the year, an evaluation of the intern will be done by the mentor and zone director and will determine if the intern is then fully qualified to be a candidate for a permanent staff position, if the intern was making satisfactory progress but was not yet ready to fill a position and recommendations for additional experiences, or that the intern was not making satisfactory progress. The evaluation will be in writing and will be based on the outcomes identified at the onset of the internship. Successful interns shall receive a certificate of completion and will be placed in the Uniserv hiring pool.
8. EVALUATION OF MEA INTERN PROGRAM: The associate executive director for Uniserv will conduct an exit interview with each intern to evaluate the intern

- program. Periodic, but at least annual, feedback of the program will be obtained from mentors. A follow-up to assess where interns are and their success due to the program will be conducted in even numbered years. This assessment will include a meeting with coordinating council chairs and representatives for discussion of the program and its criteria and for training.
9. CONFLICT RESOLUTION: A three-person committee consisting of a Uniserv manager and two professional staff will be formed to deal with appeals and/or concerns of individual interns.
 10. COMPENSATION AND EXPENSES: During the first semester, MEA would pay for only the business expenses of the intern and any limited released time necessary to attend staff meetings and training events. For the second semester, MEA would pay the cost of obtaining the released time, as well as the necessary business expenses of the intern. For the summer months MEA would pay for the necessary business expenses incurred by the intern and would provide a \$100 per week honorarium. For year-round employees further purchased released time would be necessary.
 11. SPECIAL CONDITIONS: The issue of real or perceived conflict of interest needs to be addressed. Although this is not technically a staff position, during the internship the person shall not serve as a local officer, a MEA Board of Directors member or a RA delegate, and will not be assigned to work in their own local.
 12. PLACEMENT ASSISTANCE: MEA will maintain the intern's portfolio in the Personnel files, will send job postings to interns, will provide successful interns with pre-interview briefings and post-interview feedback.

(BD April 1991)

Multicultural Diversity Day

The MEA shall promote Multicultural Diversity Day in all of its locals, put Multicultural Diversity Day on the MEA calendar which annually will be the third Monday in October, and publicize with an article in the Voice.

(1994 Spring RA)

MEA MISSION

The mission of the MEA is to ensure that the education of our students and the working environments of our members are of the highest quality.

NEA DIRECTORS

The NEA state directors shall exercise leadership in interpreting NEA policies and programs at the state, local and building levels.

The NEA state directors shall exercise leadership in advancing the unified agenda.

The NEA state directors shall be a part of the state leadership team, and the team shall meet regularly to discuss ways to advance the state and national programs.

The NEA state directors shall have a visible and meaningful role at state leadership conferences and delegate assemblies.

The NEA state directors shall make verbal or written reports at state board meetings and delegate assemblies.

The NEA state directors and the other members of the state leadership team shall meet prior to NEA Board meetings for the purpose of discussing agenda items; the team shall also meet following NEA Board meetings to discuss actions taken.

(BD September 1985)

**MEA Position
On
National Board for Professional Teaching Standards Certification**

INTRODUCTION/BACKGROUND

The National Board for Professional Teaching Standards (NBPTS) was founded in 1987 as an outgrowth of a Carnegie Corporation initiative. Specifically, the idea of a voluntary system of national certification for teachers was called for in the 1986 report, "A National Prepared: Teachers for the 21st Century."

The NBPTS is a non-profit, independent organization whose mission is to establish high and rigorous standards for what accomplished teachers should know and be able to do, to develop and operate a national voluntary system to assess and certify teachers who meet these standards, and to advance related education reforms designed to improve student learning in American schools.

Since the inception of the National Board for Professional Teaching Standards, the NEA has been involved with and supportive of NBPTS. The NEA has worked in numerous ways to ensure that the voluntary, advanced system of professional certification developed by the NBPTS will represent and advance the interest of the classroom teacher and their profession. NEA support for national certification and the methods by which salary incentives for national certification should be determined are defined in the 1993 NEA resolutions G-2 and F-10 (see Addendum #1).

The National Board is governed by a 63-member board of directors, two-thirds of which are classroom teachers; the remainder represent other education positions and the public.

The policy document of the National Board is entitled "Toward High and Rigorous Standards for the Teaching Profession: Initial Policies and Perspectives on the National Board for Professional Teaching Standards," Third edition. Chapter Ii clarifies the vision of the national board and is entitled "What Teachers Should Know and Be Able To Do." The vision statement enumerates five core principles for experienced teachers. They are: (1) teachers are committed to students and their learning; (2) teachers know the subjects they teach and know how to teach those subjects and their learning; (3) teachers are responsible for managing and monitoring student learning; (4) teachers think systematically about their practice and learn from experience; and (5) teachers are members of learning communities.

To "sit" for National Board certification, an educator must meet the following three prerequisites: (1) hold a baccalaureate degree from an accredited institution; (2) have three years of elementary, middle, or high school teaching experience; and (3) hold a state teaching license, if such is required for one's position.

Ultimately, the National Board will issue 33 different certificates, based on the five core propositions mentioned above, and configured along two dimensions—the developmental level

of the student(s) and the subject(s) taught. To obtain a national certificate, specific requirements will include a myriad of activities that will be performance based: assessments (classroom observation, video tapes, collection of teacher and student products, etc.) and assessment-centered activities that include interviews, simulations, and examinations of subject matter and pedagogy.

In the Fall of 1991, the National Board issued a call for school districts to submit a request for proposal (RFP) to participate in the field testing of the assessment packages for the 33 certificates (as they are available) and of the operating system. Twenty-seven field test network contracts were awarded in June 1992. Two are located in Michigan-Wayne Regional Education Service Agency (a consortium composed of Saginaw, Farmington, Trenton, Birmingham, and Dearborn school districts) and Detroit Public Schools. MEA members in the four locals named above will participate in the field test activities starting in the Fall of 1993. Some of these individuals may be among the first board certificated teachers named in October 1994.

As a segment of the field test network mentioned above, teachers in the consortium districts were asked to complete a survey if they wished to participate in the process. The return rate from the Wayne Regional Education Service agency consortium Board certification was very high. Nationally, the response rate was 50%. More than two-thirds of the teachers who responded expressed their interest in becoming national board certified.

With the increased interest in the NBC program, there will be concerns that may have to be addressed through the collective bargaining process. Issues such as intellectual property rights, status of the NBC program within the local district and the state, impact on teacher's employment rights, and the economic implications resulting from participating in the NBC program must be reviewed by each local association.

POSITION

The NBPTS and its corresponding national board certificate are still in the infant stages of development. This infancy brings more questions than answers about the "nuts and bolts" of its implementation and operation. It is the belief of the MEA that the voluntary national certificate program is an important element in the drive for higher standards and genuine professional self government. The potential benefits for MEA members, their students, and the profession in general call for MEA support. Therefore, the MEA supports the voluntary NBPTS national certification program, encourages its members to seek Board certification and urges all MEA locals to support the NBPTS certification program by bargaining appropriate contractual language into their local agreements.

RATIONALE

MEA, as reflected in its teacher education position, believes that high standards for teachers must be continued. Lowering standards is a costly and short-sighted approach that will eventually diminish the public education system.

MEA supports the empowerment and development of members so they can support the empowerment and development of school organizations.

The public views a raising of teacher standards as part of the solution to the challenges facing the education system.

A recent poll conducted by the National Council for the Accreditation of Teacher Education (NCATE) indicates that the public believes the key to education reform and improved student learning is a high quality, highly prepared teaching force. In support of this belief, Arthur Wise, NCATE President, writes: "Thus, long-lasting education reform must indicate higher standards for our teachers."

The National Board for Professional Teaching Standards' national certificate is one means to these ends. It may be a "pie in the sky," but it is the design of professional educators and should be given a chance to prove itself. During that time, MEA should interact with other educational stakeholders to learn more about the entity known as National Board certificate, to ascertain if it truly is or has the potential to be a vehicle of education reform, opening new doors for teachers and students. If after a trial period, it does not deliver education to new heights, an alternative means will need to be created.

COLLECTIVE BARGAINING CONCERNS

If the MEA is to ensure proper implementation of the National Board Certification (NBC) program, we must address the following implementation issues through the collective bargaining process.

A. Support and Recognition of the NBC program

Contractual provisions should address:

1. release time/sabbatical leave,
2. alternative scheduling arrangements for candidates to prepare for the rigorous certification process,
3. provide subsidies or reimbursement for associated NBC costs,
4. provide substitutes or other assistance to cover candidate absences.

B. Equity and Equal Access to the NBC

Contract provisions should:

1. ensure that the MEA position of "state certification means qualified" is maintained.
2. ensure that the NBC program is voluntary and has no impact on a teacher's employment rights as a result of non-participation and/or unsuccessful participation in the NBC program.

3. ensure qualified candidates are afforded an opportunity to participate in the NBC program regardless of seniority, grade level taught, or any other circumstances/characteristics.
4. ensure district support and recognition (i.e., awards, salary considerations) for any teacher pursuing and/or achieving national certification.

CONCLUSION

MEA is committed to raising teacher standards. The National Board for Professional Teaching Standards presents the MEA with many new opportunities and challenges to advance the profession. The key to our organizational success in educational policy development is our ability to provide excellent leadership and responding to the key issues in a proactive manner. Our support of the NBC program requires us to move to another level so that our leaders can positively influence the ways that national certification is used and recognized within districts.

ADDENDUM #1 – NEA Resolutions

G-2. Certification

The National Education Association supports voluntary professional certification by which the professional grants recognition to an individual who has met qualifications specified by the profession. The Association asserts that this function must be fulfilled by a national standards board of professional educators that is composed of a majority of practicing public school teachers.

The national standards board of professional educators should establish appropriate assessment procedures by which individuals may demonstrate competence in pedagogy and in subject matter areas, should issue permanent certificates to all individuals who meet the criteria as established by the national board, and should maintain a roster of those who have been certified.

The Association supports the periodic evaluation of such certification procedures to ascertain whether cultural, economic, gender, racial or age bias is perpetuated by the requirements for certification. (87, 90)

F-10. Salaries and Benefits (excerpted)

The national Education Association believes that salary and benefit structures for education employees are matters for collective bargaining. The Association and its affiliates will closely monitor proposed or legislated salary and benefit structures and will strongly oppose those that bypass or undermine the bargaining process or negotiated agreements.

The Association insists that salary schedules should...

- c) Be independent of national certification unless the impact of any national certificate is determined through the collective bargaining process where it exists or by agreement of the local NEA affiliates in those states where it does not exist...

(69, 93)

News Releases

The MEA shall distribute to all local presidents all news releases by way of the Wednesday packet. MEA will encourage local presidents and direct local Uniserv staff to make this information available to Representative Assembly delegates. MEA will notify all Representative Assembly delegates of the availability of this information.

ORGANIZING

The MEA will pursue representing former members who become private employees.

(BD January 1995)

The MEA reaffirms its commitment to organizing all educational personnel in the state.

(BD January 1995)

P-1
2022-2022
MEA Platform

(Adopted by the 2022 Representative Assembly)

We believe that the primary goals of the MEA are the improvement of education, the improvement of the education professions and the improvement in the welfare of its members.

This belief is based on the following principles:

1. That every person, regardless of race, color, creed, gender, sexual orientation, national origin or physical, mental or emotional disability, has the right to equal opportunity for education and employment and equal rights of citizenship as established in the nation and state by the constitutions, statutes and judicial decisions;
2. That it is the right of every individual to receive the education which will allow him/her to develop to his/her fullest potential in his/her pursuit of worthy citizenship in our nation and world;
3. That the development of moral and ethical values can be promoted through education;
4. That each student must be free to learn and to think for himself/herself at his/her own level of maturity;
5. That continuing improvement in curricula, methods, materials, physical facilities and preparation of personnel is necessary;
6. That it is the responsibility of our members to do everything in their power to attempt to improve the conditions—physical, environmental, educational, social, emotional—under which people live;
7. That the teacher in the classroom and support professionals are the vital catalysts in the educational process and that those members should receive salaries commensurate with their services, obtain professional enrichment opportunities and have optimal working conditions;
8. That our members of the educational association have the responsibility and right to control and police their profession or classification.

PROFESSIONAL DEVELOPMENT

The MEA supports the following concept:

The State Board of Education shall recommend to the Legislature that additional funds be appropriated for the professional development of existing staff. Each school district and/or consortium of professional staff development shall establish long-range staffing needs and shall develop (with union representatives, in accordance with the state guideline #97) programs to meet staffing and curricular needs. Such programs may include college and university credit as well as a wide variety of other learning experiences including the use of teacher centers. Incentives for current staff to participate in professional development should be created through the collective bargaining process.

(1984 Spring RA)

PUBLIC EMPLOYEE DOLLARS

The MEA shall develop and make available to locals, at cost, colored, gummed stickers imprinted with “Public School Employee Dollars” to be used on checks.

(1994 Spring RA)

RAPE VICTIMS

The Association supports effort that will prevent, eliminate, and protect members of our society from becoming victims of rape. Further, when a sexual assault occurs, the Association supports fair and equitable treatment by health, hospital and police agencies for rape victims. Further, the Association recognizes and urges the rehabilitation of the assailant and the protection of due process rights for both the victim and the assailant.

(1981 Spring RA)

REGION AND LOCAL CONSTITUTION

The Governance Review Committee shall be given the responsibility for the routine scheduling, examination and approval of all region and local constitutions. Names of approved affiliates shall be presented to the Board of Directors for concurrence.

(BD December 1976)

R-3

Region Council Constitution

Article I. Name and purpose

- Section 1.** This unit of the Association shall be known as Region _____- MEA/NEA.
- Section 2.** The purpose of this region shall be to serve as the intermediate unit between the state Association and the constituent associations within the region.
- Section 3.** The region shall carry out the objectives of the state Association.
- Section 4.** The region shall counsel, initiate and be a forum for the policies of the Representative Assembly, MEA Board of Directors and views of the membership.

Article II. Membership and boundaries

- Section 1.** The membership shall comprise all active and life members in the region.
- Section 2.** The boundaries of the region shall be the same as those specified in the MEA Administrative Policies.

Article III. The region council

- Section 1.**
- a. The region council shall be the governing body of the region and shall meet at least three (3) times during the school year. The members of the region council shall include Representative Assembly delegates including MEA-Retired delegates to the Representative Assembly; coordinating council chairpersons; the elected region officers; local presidents or duly elected officers; representative of Minority Person, 3-1(g) at-large delegates; MEA-Retired region directors; and members of commissions and committees of the MEA/NEA who are employed within the region. *(March 2012)*
 - b. Voting membership of the region council shall consist of the Representative Assembly delegates including MEA-Retired delegates to the Representative Assembly, local presidents or duly elected officers, coordinating council chairpersons, the elected region officers, representative of Minority Person, 3-1(g) at-large delegates, MEA-Retired region director(s) and other delegates as specified in the region bylaws. All voting members of the region council must be elected, not appointed. Persons filling more than one of the above positions may be replaced in one or more of those positions at the region council by a duly elected alternate/officer of the electing constituency. *(March 2012)*
 - c. Upon option of the region, additional delegates may be elected to the region council on a proportional basis as determined in the region's bylaws.

Section 2. *Minority Person, 3-1(g) representation provisions.* Membership of the region council shall reflect Minority Person, 3-1(g) representation provisions as stated in the MEA Constitution. If not elected at the local level, representative of Minority Person, 3-1(g) at-large delegates shall be elected by the council as stated in their bylaws.

Locals that do not comply with the Minority Person, 3-1(g) representation requirements at the region level as stipulated in a region's bylaws must present their case to the MEA Credentials Committee, which will decide whether or not to recommend that said local be seated on the region council.

Section 3. *Powers and duties.* The region, through its region council, shall have the power to establish such agencies and agents as may be required for the effective promotion of the activities of the Association within the region, to take any action necessary under the provisions of the Constitution and Bylaws of the Association or by the acts of the Representative Assembly or the Board of Directors, to appoint its own committees, and to undertake any lines of work deemed necessary in the light of the needs within the region. Such action shall not be in conflict with the provisions of the Constitution and Bylaws or acts of the Board of Directors or the Representative Assembly. The region council shall have general supervision of the work of the region and shall perform all duties not specifically assigned to coordinating councils, local associations, the state Association, the region officers or committees.

Section 4. Special meetings of the region council may be called by the executive committee and shall be called upon the written request of twenty percent (20%) or more of the voting members of the region council.

Section 5. The region council shall have the power to fill all region council office vacancies for the unexpired term. Procedures shall be set up in the bylaws of the region.

Section 6. Quorum shall be established in the bylaws and shall not be less than twenty- five percent (25%) of the voting delegates to the region council.

Section 7. Any member in good standing of the Association shall have the right to attend a meeting of the region council. (*Amended July 2013*)

Article IV. Officers

Section 1. The *officers* shall be president, past president, vice president, a secretary, a treasurer, NEA region coordinator and member(s) of the MEA Board of Directors from the region. The vice president may, at the option of the region through its bylaws, be designated as the president-elect. The president shall take office during or at the close of the region's annual meeting. The retiring president shall serve as past president for one (1) year. Officers, except for the MEA Board of Directors member(s), shall be elected for terms not to exceed two (2) years as stated in the region bylaws. Officers, except for the MEA Board of Directors member(s) and the NEA region coordinator, shall be elected from the council. The MEA Board of Directors member(s) shall be elected according to procedures as

prescribed in Article VIII of this Constitution. The NEA region coordinator shall be elected according to procedures as prescribed in Article VII of this Constitution.

Section 2. The *executive committee* shall comprise the officers of the region, representative(s) of Minority Person, 3-1(g) at-large delegate(s) to the Representative Assembly, coordinating council chairpersons, the chairpersons of the region committees and MEA-Retired region directors. Members of state commissions and committees from the region shall be members ex-officio of the executive committee. By a majority vote of the above-stated members, the membership of the executive committee may be expanded to include others. All members of the executive committee shall have voting power at executive committee meetings. Provision shall be made for a quorum of the executive committee in the region's bylaws.

Section 3. The *terms of office* of each officer shall begin during or at the close of the region's annual meeting and shall continue until a successor is elected, except the NEA region coordinator and the MEA Board of Directors member. The NEA region coordinator shall be elected for a term of one (1) year commencing December 31. Delegates and alternates to the NEA Representative Assembly shall serve three (3) year terms, such terms to be staggered in such a manner that not more than one half (1/2) of the delegates shall be elected each year.

Article V. Duties of officers

Section 1. The *president* shall perform the usual duties of a presiding officer. That person shall enforce the observance of the MEA Constitution and Bylaws and the region constitution and bylaws. The president shall be chairperson of the region council and the executive committee and shall be responsible for the conduct of elections for MEA Board of Directors member(s).

Section 2. In the absence of the president, the *vice president* shall be the presiding officer, and in the absence of those officers the past president shall preside. In the event none of the three (3) named above is present, the secretary of the council shall preside until the council shall elect a temporary presiding officer.

Section 3. The *secretary* shall keep the minutes of the region council and executive committee meetings. Copies of these minutes in the quantity as required by the MEA/NEA shall be forwarded to the executive director of the state Association. The secretary shall file all reports submitted which are to be a part of the records of the region. The secretary shall perform such other duties usually performed by the secretary of an organization.

Section 4. The *treasurer* shall receive all monies due the region, have custody of same and pay bills as provided by the region bylaws, and shall submit the accounts to an audit annually; a copy of the audit shall be sent to the Michigan Education Association/NEA. The treasurer shall furnish each member of the council with a copy of the current financial statement at each council meeting.

Section 5. The *executive committee* shall be the ad interim committee of the region council but may not perform those duties specifically delegated to the region council by the MEA Constitution and Bylaws or Region Council Constitution and Bylaws.

Section 6. The *NEA region coordinator* shall be chairperson of the region's delegation to the NEA Representative Assembly, shall hold periodic meetings of the delegates to the NEA Representative Assembly and shall keep the region council informed of the activities and programs of the NEA.

Section 7. The agenda for the region council meetings shall include time for the MEA Board of Directors members to present and discuss issues coming before the Board of Directors, as well as general organizational goals.

Article VI. Nominations

Section 1. The president, with the approval of the region council, shall, by May 31 of each year, appoint a nominations committee. The nominations committee is separate from the election committee and a member may not serve on both committees. The nominations committee shall minimally be comprised of each coordinating council chairperson or designee from within the region and whatever other members are necessary to help insure the committee will accomplish its goal. Each member of the nominating committee shall preferably be from a different local association within the region.

Section 2. The goal of the nominations committee is to recruit candidates so that there is a least one candidate for each vacant position. In order to help achieve this goal, the nominations committee shall minimally perform the following tasks.

- a. The nominations committee shall meet no later than one (1) week following the first region meeting each fall.
- b. Prior to October 1, the nominations committee shall contact incumbents whose positions will be up for election in order to determine their intention to run again.
- c. If by November 1, there are cluster position vacancies with no announced candidates, the nominations committee shall contact the local presidents from within the cluster in order to recruit candidates.
- d. If by November 1, there are vacant positions other than cluster positions with no announced candidates, the nominations committee shall schedule a meeting with the coordinating council chairperson(s) and the region MEA Board members in order to recruit candidates.

Section 3. Nominations for offices of president, vice president, secretary and treasurer shall be made at the meeting held prior to the election by the following methods: by a nominating committee, by written nomination of one (1) or more members of the council, by petition signed by fifteen (15) or more members of the region, or by nominations from the floor. The report of the nominations shall be sent by the secretary to each member of the council at least two (2) weeks prior to the election.

Section 4. Nominations for region MEA Board members, region at-large MEA and NEA delegates/alternates and region cluster MEA and NEA delegates/alternates shall be:

- a. In writing or by fax. Only members eligible to vote for a position may nominate someone for that position. Self nomination is permitted.
- b. By action of a local association at a regular or special meeting; the local association shall notify the region election chairperson of the nomination no later than December 1;
- c. By open nominations at a region council meeting no later than December 16;
- d. Nominations shall comply with the MEA Administrative Rule XI.

Section 5. Consent of a candidate must be secured before that name is placed on any ballot.

Article VII. Elections

Section 1. The election of the region president, vice president, secretary and treasurer shall be on or before May 31. The retiring secretary shall notify the council members of the time and place of the region's annual meeting. Newly elected officers shall assume their duties during or at the close of the region's annual meeting.

Section 2. The election of region MEA Board members, region at-large MEA and NEA Representative Assembly delegates and alternates, and region cluster MEA and NEA Representative Assembly delegates and alternates shall be completed by April 1 in accordance with the election procedures in Article VIII.

Section 3. The election of the NEA region coordinator to the Representative Assembly of the National Education Association shall be held before December 31. Such election shall take place at a region NEA caucus between September 1 and December 31. Coordinators shall be nominated from the current local and region NEA delegates and elected by those delegates. The initial meeting of the NEA local and region delegates, for the purpose of nominating and electing the coordinator, shall be called by the senior MEA Board member from that region. An alternate NEA region coordinator shall also be elected at this time.

Section 4. All elections which take place in the region among the entire membership in good standing of the region shall be held at one time and shall be called the region at-large election. This election includes region MEA Board members, region at-large MEA and NEA Representative Assembly delegates and alternates, and region cluster MEA and NEA Representative Assembly delegates and alternates. (*Amended July 2013*)

Section 5. Delegates to the NEA Representative Assembly shall be elected to a three (3) year term no later than April 1 and shall assume office on September 1 of that year. Elections shall comply with the MEA Administrative Rule XI.

Section 6. Alternates shall be elected for all region at-large and cluster positions, except the MEA Board of Directors, and shall serve a three (3) year term beginning April 1.

Section 7. Alternates

- a. Each region shall select one of the following methods of electing alternate MEA and NEA Representative Assembly delegates:
 - 1. By a separate ballot and shall be elected in descending order of the number of votes received; or
 - 2. The unsuccessful candidate(s) for a position shall be alternates for that position in descending order of the number of votes received.
- b. If a region does not conduct a specific election for alternates, unsuccessful candidates for delegate positions shall be the alternates, in descending order of the number of votes received.
- c. If the region conducts elections for alternates, but no alternates are available to fill a vacancy, the alternates shall be the unsuccessful candidates in descending order of the number of votes received.
- d. Alternates for region at-large NEA Representative Assembly delegate(s) will be the unsuccessful candidate(s) for NEA Representative Assembly delegate position(s) representing Minority Person, 3-1(g) concerns, in descending order of the number of votes received.

Section 8. All elections shall be by secret ballot and the region at-large election shall be conducted among the active member in good standing of the region. In the event the number of candidates is equal to or less than the number of positions to be filled, the candidates can be declared elected by acclamation. Only positions which are not filled by acclamation will appear on a printed ballot. If two or more candidates for identical positions are elected by acclamation, the region council shall conduct a lottery at the close of nominations to determine the rank order of the candidates. *(Amended July 2013)*

Section 9. The region may conduct a special election at any time to fill a vacancy for the position of Representative Assembly cluster delegate or region at-large Representative Assembly delegate. Such election shall require written notification to eligible voters through the U.S. mail, open nominations and secret ballot.

Section 10. Results of all at-large elections shall be transmitted to the Executive Office of the state Association by the president no later than April 1. Results of other region elections including special elections shall be transmitted to the MEA following the election. Delegates whose names are transmitted to the Executive Office at least seventy (70) days prior to a Representative Assembly will receive all Representative Assembly mailings. Delegates whose names are transmitted fewer than seventy (70) days prior to a Representative Assembly shall receive whatever mailing would be reasonably possible given the actual reporting date.

Article VIII. Region at-large elections

Section 1. Region at-large elections shall be conducted in accordance with the following timelines:

For On Site and Mailed Ballots (Amended July 2019)

May 31	Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA.
July 31	MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms.
August 15	Date, time, and location of region nominations meetings to be forwarded to MEA for inclusion in the Fall <i>MEA Voice</i> .
October	The Fall edition of the <i>MEA Voice</i> will provide region election information.
December 16	Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation.
December 17	Nominations sent by the region to MEA received/postmarked no later than December 21.
December 31	Biographical sketches sent to MEA by candidates must be received/postmarked no later than December 31.
February	The Winter edition of the <i>MEA Voice</i> will provide region election information.
February 1	Ballots and all other election material will be distributed to regions.
February 7	MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list.
February 15	Voter eligibility list emailed to president and elections chair of locals using paper ballots.
February 28	Region election committee has mailed or delivered election materials to local association presidents.
March	<p>Elections conducted in the locals:</p> <ol style="list-style-type: none"> 1. The election shall be conducted on the first consecutive Tuesday, Wednesday, Thursday in March. 2. If the unit is not scheduled to work during the above days, the election shall be conducted on the next consecutive Tuesday, Wednesday, Thursday in March.

3. If inclement weather or other emergency interrupts the election as above, it shall be completed on the next consecutive workday(s), but no later than March 24.
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| March 24 | Tabulated election results mailed or delivered from the local to the region election committee. |
| March 31 | Local association tabulations compiled by region election committee and candidates and MEA notified of election results by submitting the official tally report form in Appendix A. |
| April/May | Election results and local association tabulations incorporated in region minutes. |

For Online Voting (Amended July 2019)

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| May 31 | Region selects a region election chairperson and a nominations chairperson and forwards the names to MEA. |
| July 31 | MEA notifies region president, region election chairperson, nominations chairperson and region MEA Board members of positions to be filled and length of terms. |
| August 15 | Date, time and location of region nominations meetings to be forwarded to mea for inclusion in the Fall <i>MEA Voice</i> . |
| October | The Fall <i>MEA Voice</i> will provide region election information. |
| December 16 | Close of nominations from the floor at a region meeting no earlier than December 1 and no later than December 16. A region should close nominations at its December meeting and may elect by acclamation. If no meeting is held in December, the region may not use acclamation. |
| December 17 | Nominations sent by the region to MEA received/postmarked no later than December 21. |
| December 31 | Biographical sketches sent to MEA by candidates must be received/ postmarked no later than December 31. |
| February | The Winter edition of the <i>MEA Voice</i> will provide region election information. |
| February 1 | MEA sends the local president online voting instructions. |
| February 7 | MEA Membership Department to receive membership update information from locals prior to creating voter eligibility list. |
| February 5-15 | Region election chairs send an announcement to all local presidents in their region regarding online voting. |

- February 15 Voter eligibility lists emailed to president and election committee chairs of locals using paper ballots.
- February 18-28 Local president informs members of online voting procedures.
- March 1-24 Members may access the online voting system during the fifteen (15) day period printed in the *MEA Voice* and vote or may vote on an alternate paper ballot, which must be received by MEA by the close of online voting.
- MEA IT will send a confirmation email to the individual voting member when the ballot has been submitted electronically.
- April 1 MEA will compile the results and send individual region results to the respective election chair for certification.
- MEA IT will provide a list of the members who voted to the local president(s) and local election committee members.
- Election results shall be recorded in region minutes.

Section 2. Region election committee

a. *Membership*

1. The region president shall, by May 31 of each year, appoint, subject to the approval of the region council, an election committee and chairperson, comprised of at least one (1) member from each coordinating council who is a member of the region council.
2. Each member of the committee shall preferably be from a different local association within the region.
3. No candidate shall serve on the region election committee.

b. *Duties.* The committee shall:

1. Meet with the region president to plan the implementation of the region at-large election schedule and procedures;
2. Conduct nominations from the floor during a region council meeting prior to December 16;
3. Accept written and faxed nominations and nominations resulting from action by local associations prior to the close of nominations.
4. Secure written consent from each candidate prior to submitting candidates' names to MEA for placement on the ballot.

5. Certify the validity of all nominations and submit to the MEA Executive Office the names of all nominees no later than December 21;
6. Issue an invitation to each candidate to appear at a region council meeting prior to the election;
7. Establish the method for distribution of ballots and related materials to local associations and distribute same no later than February 21;
8. Establish the location and method for the return of tabulated results from local associations and include notice of same with the election materials sent to each local association president;
9. By April 1 receive and tabulate the local association election results, notify the candidates of the official election results and certify the election results to the region president who shall notify the MEA Executive Office of the results;
10. Present a motion at the next region council meeting to incorporate the region at-large election results and the local association tabulations as a part of the region minutes;
11. Preserve the tabulated results and all related materials for one (1) year;
12. Receive, review and act upon election challenges in accordance with Article VIII-5.

Section 3. Election procedures

For On Site and Mailed Ballots (Amended July 2013)

- a. A September edition of the *MEA Voice* shall notify members on the membership rolls as of that date, of the positions open in each region, the nomination procedure, the election dates, voter eligibility requirements and other relevant information.
- b. A January edition of the *MEA Voice* shall announce the nominations received for each position, the dates of the election, positions filled by acclamation, requirements necessary to receive a ballot for eligible voters unable to vote on site and other relevant information. (Amended July 2013)
- c. A voter eligibility list will be prepared by MEA and distributed to each region election chairperson to be forwarded to each local association president along with the ballots. The voter eligibility list will be created from the membership information received from local associations by the MEA Membership Department by December 31. Only ballots from members in good standing whose names appear on the voter eligibility list may be counted. Ballots received from other individuals will remain unopened and set aside as challenged ballots.
- d. The ballots, tally sheets, biographical information, instructions and other related materials shall be prepared by MEA. All ballots shall provide for write-in candidates. The ballot for MEA Board members shall read: *For MEA Board and MEA state*

delegate to the NEA Representative Assembly. MEA shall distribute the ballots and other materials to each region election chairperson no later than February 1.

- e. The ballots and other materials shall be distributed by the region election committee to each local association president no later than February 21, who shall give written acknowledgement of the receipt thereof.
- f. Eligible voters who are not able to vote on site during the election period may notify their local association president of their need to vote by absentee ballot. The request must be in writing, must include the specific reason necessitating an absentee ballot and must be received no later than February 21 by the local association president. Eligible voters requesting an absentee ballot and complying with the above requirements shall be mailed an absentee ballot by the local association election committee. An absentee ballot must be returned by U.S. mail and received by the local association no later than the last day of the election. Late absentee ballots shall be unopened and set aside as void ballots. *(Amended July 2013)*
- g. The region at-large election shall be conducted in each local association by a local election committee comprised of at least three (3) members in good standing of the local. If such a committee does not exist, one shall be appointed by the local president with the concurrence of the local governing board. EA and ESP units in the same district may conduct their elections together and form one combined EA/ESP Election Committee. The local election committee shall: *(Amended July 2013)*
 - 1. Determine the election site(s);
 - 2. Determine the election times; however, the times must allow all eligible voters a reasonable opportunity to cast their ballots, which at a minimum will require one (1) hour per day for each of the three (3) days of the election;
 - 3. Appoint an election official (election committee member, building representative, etc.) for each site. The ballot box at each site must be attended at all times by the election official. Election officials shall not be provided with the key to their ballot boxes;
 - 4. Distribute ballots and other election materials;
 - 5. Count the ballots and record the results on the tabulation sheets;
 - 6. Forward the tabulated results to the region election committee no later than March 24.
 - 7. Preserve the ballots, including challenged and void ballots, signed outside envelopes, tally sheets and all other related materials for one year.
- h. The local association shall provide a locked and secure ballot box for each voting site.
- i. A double envelope system of balloting shall be used in conducting the region at-large election. This system shall entail an eligible voter marking a ballot, placing it in a secret ballot envelope, and placing the secret ballot envelope in an outside envelope, signing his/her name on the outside envelope, and depositing it in the ballot box.

- j. All tabulated results received from local associations by the region election committee shall be counted at one time by the election committee on a predetermined date. The region election committee shall notify all candidates of this date and their right to be present or to have a designee present to observe the final count.
- k. The candidate receiving a plurality of the votes cast shall be declared elected.
- l. If the office of MEA Board of Directors shall become vacant, the region executive committee may appoint an interim Board member to serve until the region council meets. The region council shall fill the position by appointment until the next region at-large election is held.
- m. Change of employment to a system outside of the region shall disqualify the Board member from further service and the office shall be declared vacant.
- n. Persons on leave of absence or lay-off from employment must retain active membership in good standing status in order to remain eligible for the Board of Directors. *(Amended July 2013)*

For Online Elections (Amended July 2013)

- a. September edition of the *MEA Voice* shall notify members on the membership rolls as of that date, of the positions open in each region, the nomination procedure, the election dates, voter eligibility requirements and other relevant information.
- b. A January edition of the *MEA Voice* shall announce the nominations received for each position, positions filled by acclamation, the dates of the election, requirements necessary to receive a ballot for eligible voters unable to vote on site and other relevant information.
- c. A voter eligibility list will be prepared by MEA and distributed to each region election chairperson to be forwarded to each local association president. The voter eligibility list will be created from the membership information received from local associations by the MEA Membership Department by December 31. Only members in good standing will appear on the voter eligibility list.
- d. The online ballots, biographical information, instructions and other related material shall be prepared by MEA. All ballots shall provide for write-in candidates. The ballot for MEA Board members shall read: *For MEA Board and MEA state delegate to the NEA Representative Assembly*.
MEA shall send online instructions to region election chairs for distribution to local presidents no later than February 1.
- e. Online instructions shall be distributed by the region election chair to each local association president no later than February 15.
- f. Members may access the online system to vote or may vote on an alternate paper ballot, which must be received by the MEA Executive Office by the close of online voting.

- g.** In the event a member votes both online and by a paper ballot, the paper ballot shall not be counted.
- h.** If a local opts out of the online ballot, the local may request paper ballots. The local remains responsible for all aspects of the paper ballots, including:

 - 1.** Count the ballots and record the results on the tabulation sheets;
 - 2.** Forward the tabulated results to the MEA Executive Office no later than March 24.
 - 3.** Preserve the ballots, including challenged and void ballots, signed outside envelopes, tally sheets and all other related materials for one year.
- i.** The candidate receiving a plurality of the votes cast shall be declared elected.
- j.** If the office of MEA Board of Directors shall become vacant, the region executive committee may appoint an interim Board member to serve until the region council meets. The region council shall fill the position by appointment until the next region at-large election is held.
- k.** Change of employment to a system outside of the region shall disqualify the Board member from further service and the office shall be declared vacant.
- l.** Persons on leave of absence or lay-off from employment must retain active membership in good standing status in order to remain eligible for the Board of Directors.

Section 4. Campaign practices

- a.** No candidate for a region at-large position may directly or indirectly finance his/her campaign activities with any Association funds. Candidates are prohibited from accepting contributions consisting in whole or in part of Association dues or assessments and are prohibited from utilizing, without cost, Association assets, facilities, equipment, staff, credit or newspaper advertisement.
- b.** Region and MEA dues may be utilized to issue notices regarding the nomination of candidates and the scheduling of the election, to publish factual statements of the issues not involving candidates, to meet the expenses of holding the election, to sponsor a meeting at which all candidates for a region at-large position(s) are afforded equal opportunity to express their views to the membership prior to the election, and to publish the views of candidates as long as equal coverage is provided to all candidates.
- c.** Candidates for region at-large positions shall adhere to these practices and such other regulations as may be established by the region election committee and approved by the region council.
- d.** Biographical statements for region at-large candidates shall be printed by MEA and distributed to the region election committee, which will in turn distribute them to local association presidents for distribution at the same time paper ballots are distributed to

eligible voters. For online voting, biographical statements shall be available online at the time of voting. (*Amended July 2013*)

The following provisions apply to biographical statements:

1. The printing and distribution of biographical statements is a service provided by MEA to the candidates and any errors or omissions shall not constitute a valid challenge to an election;
 2. Biographical statements shall be limited to one hundred fifty (150) words and shall be retyped for printing purposes as received, including grammatical and typographical errors. The statement must be in paragraph form; pictures and lists will not be printed. Statements longer than 150 words will be clipped at 150 words and printed as clipped;
 3. Biographical statements must be submitted to MEA no later than December 31;
 4. Biographical statements will not be edited; however, statements which may cause a legal liability for the MEA shall not be printed. In such instances, the candidate will be notified and this shall not constitute a valid challenge to an election.
- e. Candidates may distribute additional printed materials to the electorate at their own expense.

Section 5. Election Challenges

- a. Challenges to a region at-large election shall be directed in writing to the region president setting forth the alleged improprieties giving rise to the challenge. (A sample form is attached.) The challenge shall be filed within fourteen (14) calendar days of knowledge of the alleged impropriety or by April 10, whichever is earlier.
- b. Upon receipt of a timely challenge, the region president shall transmit same to the region election committee which shall review the challenge, meet with the complaining party, if necessary, and render a prompt decision.
- c. The decision of the region election committee may be appealed to the region executive committee by providing written notice to the region president within seven (7) calendar days of receipt of the decision of the election committee.
- d. Upon receipt of a timely challenge, the region president shall transmit same to the region executive committee which shall review the challenge and render a prompt decision.
- e. Neither the region election committee nor the region executive committee shall direct a rerun election unless there is sufficient evidence to believe that any improprieties could reasonably have affected the outcome of the election.

