

**STANDING RULES, POLICIES, &
PROCEDURES MANUAL**

OF THE

**VANCOUVER EDUCATION
ASSOCIATION**

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Introduction

Standing Rules, Policies, and Procedures Manual

The governing documents of the association include the following in order of priority:

1. Bylaws
2. Standing Rules
3. Policies
4. Procedures

The bylaws are superior to this manual which includes standing rules, policies, and procedures. In the event that a provision of one document is in conflict with the provision of another document, the provision of the superior document will prevail.

Manual Guide

Sections

This manual is grouped in sections. Each section contains all the standing rules, policies, and procedures that pertain to that particular section.

These sections are arranged as follows:

- Corporate Bylaws of VEA, Inc.
- Policy Development
- Governance
- Finance
- Operations
- Affiliation Issues
- Political Activities
- Miscellaneous
- Deleted Standing Rules, Policies, and Procedures

Standing rules, policies, and procedures are grouped in series that are numbered by 100s. This type of coding allows for an almost unlimited numbering of items in a series. The number following a decimal point identifies the place of the item in the sequence. For example, Standing Rule 105.2, Executive Board Emeritus Position, is the second item in the 105 series in Governing Council Membership and Meetings.

Finding Standing Rules, Policies, and Procedures

A table of contents is in the front of each section.

Deleted Standing Rules, Policies, and Procedures

The final section is designed to provide a record of the content of deleted standing rules, policies, and procedures. When an item is deleted, remove the page(s) from the series and place it in its proper numerical order within the section for deleted items for future reference.

Policy Development

Written standing rules, policies, and procedures are tools to help provide good leadership. They can only be as effective as the users. When written standing rules, policies, and procedures are prudently drafted and properly implemented, they contribute significantly to the efficiency of the Executive Board and the Representative Council. Many routine decisions can be incorporated into written standing rules, policies, and procedures, thereby freeing time for more important matters.

Written policy clarifies the will of government. Written policy establishes a legal record. Unwritten policies are not accurately remembered for the record. The most hazardous situations are:

- A. The Representative Council and/or the Executive Board forgetting what the standing rules, policies, and procedures are.
- B. Ignoring policies, procedures, and standing rules in a crisis.

Well-written standing rules tell **how** the bylaws of the association will be implemented.

Well-written policies tell **what** is wanted and may include **why** and **how much**.

Well-written procedures tell **how, by whom, where, and when** things are to be done.

Planning and Researching VEA's Standing Rules, Policies, and Procedures for Adoption

In formulating or amending standing rules, policies, and procedures, the author should consult individuals and/or groups that will be affected by the item. He/she should also check for: (1) legal implications, (2) conflict and/or contradiction with other policies, and (3) redundancy.

Policies may be suspended but it is important to state in the motion **why** and for **how long**.

Creating, Revising, and Deleting Standing Rules, Policies, and Procedures

Bylaws, standing rules, policies, and procedures are created, revised, or deleted through motions passed by the Executive Board, Representative Council, or the general membership. Article XVI of the Corporate Bylaws of VEA, Inc., sets out the guidelines for adopting and amending the bylaws and standing rules over which the Representative Council has authority. Article XVII of the Corporate Bylaws of VEA, Inc., sets out the guidelines for adopting and amending the policies and procedures over which the Representative Council and/or general membership have authority. The Executive Board has the right to create, develop, and maintain special rules, standing rules, policies, and procedures pertinent to the operation of its own meetings and other items over which it has authority as granted in Article VII of the Corporate Bylaws of VEA, Inc.

Motions that create or revise the standing rules, policies, and procedures shall indicate in the motion the exact language of the new or revised standing rule, policy, or procedure. The appropriate governing body and the date of approval or revision will be indicated on the item. The item will be assigned an appropriate series number. The name of the standing rule, policy, or procedure and the year of its approval will be added to the appropriate table of contents. The item will then be placed in proper sequence.

When standing rules, policies, and procedures are deleted, the word “deleted” will be added to the front of the name of the item in the appropriate table of contents. The year of the deletion will also be added to the listing in the table of contents. The number used for the deleted item will not be used for items created at a later date. The reason for the deletion and the date of the deletion will be indicated on the policy. The standing rule, policy, or procedure will then be placed in the section labeled “Deleted Standing Rules, Policies, and Procedures.”

Note: On September 10, 2002, Legislative Council passed the following motion: *Linda McGee moved and Susan Ochs seconded that the Legislative Council recommend that the name Legislative Council be changed to Representative Council in all VEA documents.* This change was deemed to be more appropriate and politically accurate. When the wording was changed in the bylaws, a revision date was noted.

When the wording was changed in standing rules, policies, and procedures, other stylistic and grammatical changes were made at the same time. These changes maintained the integrity of all documents while bringing uniformity to their appearance and clarity to archaic wording. The Executive Board approved the stylistic and grammatical changes on August 26, 2004.

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Faculty Representatives and Representative Council

1. President of Faculty

The faculty representative shall be considered the president and shall have the responsibility and duty to provide leadership, to organize, and to speak for the membership in his/her designated representation unit in all areas except where specific functions have been assigned to a Commission or Roundtable or to another person or group through the Bylaws and Standing Rules. (Several sections of the Comprehensive Professional Agreement provide certain rights to the faculty representative.)

2. Duties

A chief function of a faculty representative is to serve as the legislator for his/her unit to the VEA Representative Council. He/she shall assign such other members to Association Roundtables as will best meet the interests of his/her unit and the individuals concerned.

3. Grievance

He/she shall name him/herself or, with the advice and consent of his/her membership, designate another individual to serve as the building's Professional Rights and Responsibilities representative.

4. Representation of Members

Each faculty representative will represent the group of members in his/her school or representation unit. In multiple faculty representative schools, faculty representatives may be elected at-large or a faculty representative may be designated to be solely responsible to lead and represent named individuals. If representatives are elected to lead designated sub-groups in the building, a list of the members of these groups will be submitted to the VEA office. The list is due in the VEA office prior to the first Representative Council meeting.

5. Alternate Representative

Each faculty representative should have a named alternate to substitute for him/her at Council meetings and to assist him/her in his/her responsibilities within the unit. The name of the alternate is due in the VEA office prior to the first Representative Council meeting.

6. Terms of Office

Faculty representatives will serve a term of office of two (2) years, beginning in September and expiring in August and/or until properly replaced by an election within the representation unit.

7. Election of Representatives

Regular elections for faculty representatives will be held prior to the first Representative Council meeting to fill a vacancy within a representation unit. Schools with multiple representatives should stagger terms of office to provide continuity of membership on the Council.

8. Continuing Contract Status

Faculty representatives should have attained "continuing contract" status with the district at the time of election of office. An exception is allowed only by special petition and action of the Executive Board.

9. Number of Representatives

Representation on the VEA Representative Council will be on the basis of not more than fifteen (15) members or major fraction for one (1) representative according to the following schedule:

<u>VEA Members</u>	<u>Representatives</u>
8 – 22	1
23 – 37	2
38 – 52	3
53 – 67	4
68+	5

10. Representative Government

VEA has a representative form of government; faculty representatives are responsible to speak and vote for the members that elected them in all matters (see Standing Rule 401.1, Voting Your Membership Procedures) and are accountable solely to them for their actions.

11. Attendance Published

Whenever a faculty representative, his/her alternate, or other reasonably qualified substitute has not been in attendance to represent his/her membership at a Council meeting, this fact will be published in the minutes of the meeting.

12. Voting

The faculty representative, the alternate, or other specifically authorized substitute may cast votes in the Council. However, no faculty representative may cast a proxy vote for another faculty representative who is not in attendance.

**Representative of Specialist Educators (Specialist Trustee)
on the Executive Board**

For purposes of electing a specialist educator on the VEA, Inc., Executive Board, specialists are those who: (1) by job description are not basic education classroom teachers, and (2) provide unique services to children. This includes vocational education and traffic safety education teachers.

Adopted by Representative Council: September 28, 1976
Revised by Representative Council: January 12, 1982
Revised by Representative Council: April 12, 1994
Revised by Representative Council: November 13, 2001

Representative of Specialist Educators on the VEA, Inc., Representative Council

For purposes of forming representation units of specialist educators to select faculty representatives, the conceptual guidelines for determining membership in a particular representation unit are:

- A. Physical proximity: Are the members of the unit bound in close proximity to expedite meeting and communicating with each other?
- B. Administrative assignment affinity: Are the members of the unit comfortable with each other, or are there conflicts because of overlapping or unclear role and duty expectations with each other?
- C. Preferences of the individuals: Convenience of meeting together.
- D. Number of representatives per unit based on Policy 101.1, #9.
Examples of representative units are: visual and performing arts, speech and language practitioners, nurses, psychologists.

Note: Specialists, such as media specialists, reading teachers, counselors, and special education teachers are usually assigned to the faculty representation unit in a building in which they are assigned. This does not preclude other representative units from being developed at a future time.

Trustee Positions on VEA, Inc., Executive Board

The Executive Board of the VEA has two significant functions:

- A. To study and/or develop and to make advisory recommendations regarding policies or other actions for Representative Council disposition, and
- B. To execute or oversee the implementation of policies and/or other actions that have been adopted by the Representative Council, the policy making body of the Association.

The trustee members on the Executive Board are selected from and by clearly designated groups within the Association. While there is no precise member:trustee formula, trustee constituencies should be approximately equal because it is just and reasonable that each trustee be responsible for approximately a similar number of members and that no one group of members should have a greater numerical influence on Executive Board deliberations than another.

However, and provided that, any component unit of the Association which has the sole responsibility as the certified agency in its collective bargaining unit with its employer, shall have at least one trustee on the VEA, Inc., Executive Board.

Whenever the Executive Board of VEA, Inc., has determined that a particular group of members is without adequate representation or has excessive representation on the board, it shall study the circumstances, draft a report of its findings along with a recommendation that may provide that a particular trustee position be created or abolished, and present its report for the consideration and disposition by the Representative Council of the VEA, Inc., at a regular meeting.

A report with a proposal for the increase or decrease of a trustee position on the Board must be published and distributed to the membership at least ten days prior to the date it will be acted upon.

