



COMMITTEES, COMMISSIONS & TASK FORCES (CCTF) MANUAL

2023-24

Purpose:

- 1. To assist with the function of the organization;**
- 2. To advise MEA or its sister companies; and**
- 3. Increase or maintain membership.**

**Charge: To protect, advocate, and advance the rights
of all education professionals to promote quality
public education for all students**

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Section 1: List of Committees and Commissions

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II. Administrative Committees

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 - 3. State Crisis Assistance Program Committee
 - 4. Governance Review Committee
 - 5. Conference Planning Committee
 - 6. Art Acquisitions Committee
 - 7. Statewide Anti-Privatization Program (SWAP), ESP Committee
- B. Center of Leadership & Learning
 - 1. College Outreach Committee
 - 2. Aspiring Educators Committee
 - 3. Social Justice Committee
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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

Section 2: Schedule of Meetings

I. Standing Committees Schedule

A. MEA Representative Assembly Committees	
Committee Name	Meeting Timeline
Credentials Committee	Meet at annual MEA Representative Assembly (MEA RA), may have conference calls leading up to the RA
Elections Committee	Meet at annual MEA RA
Resolutions Committee	Meet at annual RA, once in the summer to review Resolutions, Goals and Objectives, and Platform
B. NEA Representative Assembly Committees	
Committee Name	Meeting Timeline
NEA Resolutions Committee	Meet at annual NEA RA in summer to review Resolutions, Goals and Objectives, and Platform, as well as one additional virtual meeting in the winter
Strategy Committee	Meets prior to and during the NEA RA
C. Organizational Committees	
Committee Name	Meeting Timeline
Executive Committee	Six times per year (usually Jan., April, June, July, Sept., and Nov.)
Long Range Planning Committee	Once per year in June
Long Range Bargaining Committee	Night before Board meeting (usually Jan./Feb., April/May, July, Oct., and Dec.)
Legislation Commission	Every other year (odd). Legislative Priorities is for two years and presented to the Jan./Feb. MEA Board of Directors on even year
Local Affiliates Commission	As needed
Board of Reference	As needed
D. Political Action Committees	
Committee Name	Meeting Timeline
MEA-PAC Council	Once per year (usually April or May)
MEA-PAC Governing Board	Once per year, typically one month prior to the council meeting
MEA-PAC Statewide Screening	As needed over the course of a two-year cycle

II. Administrative Committees Schedule

A. MEA Administrative	
Committee Name	Meeting Timeline
Communications Committee	Two times per year, subcommittees as necessary
Budget and Finance Committee	Two or three times per year, as needed
State Crisis Assistance Program	As needed
Governance Review Committee	Five times per year (night before MEA Board meetings)
Conference Planning Committee	Meet before and after conferences, as needed
Art Acquisitions Committee	One time per year, day of MEA/MAEA Art Show
Statewide Anti-Privatization Program (SWAP), ESP Committee	One or two times a year, as needed
B. Center of Leadership & Learning Program Committees	
Committee Name	Meeting Timeline
College Outreach Committee	One or two times a year, as needed regionally
Aspiring Educators Committee	No amount of required meetings, has one meeting per year
Social Justice Committee	One or two times a year, as needed
Professional Development Committee	One or two times a year, as needed
Awards Committee	One time per year, as needed

III. Advisory Boards Schedule

Advisory Boards	
Board Name	Meeting Timeline
MEA Financial Services Board of Directors	Five times per year (most in conjunction with MEA Board)
MESSA Board of Trustees and Officers	Four times per year
Staff Retirement Plan Board of Directors	Four times per year
Scholarship Fund Trustees	One time per year plus organizing Golf Outing (MEA-Retired volunteers read applications for approximately five days usually in March)

Section 3: CCTF Descriptions and Charges

I. Standing Committees: Permanent committees of the Michigan Education Association that are vital to the operation of the organization.