Article IX. Affiliate representation

Representation to non-governance affiliate bodies may be appointed or elected as stated in the region bylaws.

Article X. Recall

Elected officials of the region may be removed from office by a two-thirds (2/3) vote of the electorate (body by which they are elected) according to the following procedures:

- Section 1.** Recall petitions signed by fifteen percent (15%) of the electorate shall be submitted to the region council at a regular or special meeting.
- Section 2.** A region officer shall be removed from office upon a two-thirds (2/3) vote by secret ballot at the next council meeting following the presentation of petitions for recall.
- Section 3.** In the case of other positions which are elected in the region at-large election, the motion for recall shall be submitted to the electorate by the region election committee according to the following procedures:
- a.** Active members of the region shall be notified that petitions for recall have been received; such notice shall detail charges involved;
 - b.** The election shall take place in accordance with the election procedures contained in Article VIII of this Constitution, except that the region election committee shall modify the elections calendar to provide that the election shall be completed in not more than forty-five (45) days nor less than fifteen (15) days after notification.
- Section 4.** An NEA region coordinator shall be removed from office upon a majority vote, by secret ballot of the NEA region and local delegates of that region, at a special meeting which must be called in conjunction with the next meeting of the region council or within forty-five (45) days of the presentation of petitions, whichever is sooner.
- Section 5.** If the vote of the electorate is for recall of the official, the position of that official shall be filled in the manner as provided in this Constitution.
- Section 6.** In an action taken under the provisions of this article, no person shall be denied the right of a speedy hearing before the electorate.
- Section 7.** Only active members in good standing shall have the right to participate in the recall procedures prescribed above. (*Amended July 2013*)

Article XI. Committees

- Section 1.** The region council shall establish standing committees as necessary to carry on the work of the region.
- Section 2.** Chairpersons of all standing committees shall be appointed by the president, subject to the approval of the council.

- Section 3.** An auditing committee comprising three (3) or more members of the council, other than officers, or a certified public accountant shall make an annual audit of the accounts and shall report the findings to the council. Special audits may be authorized at any time by the council.

Article XII. Finance

The region council shall receive such funds as may be appropriated for its operation from the budget of the MEA/NEA. The region may levy dues upon its constituent units as the region council determines. Nonpayment of such levies on the part of the local units shall prohibit such locals from seating delegates on the region council or the MEA Representative Assembly.

Article XIII. Bylaws

- Section 1.** The region council may adopt by a majority vote any bylaw not in conflict with the MEA Constitution and Bylaws, acts of the Representative Assembly or the region constitution. All region bylaws are subject to the approval of the MEA Board of Directors.
- Section 2.** Any proposed bylaw must be submitted in writing to the council not less than two (2) weeks in advance of the council meeting at which it is to be considered and action is to be taken.

Article XIV. Amendments

This Constitution may be amended only by the MEA Board of Directors. The effective date shall be September 1, following the adoption of an amendment.

Article XV. Rules

Robert's Rules of Order, latest edition, shall be the authority in the transaction of business unless such provision conflicts with the Constitution and Bylaws of the state Association or of the region.

Challenge of a Region At-Large Election*

Date: _____

Must be within fourteen (14) calendar days of knowledge of alleged impropriety or by April 10, whichever is earlier.

To:
Region president _____
Complete address _____

From:
Challenger's name _____
Complete address _____

Challenge to (*specific article, section or procedure violated*):

Region Council Constitution _____
Region _____ Bylaws _____
Election procedures _____

Specifically state the alleged violation of the above documents and/or election procedures:

A copy of this challenge must be sent to all candidates and to the MEA Executive Office by the region president.

RELIGION – GOVERNMENT COVERT ACTIVITY

MEA supports separation of church and state and opposes the infiltration of churches to gather evidence against sanctuary workers.

(1986 Spring RA)

R-5

Rules and Regulations of the MEA Representative Assembly

(Adopted by the 1990 Fall Representative Assembly and amended Spring 1998, Spring 2001, Spring 2003, Spring 2005, Fall 2008, Spring 2010, Spring 2012, Spring 2014 and Spring 2018)

I. Rules and regulations

- A. The Representative Assembly of the Michigan Education Association shall operate in accordance with the MEA Constitution, Bylaws, and rules and regulations incorporated herein and appended. * These rules and regulations as adopted by the previous Assembly shall be submitted at each Assembly for amendment and approval by the delegate body.
- B. Proposed amendments to the rules and regulations may be submitted by any member of the delegate body, constituent unit of the Association or Board of Directors.
- C. Rules and regulations and amendments thereto shall become effective immediately upon their adoption.

II. Committees

- A. Necessary committees for the Representative Assembly and their chairpersons shall be appointed by the president at least fifteen (15) days prior to the Representative Assembly for three (3) year terms. *(2018 Spring RA)*
- B. Committees of the Representative Assembly, consisting of delegate members, shall include a Credentials Committee with duties and responsibilities as enumerated in these rules and regulations.
- C. The Credentials Committee shall consist of seven (7) members and shall include at least two (2) MEA Board members.
- D. The Elections Committee shall consist of nine (9) members. All members shall be responsible for the election and campaign process as stipulated in Appendix A. *
- E. The Resolutions Committee shall consist of ten (10) members as provided in the MEA Bylaws, VII-F.
- F. Retired members of MEA-Retired who are delegate members of the Representative Assembly shall be eligible for appointment to committees of the Representative Assembly. *(2012 Spring RA)*

III. Registration and seating of delegates

- A. The Credentials Committee shall be responsible for the accreditation of delegates and alternates at the meetings of the Representative Assembly. The decisions of the Credentials Committee shall be final unless overruled by the Assembly. An appeal to the Assembly may be made by any delegate. The chairperson of the Credentials Committee shall present to the Assembly periodically the names of delegates duly registered for seating by the Assembly.
- B. The rights of a delegate to a seat in the Assembly may not be challenged after the adoption of the report of the Credentials Committee.
- C. The Credentials Committee shall be furnished a list of those delegates and alternates who have been duly certified by presidents of the local associations. Alternates registering at the Assembly not previously certified shall present evidence of their certification to the Credentials Committee. In the event a registered delegate leaves the Assembly for an emergency reason, a duly qualified alternate may be certified by the Credentials Committee and reported to the Assembly for seating by the Assembly.
- D. Seating of delegates and members of the body shall be as follows:
 - 1. Meetings of the Representative Assembly shall be open to members of the Association insofar as seating arrangements permit.
 - 2. During the time of seating of delegates and during any general session or business meeting of the Assembly, members of the Board of Directors shall be seated with the respective region delegations on the floor of the Assembly.
 - 3. Delegates shall be seated on the floor of the Assembly by regions. The seating plan shall be approved by the president.
 - 4. Staff shall be assigned an area where they will be available for easy consultation by the delegates.

* Refer to Appendix A.

IV. Order of business and debate

- A.** The *order of business* shall be adopted at the opening meeting of the Representative Assembly, but may be amended by a majority vote of the delegate body at any time during the proceedings.
- B.** All current resolutions, items of new business and budget proposals presented to the Representative Assembly of the MEA must be submitted in writing according to the following procedures:

Two-day Representative Assembly by 6 p.m. or one hour after the close of session whichever is earlier on the first day of the meeting; three-day Representative Assembly by 9 a.m. on the second day of the meeting. (2018 Spring RA)
- C.** All new business items introduced to the MEA Representative Assembly shall include a brief summary of the rationale concerning the item's purpose.
- D.** At least thirty (30) days prior to the Representative Assembly, the status of action on all new business items passed by the previous Assembly shall be reported to the delegates. This report shall be similar to the report now issued on MEA goals and objectives.
- E.** All current resolutions, items of new business and budget proposals shall be circulated to members of the Assembly on the day they are presented. Action on these items shall be taken according to the order of business adopted by that Assembly.
- F.** Each session of the Representative Assembly shall include at least one (1) hour of business consisting of any of the following:
 - 1. Order of Business
 - 2. Rules and Regulations
 - 3. Goals and Objectives
 - 4. Resolutions
 - 5. Budget
 - 6. Constitution and Bylaws
 - 7. New Business
 - 8. Reports
- G.** The Resolutions Committee shall determine which are items of new business, which are resolutions and which are budget proposals.
- H.** A secret ballot shall be used in voting on any motion or resolution at the request of a simple majority of those members present.
- I.** At the request of any delegate and after ascertaining that nine (9) other delegates desire a poll of the region delegations, then the chair will conduct such a poll on any question before the Assembly. A poll of the delegations is for the specific purpose of verifying the last standing or voice vote of the delegates. Therefore, only those delegates who participated in the original vote may participate in the poll of the delegations. Such polls of the region delegations shall be reported to the chair by the region caucus chairperson or vice chairperson. The report to the chair shall include: 1) the name of the person reporting; 2) the region for which the person is reporting; and 3) the position of the person reporting within the region delegation.
- J.** A motion to reconsider may be made by any delegate regardless of his/her vote on the motion to be considered.
- K.** A motion to adopt, when the matter under consideration is a committee, commission or task force report, may be made by the chairperson of the committee, commission or task force and will require two (2) seconds from the delegate body. The adoption of the report does not include approval of recommended or requested appropriations.
- L.** No member speaking on an issue may move the previous question.
- M.** Any member of the Representative Assembly, as defined in Article VII, Section 2b, of the MEA Constitution, shall have all the rights accruing to a regularly elected delegate or alternate except the power to vote.
- N.** Regarding all business before the Assembly, after the maker of the motion has had an opportunity to speak to the motion, the chair shall ask if anyone wishes to speak against. Hearing none, the question shall be put to the body.
- O.** The budget and new business items with budgetary impact shall be placed for consideration by the Representative Assembly no later than the beginning of the first morning session of the last day of the Representative Assembly.

V. Amendments to Constitution and Bylaws

- A.** Proposed amendments to the Constitution and Bylaws shall be submitted in accordance with the provisions of the MEA Constitution, Article XVI.
- B.** Wording of proposed amendments to the Constitution shall not be changed by the Representative Assembly except for technical changes such as numbering of sections, correction of typographical errors or punctuation.

- C. Wording of proposed amendments to the Bylaws may be changed by the Assembly, provided such wording changes are submitted in writing by 9 a.m. of the second day of the meeting.
- D. Adoption of new sections or articles shall include technical changes in the numbering of sections and articles which follow.

VI. Nominations

- A. Nominations for elective office shall be made in the following order: president/alternate NEA state director, vice president/alternate NEA state director, secretary-treasurer/alternate NEA state director, Minority Person 3-1(g), education support professional, higher education persons on the MEA Board, NEA state directors, alternate NEA state directors and commission members.
- B. Nominations for each elective office shall be made from the floor microphones and shall be by name, local association and MEA region only.
- C. No motion shall be required to open nominations. The chair shall close nominations when it is obvious there are no other candidates to be presented.
- D. Candidates for president who are nominated shall be given an opportunity to address the delegate body, such presentation to be limited to five (5) minutes per candidate.
- E. Candidates for vice president and for secretary-treasurer who are nominated shall be given an opportunity to address the delegate body, such presentations to be limited to four (4) minutes per candidate.
- F. Candidates for Minority Person 3-1(g), education support professional, higher education persons on the MEA Board, NEA state directors and alternate NEA state directors who are nominated shall be given an opportunity to address the delegate body, such presentations to be limited to three (3) minutes per candidate.
- G. Candidates for elective office shall address the delegate body in reverse order of nomination.
- H. In the event that the number of candidates is equal to the number of vacant positions, no speeches shall be given by the candidates.

VII. Elections

- A. The Elections Committee shall be responsible for campaign practices and conducting the elections held during the Representative Assembly and for determining the number of votes cast in a poll of the delegation or on a secret ballot.*
- B. All elections shall be by printed ballot. The ballot must provide the opportunity to vote for a slate or individual candidates. When the number of candidates is equal to the number of vacancies, there is no need for a printed ballot and the candidates can be declared elected by acclamation.
- C. The ballot for each office shall state all elected positions in which successful candidates will serve.
- D. Candidates for MEA office shall be disqualified from serving on the Elections Committee.
- E. A candidate receiving a majority of the votes of the delegates registered shall be declared elected except in any election where there is only one more candidate than available position(s). In these elections all impacted positions will be elected by plurality on the first ballot, unless a tie exists for the last (or only) position. (*Spring 2014*)
- F. If a sufficient number of candidates have not received a majority of the votes of the delegates registered, another election shall be held. The runoff ballot shall list those candidates who, in descending order of votes cast, received the highest number of votes on the previous ballot, listing one (1) more candidate than the number of positions to be filled. The candidate(s) receiving the highest number of votes cast shall be declared elected. Where there are multiple vacancies, and terms are for different lengths, the candidate(s) receiving the highest number of votes will be declared elected to the longest term. The candidate receiving the next highest number of votes cast will be declared elected to the shorter term, etc.
- G. Write-in and/or blank ballots shall not be counted as votes cast. Write-in ballots will be counted for NEA Board/alternates and MEA officers.
- H. The Elections Committee, in announcing the results of balloting for president, vice president, secretary-treasurer, Minority Person 3-1(g), education support professional, higher education persons on the MEA Board, NEA state director, and alternate NEA state director shall give the name of each candidate and the number of votes received by that candidate.

VIII. Campaigning

- A. Distribution of campaign materials shall be limited to the registration area. No materials, posters or other campaign literature shall be placed in the general meeting area, at meal functions or on the registration desk.

* Refer to Appendix A.

- B.** All campaigning shall cease at midnight of the day prior to the election.
- C.** All campaign materials must be removed from the convention center prior to the established time for the polls to open.
- D.** No campaign materials may be distributed or worn after the polls are open on the day of elections.
- E.** Campaign practices which are deemed violations of campaign regulations by the Elections Committee or which are charged as violations of campaign regulations by a delegate shall be brought to the Elections Committee for decision regarding the validity of the election or ballot.
- F.** Decisions of the Elections Committee may be appealed to the Representative Assembly if it is still in session or to the Board of Reference if the Representative Assembly at which the contested election occurred has adjourned.

IX. Smoking prohibition

There shall be no smoking in the Representative Assembly or in related caucus meetings. *(2018 Spring RA)*

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Appendix A

Campaign Regulations for Candidates for MEA Office

I. Introduction

The following campaign regulations are issued to assist candidates for the offices of president, vice president, secretary-treasurer, NEA state directors, alternate NEA state directors, Minority Person 3-1(g), education support professional, and higher education persons on the MEA Board in complying with reasonable rules of campaigning. The objective of the regulations is to permit flexible campaign activities and, at the same time, to protect candidates and the Association from campaign practices that could jeopardize the campaign of the individual or the conduct of Association business.

The following regulations are consistent with the relevant provisions of the MEA Constitution, Bylaws and Rules and Regulations of the MEA Representative Assembly adopted by the Representative Assembly.

Candidates for NEA state director and alternate NEA state director should secure a copy of the NEA Campaign and Elections Requirements to ensure compliance with further relevant NEA provisions.

The candidate has the responsibility to see that all campaign workers are aware of and abide by these rules and regulations. Violation of these rules and regulations by the candidate or his/her campaign workers may result in disqualification of the candidate and/or invalidation of election results.

II. Definition of terms

- A. **Campaign year.** For an MEA office that is filled by election by the Representative Assembly, the campaign shall be limited to one (1) year beginning at the close of the Representative Assembly in a given year and shall terminate the following year at midnight of the day prior to the election; and in the case of run-off elections, the campaign shall terminate at midnight of the day prior to the run-off election.
- B. **Campaign revenues.** Campaign revenues shall mean financial contributions in goods and/or services made available to the candidate by groups or individuals. Volunteer service is excluded from this provision.
- C. **Campaign expenditures.** Campaign expenditures shall include travel to regional meetings, state board meetings, state Association annual meetings, and local association meetings by the candidate or his/her surrogate; costs connected with printing of biographical or other material directly advancing the position of the candidate on issues pertaining to the office being sought; mailing of said material; operation of hospitality suites during the campaign year whether such suites are funded by the candidate or by friends within or outside of the candidate's region; expenditures associated with travel, meals and lodging; and giveaway items such as balloons, buttons, favors, etc.
- D. **Campaign activities.** Campaign activities shall include those activities (e.g., speeches, receptions, personal visits, press interviews, and radio and TV appearances) which contribute to the candidate's attempt to persuade the voting constituencies of his/her merits in the pursuit of the office in question.
- E. **Campaign materials.** Campaign materials shall include posters, brochures, biographical sketches, position papers, buttons or any objects or printed materials bearing the name of a candidate or promoting the candidacy of an individual for MEA office. Newspaper ads, billboards, radio and/or television interviews or participation in talk shows, the tapes of which may be disseminated to advance the candidate's campaign, also shall fall into the classification of campaign materials.

III. Nomination procedures

Persons may become candidates for offices of MEA president, vice president, secretary-treasurer, NEA state director, alternate NEA state director, Minority Person, 3-1(g), education support professional, and higher education persons on the MEA Board by declaring such candidacy in a letter/e-mail to the MEA Executive Office. Candidates for president and vice president must declare as a slate. Such letter must be received at least sixty (60) days prior to the date set for the beginning of the MEA Representative Assembly. Such candidates must be nominated from the floor of the Representative Assembly in accordance with MEA/NEA governance documents. In the event that no nominations for the offices of president, vice president, secretary-treasurer, NEA state directors, alternate NEA state directors, Minority Person 3-1(g), education support professional, or higher education persons on the MEA Board have been announced sixty (60) days prior to the Representative Assembly, the MEA Board of Directors shall appoint a nominating committee to name two (2) candidates for president, two (2) candidates for vice president, two (2) candidates for secretary-treasurer, two (2) candidates for each NEA state director position, two (2) candidates for each alternate NEA state director position, and two (2) candidates for each Minority Person 3-1(g), education support professional, and higher education positions on the MEA Board, not later than thirty (30) days prior to the Assembly at which the election is to be held. (2018 Spring RA)

IV. Campaign practices and activities

- A. During the campaign year (as defined in Section II), candidates for MEA office or their designees may engage in the following campaign activities:
 - 1. Distribute written or printed materials promoting their candidacy. The MEA will furnish candidates with mailing labels and/or will distribute campaign materials at the candidates' own expense.

Clarification of Subsection 1 will be found in Section V-C.

2. Hold meetings, rallies or fund-raising activities. Associations may sponsor debates or publish biographical data regarding candidates, as long as all candidates for the same office are invited to participate.

V. Campaign financing

- A. *Prohibitions.*** No candidate for MEA office may directly or indirectly finance his/her campaign activities with MEA or district dues, except as provided in sections V-B and C. Candidates are prohibited from accepting contributions consisting in whole or in part of dues or assessments and are prohibited from utilizing, without cost, MEA or district assets, facilities, equipment, staff, credit, or newspaper advertisement.

Candidates for office are not to utilize Association staff members in their campaign programs, except as otherwise stated in the campaign regulations and guidelines. No PAC funds may be used by any candidate for campaign purposes.

Under no conditions may candidates for MEA office utilize funds or contributions from employers of MEA members or their agents.

- B. *Appropriate use of dues.*** Dues may be utilized to issue notices regarding the nomination of candidates and the scheduling of the election, to publish factual statements of the issues not involving candidates, to meet the expenses of holding the election, to sponsor a debate or reception at which all candidates for a particular office are afforded equal opportunity to express their views to the membership prior to the election, to publish in the MEA or district newspaper or other official publication the views of candidates, as long as equal coverage is provided to all candidates.

The reception noted above may be a Meet the Candidates Night for all announced candidates as part of the Representative Assembly program.

- C. *Reimbursable expenses.*** The following guidelines shall be used for partial reimbursement of campaign expenses:

1. *Travel.* Travel by candidates for offices elected by the MEA Representative Assembly, excluding commissions to one (1) meeting within each region shall be reimbursed by the state Association according to MEA expense policies, provided all candidates for each office are invited to attend that meeting and are afforded equal opportunity to express their views. This meeting may be (but is not limited to) one (1) of the following: a region council meeting, Representative Assembly caucus, one (1) local association meeting.

Reimbursed travel expenses must be reported as specified in Section VI-B.

The calendars of meetings qualifying for reimbursement will be developed by the Elections Committee based upon input from the regions.

2. *Mailing labels.* Upon request by a candidate for an office elected by the MEA Representative Assembly, the MEA shall provide one (1) set of mailing labels of MEA Representative Assembly delegates at MEA expense.
3. *Mailing of brochures.* Upon request by a candidate for an office elected by the MEA Representative Assembly, the MEA shall include with Representative Assembly materials a candidate's brochure. Cost of mailing will be at MEA expense. The cost of brochure mailing to be included in the Representative Assembly packet need not be reported as an expenditure. The cost of printing these brochures shall be reported.
4. *Electronic campaign literature drop.* Upon request of a candidate for an office elected by the MEA Representative Assembly, the MEA shall provide one campaign literature drop utilizing the MEA.org or MYMEA.org system of e-mail addresses. Said e-mails cannot be generated by candidates or their supporters from the MEA.org or MYMEA.org system. The Executive Office shall develop a procedure and timelines for submitting requests. E-mail addresses may not be shared or sold.

The MEA.org and MYMEA.org electronic mail systems and MEA-managed sites, pages or presence on social networking platforms (e.g. Facebook, Twitter, etc.) may not be used for the purpose or effect of advancing a candidate's campaign for election to MEA office.

No candidate shall be reimbursed for any campaign expense unless he/she has declared candidacy at least sixty (60) days prior to the date set for the beginning of the Representative Assembly or has been nominated by the Board-appointed nominating committee. (2018 Spring RA)

Violation of these guidelines by any candidate or by any of his/her designees may result in disqualification of the candidate and/or invalidation of the election.

VI. Reporting of campaign expenses and revenues

- A. **Campaign expenses.** Campaign expenditures as listed in Section II-C must be reported on forms provided by the Elections Committee to the MEA executive director seven (7) days prior to the Representative Assembly. A list of individuals or groups contributing more than twenty-five dollars (\$25) must be submitted with this report.

- B. **Travel.** Any travel by a candidate or a designee of a candidate consistent with the definition in Section II above shall constitute a legitimate campaign activity, and actual expenses thus incurred, including those reimbursed by MEA, must be reported.

Travel expense and reimbursement computation shall be at the current mileage rate allowed by MEA for such expenses.

Any incumbent candidate entitled to use a staff car, using it for campaign travel, must compute this personal mileage as campaign mileage and report it as a campaign expense.

- C. **Written materials.** Cost of printing and distribution of written and/or printed materials consistent with the definition in Section II-E above shall constitute a legitimate campaign activity and actual expenses thus incurred must be reported.

Distribution of brochures with Representative Assembly materials need not be reported and neither do the expenses of the first set of mailing labels supplied by the MEA.

- D. **Mailing labels.** Additional sets of mailing labels may be requested and shall be made available by the MEA at actual cost. The cost of these additional sets of mailing labels must be reported as a campaign expense.

- E. **Revenues.** All campaign revenues as defined in Section II-B must be reported. Contributions by individuals or groups in excess of twenty-five dollars (\$25) must be reported by name and amount.

All candidates for MEA office must file a postelection campaign statement within seven (7) days after the election. Forms may be obtained from the MEA Executive Office and shall be filed with the same office and reviewed by the Elections Committee within thirty (30) days after filing.

A candidate is responsible for documentation of any expenses and revenues related to his/her campaign (as specified in these regulations) beginning at the time candidacy is announced, any time after the close of the previous Representative Assembly. (2018 Spring RA)

VII. Elections Committee

- A. **Membership.** An Elections Committee, consisting of nine (9) members appointed by the MEA president and confirmed by the Representative Assembly, is hereby created to oversee and enforce MEA election procedures. Three (3) committee members shall be chosen each year. No more than one (1) committee member shall be selected from a region. Terms of appointment are for three (3) years, with a six (6) year limit on service. Initial appointments shall be on a staggered basis: three (3) one (1) year terms, three (3) two (2) year terms, and three (3) three (3) year terms.

- B. **Duties.** The committee shall establish campaign practice guidelines, develop appropriate reporting forms, report campaign expenses and revenues to the Representative Assembly and investigate campaign complaints.

- C. **Powers.** The committee shall be empowered to secure records and testimony, hold confidential hearings, report violations of campaign standards, issue cease-and-desist orders, reprimand offenders and invalidate a given ballot for cause. Decisions of the Elections Committee may be appealed to the Board of Reference pursuant to Article XII of the MEA Constitution.

- D. **Conflict of interest.** A member of the Elections Committee who seeks statewide office or who participates in the campaign of a statewide candidate shall resign from the Elections Committee.

The committee shall respond to all inquiries relative to permissible campaign expenditures and activities review all filings made pursuant to Article V and investigate and resolve all complaints. The Elections Committee shall possess such additional duties as are necessary to fulfill its charge to oversee MEA elections and to enforce MEA election procedures.

VIII. Complaint procedure

Any member in good standing who believes there has been a violation of any of the established election guidelines and procedures may file a complaint with the MEA Elections Committee within ten (10) days after the occurrence of the alleged violation. Such complaint shall contain the name and address of the person filing the complaint, the name and address of the candidate or other person claimed to be in violation, the office in question, an accurate description of the occurrence of the violation, including section of campaign regulation alleged to have been violated, and the signature of the complaining party. Such complaint shall be notarized and a copy of the complaint shall be sent by the MEA Elections Committee to the person claimed to have committed the violation.

After receipt of any properly filed complaint, the MEA Elections Committee shall have up to sixty (60) days to investigate the same and to render a decision dismissing the complaint or finding a violation and declaring a penalty. Violations may result in the disqualification of a candidate and/or invalidation of election results. If an election is set aside, the MEA Elections Committee shall, after consultation with the involved candidates, decide a new election date.

MEA Resolutions

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2022-2023 MEA Resolutions

(As adopted by the 2022 Representative Assembly)

Resolutions are formal expressions of the intent, beliefs, and positions of the Association. They shall set forth general concepts in clear, concise language; shall be broad in nature; shall state the positions of the Association positively; and shall be consistent with the goals of the Association.

A. Education in Michigan

1. *Educational opportunity for all*

The Michigan Education Association believes that education should be provided from early childhood through adulthood, be suited to the needs of the individual, be non-segregated and be offered beyond the traditional school day and school year.

The Association further believes that a diverse society enriches all individuals. Similarities and differences among races, ethnicity, color, national origin, language, geographic location, religion, gender, sexual orientation, gender identification, age, physical ability, size, occupation, and marital, parental, or economic status form the fabric of a society.

The Michigan Education Association believes that, regardless of the immigration status of students or their parents, every student has the right to a free public education, including multilingual services and primary language instruction, in an environment free from harassment. The Association also believes that education should foster the values of appreciation and acceptance of the various qualities that pertain to people as individuals and as members of diverse populations. The Association further believes in supporting the individuals' choice of hairstyle. (2020)

The Association further believes in the importance of observances, programs, and curricula that accurately portray and recognize the roles, contributions, cultures, and history of these diverse groups and individuals.

The Association encourages affiliates and members to become part of programs and observances that may include cultural and heritage celebrations and/or history months. (2003)

2. *White supremacy culture*

The Michigan Education Association believes in order to achieve racial and social justice, educators must acknowledge and work to prohibit the existence of white supremacy culture as a primary root cause of institutional and structural racism. Additionally, the Association believes that the norms, standards, and organizational structures manifested in white supremacy culture perpetually exploit and oppress people of color and serve as detriments to racial and social justice. Therefore, the Association will actively advocate for social and educational strategies fostering the eradication of white supremacy culture. (2022)

3. *Public education*

The Michigan Education Association believes that a free and public education is the foundation of our democratic society. The Association further believes that public education should be publicly and democratically controlled, without undue influence in decision-making on the part of any private interests, including but not limited to, business concerns and philanthropic organizations. (October 2017)

The Michigan Education Association further believes that solutions to the problems facing public education must preserve and strengthen the priceless heritage of free public educational opportunities for every student. Any movement that would diminish this vital asset will be opposed by the Association.

In support of public education, members of the Association are encouraged to send their children to public schools.

4. *Home and family*

The Michigan Education Association believes that a stable, supportive home and family environment helps to promote successful student outcomes and behaviors. The Association further believes that a partnership should exist between the family and the school to enable students to reach their full potential.

5. *Site-based decision making*

The Michigan Education Association believes that decision making authority must be vested with the local school site staff, to include support staff. It is a process of decentralizing the planning and is necessary in the delivery of an effective educational program. The school staff members who are responsible for the instruction and school improvement program at the building level must be actively and legitimately involved in this decision making.

The Association supports site-based decision making as long as parameters are well defined and negotiated prior to initiation of the program. Such parameters must minimally include:

- a. Mutually agreed-to contract safeguards which assure that site-based decisions will not violate any collective bargaining agreements;
- b. Training of MEA local members and MEA staff;
- c. Compensated time for planning, training and implementation for members, as well as additional resources necessary for successful adoption at the local level;
- d. Process to resolve conflict;
- e. Assurance of Association-approved presence and participation in the program at each site;
- f. Option to discontinue involvement in the program;
- g. Assurance of voluntary participation.

6. *Accreditation for all pre-K-12 schools*

The Michigan Education Association believes that the on-going collaborative process of accreditation is essential for quality education. The Association recognizes that accreditation must include:

- a. The utilization of site based decision making;
- b. The continued training of school staff;
- c. The involvement of the total school staff;
- d. Reasonable timelines for planning and implementation;
- e. Mutually agreed-to contract safeguards which assure that accreditation will not violate collective bargaining agreements.

7. *Standardized testing of students/MEAP*

The Michigan Education Association supports the educational accountability of schools and school districts. To this end, the MEA believes that a host of indicators of student achievement and school performance must be cooperatively developed and used in a way that would preclude a single indicator such as MEAP tests from triggering important school decisions.

The Association further believes that standardized tests and/or assessments should be used only to improve the quality of education and instruction for students. Standardized tests, whether norm-, criterion-, or standards-referenced, can validly assess only a limited range of student learning. Therefore, they should be only an adjunct or supplement to information obtained through school-and classroom-based assessment

conducted by teachers for purposes of supporting and strengthening instruction as well as for summarizing and evaluating student learning.

Standardized tests are most useful when designated by the educational professionals closest to the classroom and integrated with assessment information specific to local programs. Affiliates should advocate for, and test designers should employ, a variety of developmentally appropriate assessment techniques that allow necessary accommodations, modifications, and exemptions and are bias-free, reliable, and valid. When a test and/or assessment is mandated at the local, state, or national level, it should be reviewed by a panel of appropriate subject area specialists and teachers to ascertain the relevance of the test to the subject area and be used only to evaluate a program's effectiveness toward meeting local, state, or national standards and/or goals.

The Association also believes that, in order for standardized achievement tests and/or assessments to support quality education—

- a. Standards must be prioritized to support effective curriculum, instruction, professional development, and assessment.
- b. Stakeholders must determine high priority standards. These standards must be clearly and thoroughly described so that the knowledge and skills students need to demonstrate are evident.
- c. Valid results of assessment of high-priority standards must be reported standard-by-standard for each student, school, and district.
- d. The breadth of the curriculum must be monitored to ensure that attention is given to all standards and subject areas, including those that are not assessed.
- e. Progress should be continually monitored to ensure that assessments are appropriate for the purposes for which they are intended.

The Association opposes the use of standardized tests and/or assessments when—

- a. Used as the criterion for the reduction or withholding of any educational funding
- b. Results are used to compare students, teachers, programs, schools, communities, and states
- c. Used as a single criterion for high-stakes decision making
- d. The results lead to sanctions or other punitive actions
- e. Arbitrary standards are required
- f. They do not match the motor skills and/or academic developmental levels or language proficiency of the student
- g. Student scores are used to evaluate teachers or to determine compensation or employment status
- h. Programs are specifically designed to teach to the test
- i. Testing programs or tests limit or supplant instructional time
- j. Every student is required to be tested every year
- k. Students and parents/guardians are not provided with a complete report of the individual student's test results
- l. Time required to administer the test exceeds reasonable and appropriate limits for the age of the student
- m. Test preparation impedes or discourages learning, constrains the curriculum in ways that threaten the quality of teaching and learning for students, or limits and/or curtails future educational opportunities of learners
- n. Scores are used to track students

- o. When used as the sole measure for student and school district success.

The administration of a standardized test and/or assessment includes the responsibility to educate the stakeholders about the purpose of the test, the meaning of the test results, and the accurate interpretation of its conclusions. The Association further believes that students, parents/guardians, teachers, administrators, schools, and school districts should not be penalized for parents/guardians exercising their legal rights to exempt their children from standardized tests and/or assessments. The Association believes that states should be encouraged to make test items public after they are no longer used. (2003)

8. *Tuition-free community colleges*

The Michigan Education Association believes in tuition-free community colleges and will seek legislation which will provide a tuition-free community college system, which shall be available to every resident of the state of Michigan.

9. *Schools in crisis*

The Michigan Education Association believes that many schools are in crisis. This is evidenced by the physical decay and neglect of many buildings and the continuing loss of vital programs. These schools must be provided with higher than average per pupil financial allocations to increase staff, buildings and instructional material. Massive financial support is required to provide quality education. Organizational patterns must be developed which effectively involve parents, members and students.

The Association urges its officers, leaders and staff to design action programs and seek necessary legislation and financial support to improve schools in crisis.

The MEA believes that if a state takeover occurs of a public school or public school district, current collective bargaining agreements and due process rights must be maintained. Employees of these public schools and/or public school districts shall maintain bargaining unit member status in their local, state and national affiliates. (2007)

10. *Violence in schools*

The Michigan Education Association believes that public school employees and students must be safe from physical, verbal and psychological violence. Procedures must be in place to prevent and eliminate all types of harassment. The Association urges the appropriate agencies, including public safety agencies, school administrators and local, state or national governments to use their resources to prevent violence in schools.

The Association believes that all students and education employees must be allowed to learn and work in an environment free of unauthorized guns and other deadly weapons. Severe penalties should be enacted and strenuously enforced for criminal actions involving guns and other deadly weapons, in the school setting or during other school activities.

The Association also urges the development of programs within the public school setting that promote nonviolence. MEA supports schools utilizing a comprehensive program that equips staff and students to be able to identify aggressive violent behaviors and effectively prevent escalation of an unsafe learning and working environment.

Program should include but not be limited to:

- a. Identification of early warning signs that relate to violence and other troubling behaviors.
- b. Identification of strategies and specific action steps that assist staff in preventing violent outbreaks, intervention strategies to help troubled students and strategies to respond to school violence when and if it occurs.

- c. Teach students strategies and skills, including conflict resolution, that develop respect, self-discipline, and self-control. (2019)
- d. Students must learn to distinguish between their own rights and responsibilities and the rights and responsibilities of others. (2019)
- e. Design appropriate services and placement within education programs and/or with state and/or community agencies for students who disrupt the learning environment or who are dangerous to other students, education employees and themselves. (2019)

School programs must focus on strategies that foster safe, productive and caring learning environments such as:

- a. Focus on academic achievement
- b. Involve families in meaningful ways
- c. Develop links to community
- d. Emphasize positive relationships among students and staff
- e. Discuss safety issues openly
- f. Create ways for students to share their concerns
- g. Promote good citizenship and character
- h. Support students in making the transition to adult life and workplace

The Association further believes that public school alternative programs and school settings should be made available to students when all other methods of behavioral intervention have been exhausted. (2001, 2000)

11. Safe school climate

The Michigan Education Association believes that a safe school climate is the right of all students and school employees. The Association also believes that communities must develop policies and practices that promote safe schools. The Association further believes that it is in the best interest and safety of all students if education employees are immediately informed of students with known serious behavior problems or violence-related potential. Students and education employees must be safe from physical, verbal and psychological violence, and all forms of harassment. Plans and procedures regarding discipline and/or harassment must include due process and services to help reduce future incidents. (2022)

The Association believes that all staff must be trained in conflict resolution strategies, trauma-informed practices, and restorative practices to help students in the promotion of safe schools. The Association also believes that plans and procedures must be consistently enforced, visible, and easily accessible for the safe and orderly conduct of school activities and events. (2022)

The Association further believes that school security personnel must be properly trained to respond to confrontational and violent situations. In addition, all staff should be provided with appropriate, ongoing training on how to create, promote, and maintain a safe school climate. The Association believes that training qualified school mental health professionals, law enforcement officers, and other personnel in restorative justice practices will also foster a safe school community. (2022)

The Association also believes that all school buildings should have controlled access. School design should incorporate technologies which facilitate safety. (2022)

The Association further believes behavior that does not match the expectations for school safety is often a result of trauma, adverse conditions, or the absence of conflict resolutions, anger management, and problem-

solving skills. Therefore, students must be taught strategies and skills, including conflict resolution, that develop respect, self-discipline, and self-control. Students must learn to distinguish between their own rights and responsibilities and the rights and responsibilities of others. Appropriate services and placement within education programs and/or with state and/or community agencies must be provided for students who disrupt the learning environment or who are dangerous to other students, education employees, and themselves. (2022)

The Association believes that appropriate school behavior begins and is reinforced in the home. Programs that provide assistance and training in child development, effective parenting skills, and strategies for dealing with disruptive students must be available for parents/guardians. Schools can be instrumental in identifying and recommending strategies that can assist parents/guardians. (2022)

12. Bullying

The Michigan Education Association believes that the school environment/work site must be free from all forms of bullying including, but not limited to, physical and psychological bullying, and cyberbullying. Bullying is the systematic and chronic infliction of physical hurt and/or psychological distress on one or more individuals. It can also be an intensely acute one-time incident that can become magnified by the repetition of the incident through public exposure. The Association recognizes that bullying also includes the entire school community and work sites.

The Association also believes that its affiliates, collaborating with local school districts and institutions of higher education should involve all stakeholders in developing comprehensive school wide programs to address all forms of bullying. Such programs should:

- a. Establish strong policies prohibiting bullying that include the definition, consequences and procedures for reporting and appeals.
- b. Develop and implement educational programs designed to help students recognize, understand, prevent, oppose and eliminate bullying.
- c. Provide training for all school employees in bullying prevention and intervention.
- d. Provide professional development materials and resources.

These programs should be reviewed, revised and updated to reflect changing needs. (2004, 2008)

13. Hate-motivated violence

The Michigan Education Association believes that hate-motivated acts or threats of violence including, but not limited to, physical and verbal violence against individuals or groups because of their race, color, national origin, religion, gender, sexual orientation, gender identity, age, disability, size, marital status, or economic condition are deplorable. The Association also believes that federal, state, and local governments and community groups must oppose and eliminate hate-motivated violence.

