

MEA POLICY MANUAL

The MEA Policy Manual will be reviewed and revisions taken to the representative council as outlined in the constitution.

Copies of the MEA Policy Manual shall be distributed to build representatives, board members and committee chairs on an annual basis and to individual members upon request.

Approved by the representative council 05/18/09. Revised 04/06/2015.

1000 MEMBERSHIP

1100 **MEMBERSHIP ENROLLMENT**

Membership in the MEA/NSEA/NEA is continuous. The period of dropping membership is May 1 through June 1 of any year. Members must notify the MEA in writing of their intent to discontinue membership. In the event that a member takes a job in administration (principal or assistant principal), the MEA will contact, by letter, that person asking if he/she would like to continue membership for the next school year.

The Millard Education Association recognizes the possibility that a member may encounter unusual and unforeseen circumstances which may warrant special consideration. The following procedure shall be utilized when a member wishes to appeal their membership status if and when extenuating circumstances occur after the June 1 deadline.

1. Any member wishing to discontinue membership after June 1 must submit the request in writing, either in the form of an email or letter, to the MEA President. The MEA President will respond to the request with guidelines to the member at the time of his/her request.
2. If the member has an acceptable unforeseen circumstance, the request will be brought forward to the board of directors at the next scheduled meeting.
3. Acceptable unforeseen circumstances could be a death in the family, or loss of job in the family.
5. The board of directors will decide to accept or reject the member's request to discontinue membership. The member will be notified of the decision, and if the decision is to allow discontinuation of membership, the association will promptly inform the district payroll department.

1200 **DISTRIBUTION OF MEMBER LISTS**

Member lists may not be provided to any entity other than NEA and NSEA.

1300 **ACTIVE MILITARY DUTY**

Each active member of the National Guard or Military Reserve will be identified through the district's personnel department or by self-identification. Active Guard and Reserve members will notify the MEA Office regarding their deployment.

2000 FINANCES

2100 **BUDGET COMMITTEE**

The budget committee will consist of the vice president, treasurer and at least two members.

The committee will develop a preliminary budget to be presented to the board of directors no later than the March directors meeting. The board may take action to amend the proposed budget before it is presented to the representative council at the March representative council meeting. The representative council will get input from their constituents and may amend the proposed budget at the April representative council meeting. The final budget will be adopted at the April representative council meeting.

2200 **NONBUDGET EXPENSES**

All expenditures not specifically outlined in the approved budget must be presented to the board of directors for discussion. The board may choose to decline the expenditure or recommend approval to the representative council.

These steps must be taken prior to the expenditure. If a purchase is made or funds are released without following these steps that individual will be held personally liable and will be expected to reimburse the association.

For non-budget expenses that may occur when the representative council is not regularly meeting, the president will call a meeting of the board of directors. The treasurer will be authorized to release the funds providing that a quorum is present and there is a majority vote for approval. The expense will be reported at the first available representative council meeting.

2300 **PRESIDENT'S COMPENSATION POLICY**

The MEA President shall be compensated on his/her contracted salary with the school district as per the negotiated agreement with the district. The president will have the option to take comp time in place of normal contract days or receive per diem pay not to exceed thirty-five (35) days. Per Diem pay is defined as extra days/nights, weekends, or summer hours worked beyond the district's teacher contract days. The number of non-contracted days worked will be verified by the board of directors. Such schedules will be presented by the president and reviewed on an as need basis at the monthly board of director's meetings. Upon approval of the board, payment will be issued to the president based upon his/her daily rate of pay for salary excluding benefits. The president must account for sick days used by recording and submitting them to the district to receive unused sick day pay.

2310
PRESIDENT'S PHONE POLICY

The MEA President shall be reimbursed for having a cell phone that is used for business conducted when outside the office. The Association will reimburse for phone and data charges on the wireless plan. The President will need to provide documentation in the form of a bill each month in order to receive reimbursement.

2400
DISBURSEMENT OF FUNDS

Any disbursement of funds must be submitted by voucher to the treasurer who will reimburse through the appropriate account.