A. MEA Representative Assembly Committees

- 1. Credentials Committee:** *The Credentials Committee shall consist of seven (7) members and shall include at least two (2) MEA Board members (appointed). Must be MEA RA delegate.* Responsible for the accreditation of delegates and alternates at the meetings of the RA. The decision of the Credentials Committee shall be final unless overruled by the RA. It will hear appeals from local associations on RA delegate seating loss if the Dues Transmittal Policy and Minority 3-1(g) representation are not adhered to and will consider appeals from locals that do not comply with Minority 3-1(g) representation requirements at the region level as stipulated in a region's bylaws. Members of the Credentials Committee are required to be RA delegates.
- 2. Elections Committee:** *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* (appointed). Must be MEA RA delegate.* Responsible for overseeing and enforcing MEA election procedures and conducting elections held at the RA.
- 3. Resolutions Committee:** *The Resolutions Committee shall consist of ten (10) members as provided in the MEA Bylaws, VII.F (appointed). Must be MEA RA delegate.* Facilitates the functioning of the RA by receiving all proposals and constitutional amendments from delegates and determining which are new business items, resolutions or budget items. The committee will also work in conjunction with the NEA Resolutions Committee members from Michigan to assure compatibility of NEA and MEA resolutions and develop local capacity by the identification and development of resolutions that may be needed to support locals.



B. NEA Representative Assembly Committees

- 1. Resolutions Committee:** *Must be NEA RA delegate, can serve only six (6) years, correlates to the number of NEA Directors (elected at NEA RA each year).* Prepare and present to the NEA RA proposed resolutions for adoption as specified in NEA RA Standing Rule 10.
- 2. Strategy Committee:** *Must be NEA RA delegate. Appointed at the discretion of the president according to specific groups.* An advisory group that meets prior to and during the RA that advises the delegation on new business items, elections, NEA standing rules and constitution and bylaw amendments. This group is appointed by the MEA president, with the exception of a NEA Director and the MAHE-appointed representative.



C. Organizational Committees and Commissions of MEA

1. **Executive Committee:** *Staggered two (2) year terms. Elected at the July MEA Board organizational meeting.* Per Article X of the Constitution, 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.
2. **Long Range Planning Committee (LRPC):** *Consists of the Executive Committee members including the officers and executive director, elected members and NEA directors. Elected at the July MEA Board organizational meeting.* Annually review the ongoing MEA five-year plan and make recommendations to the Board of Directors as necessary. The LRPC will also help develop local capacity by the identification and development of policies and strategies that will enhance the long-term viability of our MEA regions, MABOs and locals.
3. **Long Range Bargaining Committee:** *Sub-committee of Board of Directors (appointed).* Develop recommendations to facilitate the development of new MABOs and increased support for existing MABOs. Explore and recommend proactive bargaining strategies for local bargaining tables to improve the learning conditions of students and the wages, hours and working conditions of all members. Develop local capacity by the identification and development of bargaining skills and strategies to strengthen capacity in the negotiations process.
4. **Legislation Commission:** *Six (6) RA elected/staggered terms/two (2) consecutive three (3) year term (elected).* This commission meets regularly every other year to prepare and present a two-year legislative package (fall of even years). Helps develop local capacity by the identification and development of strategies that help locals increase member participation in the legislative process at the local and state level.
5. **Local Affiliates Commission:** *Six (6) RA elected/staggered terms/two (2) consecutive three (3) year terms (elected).* To monitor the structure, role and function of the local affiliates of the Association to ensure quality service. Review the size and composition of coordinating councils and make recommendations for change to ensure quality of service.
6. **Board of Reference:** *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 (appointed).* The judicial powers of the Association are vested in the Board of Reference.

D. Political Action Committees

1. **MEA-PAC Council:** *Board members are appointed at the Summer Leadership Conference. There are hundreds of MEA-PAC Council members and that information is maintained by the assistant to the department (appointed) (see MEA-PAC Policies and Procedures).*
2. **MEA-PAC Governing Board:** *Two (2) year term (appointed).* Help develop local capacity by the identification and development of strategies that help locals increase member participation in PAC.

