

# Westminster Education Association

## Standing Rules

Ratified	April 1973
Amended	April 1974
Amended	April 1975
Amended	February 1977
Amended	September 1979
Amended	March 1983
Amended	April 1987
Amended	December 1991
Amended	March 1999
Amended	February 2001
<b>Amended</b>	<b>February 2008</b>
<b>Amended</b>	<b>October 2011</b>

### **Rule 1**

#### **MEETINGS**

- A. GENERAL MEMBERSHIP MEETINGS
1. There shall be general membership meetings held when necessary to inform the membership of the current status of the Association and to conduct any pertinent business.
  2. Those members present shall constitute a quorum.
  3. The president or a majority of the Association Board of Directors can call meetings.

### **Rule 2**

#### **ELECTIONS**

- A. COMMITTEE ON NOMINATIONS AND ELECTIONS:
1. The committee shall consist of five (5) Association members nominated by the president and approved by the board of directors. If a committee member becomes a candidate for elected position, his/her term on the committee shall expire immediately.
  2. The term of office for committee members shall be one year with no limit on the number of consecutive terms.
- B. NOMINATIONS
1. Nominations for WEA officers and directors, CEA Delegates to Delegate Assembly and Delegates to NEA Representative Assembly are made by the general membership. The Nominations and Elections Committee shall secure one or more qualified candidates for each vacant position and present the slate of candidates to the Association Representative (AR) Council before the election.
- C. ELECTIONS
1. The election for CEA Delegate and NEA Representative Assemblies shall be completed one month prior to CEA and NEA deadlines.
  2. The election of officers and directors for WEA will be held prior to spring break.
- D. VOTING
1. The ballots and candidate statements shall be in the buildings for at least three (3) school days.
  2. Voting shall be by secret ballot. The ballot shall be distributed to all qualified electors in the respective buildings by the Association Representatives (ARs). The AR shall be responsible for returning marked ballots to the WEA office within three (3) school days of the election.
- E. BALLOT TABULATION
1. The Committee on Nominations and Elections shall be responsible for tabulating the returns and reporting results to the AR Council and membership within one (1) week of the election.
  2. The candidate receiving the greatest number of votes shall be declared winner. Marked ballots shall be kept for one month after the election in order to facilitate a recount.
  3. A record of the balloting totals, signed by the Committee on Nominations and Elections, shall be kept on record for inspection by any candidate or member.
- F. RECOUNT
- Within a month of the election, any candidate shall have the right to demand a recount and to be represented at such recount.
- G. TIES/ACCLAMATION

1. In case of a tie for a WEA elected position, a special runoff election shall be held for that position. The board of directors shall determine the method of the special election.
2. In case of a tie for CEA delegates and/or alternates, the position which each candidate shall fill, shall be determined by a vote of the AR Council.
3. If a candidate runs unopposed, he/she shall be automatically declared winner by acclamation.

**RULE 3**      **BOARD OF DIRECTORS**

- A. **BUSINESS DURING INTERMISSIONS**  
During regularly scheduled school intermissions, the board of directors shall perform functions necessary to carry on the normal business of the Association.
- B. **ONE PERSON, ONE VOTE**  
A person may only occupy one seat on the board of directors.
- C. **LEVEL REPRESENTED**  
In the event a director is transferred to a different grade level **OR POSITION**, the director may fulfill the term to which elected.
- D. **ABSENTEEISM**  
When a person misses two consecutive board meetings, the president will personally contact the member about the importance of their position. After three (3) consecutive absences, the board will consider a recall ballot. (Refer to By-Laws Article 3, Section VIII.)
- E. **VACANCIES**
  1. Except for president, any vacancy in an office or position on the board of directors shall be filled by an AR Council election. Such terms shall expire at the next general election.
  2. In the event of simultaneous vacancies in the office of president and vice-president, a special election by the membership shall be held.

**RULE 4**      **DELEGATES FOR COLORADO EDUCATION ASSOCIATION DELEGATE ASSEMBLY**

- A. **REPRESENTATION**  
The Association may be represented each year by the number of official delegates to which it is entitled by its membership in the Colorado Education Association.
- B. **ELECTION OF DELEGATES**  
The president and the vice-presidents shall automatically be voting delegates. Other delegates shall be elected for two-year terms with approximately one-half (1/2) elected each year. One-third (1/3) of delegates represent ESP and two-thirds (2/3) represent certified Vacancies shall be filled in a general election, or in the case of a vacancy occurring after the election, by alternates in the order of plurality of their votes in the election. If the list of alternates is exhausted, the AR Council shall elect the necessary additional delegates.
- C. **QUALIFICATIONS**  
A candidate for Delegate Assembly shall be a current member of the Association and shall indicate willingness to continue serving the Association.
- D. **MINORITY CANDIDATES**  
The Association shall attempt to recruit minority candidates in keeping with the NEA guidelines.
- E. **ALTERNATES**  
Those candidates not elected as official delegates shall be declared alternates.
- F. **EX-OFFICIO DELEGATES**  
The Association may send ex-officio delegates as the budget permits. Ex-officio delegates shall be requested by the president and approved by the AR Council.
- G. **DUTIES**  
Delegates are required to attend all scheduled Association meetings and/or matters relating to Delegate Assembly activities. Delegates must become familiar with the Colorado Education Association By-laws, budget, commission reports, proposed resolutions and other issues coming before the Delegate Assembly. Delegates must attend all official sessions of the Delegate Assembly and all caucuses until they are declared adjourned. Delegates shall be prepared to report back to the Association on the business of the Delegate Assembly.