2410
PER DIEM PAYMENTS TO MEMBERS

1. Members who attend association conferences must voucher expenses covered by per diem payments. Vouchers must be returned within thirty (30) days of the event. Vouchers must be accompanied receipts for expenses and per diem funds that were not expended. If a voucher is not returned within thirty (30) days the member will receive a letter notifying them of their ineligibility for future monetary advances for a period of two (2) association years. The letter will also address the need for the outstanding voucher to be returned within one week or the member will owe the MEA the entire amount of the cash advance.
2. The payee will not be given additional reimbursement for room expenses except when there are late cancellations, roommate's early departure or late arrival, or double room occupancy is not an option.
3. Per diem expenses as provided in the budget are:
 - a. meals
 - b. tips
 - c. transportation costs including shuttle or taxi from the airport to the hotel and/or conference site and to all activities not held at the conference site.
 - d. mileage will be reimbursed at the current IRS rate for members driving their own vehicle.

2420
MEMORIAL DONATIONS

Upon the death of a member of the Millard Education Association, a cash memorial of twenty-five dollars \$25 with a card of sympathy will be sent on behalf of the association.

Upon the death of a certified staff member, classified staff member, or board of education member of the Millard Public Schools, a card of sympathy will be sent on behalf of the association.

Upon the death of a spouse or child of any certified staff member, classified staff member, or board of education member of the Millard Public Schools, a card of sympathy will be sent on behalf of the association.

Upon the death of a student of the Millard Public Schools, a card of sympathy will be sent to the family on behalf of the association.

It will be the responsibility building representatives to notify the MEA if such a tragedy occurs within their building.

2430
DISTRIBUTIONS OF MEA FUNDS TO ORGANIZATIONS

Groups receiving MEA funds must be connected with the teaching profession, education, or public relations (i.e. education programs or foundations that promote education). This request must be given to the board of directors for initial approval. The representative council must vote approval. The MEA shall not make donations to charitable organization and a letter shall be sent explaining the MEA position.

Groups requesting money will be considered following the criteria below:

- A. the benefit and appropriateness of the request to education.
- B. the relationship of the request to MEA goals and/or objectives.
- C. the requesting group's commitment to education.
- D. the amount of money requested and moneys available.

2440
MEA MEMBER/LEADER CONFERENCE EXPENSES

- 1. MEA members may attend conferences outlined in the budget with approval of the board of directors with preference being given to conferences related to current or future association issues.
- 2. All conference expenses not specifically stated in the budget must be recommended for approval to the representative council by the board of directors.

2450
MEA TEACHER SCHOLARSHIP

Any current MEA member enrolled in district approved graduate classes in education or administration can apply for a scholarship through the MEA.

1. The winner of the scholarship will be drawn in a lottery system. The candidates should submit their application to the MEA president.
2. Two scholarships will be available for those teachers who have been in the district for 5 years or less.
3. Two scholarships will be available for those teachers who have been in the district for 6 years or more.
4. In the event that fewer teachers submit applications than the number allotted, the remaining scholarships will be given to teachers in the opposite category.
5. In the event that fewer teachers submit applications than the number allotted for both categories, the money will roll-over and could be used at a later date for the appropriate category.
6. The scholarships will be assigned with a number. These numbers will be drawn at a Board of Directors meeting. The board will approve the names and scholarships as submitted. The names will be taken to the Rep council for their approval at their next available meeting.
7. We will have (4) \$500 scholarships for the fall, spring, and summer sessions. Official transcripts will need to be sent to the MEA Office (4204 South 57th St. Omaha 68117). Money will be disbursed upon receipt of the transcripts indicating successful completion of the course with a C or better.
8. Once a person has been awarded the scholarship, they are not eligible to receive it again for one calendar year. For example, if they are awarded the scholarship in the fall of 2009, they may not receive the scholarship again until the fall of 2010.
9. The dates for application are as follows:
 - a. Summer – due by May MEA BOD Meeting
 - b. Fall – due by September MEA BOD Meeting
 - c. Spring – Due by December MEA BOD Meeting

2460 **MEA Student Scholarship**

The MEA will provide one (1) \$1,000 scholarship annually to a graduate of each of the three Millard High Schools.

1. First priority of the scholarship will go to a student who has a parent or legal guardian that is a member of the MEA and who has declared a major in education.
2. Second priority will go to a student who a parent or guardian that is a member of the MEA but is not an education major.
3. Third priority will go to a student with a major in education.
4. The President, upon receiving the completed applications, will form a team to review the scholarships and select a winner and alternate from each high school.
5. In the event that each high school does not have an applicant, the scholarship selection team can award the scholarship to another eligible candidate.
6. The MEA President will meet with counselors from the three Millard High Schools and the Millard Education Academy to promote the scholarship.