Roles and Comparative Functions of the President, Executive Director, and Executive Board

BASIC FUNCTION

President

The function of the President is to exercise leadership in the development of Association policy and in the execution of action. His/her actions should reflect, as much as possible, the advice and counsel of the Executive Director, Executive Board, and Representative Council. He/she symbolizes the Association to the members and to the general public.

Executive Director

The function of the Executive Director is to implement the policies adopted by the governing bodies. The Executive Director defines areas of need, analyzes alternate approaches, outlines implications, provides background material, and helps the governing bodies evaluate future consequences. He/she fulfills these responsibilities in an ethical manner.

Executive Board

The function of the Executive Board is to provide leadership to the Association under the leadership of the President and the counsel of the Executive Director. Executive Board members strive to be fully aware of issues important to the membership, to collect facts, and to consider alternate courses of action. They identify and propose the best action and work for its implementation when approved. They also provide fiduciary advice and recommendations to the Representative Council.

ROUTINE ADMINISTRATIVE OPERATION FUNCTION

President

The President maintains a pulse on issues relevant to the membership and brings these issues to the attention of the Executive Director or others for action. He/she is the spokesperson for the Association at local, state, and national levels. The President serves in the role of mediator with district administration on non-bargainable issues. He/she develops agendas for and chairs meetings of the governing bodies.

Executive Director

The Executive Director maintains close contact with the office at all times to be available to promptly respond to questions and concerns of individual members. He/she visits buildings on specific request, handles regular administrative routines of the office operation, and initiates and edits regular written communication to the membership. The Executive Director serves as business and office manager of the Association. He/she recommends to the Executive Board candidates for professional staff.

Executive Board

The Executive Board advises, counsels, authorizes, evaluates, and supervises the Executive Director in regard to the specific concerns of special interest groups and the membership in general. Executive Board members assist in the development of the Representative Council agenda and recommend changes or new policies and procedures to the Representative Council. The Executive Board is responsible for the fiscal oversight of the Association's finances.

GRIEVANCE & COMPLAINT PROCESSING FUNCTION

President

The President reviews memorandums of the Executive Director to the agents of the employer regarding identified problems and concerns. He/she counsels with the Executive Director and the concerned individuals regarding proposals and lines of action to be pursued with the employer's agents or with other officials.

Executive Director

The Executive Director maintains constant communications, written and oral, with the agents of the employer per Article 1.11 (liaison responsibilities regarding immediate or anticipated problems in the District on behalf of individuals or the Association). He/she is the consultant to the Professional Rights and Responsibilities Commission.

Executive Board

The Executive Board is knowledgeable about issues arising within its constituency, informs the President and/or Executive Director, and works with these officials in dealing with such identified situations.

POLICY FORMULATION FUNCTION

President

The President is responsible for developing specific recommendations to the Executive Board and Representative Council regarding new policies and/or actions and changes in Association policies. He/she counsels with the Executive Director to identify the various options available in a given circumstance prior to making a particular recommendation and/or decision.

The President, as the Association leader, is expected to be a strong advocate of the policies and actions that he/she is recommending for adoption by the Executive Board and Representative Council. He/she becomes an advocate of whatever position is finally adopted by the Representative Council.

Executive Director

The Executive Director is responsible to give counsel to the President, Executive Board, and Representative Council regarding the relative advantages and disadvantages of new or of any change in Association policy and/or actions.

The Executive Director is responsible to display an objective analytic attitude about policies and actions proposed for adoption by the governing bodies. He/she becomes an advocate for a policy or action only after it has been adopted by the proper governance group.

Executive Board

The Executive Board receives recommendations from the President and counsel from the Executive Director regarding changes in existing Association policy, programs, or lines of action. Executive Board members work with the President to refine proposals and the annual budget to a point where they can collectively advocate their approval by the Representative Council with few, if any, alterations. When general consensus of the board is not possible on a recommendation, it may arrange for the presentation of a minority report to the Representative Council. The Executive Board collectively determines the general basic relationship to be used by Association leadership in the execution of their responsibilities and relationships with district officials in conducting the affairs of the Association with them.

ASSOCIATION SPOKESPERSON FUNCTION**President**

The President is the chief executive officer of the Association in recommending policy and actions, and is the official Association spokesperson to the membership and to the public when the Executive Board and Representative Council have taken action. He/she announces all new policy decisions of the Association.

Executive Director

The Executive Director is the chief administrative officer of the Association. He/she speaks for the Association on new policy decisions only on specific request of the President. He/she communicates and interprets established policy and positions to inquiries from members or nonmembers.

Executive Board

The Executive Board advises and assists the President and Executive Director in finalizing the Association's position on situations or issues pertinent to the membership. Executive Board members keep their individual constituencies informed of and advocate for Association policy and actions. They establish and operate telephone chains within the membership to organize collective action and communications.

COMMISSION RECRUITMENT AND OPERATION FUNCTION**President**

The President, with the assistance of the Executive Board, recruits members to serve on Association commissions, committees, etc., and makes recommendations to the Executive Board and Representative Council for their appointment. He/she is a member or ex-officio member of all committees and commissions and gives general supervision to the effective operation of these committees and commissions. He/she holds chairpersons and members accountable to meet the charges given to the group for completion.

Executive Director

The Executive Director counsels with the President and Executive Board regarding members who have identified to the Executive Director an interest and/or talent that may be of value to the more effective operation of the Association. He/she works with the members of each committee or commission, advising them regarding the charges for which they may be held accountable. He/she is not responsible for holding them accountable.

Executive Board

Executive Board Trustees recruit members from within their constituencies to serve on various commissions. Periodically they communicate with their appointees.

NEGOTIATIONS FUNCTION

President

The President, in consultation with the Executive Board, nominates members to serve on the Professional Negotiations Commission. He/she obtains approval for nominees from the Representative Council. He/she keeps fully informed of the progress of the commission through the chairperson and/or Executive Director so as to interpret problems of the commission to the Executive Board and the membership. He/she conveys the concerns of the membership to the Professional Negotiations chairperson and commission members. He/she gives general supervision and evaluation of the progress of the group and holds them accountable to any general or specific charges which may have been given. He/she is responsible for reviewing communications and recommendations of the commission prior to release to the membership or the general public.

Executive Director

The Executive Director is the consultant to the Professional Negotiations Commission. He/she researches problems, makes tentative drafts of proposals, and analyzes proposals as to best-fair-poor positions. He/she advises only and does not vote in caucuses regarding acceptance or rejection of any proposals. He/she is authorized to work with the agent of the employer on proposals offered by each party to the other to establish the facts, the issues, and the areas of probable agreement and disagreement of any circumstances prior (whenever possible) to the initiation of formal negotiations or in following sessions. He/she does not have the authority to make settlements on his/her own responsibility, only to make recommendations to the Professional Negotiations Commission and/or to the Executive Board.

Executive Board

The Executive Board receives periodic reports from the chairperson or the Executive Director of progress and activities and, when needed, reviews and/or authorizes recommendations, surveys, votes, etc., to the Representative Council and/or the membership. Executive Board members keep sufficiently informed and prepared to organize faculty representatives in getting their members ready for possible collective actions. They assist in the planning and execution of any and all job actions as needed.

Summary Description of the Functions of the Executive and Representative Groups in VEA, Inc.

Commissions

A commission is created by the Executive Board for an assigned purpose to study specific problems, develop recommendations for new policies and programs, or to execute an activity.

The commission members are appointed by and are responsible to the Executive Board to make reports and for the completion of their assignment.

A commission meets as frequently as is necessary to carry out the assignments given to it.

Executive Board

The elected executive leaders of the Association meet almost weekly to identify problems and to shape solutions in the form of Association policy and programs or other actions.

The Articles of Incorporation charge the Executive Board with the “management of the affairs of VEA, Inc.,” consistent with the Bylaws as established by the membership of the Association.

Executive Board members are elected by and are responsible to large groups of the membership or to the total membership.

Representative Council

The Representative Council is the policy and program adopting body of the Association.

The Representative Council meets monthly and at other times to hear reports and to consider adoption and/or ratification of policies, programs, or actions as proposed by the Executive Board or its commissions for the best welfare of the Association.

Faculty reps are elected by and from 8-22 members and are directly responsible to provide leadership to that group.

The faculty rep works to become fully informed of the problems in his/her unit and in the district and the Association policies and programs. The faculty rep strives to be an effective communications link between his/her members and Association leaders.

Speakers at Representative Council or Other Member Meetings

It shall be the policy of the Vancouver Education Association to deny all written or oral requests from internal or external sources which

- A. are promotional in nature; or
- B. could be commonly referred to as peddlers; or
- C. have not been screened by the President and/or Executive Board; or
- D. do not align with the goals and objectives of the VEA.

Adopted by Executive Board: March 28, 1995
Adopted by Representative Council: April 11, 1995
Revised by Representative Council: November 13, 2001

WEA Board Director

The WEA Board Director shall serve as an ex-officio voting member of the VEA Executive Board.

Executive Board Emeritus Position

Any Association member who has served at least 20 years on the Executive Board has the right to hold an Executive Board Emeritus position. Such members will hold the position without election and will be entitled to attend meetings and to participate in Executive Board activities as non-voting members.

Adopted by Executive Board: May 26, 1998
Revised by Executive Board: October 9, 2001

Powers and Duties of the President of VEA, Inc.