The Association recognizes the danger of hate-motivated groups and all media sources that promote hateful speech and actions, and the continuation of institutional racism. Further, the Association recognizes the danger of any group that marginalizes anyone based on race, color, national origin, gender, sexual orientation, gender identity, age, disability, size, marital status, or economic condition. Therefore, educators must take a significant role in countering the effects of such speech, actions, and racism on our students, families, and communities. (2019)

14. School and community violence

The Michigan Education Association believes that children who are exposed to school and community violence are also its victims. Witnessing violence profoundly affects children's ability to function at school, develop and maintain emotional stability and establish healthy relationships. (2020)

The Association also believes that children who are bystanders to violence (including gang violence) must receive the appropriate counseling and support from school and community resources. (2020)

The Association supports the development and implementation of community action strategies to address violence and its negative effects on our community.

15. Student rights and responsibilities

The Michigan Education Association believes that basic student rights include the right to safe and stable school environments; free inquiry and expression; freedom of the press; due process; gender equity; freedom of association; freedom of peaceful assembly and petition; participation in the governance of the school, college, and university; freedom from discrimination; freedom from commercial exploitation, including the payment of subminimum wages; and equal educational opportunity.

The Association believes that LGBTQ+ students have the right to privacy and confidentiality regarding their sexual orientation, gender identity, and gender expression. Further, educators and peers must respect these students and their choice of whether or not to reveal their orientation, identity, or expression. (2022)

The Association further believes that randomly searching students without reasonable suspicion is a violation of their constitutional freedoms and is detrimental to school safety, restorative justice, student morale, instructional time, and nurturing learning environments.

The Association also believes that each of these rights carries with it a comparable responsibility. Student responsibilities include regular school attendance, conscientious effort in classroom work and assessments, and conformance to school rules and regulations that do not abrogate these rights. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of other students. It is the responsibility of each person involved in the educational process. (2019)

16. School facilities: design, construction and function

The Michigan Education Association believes that school facilities must be conducive to teaching and learning. The physical environment must allow for a variety of needs, including the number of students, physical characteristics of students, changes in teaching methods, presentation of instruction, and an increased use of school facilities. The Association also believes that all school facilities must be well constructed, safe, energy-efficient, aesthetically pleasing, accessible, functional and adaptable to persons with disabilities. School design should incorporate technologies which facilitate safety and controlled access. The Association supports facility designs with the use of nontoxic materials that promote healthy indoor air quality through properly designed, installed, and maintained heating, ventilation, and air conditioning (HVAC) systems. The Association further believes that the use, installation, and maintenance of building materials in school facilities must be appropriate and comply with established local, state and federal guidelines. (2019)

The Association believes that the community, parent/guardians, and education employees must be involved through site-based, shared decision making in designing these facilities. Construction designs should incorporate original art.

The Association also believes that stable and sufficient funding must be provided for the design, construction, adequate and ongoing maintenance, and operation of the school facility.

17. Environmentally safe schools

The Michigan Education Association believes that all educational facilities must have healthy indoor air quality, be smoke-free, be safe from environmental and chemical hazards and be safe from hazardous electromagnetic fields.

School districts should conduct periodic testing for harmful water and airborne particles/agents that are detrimental to the health of students and education employees and shall report the results publicly. When localized metrics from public health departments deem large public gatherings unsafe, no student or education employee should be forced to enter an unsafe facility. Further, school districts must complete corrective actions to eliminate the problems and report results in a timely manner. (2022)

The Association also believes that it is incumbent on local education providers to be forthcoming with information regarding mold infestation and other indoor environmental hazards in school facilities.

The Association further believes in the establishment and enforcement of standards of the occupational safety and health administration (OSHA), including temperature and humidity recommendations, to ensure health and safety. The Association also believes that pesticide use should be minimized and, if used, advance notice given of location and date of application.

The Association supports ongoing training and certification of education employees who work in potentially hazardous situations. This training must include proper handling, storage, and disposal of hazardous materials and instruction on material safety data sheets (MSDS).

Additional health hazards should not be created when facilities are altered or repaired.

The Association believes that school districts must post MSDS and OSHA standards. Students and/or their parents/guardians, education employees, and the public should be notified of actual and potential hazards. All stakeholders should be involved in developing a plan for corrective action. The Association also believes in the development and enforcement of health and safety standards specifically for children.

18. Desegregation in the public schools

The Michigan Education Association believes that:

- a. All forms of racial segregation and discrimination must be eliminated.
- b. Policies and guidelines for effecting school desegregation must be strengthened and must comply with judicial decisions and civil rights legislation.
- c. All laws of the state and nation should apply equally to all persons without regard to race, gender or geographic location.
- d. Acceptable desegregation plans will include a variety of devices which comply with established guidelines adhering to the letter and the spirit of the law.
- e. Members must have a voice in the decision making process of any desegregation plan, and any plan must not place undue hardships on students or members.
- f. A citizen's advisory committee consisting of members, parents, representatives of community organizations, business, clergy, media and ethnic representatives must be utilized in developing and implementing student desegregation plans.
- g. The systematic displacement or demotion of minority members to achieve integration should be opposed.

- h. Actions of boards of education to finance integration plans through reduction of school staff or programs should be opposed.

19. *Use of American Indian mascots, nicknames and logos*

The Michigan Education Association believes that people of all cultures, races, and religions have a right to be treated with dignity and respect.

The Association believes it is important that all students learn about the cultural aspects of various communities so that they will understand cultural norms, develop tolerance, respect differences, and become good citizens and productive adults.

The Association recognizes that some American Indian tribes, organizations, state and local officials, and private citizens find the use of American Indian mascots, nicknames, logos, and symbols within our public schools to be offensive, and further find that their use has a detrimental effect on the educational achievement of American Indian students.

The Association supports and strongly recommends the elimination of American Indian mascots, nicknames, logos, fight songs, insignias, antics and team descriptors by all Michigan schools.

20. *Underutilization of teachers and support staff*

The Michigan Education Association condemns the underutilization of teachers in the state's schools, which has resulted in unemployment among professional educators and support staff at a time when the need for intensifying public education and reeducation has reached crisis proportions.

21. *Quality education for all*

The Michigan Education Association believes that a fully funded, quality public education program must be offered to all students in Michigan.

The Association believes that a quality public education program should encompass a core curriculum as defined in the MEA Legislative Priorities.

22. *Stress on members*

The Michigan Education Association believes that the dynamics of our society and increased public demands on education have produced adverse and stressful classroom and school conditions. These conditions have led to increased emotional and physical disabilities among members.

The Association urges its local affiliates, in cooperation with local school authorities, to develop stress management programs that will facilitate the recognition, prevention and treatment of stress-related problems.

The Association further urges that the harmful effects of stress on members be recognized, and it demands procedures that will ensure confidentiality and treatment without personal jeopardy.

23. *Higher education*

The Michigan Education Association supports higher education from fully accredited institutions as an essential part of the education process.

Higher education is postsecondary education that provides college credit and/or certification/licensure.

The Michigan Education Association supports the election of public boards of control for Michigan's institutions of higher education. The MEA will seek legislation which shall:

- a. Provide for the election of community college governing boards on a one-person/one-vote basis from appropriate political units within community college districts;
- b. Establish procedures to elect boards of control for Michigan's public higher education institutions.

24. *Conflict of interest*

The Michigan Education Association opposes business ventures that result in private financial gain for members of public education governing boards. The Association will seek legislation to prohibit public board members from benefiting financially by providing goods or services to the public institutions they serve.

25. *State Board of Education elections*

The Michigan Education Association believes that the following changes need to be made in the State Board of Education: 1) reduce the terms of the board members; and 2) the elected president of the State Board of Education serve as the chief presiding officer.

26. *Home schooling*

The Michigan Education Association believes that home-school programs cannot provide the child with a comprehensive education experience.

The Association believes that, if parental preference home-school study occurs, students enrolled must meet all state requirements. Instruction should be by persons who are certified by the appropriate state education certification agency, and a curriculum approved by the State Department of Education should be used.

The Association further believes that such home-school programs should be limited to the children of the immediate family, with all expenses being borne by the parents.

27. *Charter school accountability*

The Michigan Education Association acknowledges the value set forth in the original conception of charter schools as innovators within local public school districts, provided such charter schools are authorized by and held accountable to local democratically elected school boards or their equivalent, and meet certain basic procedural and substantive safeguards that apply to public schools. These basic safeguards protect schools in our communities as well as our nation's commitment to a free public education system that is accessible to all.

The Association believes that the competitive market model of charter schools promising school improvement simply by way of introducing competition into local school systems is a failure, and that basic accountability to the community is the only way to ensure options that are high quality and demonstrate sustainable student growth. The Association also believes that handing over the education of our students to privately managed, largely unaccountable charter schools that do not answer to locally elected school boards or their equivalent jeopardizes student success, undermines the public education system, and harms our students and educators, particularly in communities of color.

The Association further believes that all educators deserve the right to a collective voice through bargaining and representation, and that an organized workforce is a better guardian of quality standards for students and educators alike. Educators in public charters therefore must be allowed to organize and fully participate in the union.

The Association supports both communities organizing for quality public education and educators working together to improve and hold accountable charter schools while supporting state and local efforts to preserve public school funding and services by eliminating such funding and services from unaccountable privately managed charters that do not comply with those basic safeguards and standards. (2019)

28. *Nontraditional public school options*

The Michigan Education Association believes that local affiliates must participate fully in the design, authorization, implementation, evaluation and continuation of summer school, alternative calendars, extended school day/year and year-round school programs. Policies governing these programs must take into consideration the impact on the community and be in accordance with the Association's principles for professional salaries and class size. The programs must be staffed by properly certificated/licensed employees. Employment in these programs must be on a voluntary basis. (1975, 2008)

The Association further believes that plans should not negatively impact the regular school program and must include adequate safeguards covering contract and employment provisions for all employees. Programs must be adequately funded, must include start-up monies, must not divert current funds from the regular public school programs and must contain appropriate procedures for regular periodic assessment and evaluation.

29. *Local school boards*

The Michigan Education Association believes that it is the responsibility of school boards to provide a quality education to each student within a school district. The Association also believes that school boards must provide resources and support so that each school in a district meets standards for educational excellence. The Association further believes that school boards must promote public understanding of the importance of public education and the schools and programs within their school districts.

The Association believes that the composition of school boards must be representative of the population within the school district, including minority groups; that board members must be elected by the voters in the school district; and that board members must be elected from representative districts. The Association opposes federal, state, and local takeovers of public schools, public school districts, and their governing boards. The Association also believes that the closing of schools by school boards to avoid legislative corrective action is not in the best interest of students, parents, or school employees. The Association further believes that provisions should be made for parents/guardians of students who are attending school in a district other than their home district as part of a court-ordered inter-district busing plan to have substantive influence on board actions and policies.

The Association believes that student participation in a school board's deliberative process should be encouraged, and that student input in the voting process should be advisory only. Wherever a school board includes student members, they should be excluded from participating in discussions, receiving information, and voting on issues dealing with education employees and items contained in negotiated agreements.

The Association further believes that school board meetings must be held at times and places that allow education employees, local affiliates, and the community to participate in educational decision making. (2019)

30. *District consolidation/deconsolidation/annexation*

The Michigan Education Association believes that any proposal that calls for the consolidation/deconsolidation of districts should be brought forth by locally elected school boards of affected districts.

The Association also believes that district consolidation/deconsolidation must employ a democratic process that meaningfully involves local associations and other stakeholders in all decision making.

The Association further believes that if districts undergo consolidation/deconsolidation, all education protections, bargaining rights or due process rights of the employees. Employees of these public school districts should remain bargaining unit members of local, state and national affiliates. (2008)

31. *Volunteers in public schools*

The Michigan Education Association believes that parents and other community volunteers have a valuable role to play within the public schools. The proper use of volunteers is essential for the preservation of quality educational programs for children. Volunteers should be appropriately screened and trained as determined by the needs of the local school system and by state statutes. The screening should be for the sole purpose of eliminating volunteers who are convicted felons, child abusers, or sex offenders. Training should include, but not be limited to, the development of age-appropriate activities and sensitivity to diversity issues.

The Association also believes that the practice of using volunteers can enhance the educational opportunities for children if the primary purpose is not one of reducing instructional budgets, reducing the number of full- or part-time instructional positions, or reducing the number of full- or part-time education support professional positions within a local school system.

The Association further believes that teachers and support professionals should be involved in the decision-making process regarding the utilization of volunteers within local school systems.

B. Professional competence

The Teaching Profession

The Michigan Education Association believes that the teaching profession is a cornerstone of society. The goal of the profession must be to provide the highest quality of education to all students. To achieve this goal, the profession must be composed of individuals who meet the highest standards. These standards must be established, maintained, and governed by the members of the profession and must apply to teacher preparation, induction, professional development, evaluation, practice, and accountability. Nondiscriminatory hiring policies and practices are essential in the recruitment and retention of a highly qualified and diverse teaching staff that is representative of cultural, ethnic, and racial diversity. Members of the teaching profession must assume expanded leadership roles and must have the time, resources, and decision-making authority to provide the highest quality of learning for each student. This goal can be achieved by the profession in partnership with other educational employees; parents, guardians, or other caregivers; the community; the district; and the state. (2022)

1. *A certificated educator in every professional position*

The Michigan Education Association believes that each educator must have the knowledge and skills necessary to perform his/her duties.

The Association will work to assure that all pre-K-12 professional positions are filled by certificated educators who have completed a state approved teacher education program in an accredited institution of higher education. Further, that special areas and/or specialized positions be filled by certificated personnel explicitly certificated in each area.

The Association will resist all attempts to reduce the quality of education through the practice of using interns, induction year students (or students in any practicum experience of a teacher education program), paraprofessionals, auxiliary personnel or volunteers to supplant professional staff.

The Association will resist any attempts to diminish the quality of learning or services through the elimination of teaching positions or through the revision of school staff management under the guise of improving educational opportunity. The Association believes that any practicum experience of a teacher education program should be utilized solely for the development of professional expertise.

The Association will resist all attempts to require teachers to pass a so-called competency test. Further, the Association will continue to oppose the concept that a single standard test is an adequate measure of the competency of any individual.

2. *National certification*

The Michigan Education Association supports voluntary national certification by which the profession grants recognition to an individual who has met qualifications specified by the profession. The Association recognizes that this function is filled by the National Board of Professional Teaching Standards (NBPTS), which is composed of a majority of practicing public school teachers.

The National Board of Professional Teaching Standards established appropriate assessment procedures by which individuals demonstrate exemplary practice in pedagogy and in subject matter areas, issues certificates to all individuals who meet NBPTS-established standards, maintains a roster of those who have been certified and encourages reciprocity with state teacher credentialing agencies.

The Association also supports the periodic evaluation of such certification procedures to ascertain whether cultural, economic, gender, racial or age bias is perpetuated by the requirements for certification.

Further, the Association encourages locals to support and recognize National Board Certification candidates and National Board Certified teachers through the collective bargaining process. Issues of support, recognition and incentives, as well as equity and equal access to the National Board process, are matters to be considered for collective bargaining. (2002)

3. *Part-time faculty*

The Association believes that part-time faculty should be employed only when an educational program requires specialized training or expertise not available in the full-time faculty and when the need for such training and expertise does not justify more than half-time employment. Part-time faculty should receive the same salary and fringe benefits as full-time faculty, prorated according to the workload. The Association also believes that part-time faculty should not be employed for the primary purpose of reducing instructional budgets or for the purpose of reducing the number of full-time faculty positions. The Association will seek legislation to limit the number of part-time faculty members employed in Michigan higher education institutions.

4. *Evaluation and subjective ratings*

The Michigan Education Association believes that it is a major responsibility of employees to participate in the evaluation of the quality of their services. To enable employees to meet this responsibility more effectively, the Association calls for continued research and experimentation to develop means of objective, bias-free evaluation of the performance of all employees, including identification of the following: a) factors that determine professional competence; b) factors that determine the effectiveness of competent professionals; c) methods of evaluating effective professional service; and d) methods of recognizing effective professional service through self-realization, personal status and salary.

The Association also believes that evaluations should be conducted for the purpose of improvement of performance and quality of instruction offered to pupils, based upon written criteria and following procedures mutually developed by and acceptable to the local association, the administration and the governing board.

The Association insists that the evaluation program must recognize the rights of the employee who is evaluated. These include the right to:

- a. Information upon application for employment, upon employment and when changes are made in the evaluation criteria and procedures of the school district or institution;
- b. Open evaluation without subterfuge and with advance notice of evaluation visits with discussion of the employee's goals and methods;
- c. Consultation in timely fashion after a formal evaluation visit and receipt of and an opportunity to acknowledge in writing any formal evaluation report prior to placement in a personnel file;

- d. Evaluation reports which assess strengths, note progress, indicate remaining deficiencies and suggest specific measures the employee can take to overcome indicated deficiencies;
- e. Participation in a professional development program including such activities as appropriate counseling and supportive services, released time for in-service work and opportunity to observe or seek and give assistance to others in settings other than one's own;
- f. Only one personnel file per employee;
- g. Access to all items in the employee's personnel file (except privileged communications relating to initial employment in the school system or college or university), inspection and review of material prior to placement in the file, opportunity to attach a written response, and access to a procedure to remove inappropriate, unfounded material, obtaining copies of records, explanations and interpretations of such records and a record of past accesses;
- h. Supervision which is constructive provides an opportunity to correct deficiencies takes into account the variety of learning and teaching environmental factors and emphasizes career development.

The Michigan Education Association affirms the importance of teaching in institutions of higher education and believes, therefore, that research and publication ought not to be the only criteria on which higher education faculty are evaluated and/or promoted.

The Association believes that its higher education members must be allowed to determine through the collective bargaining process the methods by which they are evaluated, promoted and/or tenured.

The Association believes that competency testing must not be used as a condition of continuing employment or a method for evaluating educators, nor should student achievement test scores be used for purposes such as salary, tenure, retention or promotion. Rather, multiple valid and reliable indicators of student learning and/or development should be used as a formative component of a comprehensive evaluation process. (NEA D 20) (October 2011, October 2017)

The Association believes that school employees should evaluate supervisory and administrative personnel and school board members.

5. Professional development

The MEA believes that in order to enhance the upgrading of American education, we must invest in ways to strengthen the capability and accomplishments of education employees throughout their careers. To this end, MEA advocates the following criteria for quality professional development:

- a. Focused on high learning expectations for all students;
- b. Be career long, rigorous and sustained;
- c. Directed towards educators' intellectual development and leadership;
- d. Designed and directed by educators and incorporates the best principles of adult learning;
- e. Research based;
- f. Inclusive of the best use of new technologies;
- g. School based and supportive of the educational needs of students as well as the working conditions of staff members in each building/site;
- h. Helpful to teachers and other school staff as they work to meet the future needs of students who learn in different ways and who come from diverse cultural, linguistic, and socioeconomic backgrounds;
- i. In agreement with:
 - (1) Improvements in student learning,
 - (2) Reports from educators that it makes a positive difference for them and their students,
 - (3) Changes in instructional practices;

- j. Inclusive of practitioner/or staff led intensive planning, adequate resources and alternative approaches (e.g. mentoring/coaching, study groups, collaborations, networks, school improvement planning, curriculum planning, reflective practice, etc.)

Further, the MEA is committed to ensuring that the appropriate professional development opportunities and funds are made available.

Professional development is an important part of the school day for all public school employees. Recognizing this, the MEA supports the concept recommended by the National Staff Development Council, that at least 25 percent of employees' compensated work should be allocated to personal and collegial learning.

Further, the Association supports the granting of state board approved continuing education units (SB-CEUs) upon the completion of professional development offerings for purposes of, but not limited to, certificate renewal. The Association will carefully monitor the approval process for SB-CEUs to ensure high quality training.

The Association believes that quality standards can be accomplished through professional development which enhances leadership and skill building for professional support staff as recommended and provided under the educational Support Personnel Center.

The MEA believes it is a prerogative and responsibility of any professional group to continually improve its knowledge and skills and to govern the process through which this goal is accomplished. Additionally, MEA believes that it is the responsibility of the individual member to take charge of the planning, designing and implementation of his/her own professional development.

MEA supports the concept of the state providing funds for professional development programs to be controlled by policy boards composed of a majority of teachers and education support professionals.

6. *Professional hours*

The Michigan Education Association believes that school day refers not only to those hours during which an educator is actually teaching, but also applies to those conditions that contribute to the student/teacher relationship. These include a reasonable, carefully defined work load, including time during the regular work day and work year for education employees to plan, to engage in professional development, to work on curriculum and assessment, evaluate and document student progress, to mentor and be mentored and to provide professional leadership. Further, we believe that non-instructional tasks required of a teacher should be eliminated. (2008)

7. *Accreditation of teacher preparation institutions*

The Michigan Education Association believes in the importance of national accreditation for all teacher preparation institutions and supports the concept that a single national nongovernmental agency performs this function.

The national agency must be broadly representative of the teaching profession and must include equitable representation of K-12 teachers in all matters of policy and function.

8. *Teacher education*

The Michigan Education Association believes that teachers and students preparing to teach must be directly involved in evaluating and improving the standards for teacher preparation and certification. The Association insists that teacher involvement is necessary in planning and implementing quality teacher education programs.

The Association also believes that preprofessional practicum experience is an essential phase of teacher preparation. The responsibility for the practicum experience must be shared by the public schools, the institutions that prepare teachers and professional associations.

The Association believes that any practicum experience of a teacher education program should be utilized solely for the development of professional expertise.

The Association urges its affiliates to:

- a. Take immediate steps to evaluate and improve standards for entrance into the teaching profession; support inclusion in master contracts that acceptance of student teachers and other practicum experience students be on a voluntary basis;
- b. Critically assess current college and university programs of teacher education and make specific recommendations for change;
- c. Support inclusion of training in the components of site-based decisionmaking, the dynamics of intergroup communication, cultural pluralism and human relations courses in requirements for certification and the provision for in-service workshops in these areas for experienced teachers and administrators;
- d. Support legislation providing legal status and liability protection for student teachers and other practicum students;
- e. Collaboratively develop guidelines for qualifications and training of cooperating teachers and college coordinators of student teachers and/or practicum experience students (including training in supervision and guidelines on professional experiences in the school setting);
- f. Evaluations of teacher candidates should be conducted by professionals who are able to observe the candidate personally and provide direct feedback regarding the performance of the candidate. (2015)
- g. Support inclusion of instruction in school law and in the values, ethics, responsibilities and structure of professional teacher organizations;
- h. Support the teaching of methods courses by teachers currently employed in elementary and secondary schools;
- i. Formulate standards for schools receiving student teachers and other practicum experience students;
- j. Take steps to improve the selection of persons entering the profession through more effective screening of applicants for the preprofessional practicum;
- k. Offer guidance to teacher preparation institutions to prepare teachers in numbers consistent with projected need for teacher positions;
- l. Assure that teachers who are supervising or cooperating teachers in a student teaching program have reduced teaching loads and be given a minimum established compensation;
- m. Support efforts that call for the recruitment, training and employment of minority teachers and counselors;
- n. Assure that any student teaching or practicum experience program operates within the parameters agreed to by the school district and the local association and are included in the master contract;
- o. Encourage incoming teachers to engage in the work of the Association. (11/2012)
- p. Assure arrangements with the school district and the teacher preparation institution to provide assistance to its graduates who are first year teachers and/or who are beginning other professional education roles as a part of or extension to their professional education program.

9. *Paraprofessional and auxiliary personnel*

The Michigan Education Association urges local school systems to provide classroom teachers with a supportive staff to free the teacher from nonteaching duties. The Association also urges its affiliates and

local school systems to become involved in the recruitment, orientation and training of paraprofessional and auxiliary personnel.

The Association calls upon its local affiliates to resist efforts by school boards to use the employment of paraprofessional and auxiliary personnel as an excuse to increase class size.

The Association condemns the practice of assigning paraprofessionals who hold teaching certificates to professional assignments without hanging their status on salary schedules commensurate with the new assignment. The Association urges its local affiliates to negotiate for the payment of the appropriate professional salary to paraprofessionals holding teaching certificates during the time they may be assigned professional duties.

10. *Mentoring and/or peer assistance*

The Michigan Education Association supports the concept of mentoring and other programs in which colleagues provide assistance, non-evaluative support and guidance to each other in order to enhance professional practices in an effort to increase effective learning for all students.

MEA further believes it is a prerogative and responsibility of any professional group to continually improve its knowledge and skills through life-long learning and to govern the process through which this goal is accomplished. MEA is committed to ensuring that the appropriate training and funds are available for these purposes. (See also, MEA Resolution on professional development, B-4.)

11. *Competency-based programs*

The Michigan Education Association believes that competent teachers employ the most appropriate processes known for the promotion of learning. The Association also believes that competency-based programs for pre- and in-service teacher education and teacher evaluation must be based on many factors, some of which the teacher cannot control. It opposes models that prescribe single, limited definitions of competence that reduce the process of teaching to mechanical nonprofessional acts or that seek to measure teacher competence on the basis of student achievement.

12. *School libraries*

The Michigan Education Association believes that a comprehensive school library media program, including printed and nonprinted resource materials as well as a certified licensed school library media specialist, should be provided for each elementary and secondary school.

The Michigan Education Association believes that school library media programs are negatively impacted if a media specialist does not have a substitute during their absence.

13. *Media and technology*

The Michigan Education Association believes that every school classroom, office, teacher workroom, and library/media center should have affordable, high-speed, seamless, and equal access to the internet.

The Association also believes that education employees are essential to the development of an acceptable use policy (AUP) and to the appropriate use of media and technology for communications related to school activities. (NEA B75) (*October 2011*)

The Association believes that the school district must obtain the permission of parents/guardians/caregivers and students over 18 years of age through signatures on an AUP before allowing students access to the internet.

The Association believes that it is the responsibility of a school district to provide professional development and training in internet usage to its employees.

The Association believes that internet access and activities for students should be age appropriate and should foster critical use. Any documentation material produced as a result of internet access should be properly cited and comply with copyright laws.

14. Distance education/digital learning

The Michigan Education Association believes that quality distance education/digital learning can create or extend learning opportunities not otherwise available to all students.

The Association also believes that, to ensure quality, distance education/digital learning courses must:

- a. Be at least as rigorous as similar courses delivered by more traditional means;
- b. Meet accreditation standards;
- c. Have content that is relevant, accurate, meets state and local standards, and is subject to the normal processes of collegial decision making;
- d. Meet the objectives and requirements outlined in the official course description;
- e. Have student/faculty ratios that ensure the active engagement of students and high academic achievement;
- f. Have appropriate procedures mutually agreed upon by the instructor and the institution for evaluation and verification that the student is submitting his/her own work;
- g. Have instructors whose qualifications are the same as those of instructors teaching in traditional classes and who are prepared specifically and comprehensively to teach in this environment;
- h. Have on-site instructors assigned to students to monitor and facilitate student success preferably with expertise or training in the subject area;
- i. Be integrated into the mission and consistent with the overall offerings of the institution;
- j. Comply with “fair use” guidelines of the copyright act when creating educational materials;
- k. Be used to enhance instruction rather than to replace education employees.

The Association further believes that the institution offering the courses must provide

- a. Adequate infrastructure;
- b. Appropriate facilities and equipment;
- c. Libraries and laboratories as needed;
- d. Adequate support and technical personnel on or off campus.
- e. Adequate planning time. (2022)

The Association believes that the rights of the education employees delivering and monitoring the courses must be protected through the normal process of collegial decision making and, when relevant, collective bargaining. The intellectual property ownership rights of distance education/digital learning courses and corresponding materials shall be defined and enforced in a manner mutually agreed upon by the distance education/digital learning instructor and the educational institution to address issues related to the introduction, use, and impact of distance education/digital learning courses and corresponding materials, as well as the revenue, revision, reuse, and duration of the course and corresponding materials.

The Association also believes that the rights of the student taking the course must be protected. These rights must include, but not be limited to:

- a. Appropriate equipment, technical support, libraries, and laboratories;
- b. Appropriate student services;

- c. Accurate course descriptions and expectations prior to enrollment;
- d. Individualized interaction with their instructor;
- e. Opportunities for appropriate student-to-student interaction.

C. Educational programs adapted to individual and social needs

1. *Physical environment for learning*

The Michigan Education Association believes that the physical environment for learning must keep pace with the number of students and the changes in methods of teaching and of presenting instructional materials. Schools must be safe, healthful and attractive. Instructional space must be flexible. Instructional materials and equipment must be provided in sufficient variety and quantity to serve all students.

The Michigan Education Association believes that an atmosphere of discipline is essential to promoting optimum learning in the school. The Association acknowledges the disparate and disproportionate consequences of such negative disciplinary practices for racially and ethnically diverse students, in particular Black and Latin (o/a/x) students, and believes that district and administrative policies should promote restorative justice practices and positive behavioral choices. (2022)

The Association believes that local affiliates should negotiate a process whereby administrators, members, parents and students will be involved in identifying disruptive behavior and prescribing, implementing and evaluating procedures that will reduce and correct disruptive behavior, wherever it may occur. It encourages its affiliates to negotiate for services supportive of the member. The Association further believes that it is in the best interest and safety of all students if education employees are immediately informed of students with known serious behavior problems or violence-related potential.

Local affiliates should consider the development of public alternative schools and of programs different from the traditional pattern and should work for community acceptance of varied educational methods.

The Association acknowledges the need for research which will identify effective discipline techniques. This research should serve as the basis for guidelines for publication.

The Association supports student and teacher rights and responsibilities in the education process. It supports legislation that will provide for disciplinary procedures within the education process that not only protect the student's right to a fair hearing but will also provide the classroom teacher with the authority to maintain internal classroom management. The Association will be opposed to the concept of corporal punishment and will support teachers in finding alternative methods. The Association will work for court decisions that will support the teacher's right to have control of the education process of the classroom.

The Association recognizes that optimal class sizes must be based on the needs of students, grade level, subject area content, and physical facilities. The Association also believes in proportionately lower class sizes in programs for students with exceptional needs. The Association further believes that networking and advocacy with stakeholder groups can assist in the adoption of new policies that ensure workload assignments are made to provide the maximum benefit to exceptional students. The Association believes in working together with state and local affiliates to identify caseload issues and promote workload-based systems that advance best practices. To further this goal, the Association also believes that state departments of education should, on a yearly basis, collect and report class size data that reflect the class size experienced by most students. (2022)

2. *Improvement of instruction*

The Michigan Education Association believes that a prime responsibility of professional associations is to stimulate significant improvements in the quality of instruction. Much of the responsibility to make

educational changes should lie with the teachers through their influence and involvement in democratic decisionmaking in and out of the school.

The Michigan Education Association believes that it is a fundamental responsibility of the Association to take a leadership role in the development and implementation of models for the restructuring of state schools.

The Association urges local affiliates to involve members and those affected in the development and implementation of programs for instructional improvement, curriculum development and individualization of instruction relevant to the needs of the student.

The Association recommends that professional educators enter into active collaboration with research and development specialists, both in regional educational laboratories and in industry, to promote and guide the development of technology in the most educationally sound directions.

The Association encourages school systems to establish learning materials centers staffed by professionals.

The Association urges continued and expanded state financial support for regional educational media centers.

The Association further recommends that the profession, in cooperation with other interested groups, establish standards for educational materials and insists that publishers and producers use the services of a competent educational institution or facility to field test, in actual classroom situations, such materials and publish the results of their effectiveness.

The Association believes that if age appropriate placements are utilized, it is the fundamental responsibility of school districts to provide appropriate interventions and supports that are designed to enhance skills and bring students up to grade level.

The Association believes that one of its instructional goals is functional proficiency in English, with emphasis on the development of those basic reading skills essential to the successful pursuit of all other disciplines.

The Association supports implementation of the state law requiring college-degree candidates to complete a college-level course in local, state and national government and will support appropriate legal and legislative actions to guarantee its implementation.

3. *Independent reading skills*

The Michigan Education Association believes that it is critical that students become independent readers to succeed in school and life. Reading instruction, especially in the early grades, is essential for learning in all content areas and for achieving high standards. Teachers at all levels should be provided adequate resources and encouraged to use their expertise to address the diverse needs of students.

The Association also believes that teachers' efforts to value and promote reading should be supported by parents/guardians, other education employees, and communities.

4. *Teaching critical thinking*

The Michigan Education Association believes that critical thinking is an essential part of a well-rounded education. The Association also believes that educators play a vital role in teaching critical thinking skills through developmentally appropriate practices. The Association further believes that developmentally appropriate practices enable students to analyze, synthesize, evaluate, determine the importance and relevance of arguments and ideas, and identify erroneous or fallacious reasoning and logic. (2020)

5. *Accountability*

The Michigan Education Association recognizes that the term accountability as applied to public education is subject to varied interpretations. The Association maintains that educational excellence for each child is the objective of the education system. The Association believes that classroom teachers can be accountable only to the degree that they share responsibility in educational decisionmaking and to the degree that other parties who share this responsibility—legislators, other government officials, school boards, administrators, parents, students and taxpayers—are also held accountable.

The Association will seek the proper base—professionally, legally and legislatively—for educators to achieve optimum and appropriate accountability programs.

The Association believes that there should be no single or statewide accountability system.

The Association believes that specific behavioral objectives should not be used as course objectives or as a basis for determining accountability.

6. *Discriminatory academic tracking*

The Michigan Education Association believes that the use of discriminatory academic tracking based on socioeconomic status, ethnicity, English language proficiency, race, gender, gender identity, gender expression, or special needs must be eliminated in all public school settings. The Association urges its locals to oppose these practices. (2022)

7. *Student evaluation*

The Michigan Education Association recognizes, as an aspect to academic freedom, the right of classroom teachers to decide upon student evaluation criteria and to assign grades to students. The Association believes that the classroom teacher is the final authority in assigning student grades.

8. *Selection of materials*

The Michigan Education Association believes that teachers who know students are best qualified to make such decisions concerning which school/teaching experiences develop student talents. Teachers must select instructional materials without censorship. Challenges of the choice of instructional materials must be orderly and objective, under procedures mutually adopted by professional associations and school boards.

The Association urges its affiliates to seek the removal of laws and regulations that restrict the selection of a diversity of instructional materials or that limit educators in the selection of such materials.

9. *Cultural diversity in instructional materials*

The Michigan Education Association believes that educational materials should portray our cultural diversity and the contributions of ethnic minority groups. Ethnic minority teachers must be involved in selecting such materials and in preparing teachers for their use.

The Association recognizes that additional instructional materials chosen for classrooms and libraries may rightfully contain a number of points of view to allow students to become familiar with the attitude and recommendations from various segments of the literary world. The Association also acknowledges that many contemporary texts related to ethnic minority groups do not portray a realistic concept of their lifestyles but convey a negative self-concept to the ethnic minority students.

10. *Individual learning, growth and development*

The Michigan Education Association recognizes that there must be increased development and maintenance of alternative programs to meet the needs of all students. The Association recommends early and appropriate identification and provisions of programs for students. Teachers, administrators and education support staff should receive necessary training in diagnostic processes and alternative methods of teaching and learning. (2008)

Programs should emphasize a broad range of activities for responding to students' differing behavioral patterns, interests, needs and learning styles. Teachers in these programs must have a major role in designing the objectives and evaluations and in working with appropriate school and community personnel to execute these objectives and evaluations.

Program requirements should be in accordance with standards prescribed by the State Board of Education.

The Association believes the utilization of evidence-based instructional methods and adequate staffing of specialized professional support personnel (school counselors, social workers, mental health workers, nurses and/or psychologists) to provide services designed to develop and promote healthy social and emotional skills in all students for their lifelong learning process. (2015)

In higher education settings, faculty and education support professionals who are working with students with special needs should be provided with appropriate resources to accommodate these students' special requirements. (2019)

The Association should seek legislation that would require any person offering services to remediate, correct, or ameliorate reading, speech, language, behavioral, emotional, or learning disabilities, or related problems to be licensed under regulations of each state's department of public instruction or other appropriate agency. (2019)

The Association believes that at-risk students who are assigned to an alternative placement due to discipline issues should be required to exhibit regular attendance and adequate academic and behavioral progress, in accordance with an individual program, prior to their return to a regular educational setting. The Association also believes that the due process rights of students must be protected.

The Association urges its local affiliates to seek adequate planning time, materials and facilities for school personnel in these programs. (2003)

The Association recognizes that there must be increased development and maintenance of alternative programs to meet the needs of at-risk and/or students with special needs, pre-k through adult. The Association recommends early access to intervening services and appropriate identification and placement of these students. Teachers, related service providers, and administrators should receive necessary training in diagnostic processes and alternative methods of teaching and learning, including culturally responsive teaching practices. Appropriate training should also be provided to education support professionals. In addition, parents/guardians, school security personnel, and other school community members should be encouraged to acquire the training to effectively meet the needs of these students. (2019)

Programs should include appropriate monitoring of student progress and emphasize a broad range of approaches for addressing students' differing behavioral patterns, interests, needs, cultural backgrounds, and learning styles. These programs must be evaluated on stated objectives and standards. Teachers in these programs must have a major role in designing the objectives and evaluations and working with appropriate school and community personnel to execute these objectives and evaluations. (2019)

The Association believes that at-risk students who are assigned to an alternative placement due to disciplinary issues should be required to exhibit regular attendance and adequate academic and behavioral progress, in accordance with planned interventions for the students' individual needs, prior to their return to a regular educational setting. (2019)

The Association also believes that the rights of students who are protected under the provisions of the Individuals with Disabilities Education Act and Americans with Disabilities Act must be preserved. (2019)

The Association urges its affiliates to seek adequate compensation, planning time, materials, and facilities for all education professionals involved in these programs. (2019)

The Association supports affiliate efforts that advocate for teachers seeking additional certification and the recruitment of teachers with certifications supporting at-risk youth. (2019)

11. *Bilingual-multicultural education*

The Michigan Education Association believes that both bilingual education and English language learner (ELL) programs are necessary to provide equal educational opportunity to all limited English proficient (LEP) students, regardless of their primary language. The bilingual education program should include as goals: academic proficiency in English; academic proficiency in all subject areas; use of the student's primary language to facilitate learning in subject areas; and delivery of a multicultural curriculum. In those instances in which there are not sufficient numbers of LEP students sharing the same primary language to warrant a bilingual education program, the MEA believes that those LEP students should be provided with English as a second language programs taught by qualified ESL teachers. The ESL program should include as goals both social and academic proficiency in English as well as cross-cultural awareness. (October 2011)

The MEA believes that limited English proficient students should be admitted and allowed to remain in bilingual or ESL programs until they have demonstrated proficiency in English as determined by qualified staff. English language learners (ELLs) should be able to demonstrate an advanced understanding and application of academic language proficiencies in reading, writing, listening and speaking in English prior to being required to take high stakes assessments. (NEA B66) (October 2011)

The Association commits itself to strengthening present legislation to include increased funding that will provide the necessary funds to prepare teachers and other school personnel through appropriate pre- and in-service programs and to develop and utilize appropriate teaching materials and other resources to enhance LEP student learning.