2500

REPORTING SUSPECTED IRREGULARITIES

Should any employee or member of the association suspect association employees, officers, board of directors, or association members of inappropriately using office supplies, equipment, or association funds, the employee or member should bring the suspected irregularities to the president and the uniserv director in writing.

Should the president be the individual suspected of said irregularities, the report should be placed in writing and given to at least three of the other elected officers and/or the uniserv director.

If the matter cannot be resolved, NSEA will be consulted for assistance.

3000 INTERNAL GOVERNANCE

3100

SELECTION OF COMMITTEE CHAIRS

Chairs for association standing committees will be recommended to the representative council for annual appointment. Members desiring to serve as chair of an association standing committee must fill out an application form prior to the April board of directors meeting. Reappointment of current chairs will be considered annually by the board of directors after reviewing the accomplishments of each committee for that association year.

3200

BOARD OF DIRECTORS ATTENDANCE

Directors are expected to attend board of director and representative council meetings. Directors must notify the MEA President, via email or phone, if they are going to be absent from a regularly scheduled meeting.

3300 CONFERENCE PARTICIPANTS

3310

CRITERIA FOR SELECTION OF CONFERENCE PARTICIPANTS

The following guidelines shall be used by members seeking to attend association conferences:

1. Upon notification from the president stating a specific conference is open for participation by members and leaders, a request in writing stating the conference to be attended along with a reason for desiring to attend shall be submitted to the president.
2. The recommendation from the president based upon association priorities, the status of conference fund accounts, and the applicant's association activity, interest, and previous conference/meetings attended by the applicant will be submitted to the board of directors.

3. A final decision will be made by the board of directors based upon the recommendation and policy criteria.

The following criteria should be used in selecting who shall attend conferences:

1. Members receiving conference expenses should be active association members or be willing to serve in an active volunteer or leadership role in the future.
2. Members who are presently serving on representative council or the board of directors or who are serving as committee chairs should have priority.
3. Members to whom the training is most relevant should have priority.
4. Travel must be equitably dispersed among leaders.

The following criteria should be used in selecting who shall attend Western Region Leadership Conference:

1. Two spots should be for board members. A priority will be for those board members who have not attended in the past.
2. The third spot should be open to a building rep or other active member not on the Board of Directors. A priority will be for a non-board member that has not attended in the past.
3. If there are not enough board members or building reps interested in the conference the president will open it up to the rest of the membership. A priority will be given to those members that are active and have not attended in the past.

3320

ELECTED DELEGATE AND CONFERENCE PARTICIPANTS RESPONSIBILITIES

It is the responsibility of all elected or appointed delegates to attend all scheduled sessions, vote on matters put to a vote and to represent the MEA in a professional manner.

MEA delegates will remain at conferences, meetings, or sessions until adjournment unless they are personally ill or a family emergency occurs.

It is the responsibility of the president to oversee this policy. Serious infractions will be resolved by the board of directors.

Conference participants are expected to report to the board of directors on the training. Such reports will be written. Copies of the materials received at the conference shall be forwarded to the president for disbursement. Members receiving conference funds may be asked to participate in training sessions to help disseminate information obtained at conferences and to further develop their leadership skills.

3400 ELECTIONS

3410 **MEA CANDIDATE NOMINATION PROCEDURES**

Formal announcements of candidacy for a Millard Education Association elected position shall be by written letter to the chair of the election committee no earlier than the first January board of directors meeting of the election year. The announcement letter shall be read to the representative council no sooner than the January meeting.

In the event of a vacancy for elected positions, announcement letters for the position may be submitted as soon as the vacancy is made public.

If an officer (other than the president) or board member is unable to perform the duties of the position, at the request of said officer or board member, or if the officer or board member is incapacitated, the MEA Board of Directors will serve in the capacity of the officer or board seat, with the building representative approval, until the officially elected officer or board member is able to perform the duties of the elected position or until the term of the office is completed.

3420 **MEA CAMPAIGNING PROCEDURES**

Candidates will be sent a copy of the MEA Campaigning Procedures upon filing for an elected position.