1. The preeminent function of the President is to exercise leadership in the development and communication of Association policy. He/she serves as the chief executive officer.
2. The President is the chairperson of the Association's Executive Board and of its Representative Council. In this capacity, he/she chairs and votes on both the representative and executive bodies of the Association. In fulfilling these responsibilities, the President confers with the Executive Director in establishing the agendas for these two bodies. The President exercises greater control than any other member through his/her use of the chair in recognizing members for the initiation of action or in debate. He/she also decides whether a discussion is germane to the issue.
3. With the assistance of employed staff, the President prepares a statement of goals and objectives for the consideration of the Executive Board and Representative Council. These goals and objectives are intended to provide a clear understanding of the Association's direction and to guide the efforts of the leaders, members, and employed staff during his/her term of office. The President works to implement the goals and objectives that have been adopted.
4. The President assures that the Association's Bylaws, Standing Rules, and Policies are reviewed and updated as necessary and is responsible for their enforcement.
5. The President works with the treasurer, employed staff, and the budget committee to develop a budget consistent with the adopted goals and objectives. He/she then recommends the budget to the Executive Board and Representative Council for adoption.
6. The President is responsible for maintaining a high level of communication with all stakeholders of the education community. The President speaks for the Association to members, school district officials, leaders of other associations, and community groups about established VEA policy, or he/she specifically designates another to speak on his/her behalf. He/she carefully distinguishes between established Association policy and his/her personal opinions on issues when they may be divergent or when Association policy has not yet been finalized on an issue.
7. The President visits schools to meet with faculty representatives and individual members as often as his/her other duties will permit. The President provides, in a way that cannot otherwise be duplicated, a communication vehicle between teachers and school district personnel. Through this activity, programs and policies become better understood by the membership. Conversely, the needs of members are related directly to committees dealing with program areas.

8. The President drafts official Association correspondence or authorizes and supervises this activity by the employed staff.
9. The President serves as the chairperson of the Association's delegations to affiliate meetings or names another to serve in that capacity with the advice and consent of the Executive Board.
10. The President, with the assistance of the Executive Board, recruits and nominates chairpersons for all standing and special committees. It is of paramount importance that these selections be made judiciously and that those selected fulfill their functions. The President has the authority to replace those who do not perform efficiently.
11. The President actively seeks out the best-qualified members to serve on specific commissions, committees, other offices which may become vacant, or special assignments with the advice and consent of the Executive Board and that are within his/her authority to make appointments. The President serves as a member or ex-officio member on all committees or commissions. He/she monitors the progress of each as well as their coordination to prevent or minimize duplication of effort or responsibility and authority. By exercising his/her ex officio membership, he/she may participate and vote on whatever program recommendations he/she considers most vital.
12. Refer to Executive Board Policy 103.1, Roles and Comparative Functions of the President, Executive Board, and Executive Director, for other details and clarification.

Procedure for Resolution of Differences Between the President and the Executive Director Regarding Role, Function, or Other Conflict

It is the responsibility of the President, Executive Board, and Executive Director to work as much in harmony as practical. Sometimes for the overall welfare of the Association, individual differences must be put aside to create a living example of unity.

When conflicts arise between the Executive Director and the President concerning authority to act or in the interpretation of policy, these two officials are charged by the Executive Board to endeavor to reach settlement voluntarily without outside help. If this method fails, either one or both of the officials should make the Executive Board aware of the conflict. The Executive Board should be used in one of the following ways:

- A. Act as a sounding board only to listen to the recitation on the area of conflict, reflect upon it, and respond without necessarily making a binding decision regarding the problem. The officials should then be able to resolve their differences.
- B. Act as an arbitrator defining who has the authority to make the decision.
- C. Act as a decision-maker defining what action should be taken.

NEA/WEA RA Delegate Status & VEA, Inc., President

The office of the President shall also include delegate status to the WEA Representative Assembly and to the NEA Representative Assembly. To keep in line with NEA and WEA regulations, the ballot shall read as follows:

“The officer elected shall serve as a delegate to the WEA Representative Assembly and delegate status shall not be conditional upon holding the affiliate office.”

“One of the duties of the officer elected shall be to serve as a delegate to the NEA Representative Assembly.”

This shall take effect for the officers taking office September 1996.

Powers and Duties of VEA, Inc., 1st Vice President*

The 1st Vice President shall replace the President when the President is unable to carry out his/her responsibilities because of death, resignation, extended illness, or other causes, or shall substitute for a specific period of time at the request of the President.

The 1st Vice President shall be assigned to the usual duties and exercise the powers of a President-elect except that he/she will not assume the office of President unless specifically elected to it or to replace the President for the remainder of an unfilled term or as a short-term substitute.

The 1st Vice President will be assigned specific duties by the President as may be of assistance to the President in the effective operation of the Association and as will broaden his/her background of exposure to the leadership and policy-making function and responsibilities of the presidency.

In the event the 1st Vice President position becomes vacant by reason of death, resignation, extended illness, or the replacement of the President, the position will remain vacant until a special election is held within 60 days after the Representative Council declares such a vacancy.

*Note: The 1st Vice President's job is very broadly defined for a definite reason. A degree of flexibility is necessary because of the changing conditions and needs of the Association. Also, the 1st Vice President should have as wide a variety of experiences as possible. He/she should not be locked into a narrow scope of responsibilities.

Powers and Duties of VEA, Inc., 2nd, 3rd, and 4th Vice Presidents

Individuals serving in the 2nd, 3rd, and 4th Vice President offices have the duty and responsibility to assist the President and the Executive Board to the best of their ability in the development and execution of Association policy in those areas specifically assigned to them.

The President will assign to each Vice President one or more of the following activities as may be consistent with the Association's Bylaws and goals with the approval of the Executive Board:

- A. Become knowledgeable about the function of Association leadership and policy information and implementation, obtaining the background preparation that will provide a reservoir of knowledgeable leaders for the Association to ensure its long-term welfare.
- B. Assist in the interpretation of Association policies and programs.
- C. Assist the President in identifying problems appropriate to Association action and in the recruitment of individuals to serve on Association commissions, task forces, etc.
- D. Serve as the Board's liaison person, chairperson, and other specified assignments on Association commissions and committees, or coordinate assigned areas or phases of a collective action.
- E. Substitute for any trustee caucus chairperson at the Representative Council when the trustee has missed an Executive Board meeting immediately prior to a Representative Council meeting.
- F. Serve as the caucus chairperson of the Representative Council faculty representatives who are assigned to various administrative areas of the school district when organizing the membership along these divisions is suitable to meet identified emergent needs of the Association.

Powers and Duties of VEA, Inc., Secretary

The chief function of the Secretary is to keep an accurate record of the official actions taken at the Executive Board meetings and at Representative Council meetings.

The secretary supervises the reproduction and distribution of the minutes and the maintenance of a master record of the Association's established and most current Bylaws, Standing Rules, Policies, Procedures, and positions.

Powers and Duties of VEA, Inc., Treasurer

The Treasurer oversees the financial affairs and fiscal health of the Association. He/she chairs the Budget Committee. With the help of this committee, the Treasurer develops a budget consistent with the year's goals and objectives. He/she recommends the budget to the Executive Board and then to the Representative Council for adoption.

The Treasurer reviews monthly statements of Association income and expenses. He/she provides an oral report at all Executive Board and Representative Council meetings and provides a written report at least three times a year.

The Treasurer obtains financial information as requested by the Executive Board or Representative Council. He/she notifies the Executive Board of any financial concern from emerging trends observed due to external or internal forces that may have an impact on the fiscal health of the Association.

The Treasurer is responsible for implementing the multiple signature procedure on checks.

Powers and Duties of VEA, Inc., Trustees

The function of a Trustee is to exercise leadership in the development and the communication of Association policy within the assigned group of members from which he/she was elected.

A Trustee should represent his/her membership group's particular interests to the best of his/her ability while at the same time taking into consideration the best interests of the entire membership of the Association.

A Trustee serves as the chairperson of the appropriate constituent group when faculty representatives are called into Representative Council caucus meetings.

A Trustee recruits individuals to recommend for service on Association commissions, committees, and other Association bodies.

A Trustee should work to provide continuity in the leadership and the policies of the Association at the Executive Board and Representative Council levels by conscious effort and by virtue of his/her three-year term of office.

A Trustee should make every reasonable effort to establish and maintain a high level of communication with and among the members of the group he/she represents on the Executive Board.

**Status of VEA Officers-Elect Between
Date Elected and Date Installed**

An officer-elect shall be encouraged:

- A. To attend all Executive Board and Representative Council meetings.
- B. To sit with his/her predecessor at all meetings in order to effectively transition into the position.
- C. To substitute for his/her predecessor when the predecessor is absent, to cast a vote for him/her when authorized, and to report to him/her the content of discussions and actions taken at Executive Board meetings.
- D. To assist and substitute for his/her predecessor in any assigned leadership role at Representative Council meetings.

Basic Information about Membership and Operation of VEA Commissions and Roundtables

General Purpose. The VEA Commissions and Roundtables concept of organization is designed to provide maximum opportunity for broad-based membership participation in the decision-making, policy, and program implementation processes of the Association.

Problem Areas Classified. The universe of all problems likely to be faced by the Association in a school year has been classified into six broad areas of responsibility.

Commissions

Membership. Each commission has nine regular members: a chairperson, two vice chairpersons, and representatives from K-2, 3-5, 6-8, 9-12, specialist educators, and component units.

Selection. The President names the chairperson and two vice chairpersons with the advice and consent of the Executive Board. Each area trustee names a representative and an alternate to each commission from his/her constituency.

Executive Board liaison. The Executive Board names one of its members to serve on each commission as a board liaison between each commission and the Executive Board to assure that there will be effective communication and coordination of efforts between and among all commissions and the Board. The Board's liaison will make regular progress reports to the Board of the activities of his/her assigned commission and will report board actions to the commission as they may affect its area of responsibility.

Organization and operation. Each commission should hold an organizational meeting in September or October to (1) review the general responsibilities of the group, (2) review any specific charge assigned them by the Board and/or Council, and (3) plan the identification of problems in their area as directly revealed by commission members or from surveys of the membership by the commission. They shall determine their meeting schedule and work activities for the year.

Roundtables

Purpose. As needed, each commission may activate a Roundtable, which is intended to serve two purposes: (1) provide an opportunity for broad-based membership participation in Association decision-making processes, and (2) alleviate the workload of the faculty representative.

Membership. The faculty representative should, when called upon, recruit a member to serve on the Roundtable or be prepared to serve in that capacity. The Roundtable provides advisory and executive service to the commission.