3. **MEA-PAC Statewide Screening & Recommendation Committee:** *(Appointed)* Screen candidates for statewide political office and make recommendations as necessary.

II. Administrative Committees: Responsible for the management and implementation of the goals of the organization.

A. MEA Administrative

1. **Communications Committee:** *Subcommittees are two (2) year terms (appointed).* Make recommendations as necessary to the Board of Directors regarding communications at the state and local levels relative to MEA publications, internal and external relations, including membership and organizational public relations. The committee will also collaborate with other educational associations where possible to develop meaningful educational public relations programs. When appropriate and necessary, the following subcommittees will be formed to help carry out the duties of the Communications Committee:
 - a. **Media:** MEA is routinely asked by reporters to talk with educators on the front lines to get first-person reactions for stories. This subcommittee will serve as those interview subjects and/or help to find other members to make their voices heard in the media. This group will also help with "rapid response" activities like letters to the editor and/or opinion pieces to be submitted to media outlets.
 - b. **Digital:** Ensuring MEA content on social media is shared on a regular basis is essential, as is having a group of informed and engaged members ready to set the record straight in online comments. This group will monitor and engage with MEA online, spreading content through its networks and, when internet "trolls" and "bots" attack, will strategically respond to spread accurate information.
2. **Budget and Finance Committee:** *Managed by the secretary-treasurer, three (3) elected positions at MEA Board of Directors July organizational meeting (elected and appointed).* Responsible for the development, creation and presentation of the proposed Association budget.
3. **State Crisis Assistance Program Committee:** *(Appointed)* Oversee and review administration of the fund to allocate assets of the fund, to review the fund annually and to recommend guidelines modifications, as necessary. Responsible for the administration of the Emergency Fund.
4. **Governance Review Committee:** *(Appointed)* Draft amendments as requested by the MEA president or MEA Board of Directors and monitor local constitutions and bylaws and recommend appropriate changes.
5. **Conference Planning Committee:** *(Appointed)* Assist staff with planning the Summer Leadership Conference and MEA's Winter Conference as well as advise on other MEA conferences as appropriate.
6. **Art Acquisitions Committee:** *(Appointed)* Provide visual evidence of the caliber of art produced by artist-educators in Michigan. To carry out the objective, a purchase prize exhibition is held annually at the MEA Headquarters Building. Design a plan for the purchase and display of artworks (by MEA members) in the MEA Headquarters and UniServ offices throughout the state and open the MEA headquarters.
7. **Statewide Anti-Privatization Committee:** *(Appointed)* Review anti-privatization strategies and provide, at least semi-annually, recommendations to the Board. This is an ESP-run committee.

Note: Per Board action April 24, 2008—make-up of this committee is the ESP privatization task force and four members from the Board of Directors (one higher education and three EA).

B. Center for Leadership & Learning

1. **College Outreach Committee:** (*Appointed*) This subcommittee will work to gain lifelong MEA members by supporting the transition from college to professional staff through union-led initiatives and advocacy. The committee will support the creation and organization of interns/student teachers and Michigan New Educators (MiNE), our early career educator group, by promoting membership, supporting the MiNE program, and supporting staff and members in initiatives related to these groups. Charge will be finalized at first committee meeting as well as any subcommittees for the year.
2. **Aspiring Educators Committee:** (*Appointed*). The committee will:
 - Assist staff with the planning, organization and evaluation of competitions and conferences for aspiring educators.
 - Recommend strategies and assist in the recruitment of minority and under-represented members.
 - Provide support for the creation, organization, successful operation, and growth of local student organizations at the high school level and on college and university campuses, as needed.
 - Promote the Aspiring Educators of Michigan (AEM) program.
 - Help develop local capacity to enhance the long-term viability of aspiring educators and the promotion, expansion and growth of chapters.
3. **Social Justice Committee:** (*Appointed*) Social justice refers to a concept in which equity or justice is achieved in every aspect of society rather than in only some aspects or for some people. A world organized around social justice principles affords individuals and groups fair treatment as well as an impartial share or distribution of the advantages and disadvantages within a society.