The MEA believes that, when necessary, the student and/or family should have access to translation and interpretation services surrounding the IEP process. (2022)

12. *Environmental education*

The Michigan Education Association is concerned for an improved environment conducive to physical, emotional and intellectual well-being. The Association strongly urges local affiliates and school systems to develop criteria for environmental education for grades pre-K-adult education.

The Association shall actively encourage the initiation and improvement of legislation and appropriations which shall provide education for use, stewardship and preservation of a viable environment and which shall eliminate pollution and promote the preservation of our environment. The Association urges its affiliates to support these endeavors.

The Association urges world leaders to work cooperatively to resolve environmental problems.

13. *Missing children*

The MEA, in its concern for the growing number of children who disappear annually, believes that all available means must be utilized in locating missing children.

The Association further encourages local affiliates to work cooperatively with local programs and authorities to raise the public's consciousness about the missing children crisis.

14. *Child detention and family separation*

The MEA believes that families (mothers, fathers, and children) seeking Asylum, refuge, and freedom deserve the opportunity to escape fear and persecution from their homelands. We additionally believe that

the separation of families at the border and placing children in for-profit detention centers causes additional trauma, stress, and anxiety for children while being detained, and deprives the children of educational opportunities. (2019)

15. Athletic program

The Michigan Education Association believes that at all educational levels, female and male students must have equal opportunity to participate in athletic programs.

The Association urges that athletic funds for facilities, equipment and remuneration of staff must be equally allocated between female and male programs. The Association urges that there be equity in season scheduling and length of season of sports activities for males and females.

16. Student athletes

The Michigan Education Association urges secondary schools, colleges and universities to accept their educational responsibilities to student athletes. Exploitation of these students for economic gain or prestige is deplorable. Each student athlete should be provided with an opportunity to complete an academic program.

17. Child-care programs

The Michigan Education Association urges the enactment of state and federal legislation to assist communities in providing child-care services, including early child development programs, latchkey programs, health services and family counseling. Such programs must provide for involvement of certified educators, trained support professionals and parents at the operational as well as the administrative level.

The Association supports the establishment of standards for child-care facilities and certification standards for professional child-care personnel and seeks their adoption by state agencies.

The Association will seek legislation that would ensure the implementation of early childhood education and latchkey programs through the public school system.

18. Pupil personnel services

The Michigan Education Association urges that pupil personnel services, including counseling, social work, health, and psychological services, be increased and established where they do not now exist, particularly in elementary schools. The counselors/student ratio should not exceed 1 to 250. The counseling services should be provided by certified and/or licensed school personnel.

19. The sensory-impaired student

The Michigan Education Association recognizes that hearing- and visually impaired children have not been fully integrated into the public schools. The Association urges that comprehensive communications programs be established within the schools for teaching the sensory-impaired. It recommends that the necessary equipment be provided and that such programs be funded at the state level.

The Association further believes that Educational Sign Language Interpreters/Transliterators and instructors of the visually impaired should be qualified professionals who are licensed, state credentialed, or nationally certified. (2003)

20. Moral and ethical values

The Michigan Education Association urges that schools make every effort to develop in school-age citizens, through curriculum, programs and activities, a capacity for moral judgment and a sense of responsibility in both the public and the private spheres.

21. Human relations in the school

The Michigan Education Association believes that improved human relations are essential to the school environment. To improve human relations in schools, the Association calls for:

- a. School recruitment policies that will ensure culturally diverse certificated and support staffs;
- b. The development of ways to improve police/community and student/police relations through the joint efforts of school, community and law enforcement agencies;
- c. The reduction of the ratio of students to certificated staff to the level teachers determine, in each case, is essential to improved learning;
- d. Further research and development of ways to identify, change and, if necessary, exclude prejudiced personnel who exhibit prejudiced behavior detrimental to the school environment;
- e. Urge the governor to proclaim January 15 as Human Relations Day in memory of Dr. Martin Luther King Jr. The Association encourages its affiliates and all school systems to plan observances on this date that will promote good will among people.

22. Educational programs in support of lesbian, gay, bisexual, transgender, non-binary, and questioning students

The Michigan Education Association supports appropriate and inclusive educational programs that address the unique needs and concerns of lesbian, gay, bisexual, transgender, non-binary, and questioning (LGBTQ+) students. The Association also supports efforts and contributions by educators, parents/guardians, community leaders, organizations, and partners in the development of these programs. Specific programs should provide

- a. Acknowledgement of the significant contributions of diverse LGBTQ+ persons in American history and culture
- b. Involvement of educators knowledgeable in LGBTQ+ issues in the development of educational materials that integrate factual information about the history, social movements, and current events of LGBTQ+ people
- c. Developmentally appropriate local, state, and national resources. (2020-all)

23. Truth in testing

The Michigan Education Association strongly supports the passage of truth-in-testing legislation applicable to group testing that includes a provision for each individual test-taker to receive a post-test copy of all test questions, scores and rationale for correct answers.

All forms of tests should be free from gender and race bias and should elicit responses that reflect critical thinking and application of skills.

24. Teaching of peace

The Michigan Education Association affirms its commitment to foster the type of education and good will that safeguards the ideas of peace and freedom and human dignity. It urges its affiliated groups and members to implement its commitment to world peace, founded on genuine respect for and understanding of individual and cultural diversity as it exists among nationalities and races in their respective programs.

The MEA supports the development of proactive as well as ongoing strategies, instructional materials and activities that will encourage nonviolent resolution of interpersonal and societal conflicts.

25. General media

The Michigan Education Association recognizes the fact that the media has an effect on the education of the public. Therefore, the Association believes that the media has an obligation to provide full, constructive and accurate presentations.

The Association recognizes that children are an especially vulnerable audience who must be protected from violence, stereotyping and exploitation. To help children become critical users of the media, the Association encourages advertisers, media professionals and parents to use materials of the highest caliber. These materials should be made available to children with consideration given to the child's age, time of day and type of materials. The Association encourages advertisers and media professionals to use standard grammar and spelling and refrain from the use of profane language.

26. *Public Broadcasting Services and National Public Radio*

The Michigan Education Association believes that Public Broadcasting Services (PBS Television) and National Public Radio (NPR) can have a positive impact on the educational process. The Association urges its affiliates to become involved in the programming and utilization of PBS and NPR. The Association further urges legislation be enacted for financial support of public broadcasting in Michigan.

27. *Cable television*

The Michigan Education Association believes that expanding cable television (CATV) technology should provide telecommunications services to education. The Association urges its affiliates to monitor community franchises and to support provisions by municipalities to set aside a percentage of the franchise for school and public access programming.

28. *Sexism in education*

The Michigan Education Association believes that educational materials and processes must accurately portray the contributions of women both in the past and the present and that women must be involved in the selection of these materials and in preparing teachers in their use.

The Association recognizes that many instructional materials portray women and men in sex-stereotyped roles. The Association urges educators to use those instructional materials that portray the various careers and personal roles as acceptable and attainable for all individuals.

The MEA supports the on-going training of school staff in the use of non-sexist language and behaviors in the educational environment.

The Association further endorses affirmative action plans that establish procedures and timetables for eliminating racism, sexism and sexual discrimination in the curriculum.

The Association urges compliance with Title IX, awareness of gender equity in the curriculum and encouragement of females to enroll in mathematics, science and technology courses.

29. *Education for migrant workers*

The Michigan Education Association concerns itself with the plight of Michigan's migrant workers involved in a difficult struggle for human dignity and self-respect. The Association is especially concerned about the education of the children of migrant parents who are literally pushed out of schools because of the failure of school systems to provide them with an adequate equal educational opportunity. The MEA is also aware of the need for negotiation and legislation as a means of ensuring better economic security and working conditions for migrant families. (2002)

The MEA, consistent with the National Education Association's program plan for migrant workers, commits itself to securing enactment of state legislation to ensure: 1) the improvement of educational opportunities for migrant children; 2) appropriate programs for migrant families; and 3) negotiation for migrant workers.

Furthermore, the MEA, fully aware of the need to secure guarantees to teachers employed by federal monies, urges its local affiliates to make provisions in their contracts that will guarantee full rights and protection to teachers of migrant children.

30. American Indian/Alaska Native education

The Michigan Education Association recognizes that the complex and diverse needs of American Indian/Alaska Native children require the direct involvement of parents/guardians, native educators, tribal leaders, and other native groups in developing programs that preserve the rich heritage of their cultures.

The Association believes that funding for American Indian/Alaska Native education must provide for improvements. The association supports the movement toward self-determination by American Indians/Alaska Natives provided that such programs are voluntary. Any termination of federal support as either a direct or an indirect result of efforts to extend self-determination is opposed.

The Association also believes in efforts that provide for—

- a. Involvement and control of the education of American Indian/Alaska Native students by their parents/guardians, communities, and educators
- b. Opportunities for higher education for all American Indian/Alaska Native students through direct governmental assistance in graduate and undergraduate programs
- c. Involvement of American Indians/Alaska Natives in lobbying efforts for federal programs
- d. Protection and maintenance of the integrity of American Indian/Alaska Native families and their tribal cultures so that, if children have to be removed from their home, placement should be determined by their tribe
- e. Recognition of American Indian/Alaska Native educators as role models
- f. Involvement of American Indians/Alaska Natives in professional development programs dealing with cultural pluralism and native values
- g. American Indian/Alaska Native involvement in developing multicultural learning centers at higher education institutions
- h. English proficiency programs that are designed to meet the language needs of American Indian/Alaska native students
- i. instruction in treaty rights and traditional hunting, fishing, and gathering practices by American Indians/Alaska Natives
- j. Assistance to affiliates in meeting the educational needs of American Indian/Alaska Native students
- k. Coordination with American Indian/Alaska Native organizations and concerned agencies that promote the values, heritage, language, culture, and history of American Indian/Alaska Native peoples
- l. Dissemination of information and programs that include the values, heritage, language, culture, and history of American Indians/Alaska Natives
- m. Control of native lands by American Indians/Alaska Natives
- n. Protection of undergraduate and graduate ethnic studies programs at universities and community colleges, and course offerings at the high school level
- o. Preservation of the native languages of the indigenous people of the Americas, inclusive of American Indians, Alaska Natives, and native people of Central and South America. (2022-all)

31. Education for homeless students

The Michigan Education Association believes that education must be provided for all children, including those without a permanent legal address.

The Association advocates the right of all students to an education, adequate housing and health care.

The Association recognizes the need for cooperation between school and community groups in meeting the needs of homeless children.

The Association will seek legislation to ensure equal educational opportunities for all children.

32. *Education for all students with disabilities*

The Michigan Education Association supports the availability of a full continuum of programs and services for students with disabilities.

The Association believes that such programs and services ought to:

- a. Provide favorable learning experiences for both special and general education students;
- b. Include provisions for impacted teachers, support staff and administrators to share equally in planning and implementation;
- c. Guarantee that all impacted teachers and support staff are prepared for these jobs;
- d. Ensure that students with physical disabilities and/or medical needs requiring nursing procedures have their medical needs met by certified/professional school nurses;
- e. Provide appropriate instructional materials, supportive services and pupil personnel services for the teachers, support staff and students with disabilities;
- f. Accommodate modifications in class size, using a weighted formula, scheduling and curriculum design to ensure that the needs of students with disabilities are met;
- g. Testing students with special needs should have appropriate alternative options;
- h. Ensure systematic evaluation and reporting of program developments. In addition, placement patterns must be examined periodically to ensure that students with disabilities are placed in appropriate programs, and further, they are not placed disproportionately by gender or ethnicity;
- i. Provide adequate additional funding and resources to fully support students with disabilities.
- j. When necessary, the student and/or family should have access to translation and interpretation services surrounding the IEP process. (2022)

The Association urges its affiliates to support programs that meet these provisions and oppose programs that do not meet these minimal criteria.

The Association is committed to the delivery of quality education to all students and recognizes that special education students should be placed in the appropriate least restrictive environment (LRE). To ensure the protection of members, local associations must exert every effort to minimize the potentially severe impact on staff through the bargaining process and other means. LRE alternative projects must be carefully and regularly evaluated in order to assure the educational success of students with disabilities as well as their peers in general education.

Further, the Association commits itself to securing legislation and appropriations that will encourage the initiation, continuation and/or improvement of such programs. (2008)

33. *Career education*

The Michigan Education Association believes that an effective Career Preparation System is vital for preparing our students to compete in the rapidly changing workplace of the 21st century.

The Association strongly supports the integration of career preparation for the entire student body, pre-kindergarten through post-secondary education to lifelong learning including special education, regular education, and vocational education within our school system. The Association further believes that school systems should provide professional development opportunities for school employees to add to their knowledge and skills to more effectively prepare their students for the world of work.

34. *Gifted, talented and creative students*

The Michigan Education Association believes that there must be increased development of fully funded educational programs for the gifted, talented and creative students.

The Association recognizes its responsibility to indicate to educators reliable methods of identifying and teaching these children.

The Association urges local affiliates to encourage such programs and methods to ensure that these special need areas are met.

35. Vocational and adult education

The Michigan Education Association believes that preparation of youth for vocations and productive jobs should be a basic policy of secondary and higher education. Educational programs should be developed for all youth which will assure equal opportunity for occupational development. A continuing comprehensive program for training, retraining, advancement and promotion should be provided for out-of-school youth and adults.

The Association supports vocational and technical education as a major component of preparatory education, preceded by programs of awareness and exploration to aid young people in vocational choices. These exploratory courses should be incorporated into traditionally academic courses.

The Association supports legislation to provide full funding of comprehensive secondary and post-secondary vocational training and adult basic education programs.

36. Arts education

The Michigan Education Association believes that arts programs (visual art, music, drama, dance and media arts) should be an integral part of this nation's elementary and secondary (pre-K-12) school curricula. Students must be taught by teachers licensed in arts. (2015)

The Association urges its local affiliates to become involved in the promotion, expansion and implementation of an arts program in the curriculum of their school systems.

37. Physical education

The Michigan Education Association believes that physical education programs should be an integral part of Michigan's elementary and secondary (pre-K-12) school curriculum.

The Association urges its local affiliates to become involved in the promotion, expansion and implementation of a planned sequential, physical education program in the curriculum of their school systems. (2020)

38. Foreign languages

The Michigan Education Association recognizes the need for continued support of foreign language instruction and encourages educators to urge student participation in such programs.

The Association urges that accrediting agencies continue to require the option of foreign language instruction in their standards.

39. Life-saving techniques

The Michigan Education Association advocates training of students and school employees in basic emergency life-saving techniques. The Association urges the inclusion of this training in the school curriculum.

40. Education for incarcerated persons

The Michigan Education Association believes that all incarcerated persons should have access to educational, recreational and rehabilitative programs within the penal system.

41. *Supervision of extracurricular activities*

The Michigan Education Association believes that extracurricular activities are an important part of the public school experience. Education institutions should adopt policies, standards and guidelines consistent with locally negotiated contracts for the staffing and hiring of qualified extracurricular personnel, and continue to support them with ongoing training.

D. Comprehensive School Health, Social, and Psychological Programs and Services (2003)

1. *Service access*

The Michigan Education Association believes that every student, pre-K through higher education, should have direct and confidential access to comprehensive health, social, and psychological programs and services. Such programs and services must be interactive and coordinated within and between school, home, and community settings. School and community efforts must also be integrated to promote the well being of children and youth and to build support for school and community health programs.

The Association also believes that schools should provide—

- a. A healthful psychological climate and a safe physical environment.
- b. Food services that provide nutritious meals and that help students to select nutritionally appropriate foods.

The Association further believes that programs in the schools should provide—

- a. A planned, sequential, pre-K through 12 health education curriculum that promotes sound nutrition and that includes education concerning the health risks associated with obesity and eating disorders.
- b. A planned, sequential, pre-K through 12 health education curriculum integrating various health topics (such as drug abuse, the dangers of performance enhancing dietary herbal supplements, violence, safety issues, universal precautions, and HIV education), taught by teachers specifically prepared to teach the subject, that enables students to develop the essential knowledge and skills to maintain personal, family, and community health.
- c. Regular physical activity as an active form of learning that encourages a healthy lifestyle and promotes physical, mental, and emotional wellness. This physical activity should be provided through physical education classes, recess, and movement activities scheduled throughout the day. The Association also believes that recess allows students to develop interpersonal and problem-solving skills and that it is not a substitute for a comprehensive physical education program. Furthermore, withholding recess as a form of discipline is counterproductive to health child development and restorative justice practices. (2022)
- d. Worksite health promotion to improve the health status of school staff to set an example for desired student behaviors.

The Association believes that services in the schools should include—

- a. Counseling programs that provide developmental guidance and broad-based interventions and referrals that promote the physical and psychological health of students.
- b. Services that identify, diagnose, and resolve learning disabilities.
- c. Health services provided by a licensed professional school nurse that promote the health of students through prevention, case findings, early intervention, and remediation of specific health problems, that provide first aid and triage of illness and injuries, and that provide health counseling.
- d. A nurse-to-student ratio at each site that is appropriate to provide quality school health care.
- e. Comprehensive school-based, community-funded student health care clinics that provide basic health care services (which may include diagnosis and treatment) to supplement school nurses.

- f. If deemed appropriate by local choice, family-planning counseling and access to birth control methods with instruction in their use.
- g. Coordination with community agencies for support and follow-up activities.

The Association also believes that all health, social, and psychological services must be provided by appropriately licensed and certificated professional personnel. The Association further believes that education employees, parents/guardians, students, and personnel from community agencies providing services to students must be involved in the development, implementation, and coordination of these services.

The Association urges its affiliates to support legislation to provide comprehensive care to all children and supports community, state, and national efforts to coordinate these services. (2003)

2. *Professional development in behavior management, discipline, order, and safety*

The Michigan Education Association believes that behavior management, discipline, order, and safety in schools and school districts are essential to ensure student success. The Association also believes that all education employees must be provided professional development in complex trauma-informed practices, behavior management, progressive discipline, conflict resolution, restorative practices, safety plans and emergency procedures, emergency lifesaving techniques, and crisis management. (2022)

3. *School nurses*

The Michigan Education Association believes that all students should receive the services of a professional.

The Michigan Education Association believes that all students should receive the services of a professional school nurse. It urges affiliates to enroll school nurses in active membership and to seek legislation that provides certification and inclusion in collective bargaining agreements.

The Association also believes that the Office of Comprehensive School Health in the U.S. Department of Education should be responsive to the needs of school nurses. (2003)

4. *Health and nutrition of students*

The Michigan Education Association recognizes that the total environment, including home, school and community, affects the mental, emotional and physical health of students.

The Michigan Education Association strongly believes that affordable, comprehensive health care is a human right. (Fall 2009)

The Association believes that a wholesome environment is essential for the proper education and growth of students. It urges its affiliates to support programs which would:

- a. Ensure that necessary medical treatment be provided by properly licensed physicians, certified/professional school nurses and other properly licensed health professionals;
- b. Promote educational programs designed to prepare people for the role and responsibilities of family relationships particularly parenting, marriage and understanding and care of the elderly;
- c. Promote educational programs for parents to improve home atmosphere;
- d. Provide special preventive services in the schools to detect impending difficulties early;
- e. Improve educators' understanding of student growth and development to ensure the provision of a climate in the school conducive to good health;
- f. Strengthen and improve the enforcement of child abuse laws;
- g. Provide increased utilization of teachers, pupil personnel, and health service staffs and students in team efforts to resolve the causes of mental, emotional and physical problems of students;

- h. Provide comprehensive school and community health facilities and federal health plans to meet the needs of students and their families;
- i. Demand enforcement of legislation requiring all schools to meet minimum educational, safety and health standards, including required immunizations as defined by the state;
- j. Provide information on harmful additives and preservatives as well as processing procedures which remove nutritive value from foods;
- k. To provide relevant health education programs for staff.

The Association further believes that proper nutrition is essential to child development and student success. The Association believes that proper nutrition must be a part of prenatal care and must continue throughout life. The Association supports programs within the education framework that promote understanding of proper nutrition. (2003)

The Association also believes that no student shall be denied the opportunity of a school meal or be publicly identified or stigmatized for needing free or reduced lunch or the inability to pay a school meal debt.

5. *Sex education*

The Michigan Education Association believes that sex education that provides children and youth with information appropriate to their age is basic to healthy, well-adjusted mental attitudes. It also believes that the public school must assume an increasingly important role in providing this instruction and that teachers must be qualified to teach in this area.

The Association urges that courses in sex education be developed with care and that classroom teachers who teach the courses be legally protected from irresponsible censorship.

The Association urges its affiliates and members to support appropriately established sex education programs, including information on venereal disease, birth control and AIDS. (2003)

6. *Child abuse*

The Michigan Education Association believes that all children should be protected from all forms of child abuse and that members are in a position to observe and recognize abuse which has been inflicted on children.

The Association and its affiliates recognize that there is a need to heighten public awareness of the impact of child abuse. The Association and its affiliates should:

- a. Cooperate with community organizations to increase public awareness and understanding of child abuse;
- b. Encourage the development and use of materials to increase student awareness of child abuse;
- c. Encourage development of teacher preparation courses and professional development programs that stress the identification of, reporting procedures for and techniques in dealing with abused children;
- d. Encourage the development by affiliates of member awareness programs dealing with the abused child;
- e. Discourage the use of and promote penalties for the depiction and glamorization of child abuse in the media. (2003)

7. *Substance abuse*

The Michigan Education Association opposes any substance abuse, including but not limited to, alcohol and tobacco dependency.

The Association supports—

- a. Standardization of drug laws, including the sale and distribution of drugs

- b. Prohibition of the production, sale, and distribution of drug paraphernalia
- c. Improvement of drug prevention and rehabilitation programs
- d. Mandated drug rehabilitation programs for any violation or conviction, whether civil or criminal, resulting from the possession or use of a controlled substance
- e. Research on the genetic and neurological damage done to children through parental substance abuse and the impact on student learning and behavior
- f. Appropriate educational experiences to educate students about the serious consequences of participating in any aspect of the illegal drug trade
- g. Testing and regulation of performance enhancing dietary herbal supplements.

8. *Drugs and alcohol use/testing of students*

The Michigan Education Association believes that mandatory drug and alcohol testing of students without probable cause is an unwarranted and unconstitutional invasion of privacy and opposes such testing.

The Association also believes that schools must immediately notify parents/guardians of students suspected of abusing drugs, alcohol, and/or performance enhancing dietary herbal supplements, and must provide information about support services. (2003)

The Association also opposes the illegal use of drugs and substances and believes that severe penalties for illegal production, distribution, and sale should be strictly enforced. (2020)

9. *Opioid and narcotic addiction and abuse*

The Michigan Education Association believes that local, state, and national governments should develop, establish, and implement policies to protect students and communities from opioid and narcotic addiction and abuse. These policies should include voluntary training for educators to recognize and support individuals affected and, in emergency situations, administer antagonist medications (such as Narcan) with civil and criminal immunity. (2020)

10. *Suicide prevention programs*

The Michigan Education Association believes that evidence-based suicide prevention programs must be developed and implemented. The Association urges its affiliates to ensure that these programs are an integral part of the school program. These programs must be developed in consultation with the school community, school-employed mental health professionals, and suicide prevention experts. The programs must address, at a minimum, guidelines for suicide prevention, intervention, and postvention. (2019)

E. Financial support

1. *Basic financial support*

The Michigan Education Association believes that to achieve the Association's commitment to education in Michigan, and to assure fair tax practices for all citizens, public education must be supported from public tax sources in accordance with the following principles:

- a. The state shall assume no less than a fifty-percent (50%) share of basic public pre-K-12 education funding.
- b. The federal government shall assume its fair share of basic public pre-K-12 educational funding.
- c. The state and local share of finance must be derived from a tax system which is balanced and complementary in nature, includes all broad-based taxes, reduces the excessive reliance on property taxes and protects subsistence income.

- d. Restrictive limits must not be imposed on school budgets and long-term borrowing.
- e. The amount of federal, state and local support must be generally predictable for long-range planning and be specifically predictable for year-to-year planning.
- f. Support programs must make adequate provision for research and development and for promoting improvements in educational practice.
- g. Statewide property assessments must be based on uniform standards, rules and definitions by state assessors under civil service.
- h. The Michigan Education Association, through its local affiliates, actively participates on the local level in all phases of district millage and budget decisions.
- i. School districts should be compensated for hardships caused when large areas of their taxable land are taken over by governmental units and used to provide public services by private corporations.
The Association feels that a fee should be assessed on these services and used to compensate the school district for a loss of tax base and other problems caused by the use of these lands.
- j. The state and the federal government shall fund all mandated and/or categorical programs.
- k. The goal of any reorganization of Michigan public schools as it relates to size, type and number of districts, must be to improve the quality of education for the students. Further, adequate safeguards regarding school employee employment rights must be maintained.

2. *State and federal support of public education*

The Michigan Education Association strives for enactment of legislation by state and federal legislators that will appropriate funds aimed at broad support for our state's public schools.

The Association believes that when federal funds are to be used on the local level for specific instructional programs, the recognized bargaining agent must be involved in the development and the approval of such programs prior to implementation. The Association will be involved in the evaluation of any such programs.

3. *Voucher plans/public monies for nonpublic education*

The Michigan Education Association opposes any use of public monies for education goods and services, either direct or indirect, for nonpublic schools.

The Association further believes that voucher plans or funding formulas that have the same effect as vouchers could lead to racial, economic and social isolation of students and weaken or destroy the public school system. The Association believes that any legislation designed to establish or implement pre-K through 12 voucher plans is detrimental to the public interest.

4. *Support of higher education*

The Michigan Education Association recognizes the contributions higher education makes to individual growth and to the quality of life in Michigan. The Association will seek legislation to improve levels of state and federal appropriations for higher education in Michigan.

The Association also will seek legislation which shall:

- a. Assure access for all students;
- b. Support funding programs in higher education based on student need and enrollment;
- c. Provide state funding, including differential tuition, to allow community college out-of-district students to enroll in programs not offered in their college districts;
- d. Provide funding for scholarships, grants and enrichment programs for ethnic and racial minorities, senior adults and women in higher education;

- e. Continue to advance equal opportunity rights for women and minority employees in higher education.

5. **Public education employee compensation**

The Michigan Education Association is committed to the continuous improvement of the economic well-being of its members. The Association, therefore, believes that educational employee compensation should be based on clearly defined, objective factors which are fairly and equitably applied to all employees.

The Association believes that compensation policies for educational employees must:

- a. Be developed through the process of collective bargaining;
- b. Permit no discrimination in pay or work assignment based on religion, race, age, gender, ethnicity, sexual orientation, marital status, number of dependents, or place of residence;
- c. Recognize the knowledge and skills needed to provide service and therefore be based upon preparation, work experience and professional growth;
- d. Provide extra pay for increases in work time. Extra duties shall be on a voluntary basis and shall be accompanied by extra-duty pay;
- e. Provide adjustment for increases in cost of living;
- f. Provide equal pay for work of equal value.

The Association believes such a policy is most fairly and equitably applied through the use of a negotiated salary/wage schedule that:

- a. Provides a starting salary/wage commensurate with the preparation required;
- b. Recognizes the concept of career pay comparable to that provided to employees in other professions who have qualifications and experience similar to those in education;
- c. Provides full credit for previous service by placing new employees on steps appropriate to their experience;
- d. Has structural continuity through the use of an index or percentage guide;
- e. Prevents deterioration in the following ratios: the starting salary/wage compared to the maximum salary/wage, to experience increments and to preparation differentials.
- f. Are not impacted by students' non-attendance days and/or digital instructional days due to unforeseen circumstances which limit an employee's days or hours. (*October 2017*)

The Michigan Education Association recognizes that, in the interest of quality education and/or school reform, alternative compensation models may be developed. The Association believes such models must:

- a. Be objective;
- b. Improve the members' compensation package, but not supplant the salary/wage schedule or negotiated benefits;
- c. Be fairly and equitably available to all employees in the system;
- d. Guarantee that any money for new pay plans becomes a permanent addition to the schedule and/or compensation package;
- e. Provides recognition and commensurate pay for those areas of knowledge and skills not currently addressed in salary/wage schedules, such as credit for National Board certification;
- f. Provide funding and opportunities for employees to receive professional development and training.

Notwithstanding the Association's commitment to the improvement of education and increased student learning, MEA opposes any compensation system that includes:

- a. The concept of merit pay;
- b. Pay tied to employee evaluation;
- c. Pay tied to student or employee test scores.

6. *Tax deductions for professional expenses*

The Michigan Education Association believes that educators must continuously develop professionally and that expenses incurred to do so are professional expenses and must be uniformly deductible from gross income in the computation of federal and state income taxes. Included in such deductible expenses are those incurred on sabbatical leave or for educational travel when they satisfy employers' requirements for the maintenance and improvement of teaching skills.

The Association calls upon the Internal Revenue Service and State Tax Office to apply these regulations uniformly and equitably in all its districts.

7. *School employees' retirement*

Notwithstanding the fact that the Michigan Education Association is in agreement with federal legislation designed to eliminate compulsory retirement at any specific chronological age, the Association supports a retirement program for members, including:

- a. Adequate funding by the state to ensure actuarial soundness for the Michigan Public School Employees Retirement Fund, including actuarial prefunding of the health, dental, vision and hearing insurance for retirees and eligible dependents;
- b. Full vesting after not more than five (5) years of service;
- c. Automatic cost-of-living benefits;
- d. Voluntary retirement at age fifty-five (55) or after twenty-five (25) years of service, whichever comes first, and further, the benefits shall begin immediately upon retirement and shall not decrease due to lower retirement age after twenty-five (25) years of service;
- e. Public school retiree pension and benefits, including benefits from other states, shall be free of state taxation;
- f. Preretirement counseling;
- g. Members' contributions that are not subject to federal income taxation at the time contributed;
- h. The equitable transfer of retirement benefits among all the states;
- i. Benefit provisions in all systems which do not discriminate on the basis of sexual orientation, gender or marital status;
- j. Benefits from state and local systems of at least seventy percent (70%) of the average of the highest three (3) years of salary after twenty-five (25) years of service;
- k. The opportunity to purchase retirement service credit for periods of maternity, paternity or child-rearing regardless of time of occurrence (as in the military buy-in);
- l. The factor for determining retirement benefits shall be at least two percent (2%) of the average of the best three (3) years of service;
- m. That accumulated sick leave be counted in the time required and used for retirement credit;
- n. Equal vesting periods for members and surviving spouse benefits;
- o. Provisions for early retirement incentives;
- p. Provisions for major medical, dental, hearing and vision benefits for retiree and eligible dependents.

- q. Opposition to investments in corporations whose policies or expenditures of funds undermine child welfare and/or public education, when other investments provide equivalent benefits to retirement system members.

The Association believes that the assets of retirement systems in which public education employees participate should be managed and invested for the sole and exclusive benefit of the participants and beneficiaries of those systems. Expenditures from a system trust fund should only be made for the benefit of trust beneficiaries and for the reasonable expenses of administering the system. All retirement benefits earned by education employees should, under the law, be payable to such employees. Existing retirement benefits should be maintained or improved. No person participating in a retirement system should be required to accept any reduction in benefits below those in force at any time during the period of membership. The retirement benefits are earned, and therefore, inviolate.

The Association is aware of incursions on retirement system assets by state and municipal governments. Such incursions involve either a misuse of assets or the failure to appropriate required funds to the system. Both practices result in increasing accrued liabilities, which reduces the financial soundness of the system and jeopardizes the security of education employee retirement benefits. The MEA will oppose these incursions and we will use all available means to ensure the financial soundness of the retirement system provided for education employees.

8. *Social Security laws*

The Michigan Education Association supports legislation for reform of the Social Security laws to eliminate discrimination based on sexual orientation, gender or marital status.

9. *Use of tax monies by administrators and school boards*

The Michigan Education Association urges legislation be proposed and enacted which will prohibit the use of tax monies to pay for the establishment of legal defense funds between districts and membership dues in state and national associations for administrators, dues and fees to state and national school board associations, and dues and fees to higher education administrator and college trustee associations.

10. *Extracurricular funding*

The Michigan Education Association believes that at all educational levels, students who wish to participate in extracurricular programs must have equal opportunity to participate in these funded activities.

The Association urges that funds for all extracurricular activities, including funds allocated for facilities, equipment, materials, transportation and remuneration of staff, be equitably allocated between all extracurricular programs.

11. *Medicare/health insurance*

The Michigan Education Association believes in comprehensive health insurance for retirees. The Association also believes that Medicare is an important component of access to a comprehensive health insurance package. The Association further believes that Medicare must be available as a basic universal guaranteed benefit.

F. Employment practices and standards

1. *Written personnel policies*

The Michigan Education Association insists that personnel policies be written and developed cooperatively by local associations and boards of education. Such policies shall seek the most effective methods of utilizing personnel.

The Association further insists on a cooperative review for improvement to be made through the negotiation process and distributed to all personnel.

2. *Nondiscriminatory personnel policies*

The Michigan Education Association believes that personnel policies and practices must guarantee that no person be employed, retained, paid, dismissed, transferred, suspended or demoted because of race, color, national origin, religious beliefs, residence, physical disability, political activities, professional association activity, age, marital status, family relationship, sexual orientation, gender identity, or gender expression. Multi-ethnic experiences will be provided through the aggressive efforts to attract minority group members to the field of education. (2022)

However, it may be necessary to give preference in the hiring, retention, recall and promotion policies to certain racial groups or women to overcome past discrimination.

The Michigan Education Association opposes the requirement of residency within the district by boards of education as a condition of employment.

3. *Privatization (subcontracting/contracting out)*

The Michigan Education Association recognizes that all education employees share the same community of interest. The Association believes that greater emphasis must be placed upon securing and retaining the most capable employees.

The Association further believes that employees should not be displaced by private service providers or by temporary or part-time workers. The Association also believes that boards of education should refrain from the privatization of school employees. The Association further believes that privatization leads to deeper financial woes for districts, and may also lead to increased security risks for students.

The Association also believes that pre-K through higher education schools should not enter into subcontracting agreements that transfer education employees or that abrogate previously contracted benefits, reduce compensation, deny fringe benefits, and/or reduce or eliminate accumulated retirement experience and benefits.

4. *Fair housing*

The Michigan Education Association believes that all citizens should be free to reside in the communities of their choice. Local affiliates should lead in breaking down barriers that limit this freedom.

5. *Drug and alcohol testing*

The Michigan Education Association believes in the concept of a drug- and alcohol-free workplace. However, the Association believes that mandatory drug and alcohol testing of employees and job applicants is an unwarranted and unconstitutional invasion of privacy; therefore, the MEA opposes such testing.

6. *HIV/AIDS testing of education employees*

The Michigan Education Association opposes mandatory/involuntary human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS) testing of education employees or education employment applicants. The Association also affirms that the current ban on blood donations from individuals solely based on a history of same-gender sexual activity should be lifted.

7. *Equal opportunity for women*

The Michigan Education Association insists that all persons, regardless of gender, be given equal opportunity for employment, promotion, compensation and leadership in all activities.

The Association supports the efforts of those who seek equity in pay and conditions of employment. The Association strongly opposes gender-based and job-based wage discrimination and supports active efforts to correct it.

The Association urges governing boards and education associations to eliminate discriminatory practices against women in employment, promotion and compensation. Personnel policies must include maternity leave, child-care leave and professional leave, which encourages women to participate in professional growth experiences and to prepare for administrative and executive positions.

The Association believes that all workplaces must provide lactating employees with safe, clean, comfortable, appropriate, and private facilities to express breast milk. The Association also believes that employers must work with such employees to provide reasonable accommodations within their workday to express breast milk. (2022)

The Association further urges professional associations at all levels to adopt policies that ensure women equal access to elective, appointive and staff positions.

The Association urges the establishment of women's education committees on the state and local association levels as a vehicle for implementation of equal opportunity for women.

The Association believes that sexism and gender discrimination must be eliminated from the curriculum, program offerings, teaching and discipline practices, as well as personal attitudes and actions.

The Association supports the right of women to have freedom of choice to make their own decisions regarding their reproductive health.

The Association supports full funding of programs for displaced homemakers.

8. *Professional negotiation and grievance procedures*

The Michigan Education Association believes that local affiliates and governing boards must negotiate written master contracts. Such contracts shall result from negotiation in good faith between associations and governing boards, through representatives of their choosing, to establish, maintain, protect and improve terms and conditions for professional service and other matters of concern, including a provision for agency shop.

The Association believes that the rights of educational employees under collective bargaining agreements must be maintained and protected. The Association further believes that no mandate, federal or state, or agreements outside the scope of the local collective bargaining agreement should not threaten and/or call for the dismissal of educational employees.

Grievance procedures shall be provided in the master contract with definite steps to appeal the application or interpretation of the contract. Binding arbitration shall be a part of the grievance procedure.

The Association also recommends legislation that seeks statutory penalties for governing boards that do not bargain in good faith or do not comply with negotiated contracts and permit the establishment of multi-unit bargaining.

The rights of shared authority in academic governance enjoyed by faculty members at Michigan's institutions of higher education should not be diminished because of faculty participation in the professional negotiations process. The MEA will support legal and legislative actions to protect these rights of institutional self-governance.

The Association shall work through professional negotiations to:

- a. Provide music, art, library, physical education and counseling services in grades pre-K-12;
- b. Achieve significant increases in time investment and financial support for staff development, which shall be incorporated in local school contractual arrangements and budgets;
- c. Ensure clauses in the master agreements which will include the hiring of fully qualified personnel as defined by the profession;

- d. Provide for, in agreements, the exchange of educators and students between school districts and/or countries through curricular and extracurricular projects which involve personal contact with other ethnic and cultural backgrounds;
- e. Assure that in class-size/caseload decisions the following factors be reflected: the nature of the instructional program, staffing arrangements, number of preparations, age, intellectual and emotional maturity, motivation of the student, and the physical facilities; (2022)
- f. Review and evaluate at the local level the performance and competence of all members of the profession with respect to certification provided for in the agreement;
- g. Provide local teachers and other school employees with a greater responsibility for determining educational policy, allow teachers to assume the proper responsibility of all professional educators and concomitant with that responsibility share authority to make decisions about the offerings available to students;
- h. Include provisions for the prompt resolution of grievances;
- i. Support tenure as a means of guaranteeing due process and just cause in the dismissal of teachers until such time as statewide legislation mandates teacher dismissal be subject to binding, impartial third-party arbitration;
- j. Recognize advanced credits and make placement on advanced salary schedules at the beginning of each semester;
- k. Include payroll deduction provisions for United Profession dues and other items agreed on by the negotiating parties involved;
- l. Demand adequate released time and realistic funding for all staff involved in student-teacher supervision, other practicum experience supervision, and professional development;
- m. Establish criteria to be utilized should reduction in force (RIF) occur. Criteria should include seniority, objectivity, nondiscrimination, uniformity of application and affirmative action. Contracts should establish recall procedures that provide priority job opportunities on a seniority basis to teachers unemployed because of reductions in force. Neighboring districts are encouraged to establish jointly such procedures on a regional basis that would provide priority hiring of laid-off teachers;
- n. Support the concept of providing flexible employment opportunities to help meet the varying needs of school employees and require that all such flexible employment opportunities be covered by contract language;
- o. Include provisions for in-service and retraining for reassigned school employees;
- p. Recognize continuing education units (CEUs) as a means of advanced salary schedule placement.