Summary of Description of Areas of Responsibility of Commissions and Roundtables

- 1. Professional Rights and Responsibilities.** PR&R is responsible for grievance processing, legal assistance, ethics problems, defense from attacks by radical groups, and the review of members' claims regarding their membership rights and services.
- 2. Professional Negotiations.** The Professional Negotiations Commission develops membership surveys to establish the parameters of negotiations objectives, priorities, and desired employer-employee relations tactics. They study options for compensation: make comparisons between districts, Cost Price Index (CPI) changes, wage settlements in other areas of the local economy, analysis of district budgeting practices, legislative appropriations, etc. They handle the negotiations of tentative memorandums of table settlement and communicate with the Executive Board and general membership recommendations for specific action needed.
- 3. Internal Affairs.** Internal Affairs seeks out candidates for VEA, WEA, and NEA officers and delegates within the local membership; serves as a revision study committee for bylaws, standing rules, policies, and procedures; supervises state and national unit evaluations of local unit operation; and studies other issues and problems of VEA, Inc., in relation to state and national affiliates or a VEA component unit.
- 4. Communications – Internal/External.** Communications promotes membership in VEA, informs members on current issues in public education, participates in awareness activities pertinent to education in the Vancouver Public Schools, and provides a vehicle for inter-school communications.
- 5. Group Insurance – Purchasing Plans & State Teachers' Retirement System.** Study existing employer-provided insurance as to its adequacy, seek out group purchasing plans, and study and keep membership informed about the Teachers Retirement System and any legislative proposals for change.
- 6. Special Action.** Special Action is a group assigned to assure that the collective actions approved by the Representative Council or Executive Board, i.e., levy promotion, political action, strikes, etc., are effectively organized and executed.

Commissions

A Commission is an appointive body assigned to carry out a specific task within the parameters assigned it by the appointing authority or in the Standing Rules.

A Commission has advisory authority to the Executive Board or the Representative Council(s) and executive authority only in those activities specifically authorized by the Executive Board and/or Representative Council.

Each Commission should be comprised of ten regular members and seven alternates: a general chairperson and two vice chairpersons named by the President, and one regular and one alternate named from his/her membership constituency by the Executive Board Trustee members from K-2, 3-5, 6-8, 9-12, specialist educator, ~~and state schools~~, and a liaison person from the Executive Board.

The term of office on a Commission, unless otherwise provided in the Standing Rules, will be one year without limit as to successive number of terms subject to reappointment. Term of office will be reasonably congruent with each Association year beginning about September 1 and ending August 31 or until properly replaced by a successor.

Appointments to the Professional Rights and Responsibilities, Professional Negotiations, and Internal Affairs Commissions must be ratified by the Representative Council.

Professional Negotiations Commission

1. The Professional Negotiations Commission is assigned the exclusive responsibility and duty to develop and present proposals and counterproposals to representatives designated by the Board of Directors of the School District or other appointing authority toward the objective of reaching tentative settlement(s) on any matter as may be within the purview of RCW 41.59, the Educational Employment Relations Act.
2. Any tentative settlement reached by the Commission shall be subject to final ratification by the general membership of the Association.
3. Proposals and counterproposals shall be reasonably made within the general conceptual parameters as set forth in policy established by the governing bodies of the Association and/or directly by the desires of the majority of the membership as revealed in general membership surveys. Situations will arise when the Commission is confronted by a specific proposal presented by the representatives of the employer for which there is no existing Association policy or membership survey result and communication with the Representative Council and/or Executive Board is not reasonably feasible. In these circumstances, the Commission may make such proposals and counterproposals as they may deem to be in the best interests of the Association.
4. The Professional Negotiations Commission shall be comprised of eight members appointed by the President with the consent of the Representative Council and selected as follows:
 - a. One chairperson
 - b. Two vice chairpersons
 - c. One K-2 teacher
 - d. One 3-5 teacher
 - e. One 6-8 teacher
 - f. One 9-12 teacher
 - g. One specialist educator
5. The term of office shall be for one year, September through August, and/or until properly replaced, whichever is later. There shall be no limit on the number of terms of office subject to annual reappointment. Every reasonable effort will be made to recruit experienced members to Commission membership to provide continuity of experience.
6. The general chairperson and vice chairpersons shall constitute the administrative committee of the Commission and shall be responsible for the effective operation of the Commission.
7. The general chairperson shall, in consultation with the vice chairpersons, name the chief spokesperson and the members of the negotiations team that will regularly meet with the representatives of the employer, and will make such changes in the team from time to time as are in the best welfare of the Association.

8. The general chairperson shall hold all the power and duties regularly assigned to a chairperson and shall be the sole spokesperson of and for the Commission to either VEA members or to the community except when he/she has explicitly assigned this authority to another member of the Commission or to the Executive Director.

9. Members of the Commission should be selected on the basis and adherence to the following standards:
 - A. Ability to recognize their own prejudices on topics of negotiations and to listen objectively to different opinions and all facts of a particular circumstance.
 - B. Ability to identify and work to understand concerns of all groups as well as those of the group he/she represents.
 - C. Ability to make reasonable compromises and concessions with fellow Commission members and/or documented concerns of the District.
 - D. Ability to protect information—maintain confidentiality of content of negotiations discussions—within the Commission and at the bargaining table, until officially released from that commitment by the chairperson.
 - E. Have a high level of credibility and respect of fellow teachers and the community for their dedication to the teaching profession, the Association, and the long-term success of the schools in which they are employed.
 - F. Be committed to willingly find the time, energy, and make personal sacrifices to see the negotiation of a Comprehensive Professional Agreement through to final ratification.
 - G. Have the ability to accept criticism from individuals and groups regarding their disappointments about what was and was not made a part of the tentative settlement without allowing such actions to unduly upset their emotional composure.
 - H. Have the ability to think in a systematic manner to present information in a clear and forceful manner either at the bargaining table or to their constituent groups.
 - I. Have been active in the Association and/or experienced in negotiations over a number of years.
 - J. Have attained “continuing contract” status with the District.

Adopted by Representative Council: September 28, 1976

Amended by Representative Council: April 14, 1992

Amended by Representative Council: May 3, 1994

Amended by Representative Council: December 4, 2001

Roundtables

A Roundtable is an appointive body designed to work and assist a Commission to carry out its assignment.

A Roundtable is comprised of the Commission members and not less than one representative from each administrative organization unit (building) of the District or representation unit of the Association, with the number established as most appropriate to the tasks assigned the group.

Each faculty rep may name not more than one person from his/her assigned membership constituency to serve on each Roundtable that may be organized to assist a Commission.

Each Commission will be provided a Roundtable to assist it in its assignment.

The Commission chairperson will preside at meetings of the Commission and the Roundtable and exercise the usual authority of the chairperson, i.e., calling meetings, appointing a subcommittee, etc.

The general duties of a Roundtable are the following:

- A. Advise the Commission about the ideas and concerns of members on a particular problem, issue, or project.
- B. Review and advise the Commission on the manner, time, and method of collecting information or getting membership involvement or action.
- C. Interpret to the members in their buildings (representation units) the problems and the programs the Association is designing to meet the problems within the scope of the Roundtable's assignment and provide them the reasons why certain kinds of information or opinions are being requested from them.
- D. Assist in the actual collection of tabulation of information within their units as needed by a Commission to effectively carry out its assignment.
- E. Assist the Commission in any way it can.

Voting the Membership Procedure

1. It is the intent of this procedure to assure that on certain critical questions, the principle of one-person, one-vote is fully in effect for the membership of the Association.
2. Voting the membership procedures may be limited to certain highly significant questions: ratification of a Comprehensive Professional Agreement; collective actions; alterations in affiliation and disaffiliation status; endorsements of any product, service, program, person, or issue; and any other significant question that:
 - A. May be controversial and have substantive consequences for the continued maintenance of a unified and effective Association.
 - B. May require that the faculty representative understand where each of his/her constituents (members) stand on the issue so that the faculty rep may more effectively organize his/her representation unit for any “collective action” that may be required following the vote of the Representative Council.
3. Voting the membership shall mean that each representative will cast an “aye, nay, or abstention” for each and as many members as he/she has previously been certified to represent.
 - A. Association officers’ votes will be cast at the appropriate time and thus will not be included in their building total.
 - B. A written record will be made and published of the way each officer and faculty rep cast the votes assigned him/her.
 - C. Abstention votes will not be counted as contributing to the affirmative or the negative side of a vote in determining if a majority of those present and voting approved or disapproved a specific motion.
 - D. A substitute for a faculty rep may cast the votes of a representative unit. Proxy voting is not allowed, i.e., one faculty rep may not cast the votes for his/her own and another faculty rep's representation unit.
4.
 - A. Any council member may call for the members of the council to vote their members on a main motion (not specific, subsidiary, privileged, and/or incidental motion) whose content may have significant consequences for the Association (see #2 above).
 - B. The chair will make a decision whether the content of the motion does have significant consequences for the Association and rule the motion “in order” or “out of order.”
 - C. Any council member may immediately, before any other business has been interviewed, appeal the decision of the chair in accordance with procedures provided in *Sturgis* (Incidental Motions).

- D. The presiding officer's decision will be sustained by either a majority or tie vote of the council.

- 5. Any council member may, if the vote the membership procedure is to be utilized, immediately submit a motion that the voting be postponed for a specified number of hours (or days) to allow each faculty rep the opportunity to consult with his/her constituency and be reasonably instructed as to how the votes of the individuals in each unit should be cast. A majority of those council members present and voting shall determine whether the postponement shall be allowed.

Elections

1. Authority

Sturgis (Nominations and Elections) shall serve as the general authority for conducting the elections of VEA, Inc., in all matters not specifically covered by these Standing Rules or in policy statements.

2. Composition of the Election Committee

The committee shall be comprised of not less than one chairperson and four active members named by the President and approved by the Executive Board by November 30 of each year.

3. Duties of the Election Committee

- A. Conduct elections and any other items on which formal votes are taken on written ballots, i.e., develop procedures, time lines, etc.
- B. Serve as a nominations committee to the extent that the committee will strive to obtain the name of at least one qualified candidate for each open office for inclusion on the ballot. Incumbents shall first be contacted to determine if they plan to run for another term.
- C. Prepare a report certifying the results of elections conducted by the committee and a statement of violation of any election rules by a candidate and the nature of the violation.

4. VEA Election Procedures and Practices

October - November: Naming and organization of the committee. Review and revision of election procedures for current year for presentation to the Representative Council.

December: Identify and publish open positions for membership.

January - February: Identify and recruit candidates for open offices.