Social justice includes a vision of a society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure. Social justice involves social actors who have a sense of their own agency as well as a sense of social responsibility toward and with others and the society as a whole (from NEA). Charge will be finalized at first committee meeting as well as any subcommittees for the year.
4. **Professional Development Committee:** (*Appointed*) Charge will be finalized at first committee as well as any subcommittees for the year.
5. **Awards Committee:** (*Appointed*) Plan an awards banquet or an event where applicants are honored. Two subcommittees may be formed to handle this task, one to plan the event or events and the other to select the recipients. The following are awards that MEA has presented in the past. Not all awards need to be given at any one time. Awards may be given on an annual, bi-annual, or for any reason granted by the committee. Awards may be given at any MEA event as deemed appropriate by the committee.

<ul style="list-style-type: none">a. Educational Excellenceb. Gender Equityc. Migrant Educationd. Multicultural Educatione. Irma Ramos Bilingual Educationf. Anne Sullivan Education and Support of Persons with Disabilities	<ul style="list-style-type: none">g. Herman W. Coleman Human Rights Awardsh. Connie Jackson Human Rights Awardi. David McMahon Human Rights Awardj. Elizabeth Siddall Human Rights Awardk. Maurine Wyatt Feminist Awardl. Distinguished Service Award
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III. Advisory Boards: Responsible for advising MEA's sister companies and the Scholarship Fund on behalf of its members and the MEA.

- A. MEA Financial Services Board**, two (2) year terms, appointed by the president
- B. MESSA Board of Trustees Member-At-Large**, no more than two (2) three (3) year terms.
- C. Staff Retirement Plan Board**, five (5) year term as MEA Board members, alternate one (1) year.
- D. Scholarship Fund Trustees:** Seven (7) total members, (term limited) two (2) consecutive three (3) year terms: two (2) non-MEA members, three (3) members or staff not on the MEA or NEA Boards, 2 MEA Board members Annually review scholarship applications and select awardees together with the amount of the annual scholarship.

Note: There is one standing member from Michigan PTA on this committee. This person is not an MEA member.



Section 4: Governance Language Pertaining to the Structure of CCTFs

From MEA Administrative Policies, page 8:

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 he/she 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)*

(2007-Note: If a person is on a Commission, Committee or Task Force as an RA ELECTED OR BOARD APPOINTED member and becomes a member of the MEA Board of Directors during his/her term, he/she must resign those "seats" on the CCTF when his/her MEA Board term begins.)

From Rules and Regulations of the MEA Representative Assembly, Page 7,
Appendix A, Campaign Regulations for Candidates for MEA Office:

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.

From MEA Constitution, Page 7:

Article XII. Ethics, rights and Board of Reference

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.

From MEA Bylaws, Page 7:

VIII. Board of Reference

- 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.

VII. Commissions and Committees of the Association

- 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 RA)*
 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;
(Note: This does not pertain to committees. More than two from one region can be on committees.)
 7. The membership of a commission shall at no time include more than one (1) retired member of MEA-Retired. *(April 2012)*
(Note: If MEA-Retired member elected to a commission and there is already an MEA-Retired liaison, the liaison will be dropped.)
 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.
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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.

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 Fall Representative Assembly for three (3) year terms.
- 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)

ARTICLE FIFTH:

- 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. 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.
- B.** A Trustee may serve a maximum of two (2) consecutive terms, which may include a term as initial Trustee, as set forth above.
- C.** Any Trustee under this Declaration of Trust may, by written instrument, signed and acknowledged, resign his/her office.
- D.** 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.
- E.** 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).

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Michigan Education Association

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**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.**

