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 04/2015, 04/2020, 05/2021.

### **1000 MEMBERSHIP**

### 1100 MEMBERSHIP ENROLLMENT

Membership in the Millard Education Association, the Nebraska State Education Association and the National Education Association shall continue until revoked in writing by the member to their local president and/or the NSEA business office.

While membership can be ended at any time, the member is still obligated to pay the full and complete amount of annual dues and/or contributions pursuant to the terms authorized in the membership agreement, including those terms that concern the annual renewal of the dues obligation and govern the process for revoking the payment authorization. The association president, or designee, shall inform the NSEA business office of the member's desire to terminate their membership and financial obligation effective September 1 of the year in question.

Members who retire, resign or otherwise cease employment with the employer at the end of the school year will automatically be removed from the membership list at the start of the next membership year and any continuing dues obligation will cease at that time.

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 outside of the notification window:

- 1. Any member wishing to discontinue membership outside of the month of May 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 at the time of their request.
- 2. If the member has an acceptable unforeseen circumstance, the request will 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, if necessary.

### 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 treasurer, and at least three 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 NON-BUDGET 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, and are 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 needed 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 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 with 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 for approval. The MEA shall not make donations to charitable organizations 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 57<sup>th</sup> 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 has 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.

# 2470 MAXIMUM STIPEND COMPENSATION

The total value of stipends received for work on standing committees, ad hoc committees, or negotiations in a contract year may not exceed the total amount of dues paid.

# 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 Board for annual appointment. Members desiring to serve as chair of an association standing committee must notify the President prior to the April board of directors meeting. Every effort must be made to have diverse leadership of committees.

### 3110 COMMITTEE EXPECTATIONS

Committees are expected to comply with the following expectations:

- 1. Membership in each committee shall be open to all MEA members.
- 2. Each committee chairperson shall arrange in advance with the President the time and place of each meeting and shall also inform each member of the committee regarding the time and place of each meeting.
- 3. Each committee chairperson, or designee, shall record all official actions of the committee and submit the minutes to the MEA office promptly.

- 4. After receipt of the minutes of each committee, the MEA office shall reproduce all minutes and distribute them to committee members and MEA Board members.
- 5. Each committee shall report to the Board of Directors no later than the October Board Meeting their annual goals, and shall provide an end of year report to the Board for the May meeting.

### 3120 SOCIAL MEDIA

The Communications Committee, along with the President, shall be responsible for maintaining the social media accounts for the Millard Education Association.

The Communications Committee must include their plan for the Association social media accounts in their annual goals and end of year report.

The President and one other designated member, along with association staff, will have access to all Association social media accounts.

### 3210 BOARD OF DIRECTORS ATTENDANCE

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

If a member of the Board of Directors is absent for three consecutive regular meetings of the Board, their office may be declared vacant by an affirmative vote of two-thirds of the members of the Board of Directors present.

### 3220 REGIONAL GROUPS

The Board will establish three regions (North, South, and West) to provide members the opportunity to meet outside of their building. Regional Groups are expected to meet at least once a semester, and report any information to the Representative Council. The President will designate members to facilitate the regional groups.

# 3230 BUILDING REPRESENTATIVE EXPECTATIONS

Building Representatives are expected to attend representative council meetings. Representatives must notify the MEA President if they are going to be absent from a regularly scheduled meeting. Building representatives may only be absent with notice for one meeting each half year and remain eligible for any designed Building Representative compensation.

In addition, Building Representatives are expected to perform the following functions to remain eligible for any designated Building Representative compensation:

- 1. Meeting with members and building administration at least once a semester.
- 2. Send regular emails to members that update them on what is discussed at representative council meetings and other major issues.
- 3. Actively maintain the bulletin board and distribute any mailings as needed.
- 4. Document any meetings conducted at the building level.
- 5. Be active in recruitment and document conversations to help compile data for the membership committee.
- 6. Attend the yearly Building Representative training. These training sessions will be offered multiple times.

A Building Representative that is serving for multiple buildings may not receive more than two stipends.

# 3240 Recall of Elected Officials

An officer of the Association may be recalled from office for violation of the Nebraska Code of Ethics, violations stated in the MEA Policy Manual, or failure to comply with the mandates of the membership for the advancement of the Association; in the following manner:

- 1. Any member may enter a recall petition from the floor of a Representative Council meeting. The petition must contain specific charges related to a violation of the Nebraska Code of Ethics, violations stated in the MEA Policy Manual, or failure to comply with the mandates of the membership for the advancement of the Association. The petition must be signed by at least one hundred members of the Association.
- 2. At the Representative Assembly at which the petition is submitted, the Representative Assembly shall concur with a majority roll call vote. If the members of the Representative Assembly do not concur with the recall petition, there will be no hearing nor a second vote.
- 3. If the members of the Representative Assembly concur with the recall petition, there shall be a second vote to be conducted at the next regular Association meeting. Before the second roll call vote, the accused shall have the right to a hearing and to present their case before the Assembly with the right of counsel.
- 4. With the concurrence of the second Representative Assembly, the Election Committee shall take the issue to general membership by referendum.
- 5. An officer of the Association may be recalled from office by two-thirds of the votes case.
- 6. A member of the Board of Directors may be recalled from office in the same manner as an officer, with the following variations:
  - a. With the concurrency of the Assembly as outlined, the Election Committee shall take the issue to the group represented by the board member.
  - b. The member of the Board of Directors may be recalled from office by a two-thirds vote of the votes case by the group electing the member.

#### 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 Representative Council 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 in February.
- 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.

The election shall be conducted in the final two weeks of February. If the current President is in an election with more than one candidate, then the Vice President will fulfill their role in overseeing the election. If the Vice President is also a candidate in that election, the Treasurer will fulfill their oversight role. If the Treasurer is also in an election with more than one candidate, then the Board will appoint a designated member.

#### 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 ensure 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 the 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 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 annually

Language Specialist--appointed annually,

Member(s)--appointed annually.

Members should ideally represent each grade level (elementary, middle, and high)

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 the 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.

# <u>5500</u> 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 interviewers 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 the 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 05/2021