March - April: Campaigning period.

April - May: Election period.

May - August: Learning period for newly-elected officers.

August: New officers take over.

5. Coordination of VEA and WEA Elections

A reasonable effort will be made to integrate and coordinate VEA elections with the election of candidates to serve for WEA.

6. Filing of Petition of Candidacy

A member interested in becoming a candidate for VEA office must file a written petition of candidacy prior to the closing of nominations to be included on the ballot. (A write-in candidate must have a petition of candidacy on file in the VEA office prior to or on election day indicating his/her willingness to serve before he/she can be certified a successful candidate.)

7. Candidate Publicity by the Association

A candidate may file a picture and statement of candidacy, i.e., qualifications, beliefs, etc., with the VEA office for inclusion in an Association special elections publication. Deadlines for submission of materials will be established. Any additional information of candidacy must be provided at the individual's expense. The faculty rep's responsibility is limited to distributing the Association's election publication. Candidates may recruit VEA members to handle distribution of materials prepared by the candidate to teachers in a building.

8. Individual Campaign Activities and Expenses

- A. Preparation and distribution of other campaign literature for an individual candidate shall be entirely by the initiative and expense of the candidate. However, a candidate choosing to prepare and distribute materials will keep a record of the campaign and on the day of the election, he/she will file a report with the election committee of any activities that cost money.* The figures will become a portion of the election committee's final report. All campaign literature must include the name of the person(s) responsible for its production, with telephone numbers. No literature may be distributed the day of an election.
- B. In the event a candidate violates campaign rules and procedures, the nature of the violation will be made a portion of the election committee report and presented to the Executive Board. The Executive Board will review the nature of the violation and make a recommendation to the Representative Council: (1) the violation was not of a sufficient nature as to warrant any action—the election should stand; (2) the violation was of such importance that the election should be rerun or other appropriate action is indicated and recommended. The Representative Council will make the final determination of the action to be taken.

* The ceiling for expenditures by a candidate will be established annually in the election procedures.

9. Seating of Successful Candidates

The Representative Council will certify and seat the candidate with the majority of votes cast for each open office when there has been a valid election without an identified challenge by the other candidate in a race of the election committee.

In the event a candidate presents a written challenge by to the election committee for specified valid reasons in a particular race, the election committee will conduct an investigation and prepare a report. If this challenge has merit, the committee will prepare recommendations for consideration by the Executive Board. (See 8b)

10. Nominations

Filing: Candidates are self-nominated by filing a petition form prepared by the election committee.

- A. Nominations will be made by filing a petition of candidacy at the VEA office on or before an established and published date and time, or
- B. At a Representative Council, regular, or special meeting called for the purpose of closing nominations.

Closing: Nominations will be closed in the following order: President, 1st vice president, 2nd vice president, 3rd vice president, 4th vice president, secretary, treasurer, trustee.

If no more than one candidate is nominated per position, the President will declare that candidate elected.

11. Ballot Order of Names

The names of candidates for an office will be listed in the order of date and time the petition was filed in the VEA office. In the event of a tie, the order will be determined by flipping a coin or drawing lots.

12. Election Run-Off Procedure

A candidate must receive one more than half of the valid votes cast to be named to an office.

In the event there are more than two candidates for an office and one candidate does not receive a majority of votes cast, a run-off election will be conducted. The candidates will be listed in descending order by the number of votes cast in the previous election. The two candidates with the greatest number of votes in the prior election will be placed in contention for the open position. If a candidate in contention withdraws from the election by a written request to the election committee prior to the printing of the ballot for the run-off election, the candidate with the next most ballots cast in the prior election will be listed on the run-off ballot. When a candidate has withdrawn from a race after ballots have been printed, reasonable effort will be made by the election committee to inform building reps concerning the withdrawal of the candidate.

13. Election Challenge Procedure (*Sturgis*)

An election may be challenged only during the time that it is taking place or within a reasonably brief time thereafter (24 hours) and only if the alleged violations could change the results of the election. The challenge must be submitted in the form of a written statement signed by a contender candidate, or by a party of interest in the disputed race. The statement must set forth the specific facts of the challenge, i.e., the nature of the violation and how the violation could change the results of the election. (See 401.2, #15.)

The chairperson of the election committee will immediately bring the challenge statement to the attention of the committee and institute an investigation into the charge. The committee will draft a written summary report of its findings, which will include a judgment that the challenge either has merit or does not have merit, i.e., the violation could or could not have changed the results of the election. If the challenge has merit, the committee will prepare a recommendation that the election be voided and another election and/or other reasonable action taken to rectify an identified situation. The committee's report will be presented to the Executive Board for disposition, i.e., reschedule an election, refer to the Representative Council, etc. Any election disputes not resolved by the election committee and/or the Executive Board may be appealed to the Representative Council at its next regular meeting. The decision of the Representative Council shall be final in that election matter.

14. The election committee will prepare a report for each open office which will list:

- A. The total number of ballots cast
- B. Illegal ballots rejected with reasons
- C. The number of ballots necessary to elect (one more than half of all valid votes cast for each candidate)

If a candidate has filed a formal election challenge, this fact will be included with the information about a specific office.

The report will be signed by every member of the committee, certifying that it is accurate. A candidate, on request, will be provided the number of votes cast for him/her and other contending candidates in his/her race.

The number of votes cast for each candidate will be published in association newsletters or otherwise generally distributed to all members.

15. Procedure for Returning Ballots and Ballot Deadline

The election committee will identify an individual in each administrative unit (building) to be responsible for the receipt, distribution, explanation of, and return of the ballots to the place the ballots are to be counted. The faculty rep or other VEA member specifically named by the faculty rep or the faculty of a building will be responsible for conducting the election among his/her constituent group. The election procedure will stipulate the deadline of date and time for a ballot to be returned to the counting place. Ballots returned after the deadline will be kept separate from ballots submitted on time. If the ballots are turned in late from a

particular building, the reasons should be provided in a written statement signed by the individual responsible. The committee will determine whether to allow the inclusion of the ballots in the election prior to their being counted. The ballots will be kept segregated.

Ballots not returned or not returned prior to a deadline chiefly because of the negligence of the individual assigned to return them, will not be recognized as an election violation sufficient to void an election.

The inclusion of late ballots in an election result must be based on just and sufficient cause.

Any question of the propriety of the receipt, distribution, explanation, and return of the ballots in a particular building must be brought to the attention of the election committee within 24 hours.

16. Retention of Ballots Following an Election

Ballots and other election results materials such as tally sheets will be retained in the VEA office for 30 days following an election, and then destroyed.

17. Notification of Candidates of the Election Results

The chairperson of the committee or designee will contact each candidate at the earliest possible time to inform him/her of success or failure in the election. This task will be completed prior to notification of the public media.

18. Notification of the Public Media of the Election Results

The chairperson of the committee or designee will (unless explicitly directed otherwise by the procedures adopted for a specific election) be responsible to contact the public media after the Representative Council has certified the election.

Procedures for Negotiations Ratification and Consideration of Strike Authorization

It is the basic policy of the VEA, Inc., that:

1. Every VEA, Inc., member employed by the Vancouver School District or who has signed a contract or letter of intent has the right to vote by written ballot on the district's "last best offer" in the renegotiation of the Comprehensive Professional Agreement. The number of votes cast will determine the results of all elections. The voting will be conducted in each building or other identified representation unit of the Association.

2. Responsibilities of the VEA Professional Negotiations Commission

The VEA Professional Negotiations Commission is charged to utilize surveys of membership opinion and established policies and positions of the governing bodies of the Association in formulating the parameters of their negotiations with the district. The Commission will strive within the time lines of the negotiations process to bring to the membership a "last best offer" from the district in one of two (2) formats:

- A. A proposal that negotiators have agreed with the district to present to the membership as the best possible offer within the means of the district and with a "do pass" recommendation to the membership. A minimum of sixty percent (60%) negative vote of the votes cast will reject the district's "last best offer."
- B. A proposal that the negotiators have advised the district officials that it will recommend to members to reject the district's "last best offer" on grounds that it is insufficient to the needs of the membership. A sixty percent (60%) vote of the votes cast is required to override the negotiators' recommendation to reject the district proposed "last best offer."

3. Responsibilities of the VEA Executive Board

The Executive Board will meet in executive session with the Professional Negotiations Commission as early as possible after it has been informed that a "last best offer" has been obtained.

The Executive Board will determine a date, time, place, and format for an informational meeting at which time the Professional Negotiations Commission will present the details of the district's "last best offer" and the Commission's recommendation for action by the membership on the proposal. Voting procedures will be determined by the Executive Board. The information meeting should be scheduled to elicit the largest possible attendance of both the membership of the Representative Council and of the general membership. The purpose of this meeting will be to provide information about the "last best offer"

with any actual voting to occur at another time and place (normally a school building/representative unit faculty meeting). The election will be conducted by the faculty representative (or designee).

- A. Notification of the time and place of an information meeting and voting procedures adopted will be made:
 - 1. If during the summer, by mail to the last summer address provided to the employer (if different, specifically made to the VEA office);
 - 2. If during the school year or near the opening of a school year, notification by telephone tree and/or other effective means.
- B. The Executive Board will determine what information (if any) about the nature of the “last best offer” will be provided to members before the information meeting. The nature of the information to be provided should be directed to the goal of turning out the largest possible number of members.

4. Strike Authorization Vote—Strike Initiation

The Professional Negotiations Commission may request the Executive Board to conduct a strike authorization vote among the membership at any time if they determine that the use of this kind of action is necessary to conduct effective negotiations. In the event the membership has rejected a “last best offer” under any of the two (2) circumstances in Section 2, a strike authorization vote will be conducted.

A minimum affirmative vote of fifty percent plus 1 (50%+1) of the votes cast shall be required for a strike authorization to initiate a strike action. All members will be provided the opportunity to vote to authorize a strike by written ballot.

In addition to the written ballot, every member will be given the opportunity during the voting procedure to turn in a brief list of his/her bottom line parameters that must be achieved to: (a) avoid the actual strike action, and/or (b) return to work if a strike is called. These comments will provide current information for negotiators to negotiate with the district.