9. **Benefits**

The Michigan Education Association believes that benefit structures and costs to employees should be subject to collective bargaining or, in non-bargaining jurisdictions, incorporated into legislation, employer policy, and/or other sources that establish the terms and conditions of employment. The Association also believes that all education employees should be eligible for benefits that include, but are not limited to:

- A. Comprehensive insurance programs
 - 1. Health
 - 2. Dental
 - 3. Vision
 - 4. Hearing
 - 5. Life
 - 6. Legal
 - 7. Workers' compensation

8. Long-term physical and mental disability
9. Prescription drug
- B. Paid leaves
 1. Sick leave with unlimited accumulation
 2. Personal leave with unlimited accumulation
 3. Bereavement leave
 4. Parental leave, including adoption
 5. Family leave
 6. Dependent care leave
 7. Sabbatical leave
 8. Professional leave
 9. Association leave
 10. Religious leave
 11. Vacation time
- C. Additional remuneration
 1. Severance pay
 2. Tuition reimbursement
 3. Retirement compensation
 4. Unemployment compensation
 5. Benefit extension for laid-off employees
- D. Personal assistance
 1. Personal assault protection, and in the event of assault, counseling services and leave that is not subject to sick or personal leave
 2. Employee assistance program
 3. Reimbursement for damages to or loss of personal property at work site
 4. Child care and pre-school education
 5. An opportunity to participate in a cafeteria-type plan or plan authorized by section 125 of the U.S. federal tax code.

The Association further believes that education employees and their spouses, domestic partners, and/or dependents should have equal access to all benefits applicable to them.

The Association believes that comprehensive insurance programs should be provided for education employees on official leave of absence or parental leave.

The Association also believes that provisions should be made for retirees, their spouses, domestic partners, and/or dependents at their option to continue in the comprehensive health, dental, prescription drug, and hearing and vision programs.

The Association further believes that, if school districts consolidate, regionalize, share services, or separate, education employees should not lose their tenure or have their salary, benefits, or seniority reduced. (2019)

10. Members and national service

The Michigan Education Association believes that members whose careers are interrupted because of being called to active service by the National Guard or the Reserves or who volunteer to fulfill a military obligation should be guaranteed re-employment and other benefits that would accrue if they continue in positions with the school system, such as continued tenure, salary increments and service credit toward retirement.

11. Protection of members

The Michigan Education Association and its affiliates shall work together to insist upon development and enforcement of laws that guarantee the safety of members from physical attacks on their persons or property and that provide reimbursement for loss.

The Association urges that guidelines be developed for action leading to prevention of verbal abuse or harassment of members by any individuals. Members must take the responsibility to call attention to such cases so that appropriate action may be taken.

The Association urges its affiliates to cooperate with juvenile court systems to secure strict enforcement of juvenile law in cases involving disturbances in the public schools.

The Association also believes that education employees must have the right to review and provide documentation to, as well as the right to participate—with association representation—in the student discipline hearing.

The Association further believes that education employees have the right to refuse continued placement of the student in their school related settings when the safety of other students or education employees is in question. (1970, 2008)

12. Save-harmless/member liability

The Michigan Education Association believes that whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including student teachers, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the board of education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save-harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Association also believes that should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the board of education shall reimburse that person for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

13. Sexual harassment

The Michigan Education Association believes that school employees and students should be protected from sexual harassment. The Association encourages its local affiliates to work with local school districts and institutions of higher education to:

- a. Establish strong policies enforcing state and federal statutes prohibiting sexual harassment;
- b. Develop educational programs designed to help people recognize, understand, prevent and combat sexual harassment;
- c. Develop and publicize a grievance procedure that encourages the reporting of incidents of sexual harassment, resolves complaints promptly and protects the rights of all parties.

14. Gender identity, gender expression and sexual orientation harassment

The Michigan Education Association believes that education and other public employees, including transgender and transitioning individuals, should be protected from all forms of harassment on the basis of gender identity, gender expression, or sexual orientation.

The Association encourages its affiliates to work with school districts and higher education institutions to:

- a. Establish procedures and educational programs to address and prevent such harassment.
- b. Develop, maintain, and publicize a grievance procedure that encourages the reporting of incidents of such harassment, resolves complaints promptly, and protects the rights of all parties. (2022-all)

15. Medication and medical services

The Michigan Education Association believes that procedures should be established for students who must use prescribed medication or who need other medical services during school hours.

The Michigan Education Association further believes that in order to ensure the health and well-being of students, as well as to provide safeguards for its members, the following procedures for administration of medication to students while in school should be incorporated in school district policies. The Association urges its affiliates to encourage the implementation of such a policy, or to incorporate these concepts in any existing policy.

Any student who is required to take medication during the school day must comply with school regulations. These regulations must include at least the following:

- a. Written orders from a physician detailing the name of the drug, dosage and time interval medication is to be given;
- b. Written permission from the parent or guardian of the student requesting that the school district comply with the physician's order;
- c. A parent or guardian must provide written permission for the administration of non-emergency medication or medical services; (October 2017)
- d. Medication must be brought to school in a container appropriately labeled by pharmacy or physician, or in the original over-the-counter container; (October 2017)
- e. The initial dose of medication shall not be given in the school with the exception of life-threatening situations. Initial dose is the first dose administered from the prescription;
- f. Each medication given must be recorded on a medication log which includes date, time and signature of person giving the medication and witness's initials;
- g. Medication shall be kept in a locked compartment in school;
- h. The person designated to administer medication shall be negotiated by the local affiliate, such that teachers, counselors or support professionals not be required to administer medication and that school nurses not be required to travel for the sole purpose of administering medication.

The Association believes that all public school personnel should be protected from all liability when the adopted procedure of the school district is followed.

Without fear of disciplinary repercussions, the public school personnel have the right to refuse to administer medication and/or medical services for which school personnel feel unqualified or when proper equipment has not been provided. Medical personnel must be provided additional training by the district prior to performing the medical services in question. (2008)

The district will provide opportunities for training by licensed health professionals in basic emergency lifesaving techniques, including CPR, AEDs, epinephrine injections, opioid antagonist medications (such as Narcan), and seizure management. (2019)

16. Confidentiality of employee records

The Michigan Education Association believes that all employee records are privileged information and must remain confidential; and that all federal, state and local laws, regulations and ordinances regarding

employee records must be followed. In order to maintain confidentiality, the rights of education employees must include:

- a. A guarantee that only one personnel file exists;
- b. Access to materials in personnel files;
- c. The authority to inspect, review, and obtain copies of such records, explanations and interpretations of such records;
- d. Written notification prior to any placement of materials in the employee's personnel file;
- e. An opportunity to respond to and challenge any materials prior to placement in the personnel file and to purge those that are inaccurate, misleading, distorted or unsubstantiated; and to purge records of disciplinary actions which are more than four years old;
- f. A provision to consent to or deny release of such records, including the right to receive both notice of and copies of released materials.

The Association also believes that any ancillary records, such as medical and legal records, with which the educational institution may come in contact, are to be treated as privileged information and must be maintained in a separate file than the employee personnel file.

The Association further believes that it is the duty of the educational institution to provide written notification to employees of these rights and to abide by these confidentiality rights of employees.

17. *Right to privacy*

The Michigan Education Association is alarmed at the increasing surveillance of individual citizens by private and governmental agencies and school authorities. The cross-filing and interchange by private and governmental agencies of computerized information includes prejudicial reports on citizens, including students and members, descriptions and geographic locations of individuals who petition for redress of grievances and those who are involved in civil rights activities.

The Association is opposed to such practices on the part of governmental and private agencies. It is committed to affect the immediate cessation of such surveillance and destruction of such known data that has previously been collected by these governmental and private agencies.

The Michigan Education Association will work toward securing legislation which assures that the privacy of students and members is adequately protected.

The Michigan Education Association believes that education employees must be guaranteed the rights of privacy. These rights must include:

- a. Freedom from audio or video surveillance without prior written permission of the individual;
- b. A guarantee that the school district shall not release any information contained within an employee record for any purpose that violates the Freedom of Information Act.
- c. Security of computer files, electronic mail communications, and Internet usage from inappropriate or unauthorized access;
- d. Authority to refuse a polygraph, lie detector, or other invasive method of evidence collection.
- e. The Association further believes that education employees should be free to participate in legal and constitutionally protected activities in private life without fear of workplace reprisal, discipline or termination. (1991, 2008)

The Association also believes that fingerprinting is acceptable only for the purpose of a pre-employment or pre-licensure check for criminal records that are pertinent to education employment. The Association

opposes fingerprinting as a condition of continued employment or licensure. The Association further believes that all costs of fingerprinting must be borne by the employer or licensing agency.

G. Professional autonomy and freedom

1. Professional autonomy and freedom

The Michigan Education Association believes that it has a responsibility for improvement of the teaching profession. The MEA shall seek legislation recognizing teaching as a self-governing profession through a professional practices act which shall:

- a. Include provision for preparation and licensing of teachers and standards of professional conduct; and
- b. Require certification for specialized areas—remedial, special education, guidance and counseling, student-teacher supervision and administration.

2. Continuing employment and fair dismissal practices

The Michigan Education Association believes in maintaining support for tenure as a means of guaranteed due process and just cause in the dismissal of teachers until such time as statewide legislation mandating that teacher dismissal be subject to binding, impartial third-party arbitration can be secured.

3. Civil rights

The Michigan Education Association is committed to the achievement of a totally integrated society. The Association calls upon American's to create – by statute and practice – a country free from barriers of race, color, national origin, religion, philosophical beliefs, political beliefs, gender, sexual orientation, gender identity, age, disability, size, marital status, and economic status that prevent some individuals, adult or juvenile, from exercising rights enjoyed by others, including liberties decreed in common law, the constitution, and statutes of the united states. Civil order and obedience to the law must be ensured without abridgment of human and civil rights. All individuals must be assured a speedy and fair judicial process, including the right to habeas corpus, with free legal counsel for those in need. To be effective citizens, individuals must be trained and aided in developing strategies and expertise that will enable them to operate effectively in a democratic society.

The Association believes that any federal, state, or local; executive order or presidential signing statement; or amendment to the U.S. or state constitutions or interpretation thereof that curtails basic civil rights is detrimental to a free and democratic society.

4. Academic/professional freedom

The Michigan Education Association believes that academic and professional freedom is essential to the profession. Controversial issues should be a part of instructional programs when judgment of the professional staff deems the issues appropriate to the curriculum and to the maturity level of the student. Academic freedom is the right of the learner and the teachers to explore, present and discuss divergent points of view in the quest of knowledge and truth.

Professional freedom includes the school employees' right to evaluate, to criticize and to advocate their personal viewpoints concerning the policies and programs of the schools. The school employee also has the right to assist colleagues when their academic or professional freedom is violated.

H. Active participation in public policy-making

1. *Professional collaboration*

The Michigan Education Association believes that its members, its local affiliates, and the state organization must actively and collaboratively participate in the development of public policy which affects the profession.

2. *Public understanding*

The Michigan Education Association believes that local associations must promote public understanding of education and encourage wide public and parental participation in solving education's problems. It also acknowledges the responsibility to publicize adverse educational conditions and to support associations in their attempts to improve conditions in their districts.

The Association urges more effective use of all media for communication between the classroom, the profession and the community.

The Association also believes that there must be a representative, nonpartisan board of education in each school district, which also has a responsibility to promote public understanding of the schools.

3. *The member as a citizen*

The Michigan Education Association believes that all members have the right and obligation to be informed and politically active citizens. It supports voter education to alert new voters of voting laws and procedures and key political issues. It urges local affiliates to seek written governing board policies to guarantee members their political rights, including registering and voting, participating in party organizations, performing jury duty, discussing political issues publicly, campaigning for candidates, contributing to campaigns of candidates, lobbying, organizing political action groups, and running for and serving in public office. Provisions should be made to enable members to serve in public office without personal loss and without curtailment of annual increments, tenure, retirement or seniority rights.

Major decisions affecting schools and colleges are made by elected officials or their appointees. Therefore, the Association believes that it is the duty and responsibility of members to involve themselves in the selection, election and reelection of qualified, committed candidates who support the established goals that will provide quality education.

The MEA is in support of the concept of public funding for congressional elections.

4. *Nuclear accident emergency plans*

The Michigan Education Association believes that members must be involved in the development of emergency plans in case of accidents involving nuclear reactors and/or radioactive materials. The Association urges its affiliates to work for cooperation and planning among neighboring school districts, communities and counties.

5. *Nuclear freeze*

The Michigan Education Association believes that peoples of the world—in their concern for the survival of the planet and humankind—are evolving toward greater and greater collective consciousness and unity in their recognition that nuclear war is the common enemy of all nations and peoples and is not survivable. The Association calls for a halt to the arms race in order to create a world without nuclear weapons.

I. Professional associations

1. *Strong professional associations*

The Michigan Education Association and its local affiliates must be free to explore all types of organizational alignments with member organizations and other public employees to provide a coordinated program of bargaining and services and to make the profession's influence felt in the community, state and

nation. Members must observe and professional associations must enforce the Code of Ethics of the Education Profession. The Association believes that school policies should provide released time without loss of pay for members fulfilling leadership responsibilities in their professional organizations or attending professional meetings.

2. *Early career members*

The Association additionally believes that early career members should be encouraged to participate in and pursue appropriate leadership opportunities at the local, state and national levels of the union. (October 2017)

3. *Defense of members*

The Michigan Education Association will support members and other educational personnel, as determined by the MEA Board of Directors, whose professional or political status or rights have been menaced or unfairly restricted. Where legal and other restrictions prevent members from exercising these rights, the Association will support efforts to remove such restrictions.

4. *One member/one vote*

The Association is committed to the concept of one member/one vote and calls upon its affiliates to implement the concept of one member/one vote in their own representative bodies where such implementation does not conflict with the need to guarantee an effective part in the decision-making process to a previously excluded minority group.

5. *Education in correctional and rehabilitation agencies*

The Michigan Education Association will provide legislative and professional support to its members teaching in federal, state and local correctional and rehabilitation institutions, in hospitals and in other custodial agencies. The Association will assist its members in improving the standards of instruction in these institutions.

6. *Strikes*

The Michigan Education Association believes that the chances of reaching voluntary agreement in good faith are reduced when one party to the negotiation process possesses the power to use the courts unilaterally against the other party. The MEA recommends several procedures to be used in resolutions of impasse, such as mediation, factfinding and political action. However, the Association realizes that in order to provide quality education, members may have no choice but to resort to a strike for correcting conditions.

The Association urges the state government(s) to enact legislation with impasse resolution provisions up to and including those which would permit school employee affiliates to engage in strikes without incurring civil, criminal or other penalties.

The Association believes that when a member picket line is established by the authorized bargaining unit, crossing it is strikebreaking. It jeopardizes the welfare of members and the educational process. The Association denounces the practice of keeping schools open during a strike. In the event of a strike by employees, extracurricular and cocurricular activities must cease.

The Association denounces the staffing of schools with untrained, unqualified or noncertificated persons at any time. The Association will assist its affiliates in opposing laws or proposals which permit the hiring of noncertificated personnel for teaching positions.

The Association condemns the jailing of members, excessive bail and fines for school work-stoppages. The Association urges the state government to enact statutes guaranteeing members due process of the law when a work-stoppage occurs, including the right to present their case to the state or courts before back-to-work orders are issued.

In the event of a strike at the school of placement, affiliates should work with colleges and universities of both student teachers and students in field placements to ensure that those students honoring the work stoppage will receive credit for previous service and assignments, and be provided an opportunity for a comparable alternative placement in order to complete all remaining preservice requirements. The Association further believes that teacher-training institutions should be notified that a strike is being conducted and urged not to cooperate in emergency certification or placement practices that constitute strikebreaking. The Association also urges that teachers refuse to supervise cadet teachers and/or students who are sent to public schools as aides or observers/participants and who are enrolled in any higher education institution whose placement directors cooperate in emergency certification practices designed to keep classrooms open in the event of a strike. (2008)

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RETIREMENT ROLL OVER

The MEA will request the NEA to petition the Internal Revenue Service to allow public school employees the right to roll over retirement buy-in dollars from tax shelter annuities to a state retirement system without declaring this as direct income.

The MEA will petition the Internal Revenue Service (simply with a form) to allow public school employees the right to roll over retirement buy-in dollars from tax shelter annuities to the Michigan retirement system without declaring this as direct income.

(1989 Spring RA)

The MEA will request the NEA to pursue at the congressional level, a change in the law regarding transferring funds from a TDA or IRA for the purposes of purchasing retirement years.

(1990 Spring RA)

MEA RESERVES POLICY

I. Statement of Purpose of the Reserves Policy:

In order to maintain the mission of the Michigan Education Association (MEA) to protect, advocate, and advance the rights of all education professionals to promote quality public education for all students, this evidence-based Reserves Policy is adopted by the MEA Board of Directors.

II. Policy Description:

This Reserves Policy (1) establishes the purposes of reserves for the MEA, (2) defines different categories of reserves, (3) provides a process for formulating a reserves target, (4) establishes a process for determining reserves funding, (5) establishes a process for review of reserves targeting and reserves funding, and (6) suggests reserve funding levels at which senior management and Board review may occur.

III. Purposes of Reserves for the MEA

The purposes of the MEA's Reserve Funds are:

1. To ensure the long-term financial stability and sustainability of the Association.
2. To enable the MEA to respond to various economic, social, political and demographic changes and to maintain fiscal preparedness for varying economic conditions.
3. To provide the MEA with the requisite level of liquidity to fund ongoing operations and other cash needs.
4. To maintain appropriate financial resources to pursue opportunities and to continue to deploy resources to advance mission objectives.

IV. Categories of MEA Reserves

The MEA will maintain the following categories of reserves:

Working Capital

Risk Reserves

General Reserves

A. Working Capital

Definition: A basic level of cash intended to fund day-to-day operations of the Association (e.g., member programming, legal services, personnel, administration, technology, etc.) for several months.

Application: The MEA will maintain Working Capital reserves to manage the cash outlays that the Association experiences throughout its operating cycle.

B. Risk Reserves

Definition: Risk Reserves are intended to provide the MEA with requisite liquidity to navigate challenging financial circumstances. These reserves are intended to ensure that the Association has continuity and stability in delivering on its mission in the event of a “rainy day,” unplanned financial event, or in response to shortfalls in financial performance.

Application: The MEA may use Risk Reserves to provide financial support in instances where the Association encounters difficulty achieving its budgeted financial results. These challenges can result from factors that are internal to the Association (e.g., change to cost structure, etc.) or influences in the operating environment that are beyond MEA’s control (e.g., macroeconomic factors, fluctuations in membership, significant one-time costs, etc.).

C. General Reserves

Definition: General Reserves constitute a discretionary pool of assets, intended to provide the MEA with requisite funding to satisfy anticipated future cash needs such as capital projects and strategic initiatives.

Application: The MEA may leverage General Reserves to fund such items as recurring capital expenditures, strategic investments, mission achievement, anticipated pension and retiree health funding, planned operating deficits, and other financial obligations.

V. Reserves Targeting

The Association will employ a detailed and assumption-driven approach to formulate a Reserves Target. The methods for determining an appropriate Reserves Target for each category of reserves are as follows:

A. Working Capital

After evaluating the Association’s sources and uses of cash as well as cash cycles, the MEA requires approximately ten weeks of operating cash to fund its Working Capital needs. Operating cash is defined as the weekly sum of the relevant day-

to-day operating items from the MEA's budget, adjusted for expenses that have no cash implications (e.g., depreciation). The number of weeks of operating cash used to calculate working capital reserves should be periodically re-evaluated by the Association.

B. Risk Reserves

In ascertaining an appropriate target for Risk Reserves, the MEA will evaluate financial plans and existing risk exposure in relation to both the Association's revenues and expenses. The determination of the Risk Reserves target is informed by the Association's multi-year financial projections and modeling of anticipated financial exposure arising from potential risk events.

C. General Reserves

To determine a General Reserves target, the MEA will perform a detailed analysis of its anticipated long-range needs for liquidity. This analysis will consider, *inter alia*, the Association's needs for liquidity associated with capital expenditures, major projects, strategic endeavors, and other known financial commitments. In certain instances, the MEA may elect to structure these reserves as a sinking fund where the requisite liquidity to fund certain initiatives is available in advance of that initiative in order to de-risk execution and reduce reliance on period performance to generate the financial capacity to advance organizational objectives.

D. Overall Reserves Target

The MEA's Reserves Target will be the sum of the Working Capital, Risk Reserves, and General Reserves targets.

VI. Reserves Funding

The Association's Reserves Funding will be determined based on a point-in-time analysis of MEA's Statement of Financial Position. The MEA will consider the following attributes in determining its Reserves Funding:

- Liquidity characteristics of assets
- Extent to which assets are book assets or otherwise illiquid assets (e.g., prepaid assets, property and equipment)
- Limitations on using assets as free cash (e.g., investments designated to MEA Retired Fund, Classroom Support Fund)
- Associated liabilities

When Reserves Funding is determined (expressed in dollars), the MEA's Reserves Funding level will be expressed in the form of a percentage whereby Reserves Funding is a certain percentage of the Reserves Target (e.g., 85% funded, 120% funded).

VII. Subsequent Targeting and Funding

The MEA's Reserves Target (for each category of reserves) and Reserves Funding will be reviewed at least once each year as determined by the MEA Budget Committee in conjunction with the MEA's annual business and financial planning processes and will be reported to the MEA Board of Directors.

The Reserves Target and Reserves Funding figures should be wholly re-evaluated every three years, supported by an independent third-party, unless a more frequent re-evaluation is considered necessary based on significant shifts in the Association's organization, operations, or environment.

VIII. Thresholds and Financial Planning Considerations

Because of movements in financial markets and the dynamism of the Association and its operating environment, Reserves Funding as a percentage of Reserves Target will fluctuate. A reasonable goal for the MEA over the long term is to maintain Reserves Funding within +/- 20% of the most recently established Reserves Target.

If Reserves Funding falls below 80% of the Reserves Target, management and the Board should consider efforts to increase Reserves Funding. If Reserves Funding exceeds 120% of Reserves Target, management and the Board may consider appropriate sustainable means by which Reserves Funding can be utilized to deploy resources in excess of the 120% level. These ranges may be periodically reviewed and adjusted by the Association.

MICHIGAN EDUCATION ASSOCIATION SCHOLARSHIP FUND Declaration of Charitable Trust

MADE as of the 27th day of April 1995, by **Julius Maddox** of East Lansing, Michigan, and **Lynn Larson** of East Lansing, Michigan, and **Steven Cook** of Lake Odessa, Michigan, and amended by the MEA Board of Directors on this 25th day of April, 2002, as follows:

ARTICLE FIRST:

- A. This Charitable Trust shall be called the "**Michigan Education Association Scholarship Fund**," (sometimes referred to as the "MEA Scholarship Fund" or "Scholarship Fund").
- B. The charitable purpose for which the Scholarship Fund is established is to provide scholarships to students attending public, post K-12 education.
- C. The Trustees are appointed by the President of the MEA, with the advice and consent of the Board of Directors of the MEA, an organization exempt from federal income tax pursuant to section 501(c)(5) of the Internal Revenue Code.

ARTICLE SECOND:

- A. The Trustees may receive and accept property, whether in the form of cash, securities or otherwise, by way of gift, bequest, or devise, from any person, firm, trust, or corporation, to be held, administered, and disposed of in accordance with and pursuant to the provisions of the Declaration of Trust. Contributions to the Scholarship Fund shall be deposited and become assets of this Trust, except expenses incurred from a specific fund-raising activity shall first be deducted from the contributions obtained from that fund-raising activity. All expenses of the Scholarship Fund, including scholarship grants, shall FIRST be paid from the income of the Trust assets, and not from the principal of the Trust assets. Expenditures from the principal of the trust assets may be made for expenses when the rate of spending is compatible over a four year period with the expected longterm total returns of the scholarship fund and the need to preserve or increase the real value of the fund and real spending levels.
- H. No gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income or its principal to any person or organization other than a "charitable organization" or for other than "charitable purposes" within the meaning of such terms as defined in **ARTICLE THIRD** of this Declaration of Trust, or as shall in the opinion of the Trustees, jeopardize the federal income tax exemption of this Trust pursuant to section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE THIRD:

- A. The principal and income of all property received and accepted by the Trustees to be administered under this Declaration of Trust shall be held in trust by them, and in order to achieve the purposes in **ARTICLE FIRST**, alone, the Trustees may make payments or distributions from income, but not principal, to or for the use of such charitable organizations, within the meaning of that term as defined in paragraph F. below, in such amounts and for such charitable purposes of the Trust as the Trustees shall from time to time select and determine.
- B. The Trustees may make payments or distributions from income, but not principal, directly for such charitable purposes, within the meaning of that term as defined in paragraph G. below, in such amounts as the Trustees shall from time to time select and determine without making use of any other charitable organization. The Trustees may also make payments or distributions of all or any part of the income, but not principal, to states, territories, or possessions of the United States, any political subdivision of any of the foregoing, or to the United States or the District of Columbia but only for charitable purposes within the meaning of that term as defined in paragraph G. below.
- C. Income, but not principal, derived from contributions by corporations shall be distributed by the Trustees for use solely within the United States or its possessions. No part of the net earnings of this Trust shall inure or be payable to or for the benefit of any private member or individual, and no substantial part of the activities of this Trust shall be the carrying on of propaganda, or otherwise attempting, to influence legislation. No part of the activities of this Trust shall be the participation in, or intervention in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. Payments or distributions made by the Trustees shall at all times be consistent with the purposes set forth in **ARTICLE FIRST**, alone.
- D. The Trust shall continue forever unless the Board of Directors of the MEA terminates it and distributes all of the principal and income to the recipient(s) of its choice, which action may be taken by the Board of Directors in their discretion at any time. On such termination, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- E. The donor authorizes and empowers the Trustees to form and organize a nonprofit corporation limited to the uses and purposes provided for in this Declaration of Trust, such corporation to be organized under the laws of any state or under the laws of the United States as may be determined by the Trustees; such corporation when organized to have power to administer and control the affairs and property and to carry out the uses, objects, and purposes of, this Trust. Upon the creation and organization of such corporation, the Trustees are authorized and empowered to convey, transfer, and deliver to such corporation all the property and assets to which this Trust may be or become

entitled. The charter, bylaws, and other provisions for the organization and management of such corporation and its affairs and property shall be such as the Trustees shall determine, consistent with the provisions of this paragraph.

- F. In this Declaration of Trust and in any amendments to it, references to "charitable organizations" or "charitable organization" mean corporations, trusts, funds, foundations, or community chests created or organized in the United States or in any of its possessions, whether under the laws of the United States, any state or territory, the District of Columbia, or any possession of the United States, organized and operated exclusively for charitable purposes, no part of the net earnings of which inures to or is payable to any private shareholder, member or individual, and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting, to influence legislation, and which do not participate in or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office. It is intended that the organization described in this paragraph F shall be entitled to exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- G. In this Declaration of Trust and in any amendments to it, the term "charitable purposes" shall be limited to and shall include only charitable or educational purposes within the meaning of those terms as used in section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, but only if such purposes as also constitute public charitable purposes under the law of Trusts of the State of Michigan.

ARTICLE FOURTH:

- A. The Trustees as a group or any member of the Board of Directors of the MEA may propose amendments to this Declaration of Trust. However, this Declaration of Trust may be amended at any time or times only by written resolution or resolutions of the MEA Board of Directors, and acknowledged by any of the Trustees, provided that no amendment shall authorize the Trustees to conduct the affairs of this Trust in any manner or for any purpose contrary to the provisions of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. An amendment of the provisions of this **ARTICLE FOURTH** (or any amendment to it) shall be valid only if and to the extent that such amendment further restricts the Trustees' and Board of Directors of MEA's amending power.
- C. All instruments amending this Declaration of Trust shall be noted upon or kept attached to the executed original of this Declaration of Trust held by the Trustees.

ARTICLE FOURTH:

- A. There shall be seven (7) Trustees under this Declaration of Trust. Two (2) of the

Trustees shall be members of the general public who are not MEA members. Three (3) of the Trustees shall be MEA members or MEA staff who do not serve on the Board of Directors of either the MEA or the National Education Association (NEA). Two (2) of the Trustees shall be MEA members who serve on the Board of Directors of the MEA.

- B. The Trustees shall serve three (3) year terms, commencing September 1st and shall be appointed to their positions by the President of the Michigan Education Association (MEA), with the advice and consent of the Board of Directors of the Michigan Education Association (MEA). Provided however, the terms of initial Trustees shall be for varying lengths as follows: three (3) terms shall be for the period until September 1, 1998, two (2) terms shall be for the period until September 1, 1997 and two (2) terms shall be for the period until September 1, 1996. The terms of all the initial Trustees shall commence September 1, 1995. The terms of the temporary Trustees named herein shall terminate on August 31, 1995.
- C. A Trustee may serve a maximum of two (2) consecutive terms, which may include a term as initial Trustee, as set forth above.
- D. Any Trustee under this Declaration of Trust may, by written instrument, signed and acknowledged, resign his/her office.
- E. The number of Trustees shall be at all times not less than three (3), and whenever for any reason the number is reduced to two (2), there shall be, and at any other time there may be, appointed one (1) or more additional Trustees. Appointments shall be made by the President of the Michigan Education Association (MEA), with the advice and consent of the Board of Directors of the MEA, by written instruments signed and acknowledged. Any succeeding or additional Trustee shall, upon his/her acceptance of the office by written instrument signed and acknowledged, have the same powers, rights and duties, and the same title to the Trust estate jointly with the surviving or remaining Trustee or Trustees as if originally appointed. Three (3) or more Trustees, for the time being in office, shall have full authority to act even though one or more vacancies may exist.
- F. The Trustees shall purchase a fidelity bond covering themselves, and all agents, representatives and employees of the scholarship Fund. The premium of the fidelity bond shall be paid by the Scholarship Fund. Said bond shall be in an amount not less than ten percent (10%) of the funds handled by any such person, but in no case more than five hundred thousand dollars (\$500,000).
- G. None of the Trustees shall be responsible or liable for the acts or omissions of any other of the Trustees or of any predecessor or of a custodian, agent, depository or counsel selected with reasonable care.
- H. A Trustee shall not be compensated for his/her services. However, subject to the

written approval of the President of the MEA, the Trustees serving under this Declaration of Trust are authorized to pay to themselves amounts for reasonable expenses incurred in the administration of this Trust.

ARTICLE SIXTH:

In extension of and not in limitation of the common law and statutory powers of Trustees and other powers granted in this Declaration of Trust, the Trustees shall have the following discretionary powers:

- A. To establish a budget. To adopt written standards and procedures governing fund raising, scholarship eligibility, scholarship levels and scholarship disbursement.
- B. To convert unused income into principal. To invest and reinvest the principal and income of the Trust in such property, and in such manner as they shall deem proper, and from time to time to change investments as they shall deem advisable; to invest in or retain any stocks, shares, bonds, notes, obligations, or personal or real property (including without limitation any interests in or obligations of any corporation, association, business trust, investment trust, common trust fund, or investment company) although some or all of the property so acquired or retained is of a kind or size which but for this express authority would not be considered proper and although all of the Trust funds are invested in the securities of one company. No principal or income, however, shall be loaned, directly or indirectly, to any Trustee or to anyone else, corporate or otherwise.
- C. To sell, lease, or exchange any personal, mixed, or real property, at public auction or by private contract, for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter in such undertakings relating to the Trust property, as they consider advisable, whether or not such leases or contracts may extend beyond the duration of the Trust.
- D. To borrow money for such periods, at such rates of interest, and upon such terms as the Trustees consider advisable, and as security for such loans to mortgage or pledge any real or personal property with or without power of sale; to acquire or hold any real or personal property, subject to any mortgage or pledge on or of property acquired or held by this Trust.
- E. To execute and deliver deeds, assignments, transfers, mortgages, pledges, leases, covenants, contracts, promissory notes, releases, and other instruments, sealed or unsealed, incident to any transaction in which they engage.
- F. To vote, to give proxies, to participate in the reorganization, merger or consolidation of any concern, or in the sale, lease, disposition, or distribution of its assets; to join with other security holders in acting through a committee, depositary, voting trustees, or otherwise, and in this connection to delegate authority to such committee, depositary, or trustees and to deposit securities with them or transfer securities to them; to pay assessments levied on securities or to exercise subscription rights in respect of securities.

- G. To employ a bank, trust company or credit union as custodian of any funds or securities and to delegate to it such powers as they deem appropriate; including the power to hold Trust property without indication of fiduciary capacity but only in the name of a registered nominee, provided the Trust property is at all times identified as such on the books of the custodian; to keep any or all of the Trust property or funds in any place or places in the United States of America; to employ clerks, attorneys, accountants, investment counsel, investment agents, and any special services, and to pay the reasonable compensation and expenses of all such services in addition to the expenses of the Trustees.

ARTICLE SEVENTH:

The Trustees powers are exercisable solely in the fiduciary capacity consistent with and in furtherance of the charitable purposes of this Trust as specified in **ARTICLES FIRST** and **THIRD** and not otherwise.

ARTICLE EIGHTH:

In this Declaration of-Trust and in any amendment to it, references to "Trustees" mean the one or more Trustees, whether temporary, initial or successor, for the time being in office.

ARTICLE NINTH:

Any person may rely on a copy, certified by a notary public, of the executed original of this Declaration of Trust held by the Trustees, and of any of the notations on it and writings attached to it, as fully as he/she might rely on the original documents themselves. Any such person may rely fully on any statements of fact certified by anyone who appears from such original documents or from such certified copy to be a Trustee under this Declaration of Trust. No one dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do. No one dealing with the Trustees need see to the application of anything paid or transferred to or upon the order of the Trustees of the Trust.

ARTICLE TENTH:

This Declaration of Trust is to be governed in all respects by the laws of the State of Michigan.

Michigan Education Association (MEA) Scholarship Fund Operating Standards and Procedures

I. Contributions

- A. The Trustees shall designate one of their number to receive and acknowledge contributions for the Scholarship Fund,. (sometimes referred to herein as the "Fund").
- B. Contributions in the form of cash, checks and money orders or securities may be accepted by the Fund. The Fund will not accept contributions of tangible personal property. At the discretion and with the approval of the Trustees acting as a group, real property may be accepted by the Fund.
- C. All contributions shall be acknowledged with a written receipt which states:
 - 1. The amount of the gift.
 - 2. The date received.
 - 3. Name and address of contributor.
 - 4. Name and signature of the Trustee receiving and acknowledging the contribution on behalf of the Fund.
 - 5. Receipts shall be sequentially numbered.
- D. The National City Bank is designated the depository of all funds collected. All contributions shall be promptly deposited in the Fund's account.

II. Identity of Beneficiaries

- A. The qualified beneficiaries of the Fund for scholarship grants are undergraduate students attending a Michigan public higher educational institution or a private institution where there is an existing local MEA affiliate recognized as a collective bargaining agent. The children of the Trustees of the Fund, the President, Vice President and Secretary-Treasurer of MEA may not be beneficiaries of the Fund. The children of MEA Staff may not be beneficiaries of the Fund.
- B. The term "children" includes natural, adopted and stepchildren. The term, "MEA members" and "active members" shall be as defined in the Constitution, Bylaws and Administrative Policies of the MEA, but shall include MEA-Retired members. The children of the Trustees of the Fund, the President, Vice President and Secretary Treasurer of MEA may not be beneficiaries of the Fund. The children of MEA Staff may not be beneficiaries of the Fund unless their other parent is an MEA member as defined above.

III. Conditions For Eligibility

- A. In awarding scholarships the Trustees shall:
 - 1. Select only recipients who are or will be graduates of Public Schools.
 - 2. Make selections prior to May 15th of the year the scholarships are granted. Scholarships may be granted for attendance at any public Community/Junior college, degree granting institution, or vocational training institution, in Michigan, that grants a degree, certification or license. Scholarships may also be granted for attendance at private institutions where there is an existing local MEA affiliate recognized as a collective bargaining agent.
- B. Qualifying beneficiaries desiring to receive assistance from the Fund shall submit a written application on a form provided to them by the Fund, and previously approved by the Trustees.
- C. The general criteria for the award of Scholarship Grants are: academic achievement, extra-curricular activities, school and community service. Additional criteria may be developed by the Trustees, subject to the approval of the MEA Board of Directors. All other criteria being equal, preferential consideration will be given to the children of MEA members and students from lower income households.
- D. Any Grant may be renewed, with the approval of the Trustees, not more than four (4) times in a five (5) year period. A Scholarship Grant may not be awarded or used for work on a post baccalaureate degree.
- E. The amount of individual Scholarship Grants, as well as the total amount of Grants awarded in any year shall be determined by the Trustees acting as a group.
- F. The Trustees shall make scholarship determinations in a non-discriminatory manner without regard to the religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, or handicapped status of the prospective applicant.

IV. Miscellaneous

- A. Information about the Scholarship Fund and applications shall be widely disseminated to public schools throughout the State of Michigan and to MEA membership through the use of the VOICE and other means approved by the Trustees.
- B. The Trustees shall require an audit, at least annually, by a certified public accountant, who shall submit a written report to the Trustees.
- C. At the conclusion of the fund's fiscal year (August 31st), the Trustees shall cause an annual report to be prepared. The annual report shall detail the fund's activities during the - previous year. Specifically the annual report shall indicate:

1. Contributions received.
2. Distributions made from the fund, including the identity of the beneficiaries, as well as the amount of assistance provided.

The written audit report and the annual report shall be submitted to the MEA Board of Directors.

- D. These Operating Standards and Procedures may be amended by a majority vote of the Trustees.