**RULE 5**      **NATIONAL EDUCATION ASSOCIATION REPRESENTATIVE ASSEMBLY DELEGATES**

- A. **REPRESENTATIVES**

The Association may send each year to the National Education Association Delegate Assembly the number of delegates to which it is entitled by its membership in the National Education Association. Reimbursement to be limited by available funds.

**B. QUALIFICATIONS**

A candidate for delegate shall have been a United Education Profession member for two (2) years, including the present year of membership and should have served the Association by membership on the Board of Directors, the AR Council, a committee or task force within the last three (3) years and shall indicate a willingness to continue serving the Association.

**C. MINORITY CANDIDATES**

The Association shall attempt to recruit minority members as candidates in keeping with the NEA guidelines.

**D. DUTIES**

Delegates are required to attend all scheduled meetings relating to the National Education Association Representative Assembly activities. Delegates must become familiar with the National Education Association By-laws, budget, commission reports, proposed resolutions and other issues coming before the National Education Association Representative Assembly. Delegates must attend all official sessions of the Representative Assembly and all caucuses until they are declared adjourned. Delegates shall be prepared to report back on the business of the Representative Assembly.

**RULE 6      ASSOCIATION REPRESENTATIVES**

**A. DUTIES OF THE AR ARE TO:**

1. Participate in decision making on Association policies.
2. Answer questions on issues directed to them by the membership. If needed, contact the WEA office for help.
3. Assist new staff members in becoming acquainted with the United Education Profession. Work with Building Membership Leader to recruit members. Help with grievances as provided under the grievance procedure in conjunction with the president and/or UniServ Director.
4. Distribute communications.
5. Distribute and collect WEA questionnaires.
6. Report to the members in their buildings the problems and policies discussed and business transacted by the Association Representative Council.
7. Conduct all Association elections in their buildings.
8. Maintain an Association Bulletin Board within building.

**RULE 7      ASSOCIATION REPRESENTATIVE (AR) COUNCIL MEETINGS**

1. The meetings shall be held on the first (1<sup>st</sup>) Tuesday of each month during the regular school year.
2. The Association president shall have the authority to postpone the meeting, but must call at least one meeting each month of the regular school year.
3. Meetings can be called by a majority of the board of directors or a petition signed by ten percent (10%) of the AR Council members.

**RULE 8      FINANCE**

**A. AUTHORIZATION OF EXPENDITURES**

1. The expenditures authorized in the budget by the AR Council need not be authorized again and the treasurer, administrative assistant, or president may make payment (check or online banking) of the monies so allowed.
2. Expenditures beyond the authorized budget require three-fourths (3/4) majority vote of the board of directors.

**RULE 9      COMMITTEES**

**A. GENERAL COMMITTEE OBLIGATIONS**

1. Every committee will have sufficient numbers of members to carry out the goals of the Association as determined by the board of directors or the AR Council.
2. Each committee will develop and implement plans to accomplish its objectives and others assigned to it by the AR Council.

3. Committee chairs shall be available to attend WEA Board of Directors meetings or AR Council meetings upon request. Committees can also request time on these agendas.
  4. All committees will record minutes of their meetings and place them on file in the WEA office.
- B. **STANDING COMMITTEES**  
A list of committee responsibilities is available from the Association President on file in the WEA office. The following are Standing Committees:
1. Political Link
  2. Bargaining Team (Negotiation Team)
  3. Membership Committee
  4. Nominations and Election Committee
  5. By-Laws and Standing Rules Committee
- C. **DISTRICT COMMITTEES**  
WEA, by Negotiated Agreement, makes appointments to these committees:
1. Insurance Committee (3)
  2. Sick Bank Committee (3)
  3. Sabbatical Committee (3)
  4. Evaluation (State Law 1338)
  5. ESP Reclassification Committee - three (3) ESP and one (1) certified)
  6. Instructional Advisory Committee
  7. Staff Development
- D. **AD HOC COMMITTEES**  
Any Ad Hoc Committees may be organized to meet short-term needs on projects of the Association, such as, Communication and Public Relations Committee, Organizing Committee, Educator Effectiveness (SB191), and the Bargaining Support.

**RULE 10**      **NEGOTIATIONS GUIDELINES**

- A. **NEGOTIATION TEAM**
1. The team members will be nominated by the WEA president and approved by the WEA Board of Directors.
  2. The team members will be identified far enough in advance of negotiations in order to be trained.
  3. The team will select the chair and spokesperson.
  4. The spokesperson can be the UniServ Director.
  5. The team and the board of directors will jointly agree upon operating procedures and reporting methods.
- B. **PROPOSALS**
1. Members will identify items for negotiations through varying devices such as surveys, interviews, building meetings, etc.
  2. The team with the help of a research committee, when necessary, will develop and write the proposals.
- C. **RATIFICATION**
1. Following tentative agreement at the negotiation table, exact language will be made available to each AR and meeting(s) held as determined by the board of directors for member review of the tentative agreement.
  2. The TA shall be ratified or rejected by a secret ballot vote of the membership. A majority of those voting shall determine ratification or rejection.
  3. The board of directors shall determine the location of voting.