If the strike authorization vote is less than fifty percent plus 1 (50%+1) of the votes cast to authorize a strike, the membership will work under the previously agreed to contract for a specified period of time, determined by the VEA Executive Board, while negotiations continue with the district.

- A. If negotiation with the district is continued and settlement is then reached, the same negotiation ratification procedures will be followed as if starting from the beginning of negotiations.
- B. If the district refuses to negotiate, the membership will work without a contract for twenty (20) days while seeking to reestablish negotiations. After twenty (20) days a vote will be taken by the membership to reject the district's offer and strike (fifty percent plus 1 [50%+1] of the votes cast).

Expense Guidelines

VEA must rely on individuals, commissions, committees, and employed staff to carry out a great deal of its important work. Expenses incurred for authorized or necessary activities are provided in the Association's budget and will be paid according to the guidelines provided below:

A. Transportation

1. Public carriers
Travel by plane, train, or intercity motor vehicle will normally be by coach, tourist, or economy class. (First class may be utilized only in unusual or emergency situations.) Reservations and ticket purchases will normally be made through the VEA office. Bills must accompany vouchers when the traveler has made arrangements. Reasonable taxi service and airporter limousine service, baggage handling, and up to 15% tip will be allowed.
2. Private vehicle
 - a. The car allowance for a designated driver will be the current IRS rate per mile when on Association business.
 - b. Members traveling on behalf of VEA, Inc., will normally be budgeted into three-person carpools.
 - i. A designated driver will be paid the car allowance rate for each mile actually driven, i.e. picking up passengers, round trip to the meeting site, driving for meals, etc.
 - ii. An individual choosing to drive his/her own vehicle will be reimbursed one-third of the car allowance paid a designated driver plus one-third that rate for each additional passenger also on VEA business to a maximum of the full rate.
 - c. In certain situations, the president may authorize the payment of the actual costs of the fuel expended by a driver on Association business upon presentation of a voucher request with reasonable documentation.
 - d. Auto rentals will be allowed only when other means of transportation are not feasible and will be reimbursed at actual cost.
 - e. Intercity travel by private auto will be reimbursed at a total cost not to exceed the cost that would be incurred by regular air travel, coach class.
 - f. Parking, bridge, ferry tolls, etc., will be reimbursed at actual cost.

B. Meals

For purposes of budget development and reimbursement, the current WEASO per diem allowance for personal meals will be used. Individuals will receive an advance for their daily meal expenses based on the IRS rate. If the total daily amount expended exceeds the advance, then all meal receipts must be attached to an expense voucher to receive the allowable reimbursement. Failure to fully document expenses will result in no further reimbursement. Coffee breaks, snacks, and refreshment costs are considered a portion of the meal allowance and no additional allocation is provided.

C. Housing

Whenever possible, housing costs will be arranged through and/or billed directly to the VEA office. Double occupancy should be arranged whenever possible. An individual desiring single occupancy will be reimbursed at one-half the cost of double occupancy. An individual desiring to room with someone whose housing expense has not been authorized by the Association will be reimbursed at one-half the cost of double occu-

pany. Telephone expenses not related to Association business are the responsibility of the individual.

D. Advances

Travel advances must be followed within 30 days by expense vouchers and relevant receipts for travel and housing expenses to clear the account. If the advance exceeds expenses, a check for the difference must be attached to the voucher. If expenses exceed the advance, every reasonable effort will be made to reimburse the member at the earliest possible time following receipt of a claim voucher.

E. Substitute costs

The costs of providing a substitute to release a teacher from his/her regular duties for Association business will be covered only when authorized in the Association's budget. The Association will notify the VSD Human Resources Department of the members participating in an Association event and will be billed directly for the cost of the substitute. It will be the responsibility of each member to arrange for his/her own substitute. In a situation where a substitute has not been budgeted and it is not feasible to call an Executive Board meeting, the president may authorize the use of a substitute and explain the nature of the need at the next Executive Board meeting.

F. Committee or commission expenses

A committee or commission chairperson shall have the responsibility for authorizing expenditures from the account of the committee or commission provided in the Association's budget up to the amount available. Funding beyond that provided in the account must normally be authorized by the Executive Board or, in exceptional situations, by the president.

G. Secretarial and printing costs

Preparation of printed materials will normally be done through VEA, Inc., office resources. Costs incurred through use of outside sources will be reimbursed only when prior authorization has been given by the Executive Board or, in exceptional situations, by the president.

H. Other Association expenses

Vouchers for approved expenditures must be submitted within 30 days of the earliest date appearing on the voucher. The Executive Board must approve any exception to this.

Adopted by Representative Council: May 25, 1976
Revised by Representative Council: September 10, 1991
Revised by Representative Council: December 4, 2001
Revised by Representative Council: March 4, 2003

Support of Worthy Causes

It shall be the policy of VEA, Inc., to expend regular dues money only for those activities that can be rationally construed as necessary to carrying out its legal responsibility to represent the best interests of the Association and its members to public officials and to members of the public.

Rationale:

The Association acknowledges that there are many community organizations and causes of great merit in improving the welfare of children, youth, and others. However, members of some teacher associations have challenged in court the authority of their organizations' leaders to expend dues money to support a cause or an activity that is (1) outside the assigned responsibility of their association, and (2) on occasion contrary to the individual beliefs of some members. The courts have generally ruled that dues should be utilized to pay only the costs of activities that directly pertain to the assigned mission of the association.

This policy is intended to limit only the expenditures of dues money for causes outside the scope of the mission of the employee representation organization. It is not intended to limit the leaders of the organization from making recommendations to the membership that individual members should make contributions of money and time to certain worthy causes.

The Association has historically encouraged individual members to support:

1. The United Way
2. The Vancouver School District Foundation

Funding for Conferences, Workshops, Seminars, etc.

The WEA and NEA provide a wide range of local, state, and national training opportunities in the form of workshops, seminars, and conferences. The VEA encourages members to take advantage of these professional growth services.

The policy of the VEA regarding requests by members for Association funding for conferences, workshops, travel expenses, etc., shall be limited for the purpose of governance issues exclusively. Each VEA member is encouraged to utilize the staff development money through the normal Vancouver School District channels for job-related training.

Monetary Commitment for Conferences, Workshops, Seminars, Etc.

It is the general practice of VEA, Inc., to fully fund all expenses for Association-supported activities. In some circumstances, members may be asked for a monetary commitment to be submitted with an application. This check will be held but not cashed, provided the member participates in the activity.

Recommended by Executive Board: April 23, 2002
Approved by Representative Council: September 14, 2004

Budget and Reporting Procedures

1. The VEA, Inc., budget should accurately reflect projected expenses and revenues for the fiscal year.
 - A. The budget should be an annual budget that deals only with the current year's assets and liabilities.
 - B. The budget should be balanced, with expenses and revenues being equal.
 - C. If any transfers from long-term savings are to be part of the regular annual budget, these transfers should be approved by the Executive Board and recorded in the official minutes.
2. An accurate written report of actual expenses and revenues should be presented to the Executive Board each month.
 - A. The monthly report should allow the Executive Board to see both the total revenue for the year as of the previous month and the total yearly expenses as of that month.
 - B. A budgeted column should be included for comparison with the adopted budget.
 - C. A column with percentage of current year expenditure to the budget amount should be part of the report for the Executive Board review and comparison.
 - D. If a line item expense exceeds the budgeted amount, it shall be reported to the Executive Board and reflected in the minutes.
3. Specific reimbursements should be allocated to the line item for which they are intended. This practice provides an accurate record for tracking local expenses or credits.
4. The status of savings, certificates of deposits, and long-term investments should be reported to the Executive Board.
 - A. An oral review of the status of investments should be part of the treasurer's quarterly report to the Executive Board.
 - B. A sheet with the current balances of long-term investments, interest rates, and interest on the investments should be available for Executive Board review upon request.
5. An annual written report of all expenses and revenues should be made available to the Executive Board as soon as practical after the close of the fiscal year.
6. The annual audit report will be provided to the Executive Board at the first meeting after the completion of the audit.

Conflict of Interest Policy

Provision #1..... Purpose

Provision #2..... Guidelines to Evaluate Conflicts and Potential Conflicts

Provision #3..... Guidelines for Addressing Potential Conflicts of Interest

Provision #4..... Disclosure Responsibility

Provision #5..... Other Matters

Provision #6..... Definitions

Provision #1

Purpose

- I. Staff, governance, and board members of the Vancouver Education Association (the "Association") have an obligation to carry out their Association responsibilities in a manner that is consistent with the stated purpose of the Association, and to take no action in the course of their involvement with the Association that could be detrimental to the Association’s stated purpose. The purpose of this conflict of interest policy is to protect the Association’s interests in dealings with staff, governance, or board members in transactions or other situations that might adversely affect the Association. Definitions for terms used in this document are contained at the end of the document.

Provision #2

Guidelines to Evaluate Conflicts and Potential Conflicts

- I. The types of conflicts which could confront the Association may include difficult and ambiguous issues. While not all-inclusive, the following situations are where conflicts might arise, or give the appearance of conflict. In order to help those involved with Association activities understand and evaluate actual and potential conflicts, as well as situations that give rise to the appearance of a conflict, it is required that the covered person involved with the conflict and the Association’s Executive Board answer the following questions. The Executive Board, in reviewing whether to determine how to proceed with an actual or a perceived conflict, will use the answers to these questions in making their decision. If a particular scenario is not addressed, the Executive Board may consult with the Association’s legal counsel and/or its outside auditors for assistance in analyzing relevant factors.
 - A. Hiring individuals who are close relatives of a covered person.
 - 1. Is this job integral to the success of the Association?

2. Have all Association policies and procedures relevant to employment been followed?
3. Can this position be structured so that the covered person has no supervisory responsibilities with respect to the close relative without disrupting the Association's business practices?
4. Will the covered person play any role in the hiring process?
5. Does this close relative have a unique expertise such that the service cannot be obtained elsewhere?
6. What are the alternatives if the close relative is not employed by the Association?
7. Has the Association weighed the benefits and risks of hiring the close relative?
8. How will this appear in the eyes of the public when tested against the value of "integrity beyond reproach?"