Revised March 22, 2002

S-1
**Michigan Education Association
(MEA)
Scholarship Fund**

Resolution

At a meeting of the temporary Trustees of the Michigan Education Association Scholarship Fund held on April 27, 1995, at East Lansing, Michigan. Upon motion duly made and seconded, it was unanimously resolved that:

1. The temporary Trustees, by their signature below, accept their positions and temporary Trustees, and agree to serve until August 31, 1995:
2. The temporary Trustees of the **Michigan Education Association Scholarship Fund**, having reviewed the attached Operating Standards and Procedures, approve and adopt the same as outlined in the attached document:

Witness: _____ Temporary
Trustee _____
Julius Maddox

Witness: _____ Temporary
Trustee _____
Lynn Larson

Temporary
Trustee _____
Steven Cook

SCHOOL FINANCE

Criteria for Evaluation of School Finance Reform Proposals

The leaders and members of the Michigan Education Association believe that any proposal or concept for school finance reform must provide an immediate gain in new dollars for the educational system. Any such proposal or concept must also provide avenues for continual (annual) budgetary growth to ensure that education is better off in five years than it is prior to the reform.

In order to receive the endorsement from the MEA, any school finance reform proposal must be based on this premise as well as comply with the following criteria:

1. MEA will support a tax increase if:
 - a. The increase results in real new dollars for education.
 - b. The resulting new dollars are guaranteed in addition to the traditional allocations provided through the current school finance mechanism (general fund, etc.). The traditional allocations should also be assured continued annual growth.
 - c. At least 50 percent of the dollars generated by the increase are mandated for excellence in education.
2. MEA will support a sales tax increase if food, drugs and utilities are exempt.
3. MEA will support a school finance reform proposal if school districts are guaranteed funding equal to or exceeding current amounts and if school districts are assured the ability to experience necessary growth in budget.
4. MEA will support a school finance reform proposal if the proposal is based on an excellence program which meets the criteria defined in the MEA Legislative Agenda. MEA will support the concept of "choice" of schools only if choice remains a local school district option (as it currently exists).
5. MEA will support proposals which offer property tax reform if projections of minimum and maximum assessments are realistic, honest and sufficient to guarantee local school districts full maintenance of program and if said projections are shared openly with the voting public.

(BD September 1987)

(7-92)

SCHOOL FINANCE

SCHOOL FINANCE PLAN

MEA will make school finance a priority.

MEA will continue to develop and refine the various strategies into a long-term plan.

MEA will implement only those strategies which are appropriate and only after the Board approves them.

(BD July 1990)

STATE SCHOOL FUNDING

MEA will immediately make its legislative goal of attaining new, additional state funding for public education the Association's priority. Any legislative proposal shall meet the criteria included in the Board of Director's funding document and protect MEA positions on PERA, tenure teacher act and other positions as passed by the RA.

(1990 Fall RA)

SCHOOL FINANCE – PROPERTY TAX FREEZE

Local tax dollars lost due to the property assessment freeze will be replaced by state dollars for all districts, both in-formula and out-of-formula.

(BD September 1991)

SCHOOL FINANCE

PUBLIC EDUCATION FINANCE

Goal: Enhance Local and State Funding of Public Education

Objectives:

1. PreK-12 Funding: Equal partnership between State revenue and revenue from local school operating mills.

(FY 91: 34 mills x \$138 billion SEV=\$4.692 billion) FY 91 K-12 bill, \$3.185 plus \$570 million circuit breaker=\$3.755 billion) (50-50) funding in the FY 91 would require an additional \$972 million.)

2. Community College Funding: Equal partnership between (1) State revenue and (2) the combined revenue generated from statewide community college property tax revenue and tuition revenue.

(FY 91 State Appropriations \$223 million) (local property tax revenue and tuition \$295 million) (50-50 funding would require a state increase of \$72 million)

3. Higher Education Funding: State to adopt a funding formula for the public higher education institutions based on FYES enrollment, institution mission statement, research capacity and physical facilities. State appropriations each year should meet the higher education index (inflation plus 3.5%). To provide ample funds for a funding model and increase the scholarship funding to meet the qualified demand, the FY 1991 appropriation bill should be increased by \$200 million.

BACKGROUND: The goal of 50-50 state and local revenue was adopted by the MEA Representative Assembly in the early 1980s and has been an MEA legislative priority for a number of years. The Equal Partners coalition of education organizations was organized around this funding goal and the coalition continues in existence today. The ballot issue in November 1989 was an attempt to generate more state revenue to enable the state to move closer to the 50-50 funding goal. This goal can only be achieved by having the legislature increase the amount of dollars going into K-12 Appropriation bill each year and at the same time maintaining or even increasing the school operating property tax revenue.

Funding for Michigan's public community college system is derived from three sources. First is a levy of community college operating millage voted on by the residents of the CC district. Second is the tuition and fees charged the students attending the community college and third is the revenue from the State of Michigan. MEA's funding goal for the community college system is 50% of the revenue should be from local sources in the aggregate and 50% should be state revenues. The State of Michigan has not met its share of the formula for a number of years. This state policy has forced the community college system to rely on local revenue increases to meet the costs of the education program.

MEA has supported a funding formula for higher education institutions going back to the economic model developed by the Senate and House Fiscal Agencies which became known as the Owe-Huffman funding plan. The legislature was never able or willing to fund the model and each year would end up with straight percentage increases for each institution with no relationship to the educational, full year equated students, physical facilities, research activities and other economic criteria that make up a higher education funding model.

RECOMMENDATION: MEA will develop and implement a multifaceted long range plan to attain more state financing for public education.

STRATEGIES TO ACHIEVE GOAL

A. Constitutional Amendment

BACKGROUND: Amending the Michigan Constitution to provide an equal educational opportunity, to remove residential property taxes as a funding source, to increase state revenue for K-12 education, tax base sharing of industrial and commercial wealth by all local schools, vouchers and equal spending has been on a primary, special or general election ballot dating back to November 1972. The 1972 ballot questions, Proposals C and D, were on the November ballot because MEA members and staff circulated the petitions and secured the proper amount of signatures to secure the ballot designation. MEA members and staff accomplished the same feat in 1980 with the so-called Smith-Bullard constitutional amendment. Ballot questions have been defeated in 1972, 1976, 1978, 1980, 1984, and 1989. Each one of these issues dealt with some form of school finance and/or property tax relief for school operation revenues.

Two resolutions that have been introduced in the Michigan Legislature, SJR O (DeGrow) and HJR S (O'Neill and Keith) are the same and state:

“The legislature shall maintain, support AND FUND ON AN EQUITABLE BASIS a system of free elementary and secondary schools as defined by law. Every school district, AS DFINED BY LAW, SHALL BE GOVERNED BY A BOARD OF EDUCATION AND shall provide for the education of its pupils without discrimination as to religion, creed, SEX, race, color or national origin.”

Another resolution introduced in the legislature is HJR Q (Profit and Keith).

“The legislature shall maintain and support a system of free public elementary and secondary schools as defined by law. THE LEGISLATURE SHALL PROVIDE BY LAW AN EFFICIENT SYSTEM OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION THAT ENSURES AMONG ITS PUPILS

EQUITABLE OPPORTUNITY FOR THOROUGH EDUCATION. Every school district shall provide for the education of its pupils without discrimination as to religion, creed, race, color or national origin.”

Other suggestions that have been mentioned but not introduced at the present time are as follows:

1. EQUAL OPPORTUNITY FOR A QUALITY EDUCATION
2. EDUCATION IS A FUNDAMENTAL RIGHT

Another possible change is to earmark a percentage of the state revenues for K-12 or to expand the percentage for K-12 community college and higher education.

Two petitions are being circulated at present: (1) the Patterson-Anderson petition and (2) the Taxpayers United-Headlee Petition. Both would severely impair MEA’s ability to seek increased revenues.

RECOMMENDATION: MEA will base its support or opposition of any constitutional proposal on the following criteria:

- a. There must be a guarantee of more dollars for education.
- b. There must be the probability of growth in education funding.
- c. It should be clear and simple.
- d. It should avoid linking school funding with property tax relief.
- e. It should not cause any districts to have less than they do now.
- f. It should decrease the inequities in per pupil spending.
- g. Property tax proposals must provide for replacement dollars for schools in a manner that does not prohibit growth in school funding.

Additional ideas/issues to be addressed:

1. A clear concise mission statement should be developed and adopted. All program services should evolve around this statement. An idea was “Children in Crisis in Michigan.”
2. An internal PR program must be implemented prior to any legislative action to make sure our members fully understand why more money is needed in the education community in Michigan.
3. The educational community needs to be on board with one proposal. The Equal Partners coalition should be put back together.
4. The business and labor coalition that Governor Blanchard formed around Proposal A should be in place for any plan that is developed.
5. Any plan must be simple to explain and understand. Our members must be educated as to “why this one.”
6. Local EAs and ESP groups should screen and endorse school board candidates who support and will work for increased funding for education.

7. Legislators should be committed to supporting and campaigning for a proposal. This commitment would be nurtured by our legislative councils and through our S & E process.
8. A campaign must be thoroughly organized and divided into bite size pieces. All materials that will be needed should be prepared prior to laying out the campaign plan to our members. We need to be ready to go that day! For example, if we would implement a plan to support a constitutional amendment, we would have calling lists for frequent voters, a prepared telephone message, a mailer for identified undecided voters, etc.
9. Monies for phone banks throughout the state would be necessary to identify the yes voters and to run a GOTV campaign.
10. Focus groups would be utilized prior to any TV ads being placed before the public.
11. MEA should work towards a simple higher ed funding formula which recognizes enrollment growth, program costs, the role and mission of each institution, research needs and physical facilities.
12. If there is an effort to amend the Michigan Constitution, any efforts must include K-12, community college and four-year institution funding.

B. Legal/State and Federal Courts

BACKGROUND: The first successful constitutional challenge to a state's school finance system occurred in California in *Serrano v Priest*. Parents and students brought this class action suit, claiming the California system of financing public schools violated the equal protection clause of the federal and state constitutions. The Supreme Court of California agreed and held that that state's system of school finance violated the equal protection clause of the Fourteenth Amendment to the United States Constitution and the California Constitution. As in Michigan, the California system relied heavily on local property wealth and taxes to support the state's system of public schools.

The success of the plaintiffs in *Serrano I* served as the impetus for other challenges to state funding systems on equal protection grounds. In 1972, former Governor Milliken requested that certain questions in a declaratory judgment action challenging the constitutionality of the existing system of school finance be certified to the Supreme Court for resolution.

On December 29, 1972, the Michigan Supreme Court issued an opinion that declared unconstitutional the present system of school funding. However, one month later, on January 30, 1973, the Supreme Court granted a rehearing. On December 14, 1973, the Court dismissed the case and vacated the opinions in *Governor I* due to its conclusion that its earlier granting review of the certified question was improvidently granted. The result of the Court's order at that time is today there is no decision of the Michigan Supreme Court on the question whether Michigan public school financing system violates the equal protection clause of the Michigan Constitution.

In 1972, the Michigan Supreme Court considered the following certified question:

"Does the Michigan public school financing system, consisting of local, general ad valorem property taxes and state school aid appropriating, by relying on the wealth of local school

districts as measured by the state equalized valuation of taxable property per student which results in substantial inequality of maintenance and support of the elementary and secondary schools, deny the equal protection of the laws guaranteed by Article I, Section 2, of the Michigan Constitution?"

The Michigan Supreme Court ruled there was a violation of the equal protection clause and then one month later granted a rehearing, dismissed the case and vacated the opinion. There is no decision of the Michigan Supreme Court on the question whether Michigan public school financing system violates the equal protection clause of the Michigan Constitution. However, the Michigan Court of Appeals has said in *East Jackson Public Schools v Michigan*:

"(1) Education is not a fundamental right under Michigan's Constitution of 1963; (2) the state's obligation to provide a system of free public education under Constitution 1963, art 8 S 2, is not synonymous with the claimed obligation to provide equal educational (financial) support; and (3) the challenged statutory financing system for Michigan's public elementary and secondary schools does not deny plaintiff students protection of the laws in violation Const 1963, art 1 S 2."

The Court of Appeals did not, however, end its analysis but went further and concluded that school districts, as municipal corporations and creations of the state, have no power to bring suits of this nature on behalf of residents of school districts.

In addition, the court stated that school districts have no power to expand public funds to finance such litigation.

After the litigation slowed in the early 1980s, the focus of legislators turned from equity to quality and accountability issues. Now that courts and legislators are beginning to examine the equity issues again, it tends to be linked to quality issues such as recent legislation in Michigan for a core curriculum, school improvement plan, accreditation of all school buildings, annual reports by the Board of Education to the community, employability skills tests, etc. Thus, the public and education debate generally turns to the central question: "IS THERE A DIRECT RELATIONSHIP BETWEEN INCREASED FUNDING AND IMPROVED STUDENT PERFORMANCE?" In a recent MEA legal analysis of Michigan case law, the attorneys stated: the success of any equity claim brought in a Michigan court will depend upon a strong presentation of evidence to establish that relationship."

Further, unless there are allegations that students in certain school districts are DENIED AN OPPORTUNITY FOR AN ADEQUATE, BASIC EDUCATION, the complexity and volatility of the issue would likely compel appellate courts to defer to the Legislature's policy choices. Furthermore, even if the COURT were to conclude that the Legislature had failed to carry out its constitutional mandate, the Court would simply make that declaration and return the issue to the Legislature. It is doubtful that the Court would attempt to dictate to the Legislature the manner in which to accomplish the objective of equality. The issue in every state has been returned by the Court of the Legislature for resolution.

RECOMMENDATION: The MEA will pursue the issue of school finance in the courts if:

- a. the resulting decision will guarantee more dollars; or
- b. the pursuit of the case will cause the Legislature or the public to increase education funding.

Additional ideas/issues to be addressed:

1. Little time was spent on this plan of action since we felt any court action would land again in the laps of the legislative bodies.
2. The Statewide Screening and Endorsing Committee should continue to carefully screen candidates for the Supreme Court.

C. Schools in Crisis campaign

1. **BACKGROUND:** Many schools in Michigan are near the 50 mill limit, and many others face severe program cuts because millages have been defeated. Many students are losing access to higher education because of rising tuition costs and elimination of programs. Yet the public does not perceive a crisis in education.
2. **RECOMMENDATION:** MEA would organize and implement a program that identifies the millage crisis by:
 - a. Insisting that districts run a quality program
 - b. Insisting that schools close their doors during the year when there is no more money
 - c. Coordinating the closing of districts which can no longer provide quality programs.

MEA would also organize and implement a public relations campaign which clearly portrays the crisis by:

- a. naming and showing actual districts and conditions
- b. showing actual overcrowded, undersupplied and inappropriate or unsafe classrooms and physical plants
- c. exposing the deteriorating program offerings to students
- d. highlighting inability of schools to meet increasing demands and mandates

MEA will organize and implement a public relations campaign which clearly portrays the right of access crisis in higher education institutions.

Additional ideas/issues to be addressed:

1. These districts should be targeted early so needed groundwork could be implemented.
2. The district targeted should be in good media markets to get the coverage necessary to make this a "Michigan Problem" not just a local concern.
3. Area legislators would need to be on board with the plan. Legislative councils should be holding frequent back home meetings so that the problem could be explicitly laid out for them and why extraordinary action was called for.
4. Locals should be heavily involved in school board races to insure supportive action.
5. A great deal of work would have to be done with the community.

6. The Legislature and the community should be given fair notice that a district would have to close the doors because the money will be gone.
7. Coordinate a march on Lansing 30 days prior to the closing. Involve teachers, support staff, parents and community leaders.
8. Michigan has been a state noted for its superb higher education institutions. Last year, it was publicized that Michigan has dropped from 15th to 32nd nationwide in state support for higher education.
9. MEA's public relations campaign should focus on community colleges as the place to prepare citizens for technical jobs and/or for a four-year college or university. MEA should emphasize the need to increase state support so that tuition is affordable. The traditional community college student is the non-traditional student: over 25 years of age, and returning to college for job training or retraining. It is critical that community colleges maintain an open door policy for these non-tradition students and minorities.
10. To activate higher education faculty, one suggestion is to use the issue of quality. One approach: increased state funding enables colleges and universities to hire full-time faculty, as opposed to increased reliance upon part-time faculty as a source of cheap labor. This is an issue which full-time faculty have a vested interest.
11. There must be a strong network between the community college and the community. One suggested approach is to form a local public relations task force comprised of faculty, administrators and community leaders who develop ways to promote the college in the community and in Lansing.
12. Community colleges are facing diminishing financial resources at the very time that they are faced with the need to retrain staff and faculties so that courses and programs can prepare students to meet the high-tech demands of business and industry; the need to increase full-time faculty and lessen the trend to staff with part-time/adjunct staff; the need to modernize classrooms, laboratories, libraries, learning centers and maintain aging physical plants.
13. Universities are faced with many of the same problems: aging physical plan structures, an inability to fund adequate libraries, increasing difficulties in attracting and maintaining faculty in many disciplines. State funding has caused many universities to institute enrollment caps—students who are qualified to enter are turned away because of the university's need to limit growth.

Legislative Action

BACKGROUND: Currently 36% of the state's revenues go to education. That percentage and the revenue base must be increased. State government has three revenue sources available that could generate the amount of dollars needed to meet the needs of public education. They are: (1) personal state income tax (2) single business tax and (3) expansion of the sales and use tax to goods and services. The revenue generating capacity of the three revenue sources are:

income tax; 1% = 820 to 850 million

SBT; 1% = 650 million
sales tax; 4% on goods and services = 600 million

Convincing legislators to support a tax increase cannot be accomplished by Lansing-based MEA Legislative Consultants. A member Legislative contact team composed of members from every MEA local and affiliates would need to be organized in each Senate and House Legislative district. At a certain time, this contact team should be expanded to incorporate the entire education community plus supportive persons from the business and other community groups. The legislator's position needs to be determined and assessed by the members of the local lobbying team. A key to this effort is the communication network between the district contact team and the Lansing lobby effort. The two will need to develop schedules for regular meetings on the local level, a reporting mechanism, follow-up in Lansing by the consultants and a report back to the district team on what the legislator is saying in Lansing. This procedure will need to continue from the launching of the project until the passage of legislation and signature of the Governor.

RECOMMENDATION: MEA would conduct the necessary intensive lobbying campaign by:

- a. implementing a campaign which links political action and lobbying;
- b. implementing legislative councils consisting of representatives from every association;
- c. mobilizing our members in every legislative district;
- d. utilizing existing coalitions, i.e. Equal Partners, the Proposal A committee.

Other ideas/issues to be addressed:

1. House and Senate S & Es must carefully screen candidates running for office. The process should also be used to educate the candidates and the incumbents on the problems facing our members in the pre-K through higher ed units.
2. Legislative councils must meet on a regular basis with the elected officials.
3. Council members need training in school finance and the legislative process. They should have current information in clear concise language with specific tasks to perform.
4. Coalitions need to be put together—Equal Partners, Proposal A group, etc.
5. Direct tie between school finance and bargaining must be made clear to our members.
6. A bimonthly newsletter should be prepared for members of legislative councils.
7. MEA's campaign must include K-G. The majority of MEA higher education members are not politically active and do not understand the link between political action and legislation. The higher education legislative contact teams, coalitions among members of the higher education community (i.e. President's Council, Michigan Community College Association) activating higher education members in legislative districts are important if there is to be a successful MEA legislative effort to secure increased state funding for education.

Other issues/ideas to be considered:

Following is a brief summary of topics that could be looked at as we try to again to successfully achieve meaningful school finance reform:

Many of our schools have curriculum councils that have been in existence for many years. These councils should be a wealth of information on what direction curriculum offerings have taken over the past few years. It is suggested that we review our contracts and identify those that have curriculum or instructional development councils. These or a sample should then be surveyed with the purpose being to longitudinally track program developments in these schools. If what we believe is true, we should have good evidence that over that last 20 years program offerings have declined, or been curtailed.

This kind of survey will also have the advantage of involving our members at the local level in identifying the need for more dollars for education. The survey could look at the frequency of textbook purchases, course additions and deletions, class sizes, frequency certain classes are offered (chemistry and physics every other year, not every year; two years of foreign language not four years or possibly one foreign language offered, not two or more), at the elementary level, physical education, music and art programs, filling of supply order requests. With this kind of data for each school district, we could begin to identify what effort would be needed to bring schools back up to an identified previous program level.

In addition to looking at teacher contracts, we should also look at ESP contracts and see which, if any of them, contain a provision for support staff committees to make suggestions and recommendations on school operation.

We also need to look at dedicated millages intended to preserve programs that otherwise would be lost due to low state funding (i.e. elementary music, counselors, athletics). We need to look at these elections for community colleges, ISDs and K-12.

Many of our higher ed faculty believe students are not as well prepared for college today as they were in the past. We don't need to place blame but rather should try to find the common ground that may cause this to be the case (i.e. dilution of K-12 curriculum).

At four-year institutions, we need to look at salary and fringe benefit levels and how they compare to other states and even to K-12 in this state. Are we offering competitive salaries and fringes to attract and keep good professors?

At the undergraduate level, what are the trends on who teaches the classes—(grad assistants, television, video tapes)? What are the trends on the relationship of full-time to part-time instructors? As in K-12 what are the infrastructure needs of the colleges and universities? What are the trends of library costs for higher ed? It is said that information is now doubling every 2.5 years vs. every 20 years as in the past. Are or can the colleges afford to keep up with this information boom? What is the trend of tuition rates and what correlation, if any, is there to tuition and minority student enrollments and/or graduation rates? What is the historical relationship between tuition, state support, federal grants and endowment income in financing annual college budgets? Where does Michigan rank compared to other states in the level of state support, and what is the historical ranking of Michigan?

Internal Public Relations

Use VOICE, special page or box on page regarding school finance.

Member credibility—establish an “800” hotline so members can call in questions regarding school finance—add caller names to mailing list.

Grass-roots efforts should start at the grass roots with support from the top.

Building ownership by members’ leadership meetings/information/define responsibilities—more advance time for leaders.

Member education—define the problem? What’s broken? How/why fix it?

Photo stories about the bad conditions in our schools—VOICE, slides, tapes, posters, brochures, buttons, pins, video tapes.

March on Lansing.

Believe we can win.

More leaders/staff involved in rallies/marches—testimonials.

Leadership newsletter regarding school finance.

Integrated message—slogan/log/VOICE/BULLETIN/leadership newsletter.

Interpret sections of amendment in easy-to-understand terms.

What’s in it for me? district? by district, direct appeals to member fears.

Information starter kit regarding school finance.

Newspaper ads, brochures, logos.

Radio/television ads, spots, scripts.

Ideas for coalition building at the county level.

Speakers Bureau and training in advance for members serving on it.

Public awareness—education is the key to mental health/corrections/social services/public/health cost containment.

MEA conferences—presentation at every conference that school finance reform is important and educate members.

Get higher education/community college/retired members involved.

How to overcome inertia of MEA members—how to appeal to them—retirement/curriculum/funding—what message(s) work best with our members.

Get members ready ahead of time—change attitudes regarding schools/their role/finance reform.

Who's the enemy—in the Legislature, public figures (Headlee, Alexander Hamilton Life Insurance)—identify them to our members.

Identify our friends and enemies in the Michigan Legislature on school finance issues.

Explain why we endorse certain people, even if they vote against us on school finance. What's the politics involved?

Form contact teams in every legislative district focusing only on school finance reform. Include retirees and maybe external groups.

PAC enrollment tied to individual interest to pay for campaign.

Earmark dues to pay for internal/external PR campaign/school finance reform project.

Coalition/MEA-PAC rally—annualize, fun time/games/prizes/food tent, etc.—make it a fundraiser, include keynote speakers.

PAC chair newsletter

- *Issues/school finance/school funding

- *S & E process

- *Contact teams

Newsletter dedicated to just this issue-school finance reform.

Schlock for school finance reform.

Slogan—no one can disagree with fair funding for education. Involve kids. Save our kids.

External Public Relations

March on Lansing/rally.

Press campaign—research/graphics/quotes/releases regarding needs in the schools.

Regular column regarding school finance in daily newspapers—establishes MEA credibility.

Lottery issue—take it on; we need to fix it, and we have to overcome problem that people feel tricked about how the lottery funds are spent.

The money is there—overcome the mistrust of the Legislature/governor.

United school community—MEA/MFT/MASB/MASA etc.—state organizations and local organizations too are key to our success of this issue.

Form local labor coalitions around school finance reform.

More local money—don't dump it all in statewide media like proposals A & B (yard signs/newspaper ads/brochures) and then have \$0 for local campaign—ext./int.

No more local fundraisers for internal PR.

Increase public respect for public education.

Speaker's bureau and training in advance.

One MEA member per local as a liaison in campaign.

Ad hoc committee—trained by MEA—in every local not PAC/coordinating council/Executive Board, etc.

List all public figures “on board” and get others “on board” regarding the need for funding school finance reform/reform #1 priority.

Future education leaders—kids/university students/student teachers.

Public service announcements—value of education need for more education money/good job being done by employees/bad physical shape our schools are in.

Examples—research how does this affect my district.

How to demonstrate our economic power in the community—our concern regarding schools/finance/overcome self-seeking label.

Identify who's the enemy—Legislature/public figures.

Identify and list friends and enemies in the Michigan Legislature on school finance issue.

Form local coalitions at local level regarding school funding tie to marginal seats/safe seats—electing/replacing legislators.

Try red ribbon gimmick on cars/yellow ribbons—statewide gimmick for school finance reform (decal), static decal.

Run Free Press ads regarding education—keep it emotional and in terms people/general population can understand.

Make video tapes showing peeling paint/dirty rooms in the schools.

Use kids in all efforts—PR with community—kid's voices.

Coalition/MEA-PAC rally—annualize, fun time/games/prizes/food tent, etc.—make it a fundraiser—keynote speakers.

Dump garbage from school (old typewriters, crumbling ceilings) infrastructure on state capitol—pictures of conditions in the schools to demonstrate the need for more funding.

Go after Legislature—four years to reform school finance our way or we will replace you.

Newsletter dedicated to just this issue—school finance reform.

Schlock for school finance reform.

(MEA Board July 1990)

SCHOOL IMPROVEMENT

MEA supports the concept of school improvement plans as enacted in P.A. 25 and endorses site-based decisionmaking as the primary process to develop plans.

MEA should insure that all students' needs, including special education, are addressed in any school improvement plan.

(BD July 1992)

SCHOOL IMPROVEMENT – GENDER EQUITY

Any material MEA prepares on school improvement plans should include a component on ethnic and gender equity issues and multicultural concerns.

(1989 Spring RA)

SCHOOL TO WORK

The Michigan Education Association believes that educational programs should incorporate those components that will assure opportunity for occupational development of ALL students. As we enter the 21st century, we believe that it is vital that our children are effectively prepared to enter the workplace. We strongly support the emphasis on School-to-Work Transition.

School to Work is a process that includes the entire community in developing a program which prepares ALL students to become workplace literate adults and to be competitive in a global economy. The following components are essential in a School-To-Work program.

- * Site-Based Decisionmaking
- * Professional Development
- * Curriculum Development
- * Work-Based Program
- * Partnerships
- * Assessment/Accountability

A. SITE-BASED DECISIONMAKING

- * Allows teams to function at the school building and work-site, as well as the district level.
- * Allows for the development of district-wide goals and a plan of implementation with the Association involved at each step and in all meetings.
- * Does not violate any collective bargaining agreements.
- * Includes a joint process between labor and management in the best interest of all parties.

B. PROFESSIONAL DEVELOPMENT

- * Provides training that meets the need of participants, as defined by the teams.
- * Provides for school improvement activities to be developed by the teams.
- * Provides for compensation for participation in all activities.
- * Includes an option to discontinue involvement in all or any part of the program.

C. CURRICULUM DEVELOPMENT

- * Includes school improvement activities, as part of the joint process.

- * Should include teachers, parents, administrators, other school employees, business leaders, labor groups, board members, and others as team members.
- * Includes the development by the teams of vocational and academic integration of workplace employability and literacy skills.
- * Incorporate literacy skills developed by the teams.
- * Includes a joint responsibility of teams of Career Development, including the development and integration into all vocational and academic areas.
- * Includes multiple assessment/evaluation criteria which align with program criteria.

D. WORK-BASED PROGRAM

- * Includes the involvement of a certified teacher in student's out of school work experiences.
- * Includes the formation of learning teams that include a teacher, counselor, student and a business and/or labor person.
- * Includes the development by the learning team of a student learning experiences that are graded by the teacher and the business and/or labor representative on academic and work experience achievement.

E. PARTNERSHIPS

- * Must include MEA and its local associations as equal members on all decisionmaking bodies, such as steering committees, joint partnerships with business, education, community and other labor organizations.

(Adopted by 1994 MEA Fall RA)

SCHOOLS OF CHOICE/OPEN ENROLLMENT

The Michigan Education Association has a position against open enrollment, but recognizing the possibility that open enrollment will be enacted in the public school system:

The Michigan Education Association believes that any such program must conform to the following parameters:

- A) It applies only to public schools and is not part of a federal or state voucher plan for financing nonpublic parochial/private schools.
- B) It provides open, reasonable accessibility to address the concerns of racial, social or economic segregation or segregation of handicapped students.
- C) It shall support MEA's positions on quality public education for all students.
- D) It shall seek to ensure all employee rights are protected.

(BD September 1995)

SHARED FUNDING PROJECTS

As part of its continuing commitment to deliver professional growth and development experiences for its members, MEA established Shared Funding Projects to provide financial assistance to local association and regional IPD committees in the form of matching grants. MEA's Shared Funding Projects allow members to plan and implement local or regional conferences and workshops which address instructional issues and identify skills and knowledge needed by practitioners to achieve maximum classroom effectiveness as it relates to instructional issues.

An MEA Shared Funding Project is a matching funds grant. Each proposal submitted by a local association or Region Coordinating Council must describe a program or issue designed to improve some aspect of the teaching-learning process. Proposals must address group needs where groups comprise 12 or more persons.

The purposes of a Shared Funding Project grant are:

- to enhance the skills of classroom practitioners;
- to provide meaningful professional development experiences for association members; and
- to provide a perceptible link between the Association and its members.

Proposals for the Shared Funding Project may be submitted by:

- a MEA local association;
- an ESP local association;
- a MEA/ESP local or a committee of that local association;
- a Region Coordinating Council or a committee within the region.

One member of the group which submits the proposal must be designated the Project Coordinator. The Coordinator must sign the completed application form and serve as contact person for the project.

Only one grant will be awarded to a local association or region council. No proposal will be funded which duplicates a program offered through any other MEA department or division.

A grant of up to \$500 is awarded to the local association or region council proposal which is approved for funding. Funds are provided for program implementation costs only: facilities, materials, resource personnel and equipment rental. Funds are not to be used for refreshments, meals, substitute personnel costs or the purchase of either software or hardware normally the responsibility of a school district. Each proposal submitted for funding must show that the local association or region council has made a commitment to fund a minimum of one-half of the program's projected budget.

Designated Project Coordinators will receive a project report and evaluation form. The completed form is to be sent to the Professional Development/Human Rights Department upon project

completion. Any announcements or materials prepared in conjunction with a Shared Funding Project should include the following statement:

This project has been made possible by the Michigan Education Association through a Shared Funding grant.

Two copies of project materials shall be submitted to the PD/HR department.

Each proposal will be reviewed by PD/HR staff and recommended to the MEA President for approval.

(BD January 1982)

SITE-BASED DECISIONMAKING

I. Introduction

Site-based decisionmaking is an attempt to decentralize the decision-making process involved in delivering a school district's educational program. This program involves employees directly in making decisions that affect the working lives of all school staff. This program has the potential to increase the involvement of education employees in their Association and building work site provided the Association maintains a strong process in the program.

Some examples of school improvement processes already in use that involve site-based decisionmaking are effective schools, school/parent advisory teams, school improvement teams, quality of work life committees and quality circles. In addition to these, site-based decisionmaking is also practiced through more traditional groups, e.g., instructional policy councils, curriculum councils, district and/or building inservice committees and building level budget committees. MEA/NEA supports this concept pursuant to MEA Resolutions A-4; C-1; C-2; NEA Goal C-4; B-1.

II. Considerations for the Association

Site-based decisionmaking programs hold risks as well as rewards. In order to minimize the risks, it is important for any local that is considering such a participative program to be aware of potential problems:

1. Lack of adequate training for members before program is implemented;
2. Violations of collective bargaining agreements;
3. Autocratic (top down) placement of programs in district;
4. Lack of understanding between collective bargaining and site-based decisionmaking;
5. Lack of adequate program evaluation;
6. Lack of adequate economic support for the program;
7. Increased working hours without increased compensation;
8. Erosion of Association power;
9. Linkage to the evaluation process.

The potential benefits of employee participation programs are best cited through the approaches identified in the effective schools research. They conclude that adequate time and resources must be provided for administration and staff: a) to plan for instructional implementation; b) to allow for change; c) to allow for administration and staff to share knowledge; d) to improve professional practice; e) to reduce the individual isolation of staff; and e) to provide opportunities for professional development.

In utilizing this approach, site-based decisionmaking can accommodate the following potential benefits:

1. More frequent and better communication between faculty and administration;
2. Better decisions between labor and management regarding the needs of employees and the necessary resources required to meet those needs;
3. Greater employee participation in their local association;

4. The sharing of professional knowledge among school employees and administrators allowing for more effective use of this collective knowledge.

It is important for MEA and its affiliates to understand that the advantages enumerated above are couched in terms of possibilities, not certainties. We believe site-based decisionmaking can lead to greater employee participation in workplace decisionmaking or can lead to greater administrative control of the bargaining unit. If we take the initiative now to understand the process, we can effectively utilize workplace decisionmaking for the benefit of our members.

III. Contract Security

All site-based decisionmaking models, plans or processes being utilized in a school district must first be negotiated in accordance with the terms and conditions of the current collective bargaining agreement and the Public Employee Relations Act. Any local association entering into a site-based decisionmaking program must strongly insist on the following contractual safeguards:

1. Secure an addendum to the collective bargaining agreement prior to the initiation of the program, specifically stating that:
 - a) no component of this program can in any way modify the current contract unless mutually agreed to by both parties;
 - b) members participating in this program cannot engage in activities that modify any provision of the current agreement without the approval of the Association;
 - c) participation or non-participation in this program will not be used as criteria for staff evaluation(s) or reflected in the evaluation of any bargaining unit members;
 - d) the school staff and/or the Association reserves the right to terminate its involvement in the program pursuant to the provisions of a mutually negotiated cessation plan;
 - e) participation must be voluntary.
2. Reach mutual agreement on the program's basic goals and processes as well as the level of resources required to support program activities.
3. Require that the local Association take an active role in the development of training materials and in training participants.
4. Gain assurance that if a program involves school staff representation rather than total staff participation in decisionmaking, the Association(s) representatives on building committees be selected by non-management staff.
5. Make certain that the relationship between collective bargaining items and the issues dealt with at the school site be clearly defined.
6. Develop, review and redress procedures at the program's outset to address conflict(s) that may arise between the master agreement and the issues being dealt with at the school site, conflicts between the Association and administration and intra-staff conflicts.
7. Require that programs be evaluated at regular intervals by the Association.

8. Develop a training program to educate members about the possible dangers labor-management programs pose for the local. In addition, the local leadership should communicate regularly with the membership regarding program(s) gains and problems.
9. Define the relationship between the building-level committees and the Association.
10. Mutually clarify and agree upon the utilization of information, data, research results, etc., to guard against the possibility that any information emanating from the project would be used against a bargaining unit member.

IV. Training

MEA must develop a training program for local members. Training should be developed in the following areas:

1. Participatory decisionmaking
2. Consensus building
3. Contract maintenance
4. Team building
5. Reaching a decision
6. Conflict resolution
7. Program evaluation
8. Role identification (Association/Administration)
9. Union security/contract addenda

V. Legal Precautions

1. MEA must develop and provide appropriate contract language to locals addressing all contract security issues, including but not limited to defining the limits of employee involvement in activities that may be defined as “supervisory” or “managerial.”
2. Build in safeguards against splitting the bargaining unit if members align themselves more with the parochial interest of
 - a) their building-level colleagues rather than the system-wide interest of the bargaining unit; or
 - b) themselves as decision makers rather than the interest of another member affected by the decision made.

VI. Summary

MEA supports site-based decisionmaking as long as parameters are well defined and negotiated prior to initiation of the program. Such parameters must minimally include:

1. Mutually agreed to contract safeguards
2. Training of MEA local members and MEA staff
3. Process to resolve conflict
4. Assurance of Association presence and participation in the program
5. Option to discontinue involvement in program
6. Assurance of voluntary participation

GLOSSARY OF TERMS

(7-92)

1. Conflict Resolution

Learned models, processes and behaviors designed to specifically address the resolution of inter and intra personal conflict.

2. Consensus Building

A method of group decisionmaking that involves direct participation by the total school staff regardless of size. It involves the progressive blending of smaller groups into larger groups reaching consensus at each level.

3. Contract Maintenance

Assuming responsibility of policing or enforcing all provisions of the collective bargaining agreement, particularly in situations where the agreement is being applied to circumstances significantly different than those under which the contract was bargained.

4. Contract/Union Security

Protecting the integrity of the collective bargaining agreement from intentional or unintentional violations may occur as a direct result of association participation in experimental or innovative projects or programs. Such safeguards in the form of “letters of agreement” or “addenda” should be engaged in prior to the initiation of the project or program.

5. Effective Schools

Effective schools are those characterized by the following correlates: a) a safe and orderly environment; b) a clear and focused mission; c) instructional leadership by both the staff and principal; d) a climate of high expectations for success; e) opportunity to learn and time on task; f) frequent monitoring of pupil progress; g) positive home/school relations.

6. Employee Supervisory/Managerial Functions

The range of duties and responsibilities of school employees functioning in new, experimental or innovative roles that may be determined by objective criteria to be supervisory or managerial, i.e., mentor teachers, lead teachers, intern coordinators, school improvement team chairpersons, etc.

7. Member

All persons employed by a school district who qualify as members in one of MEA’s membership categories, and are in good standing (dues current).

8. Participatory Decisionmaking

A method of group decisionmaking that involves collaboration, consensus and compromise. Committees must be trained to utilize these methods, rather than win/lose voting.

9. Public Employee Relations Act

State legislation enacted in 1965 authorizing collective bargaining for public employees and prescribing the terms, conditions and limitations permissible under the act.

10. School Improvement

A process through which school staff identifies strengths and weaknesses of the total school program and uses that information as a basis for making decisions to bring about positive change.

11. School Staff

All persons employed by a school district who for the purposes of carrying out their job responsibilities are housed in a contiguous worksite.

12. Site-Based Decisionmaking

Used interchangeably and/or synonymously with site-based management, school-based management, employee participation programs, school-based budgeting and shared decisionmaking. It is important, however, to note that for the association, site-based decisionmaking is the preferred term to use particularly since site or school based “management” is perceived as authority vested primarily with the administrator rather than the school site committee. A definition of each follows:

- a) Site-based management – management that primarily decentralized the central office and empowers the manager (principal) at the closest level of delivery.
- b) Site-based decisionmaking – decisionmaking that primarily decentralizes the school building and empowers the school staff and/or representatives of the staff at the closest level of delivery.