1. Formal campaigning may begin after the announcement letter has been read to the representative council.
2. Campaign expenditures will not exceed seven hundred and fifty dollars (\$750) per candidate. All expense receipts must be turned into MEA associate staff who will tabulate the expenses and give a final report to the board of directors. Non-monetary in-kind donations will be listed on the expenditures report but will not be tabulated in the total dollar expenditures.
3. No more than one (1) campaign flyer should be distributed to the members through the school mail by each candidate. Normal MEA mail distribution procedures are appropriate. Membership lists shall be available to the candidates upon request.
4. Candidates may request one set of MEA mailing labels. Additional sets of labels may be purchased from the MEA Office for a cost of ten dollars (\$10) per set. Requests must allow at least two working days for staff to produce the labels.
5. No district or association photocopy machines may be used to produce candidate literature. Candidates may not use district electronic mail to promote their candidacy.
6. Any campaign document must clearly state its source.

3430
ASSOCIATION BALLOTING PROCEDURES

When more than one candidate seeks an elected position, the representative council will determine whether to conduct the election by paper balloting (A) or electronic voting (B). In either case, the order of names appearing on the ballot shall be determined by a drawing conducted by MEA office staff.

PAPER BALLOTING
3430-A

- 1) Building representatives will receive ballots and rosters the day prior to the opening of elections.
- 2) Building representatives will notify members when and where balloting will be conducted.
- 3) Members will initial the roster to receive their ballot. Members who travel may vote in any one of their assigned buildings, provided that they sign the roster.
- 4) Building representatives will insure the secrecy of the ballot.
- 5) Ballots and rosters must be returned by the deadline determined by the board of directors.
- 6) Ballots received after the deadline will not be counted.
- 7) The elections committee will reconcile number of ballots with signatures for each site.
- 8) Ballots will be tabulated under the supervision of the elections committee chair and a minimum of two members.
- 9) Election results will be released to the members after the candidates have been notified.
- 10) No candidate whose name appears on the ballot may participate in the assembly, distribution or tabulation of the ballots.

ELECTRONIC BALLOTING
3430-B

- 11) The secrecy of electronic balloting, privacy of returns, and the accuracy of election results will be certified by the elections committee chair and a minimum of two members.
- 12) No candidate whose name appears on the ballot may administer the electronic voting web site during the elections process.
- 13) Electronic voting results will be released to the representative council after the candidates have been notified.

3440
RATIFICATION OF A VOTE

- 1) Board of Directors – Upon completion of election and/or voting, the MEA Board of Directors will need to ratify the voting results at their next scheduled meeting. If there is not an upcoming meeting prior to a representative council meeting, the vote may be done electronically using an on-line survey service. Each board member will receive one vote whether done at a regularly scheduled meeting or electronically.

- 2) Representative Council – Upon the completion of election and/or voting, and upon completion of a vote of the MEA Board of Directors, the Representative Council must ratify voting results before they become official. Ratification should occur at the next available rep council meeting following ratification of the board. If there is not an upcoming meeting prior to a due date or the end of the school year the ratification may be done electronically using an on-line survey service. Each building will receive the number of votes outlined in Article VII in the MEA Constitution.
- 3) Communication of the voting ratification will be distributed to all members as well as posted to the MEA Website.

3500 **INTERNAL VOTING PROCEDURES**

- 1) Board of Directors – The MEA Board of Directors will cover association business, and voting, within the regularly scheduled meeting times. However, if a situation occurs that a vote needs to happen before a regularly scheduled board meeting, a vote can occur electronically using an on-line survey service. Results of the electronic vote will be made available to all board members in the next official minutes, upon completion of the vote. If the result is positive, the action item should be taken to the representative council for approval.
- 2) Representative Council – The MEA Representative Council and Board of Directors will cover association business, and voting, within the regularly scheduled meeting times. However, if a situation occurs that a vote needs to happen before a regularly scheduled representative council meeting, a vote may occur electronically using an on-line voting service. Results of the electronic vote will be made available to all members in the next official minutes of the rep council, upon completing of the vote.
- 3) Rules for a quorum, and any other governing rules will apply to electronic voting as well as regularly scheduled meeting votes.

4000 NEGOTIATIONS

4100 **SELECTION OF NEGOTIATIONS TEAM**

The members of the MEA Negotiations Team will be a combination of elected positions and appointments confirmed by the representative council. The team make up will be:

Chief Negotiator--appointed annually,
President--elected by membership for a two year term,
Vice President--elected by membership for a two year term,
Statistician--appointed annualy
Language Specialist--appointed annually,
Member(s)--appointed annually.