B. Contracting for products or services with a covered person

1. Is this product or service integral to the success of the Association?
2. Has the Association taken appropriate measures to ensure that the Association obtains the best market price for the product or services?
3. Has the Association received independent verification of the quality of service or products being acquired or provided by the covered person?
4. Will the management of the delivery of the service or product within the Association be done by someone other than the covered person or other than someone who is supervised by the covered person?
5. How will this appear in the eyes of the public when tested against the value of "integrity beyond reproach?"

C. Other considerations

1. In evaluating conflict situations to determine an appropriate course of action, the Association will be guided by the following criteria and considerations:
 - a) Compliance with the letter and the spirit of all applicable laws relevant to all parties to the transaction.
 - b) Adherence to Association policies and procedures.
 - c) Ability to act within the scope of the Association's values, such as "integrity beyond reproach."
 - d) Transparency.
 - e) Financial or other benefit to the Association.
 - f) Nature and extent of risk to the Association.
 - g) Availability of other alternatives.
 - h) Ability to mitigate risks to the Association.
 - i) Financial or other benefits to the covered person.
2. Since outside interactions carry with them an increased potential for conflicts of interest, it is important to understand the following points:
 - a) Many conflicts that are properly disclosed can be adequately managed without detriment to the reputation, integrity, or position of the Association and the covered person.
 - b) In most cases, problems associated with actual or perceived conflicts of interest or commitment do not arise from the conflicts per se, but rather are the result of a failure to openly acknowledge and actively manage them.

- c) It is important to outline the process for identifying, assessing, and managing these potential conflicts to assure that both the integrity of the Association and the activities of its staff and board members are protected.

Provision #3

Guidelines for Addressing Potential Conflicts of Interest

- I. Determination Procedures. The Executive Board, in reviewing whether to proceed with investigating an actual or a perceived conflict, will request that a covered person involved in an actual or perceived conflict make a presentation at an Executive Board meeting. After disclosure of the material facts and follow-up discussions with the covered person, the Executive Board will meet, without the inclusion of the covered person, to discuss and vote on whether a conflict of interest exists.

- II. Resolution Procedures
 - A. If the Executive Board determines that a conflict of interest exists, the covered person may make an additional presentation to the Executive Board of the facts and circumstances regarding the actual or proposed transaction or arrangement.
 - B. The president of the Vancouver Education Association shall appoint an Executive Board member to investigate alternatives to the actual or proposed transaction or arrangement.
 - C. After exercising due diligence, the Executive Board shall determine whether the conflict can be eliminated by the Association obtaining a comparable result for the transaction or arrangement with a person or entity that would not give rise to a conflict of interest.
 - D. If a comparable transaction or arrangement is not reasonably attainable from a person or entity that would not give rise to a conflict of interest, the board should review the situation utilizing the guidelines for evaluation as described in Provision 2 of this policy.
 - E. Upon review of the situation, the Executive Board shall determine by a 2/3 majority vote whether the transaction or arrangement is in the Association's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Association. The covered person shall be excluded from any vote relating to the proceedings.

- III. Procedures for Board Identified Violations
 - A. If the Executive Board becomes aware of an instance or has reasonable cause to believe that a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and require the covered person to provide details of and explain the alleged conflict of interest and the related failure to disclose the conflict.
 - B. Upon review of the situation and response by the covered person, the Executive Board shall determine if further investigation is warranted, given the circumstances. If, upon further review of the situation, the Executive Board determines that the covered person has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

- IV. Procedures for Documenting the Proceedings
 - A. The minutes of the Executive Board proceedings shall contain all relevant facts to the situation, including:
 - 1. Actions taken by the Executive Board to determine whether a conflict of interest was present.

- B. The Executive Board's determination as to whether a conflict of interest in fact existed.
- C. Alternative transactions or arrangements presented to the board.
- D. The content of the Executive Board's discussion relating to the guidelines for evaluation as described in Provision 2 of this policy.
- E. The outcome of the Executive Board's vote.

Provision #4

Disclose Responsibility

- I. In connection with any actual or perceived conflict of interest, or in consideration of any proposed arrangement or transaction, a covered person must disclose the existence and nature of his or her own conflict of interest and must disclose all material facts to the Executive Board for consideration.

Provision #5

Other issues:

- I. Compensation Related Voting Abstentions
 - A. In order to prevent an actual or perceived conflict of interest, a voting member of the Executive Board who receives compensation, directly or indirectly, from the Association is precluded from voting on matters pertaining to his or her compensation.
- II. Annual Acknowledgement by Covered Person
 - A. Each covered person shall annually sign an acknowledgement statement affirming that he or she:
 - 1. has received a copy of the conflict of interest policy;
 - 2. has read and understands the policy;
 - 3. has agreed to comply with the policy; and
 - 4. understands that the Association is a not-for-profit organization and that in order to maintain its federal tax exemption it must engage in activities that accomplish its tax-exempt purpose.

Provision #6

Definitions

- I. Conflict of interest

A conflict of interest exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which the Association has an interest, and in which the covered person may have an interest separate from the Association. A conflict of interest also exists in situations in which there is an appearance that a covered person is acting in his or her own interest rather than in

the best interests of the Association, has the ability to exercise undue influence over Association decisions, or is receiving favorable treatment by the Association because of his or her status as a covered person.

II. Covered Person

A covered person refers to all staff, governance, Executive Board members, Representative Council members, members of committees with board delegated power, and, as defined below, close relatives.

III. Close Relative

Close relatives are a spouse, child (natural or adopted), parent and step-parent, in-law (father, mother, brother and sister in-law), grandchild, grandparent, brother or sister of a covered person, and any person with whom a covered person shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the covered person.

IV. Related Organization

A related organization is any organization in which a covered person directly or indirectly:

- A. owns or controls 5% or more of any voting security; or
- B. is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, or otherwise serves in a fiduciary capacity or holds a substantial beneficial interest; or
- C. is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, or otherwise serves in a fiduciary capacity or holds a substantial beneficial interest; or
- D. has legal or de facto power to control the election of a majority of directors; or
- E. has legal or de facto power to exercise a controlling influence over the organization's management or policies.

"Organization" includes a corporation, partnership, trust, estate, joint venture, and unincorporated affiliation of any kind as well as public boards and commissions and not-for-profit organizations.

Recommended by the Executive Board: March 27, 2006

Adopted by Representative Council: April 3, 2007

Job Description and Role of the Executive Director

1. Chief Administrative Officer

- A. Serves as chief administrative officer of the Association and implements Association policy.
- B. Does not make policy, but provides appropriate guidance in its establishment.
- C. Is responsible for policy implementation once it has been made.

2. Guidance and Leadership

- A. Provides overall leadership and guidance in the development and implementation of the programs of the Association.
- B. Serves as resource and research consultant to the Executive Board, Representative Council, and commissions/committees of the Association.
- C. Gives counsel to the Executive Board and Representative Council on activities and programs pertinent to the advancement, welfare, and objectives of the Association.
- D. Assists in development of inservice training for actual and potential leaders.

3. Business and Office Manager

- A. Serves as business and office manager of the Association.
- B. Is responsible for the employment of the clerical staff.
- C. Recommends professional staff appointments and reappointment.
- D. Consults with the budget committee in preparation of the annual budget and the management of Association finances.

4. Representation of the Association

- A. Coordinates all representation to the school district administration and school board.
- B. Assists the professional negotiations commission in all aspects of its work.
- C. Provides liaison with professional education organizations, including state and national meetings.
- D. Works under the direction of the Washington Education Association general counsel as long as VEA, Inc., is affiliated with the Washington Education Association.

5. Communication and Public Relations

- A. Presents, represents, and interprets the Association and its programs to the membership and the public.
- B. Is responsible for editing and producing all official Association publications.
- C. Plans and assists in the execution of the public relations program of the Association.

6. Members

Provides counsel, advice, and representation to individual members.

Adopted by Executive Board: May 11, 1977

Revised by Executive Board: May 8, 2001

**Internal Publications
(Action Line, Leader Letter, etc.)**

It shall be the policy of the Vancouver Education Association to use internal publications (Action Line, etc.) to promote membership in the VEA, inform members on current issues in public education, participate in awareness activities pertinent to education in the Vancouver Public Schools, and provide a vehicle for inter-school communications. The publications shall not be used for individual or commercial advertising.

Adopted by Executive Board: March 28, 1995

Adopted by Representative Council: April 11, 1995

Cellular Phones

A cellular phone with a basic service plan, or an equivalent amount if the individual already has a plan, shall be provided for the executive director and the president.

Rationale:

Both the executive director and the president often have business that takes them away from the office. It is helpful for these individuals to be able to check in with the administrative assistant so that they can deal with situations that arise when they are out of the office. It is also helpful for the administrative assistant to be able to contact the president and executive director.

Criteria for a basic plan:

1. At least 100 minutes per month.
2. Statewide coverage (especially Federal Way and Seattle). National coverage is helpful for NEA and NCUEA events.
3. Vibrating option so the phone can be left on during meetings.
4. Voice mail or messaging.

The August 2000 rate is approximately \$40 per month for all of the above.

Use of VEA Facilities

Facility Use

Use of the VEA office shall be for VEA sponsored activities or activities where the majority of participants are VEA members or designated partners.

Special Permission

Special facility use permission may be obtained from the Executive Board or from the president if an urgent need arises.

Keys

Keys to the office will be dispensed to VEA staff and designated officers only.

Independent Status of VEA, Inc.

VEA, Inc., should remain an independent unit.