Implicit in both definitions is shared decisionmaking within mutually agreed to parameters, however, under the site-based management the constraints on staff authority are often more narrowly prescribed.

13. Site Committee

A building-based committee representative of the staff and selected by the staff to work with the administrator collectively, accessing the building program and making decisions on needed improvements/changes. Such committees are variously called: steering committees, school councils, budget committees, school improvement teams, etc.

14. Team Building

A training process that takes a group of individuals and teaches them to function as a cohesive, mutually supportive and cooperative unit.

(1989 Spring RA)

SITE-BASED DECISIONMAKING

PARENTAL/COMMUNITY INVOLVEMENT IN THE SCHOOL IMPROVEMENT

PROCESS (SBDM)

Introduction

MEA strongly supports the involvement of parents in the education of their children. Our support of Public Act 25 includes our commitment to the provision which calls for the participation of parents in the school improvement process.

I. Parental Involvement

- A. Public Act 25 requires the “participation” of parents in the school improvement process. It does not require that they serve on the building committee. However, we believe it is to our advantage if they do and to bargain the scope of that participation, as well as the number and selection process for parents. If the result of the bargaining process determines that they will actually serve on the school site committee, the following guidelines should govern parents’ participation in this collaborative process.
 - 1. Decision(s) of the school site committee cannot operate to abrogate any provision of the collective bargaining agreement.
 - 2. Criteria and parameters for selection and scope of involvement of parents should be mutually agreed upon by the administration and the bargaining agent. To ensure that parents have meaningful input and participation in the process, the following should be observed:
 - a) Parents participating as members of the school site committee must have a student enrolled in the school.
 - b) Parents should be provided an orientation mutually conducted by the Association and the Administration, to include, but not be limited to: 1) requirements of PA 25; 2) the purpose and intent of Site-Based Decisionmaking (school improvement as a collaborative process); 3) how to operate within the parameters of the collective bargaining agreement, district policy and legal mandates; and 4) model school improvement processes.
 - 3. Criteria and parameters for parents serving on building level teams must also apply to parents serving on district-level school improvement teams.

II. Community Involvement

The School Improvement component of PA 25 also calls for the “participation” of school board members, school building administrators, pupils and other residents of the school district. Such involvement should also be bargained, including the number to be involved, nature of the participation, Association involvement in the selection process, including what that process will be. In short, the local should bargain all parameters that define participation and in all cases guideline I-A-1 above shall be observed.

(BD April 1991)

SNOW DAYS

The Michigan Education Association shall actively seek and support legislation repealing the current provisions in the State Aid Act, which mandates the make-up of “Act of God” (snow) days.

(1985 Spring RA)

SOCIAL SECURITY – BENEFICIARIES

The RA directed the MEA governance body to lobby to allow grandparents and great-grandparents to list their grandchildren and great-grandchildren as beneficiaries of their Social Security benefits.

(1990 Spring RA)

SPECIAL EDUCATION – AGE SPAN

MEA opposes the change from the SDE rules on a four-year age span in Special Education classes to a six-year span. Further, the MEA shall seek to have this Special Education rule changed at the next opening of the rules.

(1986 Spring RA)

SPECIAL EDUCATION – MEDICALLY FRAGILE

Introduction

Our awareness of students with severe special health care needs has intensified due to their increasing visibility in both the public schools and the community. These students, referred to as the ‘medically fragile,’ will continually increase in number because of the following primary factors: the unprecedented advancement of technology and medical science that currently sustains the lives of neo-natal children who previously would not have lived beyond birth; the increasing drug/alcohol abuse among expectant mothers; and the impact of advocacy laws and court action that require more participation of the seriously handicapped and the medically fragile in regular education and community environments.

Who are the medically fragile? What services are being provided to them, and by whom? How are these services impacting MEA members, particularly their apparent concerns for costs and working conditions that relate to liability, training, caseload, and delineation of roles and responsibilities? To assist the association in resolving these member concerns, the Task Force on the Medically Fragile has been established and charged to do the following:

- Review existing state policy, regulations and other current information relating to the medically fragile; and
- Develop, recommend to the MEA Board of Directors, policy for the Association.

Definition

For the purposes of this report, the medically fragile is defined as those students who are chronically ill and/or medically and technologically dependent, and/or who have life threatening conditions that require immediate medical attention. This definition includes students with severe disabilities whose needs may require prolonged or intermittent hospitalization, institutionalization or homebound placement. The uniqueness and severity of each student’s handicap require that they be educated on a case-by-case basis.

‘Medically fragile’ is not a category in special education. Students with chronic health problems are usually qualified and provided services within program parameters for Preprimary Impaired (PPI), Physical or Otherwise Health Impaired (POHI), Severely Multiply Impaired (SXI), Traumatic Brain Injured (TBI) and the Mentally Impaired (Severely and Trainable – SMI, TMI). Still, some students with chronic illnesses may not be in special education. They may be full-time in regular education and assisted with specialized health procedures, equipment and/or technology, the absence of which could result in life threatening situations. These students’ health problems may include cystic fibrosis, spina bifida, asthma, hemophilia, renal failure, immune system deficiencies, diabetes, etc.

Services for the Medically Fragile

Legislation and related court action mandate that eligible medically fragile students be provided education and related services in least restrictive environments; that only when the nature or severity of their handicap(s) prevents satisfactory education in these environments can they be allowed to be placed in separate or segregated facilities.

In the public schools, placement for these students is along a continuum that includes the following: Regular education with medical support services to self-contained classes in neighborhood schools, with opportunities for instruction with non-handicapped peers; ISD center programs; alternative instructional settings such as group and nursing homes; home care with the services of visiting social worker, occupational and/or physical therapist; and institutions or separate facilities. To provide appropriate services to the medically fragile in the public schools, educators are adding more related services: occupational, physical, music, art and dance therapies; adaptive physical education; health care; etc. As a result of litigation or IEPC recommendation, related services that are 'medical' in nature have also been added: clean intermittent catheterization (CIC), tracheostomy suctioning, respiratory ventilation, administration of medications, etc.

Services to the medically fragile in the public schools are generating questions, some of which are the following: Who will provide/perform these services? Who will pay related costs? What is the liability of staff?

A basic philosophical question has also come to the fore: What is the primary role of the school – to educate or to medicate? If medication facilitates or enhances education, who does what?

Implications for MEA Membership

(T Staff liability. As more and more medically fragile students are 'included' in regular education environments, member concerns about liability increase. Michigan's Tort Reform Act of 1986 guarantees school employees' qualified immunity from civil suits if services are provided within the scope of their expertise and/or job descriptions. To further ensure immunity, members may need to consider such fundamental steps as the following:

- Gathering of complete information (utilizing appropriate forms) that include nature of problems, interventions required, and training necessary to provide interventions;
- Determining appropriate school health services and obtaining medical authorization; and
- Obtaining appropriate training to provide effective interventions.

MEA should support legislation, state policy and relevant state regulations that will specify that any school employee, who in good faith administers oral medication, performs a medical procedure, or assists in a medical emergency involving a student, is not liable in a criminal action or for civil damages as a result of these activities, except for an act of omission amounting to gross negligence or willful and wanton misconduct. To further ensure immunity from possible litigation, no certified teacher should be required to perform medical procedures, except in dire situations where a student(s) requires immediate intervention and no medically-trained staff is readily available to provide the service. Training should be provided to all staff to prepare them for such emergencies.

2. Resources: Materials, time, staff. Necessary assistive technological devices or equipment needed by the medically fragile may be so complicated to operate that it may demand an inordinate amount of time from staff, or these may be so costly as to deplete resources for other students in the program. Upon admission of a medically fragile student, the school should have all necessary resources allocated and ready to ensure that the placement is successful.
 3. Staff responsibilities and related training. A delineation of responsibilities among staff should be clearly articulated with respective staff and the local association participating in decisionmaking that specifies the things they do or not do. Staff should be provided with appropriate training and be involved in deciding the nature, skills level, or extent of training activity. Training should include the use of assistive devices/equipment, classroom management, coordination with service agencies, case management, related administrative procedures, etc.
- (U Class size, caseloads. Class size and/or caseloads that include medically fragile students should be reduced to provide adequate accommodations and individualized instruction. To ignore the apparent impact of their presence in the setting is irresponsible. Reductions should be effected on a case-to-case basis, where the following factors are considered: nature/severity of problems; needs of other students in the program; added staff responsibilities; availability of consultants, aides, medically-trained staff (nurses, etc.), etc.

Recommendations

The Task Force offers the following recommendations to the MEA Board of Directors:

1. Continue to lobby for increased education funding, particularly as more and more students with chronic health problems are entering the public schools. These students need more services to ensure their meaningful participation in school activities.
2. Encourage our bargaining units to push for the adoption/adaptation of the MEA prototype contract language that deal with the medically fragile.*

*See Uniserv director for prototype language.

3. Initiate and/or support legislation that will mandate that medical procedures be done, or delegated and supervised only by staff licensed and trained in the medical arts; that necessary medical treatment be provided only by licensed physicians, certified/professional school nurses and other properly licensed health professionals (MEA Resolutions C-11 and 33).
4. Initiate and support state policy and relevant state regulations that will specify that any school employee, who in good faith administers oral medication, performs a medical procedure, or assists in a medical emergency involving a student, is not liable in a criminal action or for civil damages as a result of these activities, except for an act of omission amounting to gross negligence or willful and wanton misconduct.
5. Initiate and support state policy and relevant state regulations that will specify that no certified teacher, other than one with a medical license, should be required to perform medical procedures, except in dire situations where a student(s) requires immediate intervention and no medically-trained staff is readily available to provide the service. Training should be provided to all staff to prepare them for such emergencies.
6. Initiate and/or support a policy that shall specify that no school employee do any medical procedure without the appropriate delegation, training and supervision of licensed medical personnel. School districts should be required to provide an adequate number of qualified staff to meet the total educational needs of all students.
7. Provide training to members on more meaningful participation at IEPC meetings to ensure that their concerns are heard and considered in decisionmaking.
8. Lobby the State Board of Education to develop policy and relating guidelines on the following: Definition of medically fragile; program/service standards for the medically fragile that include caseloads/class sizes, and definition/delineation of staff roles; distribution/assignment of cost responsibilities for assistive services, extra staff; training as necessary, etc.
9. Lobby the State Legislature enact relating laws that will clarify issues that deal with the medically fragile – staff liability; costs; agency responsibility, i.e., Public Health vs. education; etc.
10. Continue to provide to members relevant information on the medically fragile, to facilitate their readiness if/when a student with chronic health problems is assigned to their classrooms/caseloads.
11. Initiate or support State policy that encourages coalitions with other state agencies/service providers to share the responsibility of providing services to the medically fragile. Only schools should provide educational services.
12. Urge local school systems to provide classroom teaches with a supportive staff to free the teacher from non-teaching duties (MEA Resolution B-7).

MEA Policy: Criteria for any Proposed Changes in Special Education

The Michigan Education Association supports a free, appropriate public education for all students, in a least restrictive environment which is determined by maximum teacher and parent involvement. There must be a full continuum of placement options and services/delivery models available to all students. The Association supports and will advocate the following:

- a. The educational environment, using appropriate instructional materials, support services, and student services, must match the learning needs of both students with and students without disabilities.
- b. Student placement must be based on individual needs rather than on program/service availability, funding or the philosophy of the local school district, public school academy, ISD, or the state; must be examined at least annually and/or as necessary to ensure that student needs are addressed. Districts should ensure that care be exercised to avoid the disproportionate labeling/assignment of male and minority students to special education programs. Necessary building/staff modifications must be done to facilitate placement.
- c. Students with disabilities must be provided with a full continuum of placement options and service/delivery models from birth to age 26. To bridge the gap of services after age 21, there should be more focus on the utilization and availability of partnerships between schools and community resources, i.e., school to work transition programs/services, vocational/workshop opportunities, etc.
- d. General and special education classroom teachers must be included and have a major role in determining an individual education program (IEP) and the appropriateness of placement, educational methods, materials, professional development, and supportive services. General and special education personnel involved in the implementation of the program must receive a copy of the IEP.
- e. General and special education teachers, student services staff, administrators, educational support professionals, parents, and students where appropriate, must share in planning and implementing the IEP. Prior to placement, all necessary educational materials, professional development, and supportive services specified on the IEP must be provided.
- f. Students with physical disabilities/medical needs requiring nursing procedures must have these needs met by trained health care professionals. School personnel administering medications and/or performing non-medical procedures must be trained and supervised, as necessary.
- g. There should be an appeal procedure to allow all impacted teachers and support staff to request a new IEPC as necessary, to ensure that placement is appropriate to address student needs. This procedure must include the right to have dissenting opinion recorded and attached to the IEP.

- h. Suspension and expulsion policies and practices used by local education agencies must be applied consistently to both students with and students without disabilities where misconduct is shown to be unrelated to the disabling condition.
- i. Limitations must be made in class size and case load, using methods that include weighted formulas, modified scheduling, and/or curriculum adaptation/re-design to accommodate the requirements of each IEP. Determination of case loads and class size must be based on the intensity of individual student needs and the frequency and duration of assistance.
- j. All teachers and support staff who serve students with disabilities must have scheduled access to resource personnel, instructional assistants, paraprofessionals, co-teachers, general/special education teachers, and health care professionals.
- k. The student's IEP should not be used as criteria for the evaluation of education employees.
- l. An agreed-upon communications process must be maintained among all involved parties.
- m. Appropriate staffing levels that meet student needs in each building must be maintained.
- n. All staff must be adequately prepared for their roles through appropriate certification/licensing/state board-approval where required and on-going training opportunities and professional development.
- o. Resources for participation in ongoing professional development activities must be mandated by law and made available to education employees.
- p. Practicing educators and educational support staff/paraprofessionals, as appropriate, must, by law, be appointed to local and state advisory bodies on special education.
- q. Education employees must be recruited and trained and local associations involved in monitoring school system compliance with federal and state special education laws, policies and regulations.
- r. The bargaining agenda must include the availability of released time or funded educational time so that teachers, support staff including paraprofessionals and other school personnel can carry out the increased demands placed upon them by federal/state special education laws, policies and regulations and the requirements of a unified educational system.
- s. Collective bargaining and other means should be used to minimize the potentially severe impact on staff that results from the implementation of special education laws, policies and regulations.
- t. Working conditions and learning conditions for staff working with all students with/without disabilities must be negotiated in collective bargaining agreements.
- u. Full funding must be provided by local, state, and federal governments.

- v. Substitute teachers for classrooms with special education students must have some knowledge and training in special education.

(Adopted by 1997 Spring RA)

T-1
**MEA Position
On
Middle Level Teacher Certification**

INTRODUCTION/BACKGROUND

The Middle school Alliance in their position paper entitled “Middle School...A Special Place,” states that “..., teachers, administrators and counselors assigned to work with pre-adolescents are not adequately prepared,” and that middle level teacher preparation programs must be designed and implemented to meet the unique needs of pre-adolescent youth.

Currently, specific pre-service programs for the middle grades are essentially non-functioning. The Michigan Certification Code drives program development in the 34 Michigan teacher preparation institutions, and as a result, there is a lack of emphasis on the unique needs of the middle level student. The reason for this lies within the existing certification guidelines. The right to teach youth at the critical middle levels years is tacked on to the end of an elementary certificate and at the beginning of the secondary certificate. Any teacher in Michigan is certified to teach in at least two middle level grades without regard to the essential question of whether their pedagogical background has adequately prepared them for the middle level student. There is, therefore, no initial motive for a teacher education candidate to pursue a middle level endorsement or, if available, a middle level certificate. But there now are emerging challenges regarding the adequacy of preparation of today’s middle level teacher and growing demands of required explicit preparation for the middle level educator.

Specialists in human development believe that the early adolescent, ranging in age from 10 to 14, has special personal, social and educational needs that require more than the student-centered atmosphere of the elementary school or the curriculum/subject matter emphasis of the secondary school. Pre-service teacher education programs must provide greater depth of experience in the middle school setting and courses that focus on understanding the early adolescent’s unique needs so that teachers, administrators, and counselors are prepared to exemplify the nurturing behaviors of elementary teachers along with the core content knowledge seemingly possessed by secondary teachers.

Current middle level educators have had to learn about the uniqueness of the middle level student by the old-fashioned method, called “on-the-job training.” While this method has been effective, we recognize that greater expectations are being placed on schools and the staffs within those schools. That, along with the growing evidence of the critical importance of the pre-adolescence experience to a child’s later growth and development, causes us to believe that specific middle level teacher preparation programs should be instituted that will provide a more efficient and appropriate process for preparing middle level educators.

In 1988, the Middle Level Endorsement was added to the certification code along with additional standards that required persons to teach only in their majors/minors at the middle level. Although well intentioned, there is among educators a growing belief, based upon developing evidence, that the new endorsement and more stringent requirements have not addressed the fundamental

issues and challenges facing middle level education. In fact, there are those that argue that the changes mentioned have been detrimental to their efforts to provide a stronger education for pre-adolescent youth.

In a major effort to address this issue, the Middle School Alliance is preparing to present the following comprehensive list of recommendations to the Michigan State Board of education and the Department of Education:

1. Recognize that middle level schools, practicing middle school concepts, are the kinds of educational environments needed in Michigan communities to meet the social, emotional, physical, and intellectual developmental needs of pre-adolescents, the students they are intended to serve;
2. Recognize, through the adoption of a middle level provisional teaching certificate, that pre-adolescents have unique needs for which their teachers must be prepared;
3. Direct that Michigan teacher education institutions prepare pre-service teachers for each organizational level of the Michigan educational community: elementary, middle and high schools;
4. Require that identifiable and quality programs be developed for inservice teachers by teacher education institutions through a middle level endorsement program and that quality professional development programs for Michigan teachers needing to retrain themselves be available and easily accessible;
5. Direct that these programs be implemented by *January 1, 199_ in order to realize the inherent advantages and results as we move into the twenty-first century; and
6. Acknowledge that teachers certified prior to *January 1, 199_ will be grandparented and be subject to certification requirements in effect prior to this date.

*The above dates are based on an arbitrary time period. It is expected that in the event a middle level certification code is adopted, the final date will reflect an appropriate time frame that will allow students accepted into and/or currently enrolled in a teacher preparation program to make the necessary program adjustment.

POSITION

The MEA in its continuing role as an educational leader in the State of Michigan supports the need for a Michigan certification code change for middle level instruction if such proposals include the aforementioned as well as the following parameters.

1. Broaden the range of subjects the new middle level certified teacher could teach beyond the current major/minor field by creating **Multidisciplinary Majors and Minors**. These new academic majors/minors should require a minimum of 16 to 18 hours in each of the core academic subjects (math, science, social studies, language arts). Acquisitions of 16 to 18 hours each in **three** core subjects would earn a **major** and allow a person to teach ALL core subjects in grades 5-8; multidisciplinary **minors** might be 16 to 18 hours each in **two** related core subjects. This allows a wide variety of configurations that promote the middle school concept of an integrative and interdisciplinary curriculum for the pre-adolescent. For example, for a major a candidate might acquire 16 hours in science, 18 hours in math and 18 hours in social studies. This, along with the appropriate pedagogical foundation, would bring into the middle level classroom a new teacher well prepared to assume their important responsibilities. On the other hand, a candidate might acquire an academic major in a subject, let us say English, which they could then teach and a multidisciplinary minor in math/science. They could teach all the middle level math and science plus English. And they could acquire this preparation with approximately the same number of hours they currently need to earn an academic major plus a minor.
2. Write the new certification rules so that a middle level teacher, who is certified under the new code, could transfer to either the high school or the elementary level (or upper elementary level) contingent upon acquisition of appropriate pedagogy training for the new level within a specified time frame after the transfer, and, in the case of moving to the high school, require that the teacher possess a major or minor in the subject they will be teaching.
3. Write the new certification rules so that a teacher with an elementary or high school certificate that was issued after the effective date of the new middle level certificate, be able to transfer to the middle school, subject to their meeting the academic qualifications of the middle level certificate but allowing appropriate specified time after the transfer to acquire the appropriate pedagogical training.
4. Recognize that the retraining programs as referenced in the Middle Level Alliance's position paper (see page 2, #4 of this document), be provided at the employers' expense.
5. Establish a "hardship" provision to be available to districts that have to downsize due to sudden demographic changes (such as the closing of a major community employer) or have significant financial problems. This provision should permit current staff to assume positions in other levels and/or subjects while allowing a reasonable amount of time (up to 3 years) for those teachers to acquire the appropriate pedagogy or content training.

RATIONALE

The MEA believes that the implementation of the middle school certification for classroom teachers, counselors, and administrators is an important step toward improving both the entry level abilities of middle level educators and the educational outcomes for students.

Additionally, this position reaffirms the organizational commitment to improving the profession while addressing the needs of currently practicing professionals.

The NEA adopted a Middle School and Junior High Programs resolution (B-2) in 1976, and amended it in 1993, to state: "The NEA recognizes the academic, personal, and special needs of the early adolescent or middle school learner...and further encourages the development of guidance and counseling programs that stimulate parental and community involvement, promote health services, and promote pre-service and professional development programs for educators."

In 1975, the MEA was deeply involved in discussions regarding certification code changes and the MEA Board of Directors adopted a position statement which "recognized the importance of preparation programs aimed at the unique needs of middle school teaching" but rejected the idea of creating a third type of teaching certificate. At that time, the proposed certification changes that were being discussed included a requirement that would have forced currently certificated teachers to take additional coursework to continue to teach at the middle school. The current proposal as presented by the Middle Level Alliance recognizes and advocates the idea of "grandparenting" current teachers.

COLLECTIVE BARGAINING CONCERNS

MEA recognizes that changes in the certification code will necessitate a review of local contracts to determine the impact such changes may have on local contractual arrangements. Historically, the principal way the MEA has worked to assure that teachers' rights are protected is through assuring that a "grandparent" clause is included with any new rules or standards. However, if the suggested certification changes are adopted, locals, with the assistance of MEA staff, will need to examine their master contracts to assess what, if any, changes would need to be effected in such areas as employer-paid retraining costs, "qualification" language, voluntary and involuntary transfer rights, layoff and recall procedures and standards, etc. to protect the overall best interest of their local membership.

CONCLUSION

The MEA believes that supporting responsible and well-designed middle level certification changes will have a long lasting and positive impact on all levels of education. Students will be working with educators who come to them prepared to understand them, their developmental needs, and are committed to working with pre-adolescents. Teachers, administrators and counselors will understand appropriate programs and practices for meeting the identified needs of pre-adolescents. School districts will find increased success for middle level students through a developmentally appropriate program. And Michigan's post-secondary institutions will more appropriately prepare teachers for the K-12 organizational configuration of elementary, middle school and high school.

(RA April 1995)

TEACHER EDUCATION

Michigan's teachers have earned a position of national respect. They are widely recognized as concerned and highly competent educators whose contributions have brought Michigan's educational system a reputation as progressive and productive. Currently, our schools are staffed with experienced, superbly qualified and committed individuals.

We can predict, however, that as our experienced teachers reach retirement age, the need for teacher replacements will put many new individuals in our state's classrooms over the next several years. Under what conditions these individuals become teachers is of great concern to the Michigan Education Association and to others in the education community.

While significant numbers of teachers have retired nationwide, the projections predicted on the number of teachers that would retire in Michigan between 1985 and 1990 have not materialized.

We do not suggest that the impending shortage will bypass Michigan, but that Michigan will probably experience its shortage sometime between 1995 and the year 2000. Data on national projections estimate a need to replace 1.3 million teachers by the mid 1990s.

Indications that Michigan was not being impacted to the extent that other states were prompted a policy update by the Representative Assembly in 1987 that recognized the need for flexibility in local responses to different needs in different situations. These new student teacher guidelines strongly advocated that each local assess its own unique circumstances and either impose or not impose restrictions on the use of student teachers for their district and/or in certain subject areas. Further, these guidelines recommend that each local bargaining language establishing the procedures and circumstances governing the district's use of student teachers.

Michigan now has a Professional Standards Commission for Teachers and a Council for the Periodic Review of Teacher Preparation Programs. These two groups will develop and monitor more stringent standards in teacher education.

In light of the foregoing, MEA believes that we must continue to ensure that we can attract the highest quality candidates and can be assured that those candidates have attained the appropriate skills and techniques for classroom success. Our choices are to loosen the current standards just to fill vacant classrooms, to ignore the need for positive direction and allow the situation to develop without expert guidance, or to demand even tougher criteria and make the changes necessary to attract and maintain the highest caliber students into the profession.

Lowering the standards is a costly and shortsighted approach that will eventually diminish our state's public education system. The MEA believes the only reasonable approach is a two-prong approach.

(1992 Fall RA)

First, the enticements into the profession must be carefully studied and improved to compete with industry. Without substantial upgrading of salaries, the general public will continue to view teaching as being neither financially rewarding nor professionally satisfying. Students and parents are not going to make the considerable sacrifice of higher education costs of preparation for entry into a profession that appears to offer little in return.

Second, teacher education is an issue of vital concern. Teacher preparation programs must be strengthened, and standards for entry into such programs must be made rigorous. The MEA considers the area of teacher preparation a critical one to reaching our goal of maintaining excellence in every classroom and recommends the following emphasis of standards in the training of classroom teachers.

Recruitment Incentives

The Association believes a proper environment must be established to attract an adequate supply of superior teacher candidates.

Incentives to create that environment include the following:

- A. Financial compensation comparable to those of other professions and occupations with similar preparations and responsibilities. The comparable salaries should be available at both the entry and career levels of teacher;
- B. High school and undergraduate counseling programs to identify and recruit teacher candidates;
- C. Scholarship programs;
- D. Professional autonomy;
- E. Due process rights;
- F. Opportunities for personal and professional development.

Preservice Education Program Standards

The standards for preservice teacher education should include:

- A. A liberal arts foundation;

- B. Rigorous admission standards based on multiple considerations such as grade-point average, faculty recommendations, personal interviews, standardized test results and recommendations of persons in related fields;
- C. Major and/or minor in the subject matter specialty or specialties the education students expect to teach;
- D. Professional curricula including, but not limited to:
 - 1. Learning theories;
 - 2. Human development;
 - 3. Student assessment;
 - 4. Exceptional behavior;
 - 5. Teaching methods;
 - 6. Classroom management;
 - 7. Group processes;
 - 8. Intergroup communications;
 - 9. Resources and educational technology;
 - 10. Curriculum design;
 - 11. Public policy;
 - 12. Community involvement;
 - 13. Multicultural environment;
 - 14. Human relations;
 - 15. Family role;
 - 16. Site-based decisionmaking
- E. Supervised field-based experiences, including a variety of early experiences, student populations and learning environments and culminating in an on-site, full-time teaching experience;
- F. Continuous evaluation of the teacher candidate's progress, which may include testing of subject matter specialties, professional knowledge and skills;
- G. Continuous individual program and career counseling for teacher candidates with emphasis on teacher supply and demand;
- H. Available, accessible and quality resources such as libraries and instructional resource centers, building facilities and adequate finances;

- I. Qualified, culturally diverse faculty with experience and advances preparation appropriate to their assignments;
- J. Completion of a state approved teacher education program in an accredited institution of higher education;
- K. Collaboration by all members of the education community that encourages exchange activities between K-12 and college-level teacher educators;
- L. Regular monitoring and periodic review of programs that include internal and external evaluation involving pre-K/12 practitioners and university teacher educators.

Conclusion

MEA is committed to continually improving the quality of education in Michigan's schools.

To achieve this commitment, MEA will:

- A. Lobby to achieve these standards;
- B. Actively participate in all phases of teacher education including accepting student teachers in numbers consistent with projected needs for teacher positions;
- C. Participate in the evaluation of the teacher education program;
- D. Oppose any attempts to grant certification to persons who have not successfully completed a teacher education program.

(1992 Fall RA)

TEACHER EDUCATION

ADDENDUM TO MEA POSITION ON TEACHER EDUCATION

BACKGROUND

There exists a perception on the part of some MEA members that our current policy on teacher preparation (see attached) supports and advocates that teachers be limited to teaching only in areas in which they have specific certificate(s)/endorsements and/or majors or minors, i.e. that they specialize in a given subject area. Our practice, however, has been to advocate that teachers accumulate multiple certificate(s)/endorsements and/or x-code group majors and minors for maximum flexibility in teaching assignments, thus leading to greater job security/protection, i.e., that they be a generalist rather than a specialist.

The purpose of this addendum to our teacher education policy is to clarify its intent.

CRITERIA AND GUIDELINES

1. MEA policy is consistent with our practice of advocating for maximum job protection when interpreted as follows:
 - a. The United Education Profession has long advocated generalization as a foundation leading to specialization. We must be both generalist and specialist.
 - b. As professionals, it is acceptable to be a generalist as long as each subject or endorsement attained requires a core of essential knowledge and skills that guarantee proficiency in the subject area or endorsement. Our ongoing professional improvement should lead us toward more specialization by expanding our core of knowledge in a given area.
 - c. As professionals, we must assume responsibility for our own professional improvement and adopt an “Individual Professional Improvement Plan” (IPIP), designed to ensure the accumulation of appropriate professional development credits within the subject area(s) in which we have chosen to specialize. The Plan should be developed between the individual and the Teacher Education Program.
 - d. The IPIP should lead toward satisfying the core knowledge requirements for additional certificate endorsements to broaden the scope of our professional expertise.
 - e. It is the intent of this policy that the IPIP can exceed state minimum requirements for any specialty area.

- f. MEA will aggressively pursue the negotiating of salary schedule incentives for professional improvement.

(1992 Fall RA)

TEACHER EDUCATION FIFTH YEAR

Colleges and universities are quickly moving toward the implementation of higher standards for teacher preparation. MEA policy generally supports the need for higher standards as one component of overall educational reform. There are, however, certain considerations and conditions that local associations must address prior to getting involved in the development of local policy that will govern how these programs will impact local district staffs.

MEA believes that the four-year programs ought to be the standard for teacher education, and fifth year programs must only be alternative.

For the purposes of this policy, fifth year teacher preparation programs will be defined as internships requiring the placement of the intern in a local school building for at least sixty percent (60%) of the time requirement as defined by the college/university program.

Considerations and Conditions

1. Local associations should negotiate:
 - a. Association's involvement in the selection and assignment process for cooperating teachers.
 - b. Compensation for cooperating teachers.
 - c. Performance expectations for cooperating teacher.
 - d. Released time for cooperating teachers.
 - e. Limitations on the number of interns per building and grade level and/or department.
 - f. Limitations on the use of interns consistent with areas of need as determined by current supply/demand data.
 - g. Assignments as cooperating teachers should be voluntary and not mandatory.
2. Fifth year intern programs cannot operate to replace current staff, or fill a vacancy or newly created position.
3. Interns should not receive experience or tenure credit pursuant to future employment. Indeed certification should only come at the completion of the fifth year if the person is in a fifth year program.
4. Cooperating teachers must fully participate in the evaluation of the intern.
5. All costs for the intern program should be borne by the college or university, including additional compensation to the cooperating teacher.

6. The intern experience should not apply toward fulfilling the requirements for advanced level certification, e.g., Continuing Certificate, Professional Education Certificate, Full Vocational Certificate, etc.

(1992 Fall RA)

TEACHER EDUCATION – STUDENT-TEACHER GUIDELINES**STATE LEVEL****(1) Data Collection**

The MEA will lobby the Michigan Department of Education to provide all relevant supply-demand data including the number of certificates issued by subject area, the number of teaching positions by subject areas, the number of new hires by subject areas, and the number of newly certified individuals that are not teaching in Michigan public schools. This data should also include the total number and status of teachers currently on lay-off and the exact number of out-of-state teachers that would like to teach in Michigan. The Michigan Department of Education should continue to collate data from each school district on the number and status of teachers annually laid-off and also needs to collect data that would result in a cumulative total number of teachers laid-off by subject areas. The data will establish areas of oversupply, under supply and balance.

(2) Higher Education Teacher Training Programs

MEA shall communicate its position and guidelines on student-teachers to all Michigan higher education institutions and demand their implementation in all teacher training programs. These guidelines shall include, but not be limited to, required pre-admission counseling about current teacher supply and demand, thorough orientation to MEA/NEA, training in teacher compensation and the rigors of teaching, school finance and school law, etc.

(3) Prototype Language

The current prototype language on student-teachers will be revised to require districts to hire Michigan laid-off teachers before training new ones, require more stringent requirements for a candidate's acceptance as a student teacher, and to limit student-teacher placements to only those institutions that meet the demands outlined in the Higher Education Teacher Training Program section above.*

(4) Communication

MEA will review and communicate with local EA leaders about successful local programs already established. Also, all MEA units will be notified about MEA's policy, moratoriums and statewide supply/demand data including updates through the VOICE.

*See Uniserv for prototype

LOCAL LEVEL

(1) Bargaining

Each local should bargain language establishing the procedures for student-teacher placement.

(2) Data Collection

Each local school board/district must be required to submit to the local association an accounting of actual teachers on lay-off including certification, willingness to relocate, etc., to MEA annually.

(3) Each local district/board must be required to establish a long-range (5 year) projection of teacher demand.

These projections should be based on enrollment projections, retirement projections, the need for additional teachers due to program expansion and a maintenance or improvement of student teacher ratios.

MORATORIUMS

Moratoriums shall be established by the EMA Board. If the data indicates oversupply in specific geographic and/or subject areas and/or when there is a refusal to address these concerns and/or where we are truly unsuccessful in getting laid-off teachers who wish employment rehired.

(1987 Spring RA)

TEACHER EDUCATION

Student Teaching – Supply and Demand

The IPD Commission will monitor and analyze at least annually the supply/demand data and alert the Board of any significant trends and recommend any necessary policy revisions.

(BD November 1989)

T-5

(7-92)

TEACHER OF THE YEAR PROGRAM

MEA will participate in the Teacher of the Year Program on a continuing basis.

(BD October 1982)

TEACHER TESTING

The R.A. directed the MEA to oppose any concept of “teacher testing” for any current educational employee.

(1990 Fall R.A.)

TENURE

MEA will take the appropriate measures that will lead to all highly trained professional staff being able to achieve tenure.

(1986 Fall R.A.)

TENURE – PROBATIONARY PERIOD

The MEA believes the current probationary period must not be extended.

(1984 Spring R.A.)

TRAINING

Guidelines for Staff/Local Presidents' Training

1. The MEA has long recognized that training is a key component in the effective development of both the elected leaders and its professional staff.
2. In practice, training for political leaders and staff has been provided on a dual track basis, based on the differing roles of these individuals within the organization.
3. At the present time an issue has been raised by certain local presidents of their right to receive notice of, and have an opportunity to participate in certain types of staff training, where appropriate to the roles of these leaders within their locals and the organization as a whole.
4. In response to these demands, concerns have been raised by the collective bargaining representatives of the professional staff regarding the potential impact of such a request on their established working conditions.
 - A. Staff workshops are often a platform where staff can “have it out” with colleagues on such issues as bargaining strategies, site-based decisionmaking and other matters in a frank and open fashion.
 - B. Staff training should provide a forum where staff can ask the proverbial dumb questions, without fear of misunderstanding or judgments by the clientele they serve.
 - C. Staff workshops serve as a primary vehicle for fraternization with one’s far-flung colleagues.
5. At the same time, it is recognized that today’s elected leaders are frequently more experienced than in previous years, and have the need for, the time for, and the finances for more training than has been offered in the past. In addition, it is recognized that a vehicle for some joint training may provide a basis for building interpersonal and organizational bridges between staff and the political leadership as a group.
6. While the concept of some joint training has certain advantages, there is considerable difficulty in attempting to categorize all the types of staff training potentially available since such training is generally planned on an ad hoc basis as topics and needs arise. (Unlike many types of training for political leaders which center around annually scheduled conferences with general and predetermined themes and emphasis.) Furthermore, the appropriateness of joint training is dependent not only on the content, but the training techniques used.

7. In an effort to accommodate the legitimate concerns, interests and needs of the political leadership, the professional staff and management, and to minimize the uncertainty and conflict which arises in attempting to define all staff training in advance of the planning of any particular type of training, and in determining whether it is “appropriate” for elected leaders, the following will be implemented:
 - A. The following types of meetings/workshops/training will continue to be limited to staff:
 1. Zone, region, division and department staff meetings regardless of whether some training is provided as a component of the meeting.
 2. Statewide staff meetings regardless of whether training is provided as a component of the meeting.
 3. New staff training which is geared primarily to staff of less than 4 years, the purpose of which is to provide essential job skills and training to such staff.
 - B. Technical training relating to skills/functions which are primarily performed by staff, and/or where the training technique is dependent on audience participation or role playing shall be designed with staff as the principle audience. However, local presidents may attend, at their own expense, provided their inclusion does not significantly alter the nature of the training.
 - C. Two training/workshops not included in paragraph A above will be planned and conducted on a yearly basis which will be open and available to staff and local presidents alike.
 1. Topics chosen for such training will be relevant and appropriate to the functions of staff and local presidents alike.
 2. An ad hoc training committee, composed of one released-time president, one ESP president, and one nonreleased-time president, and one representative each of MEDA, PSA and management will meet to decide content of any joint training and will make recommendations to MEA on the most advantageous time for such training/workshops to occur.
 3. Attendance at such training will be voluntary on the part of local presidents and staff. However, the staff unions will make a good faith effort to encourage participation by their members.
 4. Each joint training/workshop will be at least one day in length, and advance notice of the training and specific agenda will be provided to both local presidents and staff.

- D. In addition to the joint training provided in paragraph B, the ad hoc training committee will investigate and review any training modules offered by NEA on staff/leader relationships and roles, for the purpose of offering this to MEA/local presidents and staff as joint training.
- E. Where MEA continues to offer the School Law and Collective Bargaining Seminar to staff in conjunction with the January Statewide Staff meeting and Bargaining/PR Conference, the seminar will also be offered to local presidents on the Thursday morning/afternoon of the bargaining conference.
- F. Recognizing that the availability of joint training will not necessarily reach all of the local presidents who may benefit, given the widely varying circumstances of release time, the MEA will keep a list of all topics on which training has been provided to staff during the past year for use by the appropriate MEA departments/advisory committees for consideration as possible training sessions in those statewide conferences/workshops which are offered to political leaders and members.

(BD March 1990)

TRAINING

Coordinating Council Training Policy

Beginning in 1992-93, each coordinating council that submits a year-long training plan shall receive a grant equal to \$600 per staff person assigned to that council. The \$600, or more, shall be in lieu of the coordinating council subsidy of \$25.00 per bargaining unit. The plan must be received by the appropriate zone director no later than October 15 of each year and must meet the following requirements:

1. The plan shall serve as a commitment to plan and implement a year-long training program for members/leaders.
2. The plan shall minimally include:
 - A. New member training or orientation
 - B. Presidents training
 - C. Association representative (building representative, faculty representative, steward, etc.) training in advocacy skills.
3. The training included in the plan may be offered in the most convenient and effective manner including council wide, local or combinations of locals, through the MABO, etc. However, the plan must result in the training being available to all locals served by the council.