Chief Negotiator for Nurses--one member of the negotiations team that is not the Chief Negotiator will be designated as the Chief Negotiator for the Nurses Contract.

Criteria for Appointment of Chief Negotiator

1. Serve on negotiations committee for a minimum of two years preceding appointment.
2. Must have experience and background knowledge regarding the bargaining process.
3. Should attend the NSEA Advocacy Conference upon initial appointment.
4. Should have served at least one term as the Chief Negotiator of the Nurses Contract.

Criteria for Appointment of Negotiations Team

1. Must be a member of the negotiations committee.
2. Must have experience/background knowledge regarding the bargaining process.
3. Must attend negotiations team training.
4. Attend the NSEA Advocacy Conference upon initial appointment.

Application for bargaining team positions must be made to the negotiations committee. Recommendations must be made to the board of directors by November 1. The board of directors will recommend appointments for approval to the representative council. The board of directors will first consider individual qualifications for serving on the negotiations team. The board should attempt to ensure that the team is representative of the membership, but the main considerations will be negotiations committee experience and knowledge of the bargaining process.

Transition

The negotiations committee will be responsible for providing training to negotiations team members so any one of the team members will have the expertise to be chief negotiator.

5000 GOVERNMENT RELATIONS

5100

GUIDELINES FOR RECOMMENDATION OF BOARD OF EDUCATION CANDIDATES

The MEA may recommend candidates for the Millard Board of Education. The support and recommendation of candidates will be based on a candidate's position of educational issues. The final action on all recommendations shall be made in the name of the MEA by a majority vote of the representative council.

5200

QUESTIONNAIRE DEVELOPMENT

In January of an election year, the government relations committee will develop a summary sheet and questionnaire for use by the school board interview team. The questionnaire will be consistent with NSEA legislative resolutions and priorities and shall be sent to every candidate upon filing of his/her candidacy with the county election commissioner. Questionnaires will be returned to the MEA and forwarded to the chair of the interview committee. A rationale sheet that correlates with the summary sheet will be developed.

5300
MAILING OF QUESTIONNAIRES

Each candidate who has filed for the school board shall receive a letter from the MEA notifying him/her of MEA's recommendation process. Letters to candidates, containing questionnaires, shall be sent by registered mail. Letters shall inform candidates that in order to be considered for recommendation, completed questionnaires must be postmarked and returned to the MEA Office no later than fifteen (15) days after the date of receipt. The letters should also contain the recommendation guidelines and shall state that a personal interview is also part of the recommendation process. The candidates will also be notified that they may call the MEA office if they require assistance or have questions.

5400
INTERVIEW CHAIRPERSON

The interview chair will be the government relations committee (GRC) chair. Interview training for the chair will be conducted by NSEA or other qualified persons prior to January 1.

5500
INTERVIEW COMMITTEE

PRIMARY ELECTIONS AND EARLY RECOMMENDATION

The interview committee chair will appoint an interview committee consisting of at least five (5) members. Appointments should include GRC members and other interested members. Consideration shall be given to geographic, demographic and party affiliation balance. The interview committee chair shall be responsible for providing training for the interview committee prior to interviewing candidates and making recommendations. Each interviewer who rates any candidate must rate all candidates in a given race. Failure to do so will result in the nullification of that interviewer's rating of the other candidates.

Within thirty (30) days after filing deadlines, all interviews should be conducted and any recommendations forwarded to the board of directors and building representatives, along with the rationale sheet and the candidates completed questionnaires.

After reviewing the questionnaires of previously endorsed candidates, the team may re-interview any of the candidates before determining endorsements. If the team decides to endorse a candidate without an interview, rationale for that endorsement must be presented to the board of directors and the representative council.

GENERAL ELECTIONS

If no endorsement is recommended in a primary, or if a recommended candidate loses the primary election and the committee wants to reexamine that race, a second interview can be considered. All interviews done after the primary should be completed and the recommendations sent to MEA Office

no later than the fourth Monday of August. Circumstances that warrant a review of a recommended candidate must be approved by the building representatives.

FUNDING

The amount of contribution to be recommended by GRC will be determined according to a candidate's needs and contingent upon available funds. MEA contributions will not exceed forty percent (40%) of a campaign budget, including in-kind contributions. Final allocation of funds is subject to representative council approval. Funds raised through dues collection may not be used.

Revised by the representative council 04/06/2015.