Adopted: February 11, 1986

**Affiliation Procedures for Study and Review of Affiliation
Status
(Implementation of Bylaw XIV, “Affiliation”)**

1. Whenever a majority of the VEA, Inc., Executive Board determines that there is a need to study the status of the current affiliation of VEA, Inc., with regional, state, or national organizations or for making a new affiliation arrangement with another organization, it will designate a sub-committee of the Executive Board or assign the task to the Internal Affairs Commission of the Association.
2. Alternately, a motion passed by the faculty representatives of the Representative Council will require the Executive Board to initiate the affiliation study and review procedure.
3. The review body assigned the task for study will begin to identify the specific issues of concern that VEA may have with its state and national affiliates. This information will be systematically prepared, reviewed by the Executive Board, and distributed to the general membership as it is prepared to keep them fully informed of events as they develop. A series of short reports on selected topics is to be preferred to one huge report.
4. The review body will:
 - A. Develop a written bill of particulars setting out the specific points of contention it has identified between VEA and its state and/or national affiliate association.
 - B. Identify particular documents (sections) that directly pertain to the points of contention in the local governing documents or in those of the state/national affiliate.
 - C. Identify what changes would need to be made to bring the points of contention to a resolution.
 - Changes by VEA
 - Changes by the state/national
 - D. Prepare information discussing the relative merits of making a change and develop a recommendation to guide VEA leadership and members for the best short and long-range welfare of the Association.
 - E. Prepare a ballot format for presenting whatever proposition is to be recommended to the membership for their action.
5. Inform the officers of the state affiliate that the membership is considering a proposal to become an independent unit and the bill of particulars that is propelling the unit to take the action. Request that the state officers provide a specific response to the points of contention identified and why the state’s position will be good for the membership of the VEA.

WEA Board Member Absence or Vacancy

In the event the elected WEA Board member is unable to attend a board meeting, the VEA President or his/her designee will attend in the Board member's place.

In the event of a vacancy occurring in an elected term of the WEA Board member, the VEA President will appoint a replacement for the remainder of the term.

Participation in the NEA UniServ Program

Preface

The VEA, Inc., affirms it will participate in the NEA UniServ Program as defined and to achieve the two purposes published in NEA's UniServ Policy Guidelines:

NEA UniServ Program Defined

“The UniServ program is a cooperative effort by which local, state, and national Associations provide members with increased professional staff at the local level to improve the service program at all levels of the Association. UniServ is designed to coordinate rather than duplicate the service programs at local, state, and national levels and to create equitable distribution of Association services regardless of geography or density of the membership.

Purpose

1. To provide members and locals with professional staff and necessary support staff services and facilities to implement, improve, and coordinate programs of the United Teaching Profession.
2. To guarantee local control and involvement of local leadership, local staff, and local program in order to strengthen the effectiveness of the local Association.”

VEA, Inc., for purposes of participation in the NEA UniServ program designates that the component units of VEA, Inc., will constitute a UniServ Council within the Washington Education Association.

VEA, Inc., is prepared to enter into a written agreement that will provide that the VEA Inc.'s employees, the VEA Executive Director, and the VEA Administrative Assistant will also be designated as being a part of the NEA's UniServ Program.

VEA, Inc., is prepared to enter into a written agreement with WEA pursuant to the NEA UniServ Program's stated purposes and Rules of Operation. The VEA, Inc., agreement with administration of the program through WEA will adhere to the following principles in integrating VEA, Inc., employees into the Washington State UniServ Program.

- A. VEA, Inc., Executive Board will retain full authority over its employees.
 1. Hire and fire employees subject to the procedures negotiated with the employees.
 2. Supervise the activities of VEA, Inc., employees as to how and what extent:
 - a. They will deliver WEA and NEA programs to component units and members of VEA, Inc.

- b. They will provide services for VEA, Inc.'s programs, goals, and objectives beyond or in addition to WEA and NEA programs.
 3. Fully control the sites, dates, and hours at which VEA, Inc., employees will provide their services, i.e., approve or disapprove outside request for these employees to serve o WEA committees, commissions, task forces, special projects, or job actions (including the 20-day provision that allows shared staffing of association employees for improving their skills and broadening their experiences in a variety of situations.)
 4. Solely evaluate these employees for purposes of identifying specific areas for additional training skills, knowledge, and experience for their improvement and when needed for the purposes of their termination.
 5. Be the sole bargaining agent authorized to conduct negotiations with VEA, Inc., employees regarding hours, wages, terms, and conditions of employment.
- B. The VEA, Inc., Executive Board will retain full authority to determine:
1. The location and utilization of its Association office by component units and WEA.
 2. The compatibility local association units that may be proposed for servicing by and for membership in VEA, Inc.
- C. The VEA, Inc., Executive Board will maintain full control of all its revenues and budgeting, its office equipment, present and future purchases, supplies, and other activities the VEA, Inc., leadership determines desirable for the best operation of the unit.

UniServ Bilateral Agreement Ratification Procedure by Representative Council

When any terms of a UniServ Bilateral Agreement may encroach on the VEA, Inc., By-laws, these matters will be brought to the attention of the VEA Representative Council for formal action.

Pursuant to Article V, Section 13, Subsection E, of the VEA Bylaws which specify as a function of the Representative Council the responsibility to “Approve the inclusion of additional component association units into the corporate structure of VEA, Inc.,” the Representative Council establishes the following standing rule.

- A. A proposal for the inclusion of another association unit into the VEA, Inc., corporate structure, either by recommendation of the Executive Board or the opinion of an arbitrator, must be presented on a basis that such an action will produce some tangible advantages to VEA, Inc. The recommendation or opinion will list any and all adverse impacts on each component unit and for VEA, Inc., as a whole. The identified advantages and any possible disadvantages will be clearly listed for the consideration of the council sufficiently in advance of a council meeting for faculty representatives to have ample opportunity to discuss them with their members and receive instruction for their vote.
- B. Any agreement the VEA Executive Board enters into pertaining to VEA, Inc., association staff to provide services for another individual association unit under the parameters of the NEA-WEA UniServ Program must stipulate:
 1. The specific association to be served, and the kind and extent of services to be provided.
 2. That the local association staff will be employed, directed, supervised, and evaluated by the elected officers of VEA, Inc., as specified in VEA Bylaws, Article II, Section 10, and in Article XII.
 3. The dues of each additional association unit will be transmitted through the VEA, Inc., office for distribution to the state and national associations.

Representative Assembly Delegate Guidelines

Elected local delegates to state and national representative assemblies will be given general guidelines. This will facilitate proper representation of their constituents in policy matters relating to state and national education Associations to which VEA is affiliated.

The following are suggested:

1. Be as aware as possible of the issues being dealt with through delegate packets.
2. Attend scheduled local or regional delegate mock assemblies.
3. Advocate positions taken by delegates to VEA Executive Board and Representative Council meetings.
4. Attempt through building level meetings, Executive Board meetings, and Representative Council meetings to get input on positions prior to mock and representative assemblies.
5. If asked, contact other delegates at representative assemblies to advance mock assembly or local Association positions on issues.
6. If unable to attend representative assemblies, give as much advance notice to the Association as possible.
7. Make every effort to attend all sessions of assembly at properly scheduled times.
8. If asked by the leader of the delegation, be prepared to orally or in writing report back to building, Executive Board, or Representative Council the results of issues or positions taken at representative assemblies.
9. If requested, assist in keeping an accurate packet of amendments, changes, and/or additions to policies or positions taken at representative assemblies.

Adopted by Executive Board: January 5, 1982

Adopted by Representative Council: January 12, 1982

Guidelines for VEA Leaders and Members in Making Personal Endorsements of Candidates and/or Initiatives, Referendums, Issues, etc.

Rationale:

A teacher who may have taken the special efforts necessary in the education community to get elected to an Association office is very likely to be the same teacher who may become involved in the political affairs in the general community on behalf of a certain candidate or issue of interest to him/her.

This teacher will have high visibility in the educational and general community because of his/her leadership role. When he/she makes any public statement, it may possibly be construed that he/she is speaking for the Association. It is desirable that this confusion be avoided.

However, it is also desirable that a teacher leader not have any greater restriction placed on him/her than that placed on any other VEA member in speaking out or visibly working on behalf of a candidate or individual.

Guidelines:

- A. When endorsing candidates or issues, a VEA leader should indicate that he/she is speaking as an individual and not as an official spokesperson of the Association.
- B. In a letter to the newspaper editor and/or personal endorsement, a VEA leader may identify in the body of the letter that he/she has held or currently holds a position of leadership in a teacher organization (an objective fact) if he/she believes such a statement lends weight and credibility (identification) to his/her statement.

However, when signing such a letter, he/she should not use his/her title of leadership since this, by custom, generally signifies that his/her action is an official act of the office he/she holds.

- C. A VEA officer should not use any information, materials, or equipment of the Association on behalf of a personally endorsed candidate or issue. Attention must be given so as to not compromising the Association's status as a nonpolitical, nonprofit employee advocate organization.
- D. An elected leader or staff member of the Association shall not promote an issue during regularly scheduled Association duty hours unless the VEA Executive Board and/or Representative Council has authorized such activities.

Support of Special Tax Levy Elections

It shall be the general policy of VEA to support and utilize all of its resources, human and material, as may be allowed by law and other Association policies and practices in the promotion of a special levy for the schools of Vancouver. (A deviation from this policy, with the Association to play either a passive role or an active role in opposition to a special levy should require a minimum vote of 2/3 of the Representative Council authorizing such a position.)

Adopted by Representative Council: November 5, 1976
Amended by Representative Council: April 12, 1994

Action Against the Legislature

It is the basic policy of the VEA, Inc., that:

- A. Opportunity to Vote.** Every VEA, Inc., member employed by the Vancouver School District will be provided the opportunity to vote by written ballot on possible actions against the Washington State Legislature. The number of votes cast will determine the results of the election. The voting will be conducted in each building or other identified representative unit of the Association.
- B. Responsibilities of the VEA Executive Board.** The Executive Board will determine the date, time, place, and format for an all-member informational meeting. This informational meeting will be scheduled to elicit the largest possible attendance of both the Representative Council and the general membership. At this meeting, the Executive Board will present the details of the current legislative stance. Any actual voting will occur at another time and place (such as a work site) and may take place at either a regularly scheduled meeting or at a special meeting. Voting procedures will be determined by the Executive Board. Faculty reps (or designees) will conduct the election.
- C. Authorization Vote.** The Executive Board may request the Representative Council to conduct an authorization vote among the membership at any time if they determine the use of this kind of action is necessary to communication the desires of the VEA membership to the legislature. A minimum affirmative vote of two-thirds (66-2/3%) of the votes cast shall be required for authorization to initiate an action. All members will be provided the opportunity to vote by written ballot in buildings or representative units.

Adopted by Executive Board: March 27, 2001

Adopted by Representative Council: April 10, 2001