(November 6, 1992 Board)

TRAINING

Coordinating Council Training/Uniserv Directors

The MEA will provide, upon request, appropriate training for coordinating councils in the hiring process for Uniserv Directors.

(1992 Fall RA)

Guidelines for NEA UniServ in Michigan

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Guidelines for NEA UniServ in Michigan

(As amended by the Representative Assembly October 2014)

I. An effective level of service

- A. Locally elected leaders govern and guide the general local-state-national Association program and make policy decisions.
- B. Locally assigned and accountable professional staff provide direct administrative and consultative assistance for local elected leaders. Such assistance may include, but not be limited to:
 - 1. Leadership training programs dealing with Association operation, programs and member advocacy functions;
 - 2. Negotiation assistance;
 - 3. Local association evaluations aimed at program development;
 - 4. Organization of political efforts to achieve local legislative goals, e.g., millage campaigns, school board elections, political party primaries, etc.;
 - 5. Organization of bargaining units in school districts and colleges and universities where MEA is not the bargaining agent.
- C. The NEA and MEA Headquarters staff provide additional service to local units and members in good standing. Such services, where appropriate, may include, but not be limited to:
 - 1. State and national publications;
 - 2. Data processing—computer services;
 - 3. Statewide and national leadership training conferences;
 - 4. Legal services (negotiations and member rights cases);
 - 5. Research (negotiations, improvement of instruction, year-round schools, etc.);
 - 6. Lobbying at the state Legislature and the national Congress;
 - 7. Statewide and national negotiations planning and coordination;
 - 8. Member representation to other state and national agencies, the mass media and the public;
 - 9. Specialized consultant assistance in such areas as member education and professional standards, human relations and instructional improvement;
 - 10. Specialized service programs in the area of insurance and member economic benefits;
 - 11. Personnel matters related to staff, such as interviewing and screening details, payroll, insurance and other fringe benefit programs, filing state and federal tax reports, etc.

II. Financing of the UniServ program

- A. The UniServ program in Michigan is funded from United Education Profession (UEP) membership dues. The major sources of revenue are generated from MEA general membership dues fixed by the MEA Representative Assembly.
- B. Local option units may choose to receive cash payments to purchase services for MEA/NEA members locally or request the state Association to credit their account by direct payment for office rent, bonding, personnel pay and related areas to reduce their administrative burden.

III. Service unit coordinating councils

- A. Each Michigan UniServ service unit is governed by a body called a *coordinating council*. It is the administrative body for liaison with the state and national associations regarding staffing and office operations within the UniServ program.

B. Size of UniServ service units

1. Michigan's UniServ program is based on service units which may vary in size and composition from year to year as membership and available finances dictate.
2. Every effort will be made to provide an equitable staff-member ratio. If membership or number of locals causes inequities in service, then an action program will be formulated to resolve those inequities.
3. Guidelines for composition of UniServ councils will be based on:
 - a. The number of members in good standing served;
 - b. The number of school districts/campuses served;
 - c. The number of bargaining units served;
 - d. Geography and the number of miles to be driven by staff and leaders;
 - e. Teacher and support staff bargaining units from the same school district or college/university will be serviced from the same council;
 - f. Where possible, coordinating council boundaries and *multiple association bargaining organization (MABO)* boundaries will not conflict.

- C. The Local Affiliates Commission shall review service unit composition and make recommendations to the Board of Directors by November 15 of odd-numbered years.
- D. The Local Affiliates Commission, in consultation with regions and coordinating councils, shall recommend to the MEA Board of Directors the composition of each UniServ service unit contained therein. Because the MEA Board of Directors is responsible for budget preparation and recommendation, it shall be responsible for determining the size and composition of UniServ service units.

E. Service units—change in status

1. Local option coordinating councils may petition the MEA Board of Directors to be designated as a state service unit or a state option coordinating council may petition the MEA Board of Directors to be designated as a local option service unit effective at the beginning of the subsequent fiscal year, provided that such a petition: (*April 2011*)
 - a. Guarantees due process to all staff involved;
 - b. Is not in violation of the then-current staff master agreements;
 - c. Meets the minimum standards of MEA/NEA.
2. Each petitioning UniServ coordinating council shall determine, by majority vote of the membership in good standing in each local of the coordinating council, designation as a state service unit or local option. A petition will be considered upon evidence that it is acceptable to all units involved. (*April 2011*)

F. Representation on multi-unit coordinating councils

Representation on coordinating councils should be apportioned according to the following formula:

1. Each local unit in the service unit shall be entitled to one (1) representative with one (1) vote.
2. Districts shall be entitled to additional representatives as follows:
 - a. One (1) additional representative and vote for each two hundred (200) active and life members in good standing and/or major fraction thereof based upon membership (previous December 31);
 - b. Members of local units are to be represented through their local unit and not their county district or multi-unit district. Duplication of representation is to be avoided.

G. Functions of UniServ service unit coordinating councils

1. Approve UniServ director's assignment.
2. Provide for scheduled review and assist in the evaluation of professional staff services.
3. Determine jointly with staff priorities of local professional staff activity.
4. Develop a program of leadership development and training at the appropriate level.

5. Coordinate the activities of members in negotiations, public affairs and related activities.
6. Establish program criteria which the local association may use for self-evaluation.
7. Assist local associations in the development of their budget and programs.
8. Receive a regular report from their UniServ director.
9. Provide for a newsletter to all members located therein.
10. Work with the zone director to coordinate UEP activities at the local, state and national levels.

IV. UniServ supervisory structure

The UniServ program requires provisions for the management, coordination, supervision, evaluation and development of UniServ personnel. The MEA UniServ associate executive director is the chief administrator of the UniServ program.

V. Staff relationships

- A. In program development, the relationship between staff and member leaders shall be as follows:
 1. Member leaders identify action programs;
 2. Staff classifies alternatives and develops pros and cons of each and makes recommendations upon request;
 3. Member leaders review and accept, modify or reject staff recommendations;
 4. Staff, within prescribed guidelines of authority and policy, implements the action program.
- B. *Staff relationship to internal politics*
 1. UniServ staff shall provide whatever assistance is deemed necessary by the local and state Association elected leadership to meet the needs of the membership. Further, all UniServ staff are to implement a policy of noninterference in the internal political affairs of local and state associations.
 2. A UniServ employee shall not engage in activities on behalf of any organization which is in competition with the MEA/NEA or any of its affiliates for members and/or negotiating rights.

VI. UniServ personnel practices

- A. State Association personnel are employed under terms of collective bargaining contracts between the state Association and the employee unions.
- B. Local option UniServ directors are employed under the terms of a contract negotiated by the joint employers, MEA and local option coordinating councils and the *Michigan Executive Directors Association (MEDA)*, as well as under individual contracts negotiated between themselves and their local coordinating council.
- C. Specific elements and obligations of the parties involved are set forth in these agreements.
- D. All UniServ units shall be equal opportunity employers as defined in the MEA Affirmative Action Program and the NEA UniServ Employment Practices Guidelines.
- E. If the coordinating councils involved in a split UniServ director assignment fail to agree on a mutually acceptable voting procedure for hiring, approval of the assignment of the UniServ director must be by not less than a majority of the representation of each of the councils present and voting.

VII. Final authority for UniServ policy determination

The MEA Representative Assembly is the final authority for all UniServ policy determinations.

UniServ Glossary

UniServ is a program of the National Education Association to provide expanded staff services to its members and local affiliates. The word *UniServ* is an acronym formed from the words *Unified Service*. A portion of every NEA member's dues is used to help fund an office and staff to assist the member's efforts to improve education and solve his or her professional problems. The state and/or local associations co-fund the remaining staff and office costs.

Service unit is a cluster of local associations or a single association of NEA/MEA members. These associations have been grouped together in combinations approved by the MEA Board of Directors after review by the Local Affiliates Commission. The grouping is intended to provide for coordination of programs and services.

Coordinating council is a group of locally elected delegates representing the locals in a given service unit. A council's tasks include assisting in the selection of a professional staff person, coordinating services by establishing service priorities, and evaluating the quality of the services rendered.

Local option service units are those service units that employ a UniServ director pursuant to the collective bargaining agreement between the joint employers (MEA and the local option councils) and MEDA (Michigan Executive Directors Association) and that choose to maintain administrative responsibilities. Local option service units execute a local option rebate with the MEA annually (*see Appendix D*).

State option service units are those service units that select and have UniServ directors assigned pursuant to the collective bargaining agreement between the MEA and the *Professional Staff Association (PSA)* as well as MEA employment policies.

UniServ director is the title describing a UniServ professional staff who works with a service unit and coordinating council composed of one (1) or more local associations.

Region is one of the seventeen (17) political subdivisions of the Michigan Education Association.

Mid-Eastern: Regions 2, 6, 7, 8, (except 8-C)

North-Central: 8-C Coordinating Council & Regions 10, 11, 12, 14, 15, 16, 17, 18

South-Western: Regions 3, 4, 5, 9, 13 (2018)

Multiple association bargaining organization (MABO) is an organization resulting from a combination of more than one (1) bargaining unit, formed to facilitate more effective local negotiating and contract maintenance assistance. Each of the various models in the state has some unique features.

Zone director is the chief administrative officer in each zone and is assigned to the zone to supervise and coordinate programs and staff. Each zone director reports to the UniServ executive director.

MEA executive director is the chief administrative officer of the Michigan Education Association and is held responsible by the NEA for the total implementation of UniServ in Michigan.

Basic Unit

The basic UniServ unit *package* includes:

- A.** The salary of one (1) full-time UniServ director;
- B.** Field assistant services on a continuing basis;
- C.** Office space;
- D.** Capital outlay for office equipment and maintenance;
- E.** Office operation costs (such as supplies, postage, telephone, bonding, insurance, printing, taxes, etc.);
- F.** Appropriate personnel costs (employee costs such as FICA and unemployment compensation, as well as staff fringe benefits);
- G.** Financial assistance to assist UniServ coordinating councils in their management functions of the UniServ service unit.

**NEA/MEA UniServ Certificate
for State Option Coordinating Councils**

Fiscal Year _____

This is to certify for the records of the Michigan Education Association (hereinafter referred to as MEA) and the National Education Association (hereinafter referred to as NEA) that _____
(Name of coordinating council) is a constituent UniServ unit of the NEA UniServ in Michigan program and is operating under the provisions of the Guidelines for NEA UniServ in Michigan.

It is understood that funds for operating said coordinating council are shared in part by the NEA and MEA as stated in an *agreement* between the NEA and MEA and said agreement may be inspected by interested parties at the Headquarters of the Michigan Education Association.

The NEA/MEA agree to assist in supplying direct professional organizational services to said coordinating council. Said services include professional staff, secretarial services, office rental equipment, supplies, and travel and expenses. For the above services, said coordinating council agrees to abide by the provisions of the Guidelines for NEA UniServ in Michigan as well as the constitutions, bylaws and administrative policies of the NEA and MEA.

It is expressly understood by both parties that violations of the above provisions, as determined by the MEA Board of Reference, may result in reduction of UniServ services and/or rebate subsidy.

Chairperson of coordinating council

Date

MEA associate executive director/UniServ

Date

NEA/MEA UniServ Certificate and Rebate Agreement for Local Option Coordinating Councils

Fiscal Year _____

This is to certify for the records of the Michigan Education Association (hereinafter referred to as MEA) and the National Education Association (hereinafter referred to as NEA) that _____ (Name of coordinating council) is a constituent UniServ unit of the NEA UniServ in Michigan program and is operating under the provisions of the Guidelines for NEA UniServ in Michigan.

It is understood that funds for operating said coordinating council are shared in part by the NEA and MEA as stated in an *agreement* between the NEA and MEA and said agreement may be inspected by interested parties at the Headquarters of the Michigan Education Association.

The NEA/MEA agree to assist in supplying direct professional organizational services to said coordinating council. Said services include professional staff, field assistant services, office rental equipment, supplies, and travel and expenses. For the above services, said coordinating council agrees to abide by the provisions of the Guidelines for NEA UniServ in Michigan as well as the constitutions, bylaws and administrative policies of the NEA and MEA.

It is expressly understood by both parties that violations of the above provisions, as determined by the MEA Board of Reference, may result in reduction of UniServ services and/or rebate subsidy.

The Michigan Education Association (MEA) and the National Education Association (NEA) agree to pay to the above local option coordinating council monies to assist in supplying direct professional organizational services for their members. Said services include subsidies for:

- I. **Professional employee(s).** Total rebate from NEA/MEA will be the costs for staff placement of _____ person(s) on the Michigan Executive Directors Association (MEDA) schedule, with service credit as defined in the current MEDA contract. In addition, all fringe benefits as specified in the same MEDA contract will be provided to the staff. Workers compensation insurance, unemployment insurance and FICA will be provided at levels required by law.
- II. **Field assistant employee(s).** Total rebate from NEA/MEA will be the costs for staff placement of _____ person(s) on the United Staff Organization (USO) schedule, with service credit as defined in the current USO contract. In addition, all fringe benefits as specified in the same USO contract will be provided to the staff. Workers compensation insurance, unemployment insurance and FICA will be provided at levels required by law.
- III. In no case will the total rebate for salary and fringes as called for in paragraphs I and II above, provided those positions are occupied by the respective staff, be less than a full twelve (12) months rebate.
- IV. **Office rent, utilities and maintenance.** Rent, utilities and maintenance will be paid or reimbursed for actual costs as specified in a continuing lease on file with MEA or as approved by the zone director.
- V. **Travel and expenses.** Reimbursement will be at the rate of \$ _____ for a twelve-month (12-month) year per professional staff.
- VI. **Telephone service.** Payment or reimbursement will be made for actual costs, as indicated on monthly bills reviewed by the zone director, for one (1) line per staff specified in I and II above plus necessary long-distance calls.
- VII. **Capital outlay.** UniServ office basic equipment and furniture shall be purchased and/or replaced upon prior approval and receipt of invoice by the zone director.
- VIII. **Supplies.** \$ _____ will be reimbursed (at the rate established by the RA) and MEA shall provide for machine maintenance for MEA-owned equipment plus all theft, fire and liability insurance, personal property taxes and bonding for up to three (3) people per UniServ unit.
- IX. **Special conditions**
 - A. To be adjusted, up or down, in the event of realignment of the UniServ structure per the directives stated in the UniServ guidelines.
 - B. If the wages or benefits which the coordinating council pays to its employees exceed the costs provided for in the collective bargaining agreements mentioned in paragraphs I and II of this agreement, those costs shall not be rebated from the MEA but shall be the sole costs of the coordinating council.

C. Other

Chairperson of coordinating council

Date

MEA associate executive director/UniServ

Date

**Administrative Policies for NEA/MEA Participation
in UniServ Local Option Service Unit Programs**

1. The local service unit coordinating council shall annually review and evaluate the coordinating council constitution, budget and program. Upon request, the NEA/MEA will assist in this process.
2. As a part of the subsidy for materials and supplies, the NEA/MEA shall provide the necessary bonding for three (3) positions responsible for the financial affairs of the local service unit coordinating council.
3. The NEA/MEA local association will mutually support and implement the objectives and program of action of the United Education Profession.
4. The UniServ director may, upon request, accept special assignments with the MEA and/or NEA with the approval of the local coordinating council or its chairperson. The NEA/MEA will absorb all expenses incurred by the UniServ director in the fulfillment of such special assignments.
5. The NEA/MEA will transmit to the local service unit, on a quarterly basis, on October 10, January 10, April 10 and July 10, such monies as have been contracted by the NEA/MEA and said local service unit.
6. The local service unit's UniServ director expense account shall be the responsibility of the local service unit. In the event that expenses exceed the agreed-upon amount, the NEA/MEA may reimburse the local service unit upon its request, such request to be submitted to the appropriate zone director.
7. In the interest of better communication and to facilitate local-state-national working relationships, the local UniServ director shall be expected to attend meetings of the MEA UniServ Division and the professional staff, when such attendance does not conflict with the UniServ director's duties and responsibilities to the local service unit.
8. The local service unit coordinating council shall assure the NEA/MEA that the coordinating council constitution(s) and/or bylaws provide for the UniServ director position, locating adequate authority in an employing body.
9. The UniServ director shall meet periodically with the MEA executive director or designee.
10. The MEA executive director, or designee, shall upon request assist in the screening and selection procedure. Such assistance may include locating and screening prospects, providing interviewing techniques and materials, publicizing vacancies, checking references and seeking legal review of a tentative contract.
11. The employment of staff by a local service unit coordinating council shall not relieve the NEA/MEA of liability obligations or responsibilities while the local staff is on special assignment to NEA/MEA.
12. A memorandum of agreement as set forth in Appendix D shall be drawn between the MEA UniServ Division and the local service unit coordinating council to implement the provisions of these administrative policies.
13. The MEA UniServ Division shall, upon request, assist the local service unit coordinating council in developing contracts with its staff.
14. These administrative policies shall be reviewed periodically by the Local Affiliates Commission and the local service unit coordinating council.

UniServ Operating Guidelines for Coordinating Councils

The *coordinating councils* are intended to serve as administrative bodies to coordinate services to members within a given service unit and to represent those members on a day-to-day basis in matters relating to the selection, guidance and evaluation of UniServ staff. The councils are separate from the policy-making structure which flows from the local association through the region council to the Michigan Education Association Board of Directors and Representative Assembly and to the policy-making structure of the National Education Association. All members of UniServ coordinating councils shall be members in good standing and have a responsibility to effectively represent their constituents, seek their guidance and keep them well-informed concerning issues facing the coordinating council.

Topic	Recommendation	Notes
1. Definition of membership	<p>Delegates to coordinating councils should be elected by the membership in good standing as officers by special election or should be appointed by the president with said appointments being approved by a duly constituted legislative or executive body of the local association.</p> <p>Delegates to coordinating councils should be provided for in local association constitutions. Provisions should be made for regular reporting by delegates back to the local association.</p> <p>If a local association chooses to select alternates for delegates back to the local association.</p>	<p>Delegates must come to the council with the authority to make decisions for the local association and must have local credibility.</p> <p>It is recommended that the local president serve as the local's first delegate to the coordinating council.</p>
2. Officers and general organization	<p>a. The officers should be a chairperson, vice chairperson and a secretary-treasurer.</p> <p>b. The council may establish whatever committees it deems necessary to conduct its business, and, in general, organize itself.</p> <p>c. Officers are to be elected from and by the council. Operating policies should specify the term of office, time of election and date or condition of assumption of office.</p>	<p>Title of chairperson is preferred to that of president to avoid confusion with the role in the local association.</p>
3. Quorum definition	<p>The definition of a quorum should utilize either the number of delegates present or the number of local associations present or both.</p>	<p>Because the actions of the council should be based on equity, the quorum needs to be established; the need for action, however, seems to dictate more than one way to define such equity.</p>
4. Voting procedures	<p>The voting procedures should take into consideration either the number of delegates present or the number of local associations present or both.</p>	<p>While every effort should be made to obtain broad support for an issue at vote, the council may find it helpful to allow decisions to be made by more than one route.</p>
5. Calendar	<p>The council should plan on regular and periodic meetings at intervals dictated by circumstances facing the staff or council. Provisions should be made for special meetings as needed.</p>	<p>While most councils will probably want to meet once per month, some may decide to meet more or less often than that. Meetings may need to be more frequent in the initial stages. Councils will need to consider regional council dates, etc.</p>

Topic	Recommendation	Notes
6. Council duties and functions	The duties of the council shall be to implement the functions set forth in the UniServ program. (<i>Section III. G.</i>)	The functions of the council, in essence, are aimed at setting the priorities of service for the given service unit. Communication with the constituent locals and evaluating staff in light of a written job description are two of the more important functions.
7. Authority and responsibility of council chairperson	The role of the council chairperson should be defined, including voting rights, authority to speak for the council, etc.	The UniServ program allows the UniServ director to be given special assignments of one (1) or two (2) days' duration in a given month. Special assignments of three (3) or more days must be approved by the council. In times of crises, it is not feasible to call the entire council together.
8. Relationship of staff to council, council to staff	The council's expectations of the staff should be clearly presented and be in keeping with pertinent personnel employment contracts. A general outline of staff responsibilities to the council is presented in the UniServ program. (<i>Section V. A.</i>)	This element of the operating procedures may develop with experience. There are several factors to be considered, such as membership needs and the extent to which they are met, the staff union contracts, the role of the UniServ zone director, etc.
9. Coordinating council funding	<p>Local associations in a coordinating council may fund the coordinating council expenses.</p> <p>In cases where the local associations are unable to fund their coordinating council expenses, the region council may provide funds. Sources of such funds could be the MEA region subsidy or funds made available through the reallocation of current region revenues.</p> <p>The region council may levy region-wide dues for the purpose of funding coordinating council expenses.</p> <p>Coordinating councils may receive dues or assessments by the consent of the constituent unit for the purpose of funding coordinating council expenses.</p>	

The Origins of the Michigan UniServ Program

In 1969 various members of the Local Affiliates Commission and MEA staff reviewed many of the problems facing Michigan teachers and their unified association. Th efforts to resolve these problems and the increasing demands for service by teachers pointed to a need for a new statewide plan for service to the unified membership--one which would incorporate services by the local, MEA and NEA. It was apparent that if the MEA/NEA programs were to be effective, teachers would have to be organized into strong local associations which would receive effective services in a unified program.

A plan was organized in 1970 to intensify the interaction of the national-state-local association. One of the first steps was to mobilize to meet the need for increased services to the membership and to meet the challenge of teacher influence. The program had to expand the number of trained staff to provide the needed services to the membership in such a way as to provide equity in the financial contributions made by individual members of the United Education Profession in Michigan.

The program was designed to provide full-time staff assistance to the elected Association leaders.

A massive equity effort was needed since all teachers, regardless of location, had similar needs as well as legitimate expectations from MEA/NEA. In April 1970, the MEA Spring Representative Assembly established and funded the Michigan plan for implementing NEA UniServ. At this time, UniServ was known as the *Massive Staffing Proposal*. Following action by the Michigan Representative Assembly, the NEA, at its annual convention in San Francisco in July, voted to establish a nationwide staffing proposal, established the term UniServ, and Michigan became the first major state program in the nation.

The UniServ program then became the responsibility of the MEA Board of Directors and the executive director to activate in an equitable pattern across Michigan. The goal was to achieve approximately one full-time staff employee per 800-1300 members by September 1, 1971.

The program is now in full operation under the direction of the MEA Executive Director.

NOTE: Although the MEA now represents a wide variety of school employee classifications, when UniServ was formed in 1970, the principal members were teachers, thus the reference to teachers in the above explanation.

UNISERV OFFICES

It shall be the administrative policy of the Association for Uniserv management, in consultation with the affected Coordinating Council chairperson(s) and Uniserv director(s), to establish, locate and maintain the Uniserv offices. The following criteria will be considered:

1. Overall size of the facility (750-1,000 square fee for a single director, 200-400 additional square fee for each additional Uniserv director);
2. General proximity of the office to the units being served including parking, highway access and distance from the farthest unit;
3. Cost of rent, utilities and maintenance of the office;
4. Availability of a moderate term lease, i.e., two-three years;
5. Possibility of clustering units within one office facility to provide better service and for economy.

The above factors will serve as guidelines and are not necessarily limited thereto.

(BD January 1977)

UNISERV

Local Option

MEA will maintain its joint employer relationship with local option coordinating councils and local option Uniserv staff.

(BD April 1989)

MEA will not fund any legal fees for locals in their pursuit of single employer status.

(BD September 1989)

U-4

Continuous Staffing Policy

(Adopted July 2017, August 2020 by MEA RA and July 2022, September 2022 by MEA Board of Directors.)

- A. The Continuous Staffing Policy (CSP) provides an incentive and support for continued organizing and assuring members are in good standing. Representing all public school employees in the state is one of MEA's primary goals. As we grow, we must maintain the high standard of service that our members expect. Without a means of maintaining that service, through additional staff and resources, there is less incentive to our staff and leaders to continue to organize new units and increase members in good standing in currently organized locals. The Continuous Staffing Policy is intended to maintain an outstanding service program as we grow. We also must maintain financial viability when the number of members in good standing declines. Before a position is eliminated problems that are impeding organizing and growth should be identified with the intention of driving proper support and accountability.
- B. The Continuous Staffing Policy must not be contingent upon UniServ reorganization. Increases and decreases in membership have, in our immediate past, caused numerous UniServ reorganizations. Constant UniServ reorganization is both politically and functionally disruptive. The Continuous Staffing Policy must provide a means of responding promptly to changes in membership, and the resulting changes in service needs, without requiring additional UniServ reorganizations.
- C. The Continuous Staffing Policy must be financially sound. The specific form and the attendant costs of assistance must directly correspond with the revenue generated by membership growth. Conversely, membership losses must result in reductions in staffing. The Local Affiliates Committee will continually monitor the Continuous Staffing Policy and make recommendations for modifications to the Board as needed.
- D. The Continuous Staffing Policy must encourage the most efficient organization of our membership, specifically through organizing wall-to-wall bargaining units, new unit organizing, retaining current members, organizing new members in existing units, and encouraging members to stay current with their dues payments.
- E. Process
 - 1. Workgroups. The Local Affiliates Commission is responsible for recommending the composition of the workgroups, subject to board approval. In general, workgroups should be composed based on the following factors:
 - a. They should be geographically adjacent.
 - b. They should have approximately three to nine UniServ directors.
 - c. They may cross region and zone lines.
 - d. State option and local option may be in separate workgroups.
 - 2. Workgroup leadership. At a minimum, the leadership of the workgroup is defined as all of the following who must be members in good standing in local

associations in the workgroup: MEA Board of Directors members from the affected regions, region president or designee, and coordinating council chairs or designee. Region presidents or coordinating council chairs will select their own designee and notify the zone director. In instances of single councils that have multiple UniServ directors, the council chair may appoint additional designees, up to no more than the number of UniServ director positions or may hold the number of votes equal to the number of UniServ positions if allowed by the workgroup.

Example #1: A Board member is also the coordinating council chair and the region president. He or she should hold a seat as Board member and appoint one designee for his or her council chair position and another designee for his or her region president position. Example #2: The council currently has three UniServ director positions. The council chair will either hold one seat/one vote and appoint two designees or may hold the seat and have three votes. The senior Board member will chair the group. The zone director will facilitate the process.

3. Procedures. Any changes in the composition of the workgroups (for example, merger of one or more workgroups) must be approved by the MEA Board of Directors. Requests for changes in the composition of workgroups should be made directly to the MEA President who will place the request on the agenda of the next Board of Directors meeting.
4. Validate membership. On or about the 28th of each month, the number of members in good standing, along with the number of new hire other bargaining unit members, number of bargaining units, and the number of districts/institutions/employers for each workgroup will be distributed to staff and leaders. Additionally, a one-year statewide rolling average of members in good standing will be determined by averaging the previous 12 months member in good standing (MIGS) plus 20% of a one year rolling average of the new hire other bargaining unit members (NH-OBUM) and reported on the ME438R1 report. The one-year statewide rolling average members in good standing plus 20% of a one-year rolling average of new hire other bargaining unit members (NH-OBUM) shall be rounded up to the next whole number if the current budget funds the current number of UniServ positions. The ME438R1 report shall be generated monthly and distributed to staff and leaders by the Executive Director.

Example:

Statewide Rolling Average	NEA UD Member Ratio	UD Ratio/ Rounded Up	Current budget supports 67 UD
80,996	1,200	67.496/67	Vacant Position Posted
79,962	1,200	66.635/67	Vacant Position Posted
79,564	1,200	66.303/66	Vacant Position Not Posted
81,353	1,200	67.794/67	Vacant Position

5. For the purposes of this policy:
 - a. Members in good standing (MIGS) shall include all members who are current with their dues payments, pursuant to the MEA Dues Transmittal Policy.
 - b. Ghost units and their members will be included in (MIGS) if signed membership forms are on file in the membership system.
 - c. Members on payment plans and the Commitment to Membership Program shall be included in (MIGS), provided the member is current with the agreed-upon plan.
 - d. New Hire Other Bargaining Unit Members (NH-OBUM) shall include all bargaining unit members who have not completed a membership application.
6. When a UniServ director position becomes vacant for any reason-(excluding temporary vacancies), the following procedures will be followed:
 - a. On the last date of employment of the vacating UniServ director, the number of members in good standing (MIGS) plus 20% of the new hire other bargaining unit members (NH-OBUMS) of the vacating UniServ director's workgroup will be divided by 1,200 using the most recent ME438R1 report as of the 28th. This will produce the number of UniServ positions that are allotted to that workgroup. There will be no part-time or partial positions.
 - b. If the total number of members in good standing (MIGS) plus 20% of the new hire other bargaining unit members (NH-OBUMS) in that established workgroup is 200 or less away from a 1,200 to 1 ratio, the vacancy shall be posted as a permanent vacancy. The posting of said vacancy shall occur as soon as possible after the vacancy is known to management. Reposting of unfilled permanent vacancies shall occur within 30 working days of any subsequent posting that went unfilled.
 - c. If the total number of members in good standing (MIGS) plus 20% of the new hire other bargaining unit members (NH-OBUMS) in that established workgroup is 200 or more away from a 1,200 to 1 ratio, the vacancy will be filled if, at that time, the MEA statewide one-year rolling average of members as established in number four (4) is staffed statewide on a 1,200 to 1 ratio including sparsity positions.
 - d. If the total number of members in good standing (MIGS) plus 20% of the new hire other bargaining unit members (NH-OBUMS) in that established workgroup is 200 or more away from a 1,200 to 1 ratio and the statewide one-year rolling average of members as established in number four (4) is not staffed statewide on a 1,200 to 1 ratio, including sparsity positions, the

vacancy will be filled on a temporary basis until the procedures in the CSP, discussed below, are completed and the position is either eliminated or posted if the numbers are met.

- e. When a UniServ position is posted as temporary, as described above, the workgroup assistance team shall perform an assessment of the workgroup to make recommendations regarding support to increase members in good standing in the workgroup. The assessment shall be completed within one month from the last date of employment of the vacating UniServ director. To perform the assessment, the workgroup assistance team shall consult with local leaders and staff in the workgroup. The six-person workgroup assistance team shall be composed of the MEA President or their designee, MEA Executive Director or their designee, the Director of Organizing or their designee, the chair of the Local Affiliates Commission or their designee, the zone director, and the senior Board member in the workgroup.
 - f. After the assessment is complete, the zone director and senior Board member in the workgroup will call a meeting of the workgroup leadership and the workgroup assistance team. This meeting will occur within two months from the last date of employment of the vacating UniServ director. At this meeting, the participants will develop an organizing plan based on the assessment to increase the number of members in good standing. A copy of the plan will be provided to the MEA Board of Directors as an information item. Reasonable extensions will be granted.
 - g. If the position is ultimately eliminated, the MEA Executive Director or their designee shall consult with the zone leadership, composed of the zone director and the senior Board member from the effected workgroup, and make a recommendation to the Local Affiliates Commission about work distribution within the zone. Local Affiliates Commission will approve or modify the recommendation. The decision of Local Affiliates Commission shall be subject to MEA Board approval. Local option work shall be distributed to local option coordinating council(s) and state option work shall be distributed to state option coordinating council(s).
 - h. If the workgroup or the statewide numbers support posting the position as described above during the applicable assessment process, development of the organizing plan, or the four-month period, the position will be posted as a permanent vacancy.
7. Workgroup membership growth: In the event that a workgroup experiences growth in the number of members in good standing (MIGS), the zone director and senior Board member in the workgroup shall convene the workgroup to determine

how the work shall be realigned if new staff are hired. The workgroup will make a written recommendation to the MEA Board of Directors for approval, including approval of the hiring of new staff based on growth. Upon receipt and approval by the MEA Board, any resultant new UniServ director position shall be posted and filled under the conditions of the applicable staff union contract, after the following conditions have been met:

- a. The total number of members in good standing (MIGS) in the established workgroup is at or exceeds the 1,200 to 1 ratio by at least 1,200 MIGS. As a result, the workgroup may qualify for additional UniServ staffing.
 - b. That calculation has continued for at least four consecutive months (using the 28th of the month ME438R1 report)
 - c. There will be no part-time or partial positions
8. Sparsity. No UniServ director position shall have more than 30 local associations assigned to it. To accommodate this, after the calculations above are complete, the total number of local associations in a workgroup will be divided by 30. Additional sparsity UniServ position(s) will be assigned to that workgroup where required by the calculation. Existing bargaining units that separate into multiple bargaining units after August 1, 2017 shall be counted as one local for the purposes of implementing this policy.
- F. Nothing in this policy precludes the MEA Board of Directors from initiating a reduction in force (RIF).

VOICE POLICIES

The *Voice* is the official publication of the Michigan Education Association. As such, it is a prime communications medium of the Association.

The *Voice* takes its direction from, and is reflective of, the adopted policies of the MEA Representative Assembly and Board of Directors, and maintains a neutrality toward all internal politics of the Association.

The *Voice* provides the Michigan Education Association with an editorial voice that advocates for teachers and educational support professionals. The goals and objectives of the Michigan Education Association are the goals and objectives of the *Voice*.

As the MEA's official publication, the *Voice* has the following goals and objectives:

- 1) To inform the MEA members of the activities of the Association, its departments and affiliated organizations, and to provide members with information on activities in other areas having a bearing on education.
- 2) To report on MEA departmental or special-interest activities that have wide general appeal to members of the Association. In this regard, the *Voice* is a communications vehicle for all Association activities and is not an exclusive advocate for any special group within the Association.
- 3) To stimulate interest and active support by Association members for the objectives of the Association, and to create the "esprit de corps" and understanding necessary to keep the MEA a viable organization of school employees seeking social and educational improvement.
- 4) To provide members with insights concerning educational issues, litigation, decisions and rulings affecting schools, pupils and school employees and their rights, as well as governmental and legislative action of significance.

The following policies of the *Voice* specify content requirements and staff responsibilities.

Editorials

Voice editorials will be devoted to important issues related to education and school problems as well as other areas that may be of general interest or concern to the membership. Editorials will not be contrary to established policies of the Michigan Education Association.

Guest Editorials

Guest editorials may reflect opinions contrary to MEA policy but will be so identified. Guest editorials may be published only at the discretion of the editors.

Letters to the Editor

A “Letters to the Editor” column in the *Voice* is considered a platform for expression for readers who agree or disagree with Association policies and actions, or who wish to express opinions on other issues. The editors will select letters for publication that represent a balance of opinion.

Due to space limitations, lengthy letters will be subject to condensation by the editors.

Unsigned letters, or letters libelous in content, will not be published. Normally, letters will be published with the names of their authors attached; however, under special circumstances, the editors may withhold the author’s name.

News and Feature Articles

The *Voice* will accept contributed news and feature articles which, in the judgment of the editors, fit the editorial policies of the *Voice*. A guide to assist would-be contributors of news and feature articles will be supplied by the editors upon request.

Political Statements from Candidates

All candidates for the office of MEA president, vice-president, secretary-treasurer, NEA state director, and at-large Board members will have the opportunity to prepare a campaign statement for publication in the *Voice*. The purpose of this policy is to provide all candidates an equal opportunity to express their campaign views to MEA members. Such statements will normally appear in a March or April issue prior to the Spring Representative Assembly and will be subject to the following conditions: (a) limited to 750 words for MEA presidential candidates; (b) limited to 350 words for candidates for all other offices. Statements must, of course, be in good taste and free of libelous content.

A photo of the candidates and brief biographical data will accompany each campaign statement, provided the candidate supplies the *Voice* with a black and white photograph and appropriate biographical material.

Announcement of these campaign policies will be carried in the *Voice* well in advance of the date when the statements are to appear.

Advertising Policies

Since the *Voice* is a publication for members, the editors will exercise care to accept only advertising placed by reliable and ethical advertisers.

Acceptance of advertising does not imply MEA or the *Voice* endorsement, and no advertising copy may suggest MEA and/or NEA endorsement unless the goods or services being advertised have been specifically endorsed by, or are in official program of, the MEA or NEA.

The *Voice* will not accept advertising to any of the following:

- a. Alcoholic beverages,
- b. Tobacco,
- c. Politics or labor disputes (public and/or intra-organizational),
- d. Any conflicting service or program that is a negotiations factor at a local bargaining table,
- e. Any material in apparent violation of the Code of Ethics of the Teaching Profession,
- f. Advertising that competes with programs or services offered by MESSA or MEA Financial Services.

Mailing Lists

Mailing lists of the *Voice* are the exclusive property of the MEA. The use of such mailing lists is subject to the control of the Representative Assembly and the MEA Board of Directors.

(BD February 1976)

VOICE PRINTS

The MEA will support legislation which will allow voice prints to be used as evidence in trials involving obscene and threatening phone calls.

(1990 Spring R.A.)

VOUCHER POLICY

Vouchers shall be submitted no later than forty-five (45) calendar days following the close of the event or activity but prior to the end of the fiscal year (August 31). Untimely vouchers will not be honored. Exceptions to this policy may be granted upon application to the MEA Executive Director. This policy will be effective September 1, 2002.

WHITTLE COMMUNICATIONS

The MEA is opposed to commercial advertising in public schools. However, the decision to enter into agreements with various vendors is a local decision; therefore, the MEA recommends that its local affiliates:

1. Demand to bargain the effects—or potential effects—of any decisions by the district to contract with Whittle Communications.
2. Urge districts contemplating a contract with Whittle Communications to insist on the following provision as part of any contract with Whittle Communications:

“This agreement does not require that all teachers or any particular teacher use Channel One or that all students or any particular student view Channel One. The school may at its discretion develop appropriate procedures to accommodate teachers who do not wish to show Channel One, students who do not wish to view Channel One or parents who do not wish their children to view Channel One.”

3. Where Whittle Communications Channel One is shown, establish a periodic review process which will ensure a) that both the commercial and noncommercial aspects of Whittle’s programs are sound from an educational standpoint, b) that there is a fair and accurate picture of the subject matter being covered, and c) that there is no significant disruption to the regular instructional program of the district.

To assist its local affiliates, the MEA will:

1. Provide recommended contract language, upon request, in areas related to the effects of the use of Whittle Communications on the terms and conditions of employment of our members.
2. Develop a recommended periodic review process for use by local affiliates.
3. Periodically review Channel One and communicate the conclusions of the review to local affiliates.
4. Participate with appropriate State Department of Education committees to continually advocate our position in opposition to commercial advertising in the public schools.

(1991 Spring R.A.)