



**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

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**FAIRFAX EDUCATION ASSOCIATION  
CONSTITUTION & BYLAWS**

**CONSTITUTION OF THE FAIRFAX EDUCATION ASSOCIATION**

**PREAMBLE**

We, the members of the Fairfax Education Association, an affiliate of the Virginia Education Association, in order that the Association may serve as the voice for education, advance the cause of education for all individuals, promote professional excellence among educators, gain recognition of the basic importance of the professional educator in the learning process, protect the rights of educational employees and advance their interests and welfare, secure professional autonomy, unite educators for effective citizenship, promote and protect human and civil rights and obtain for its members the benefits of an independent, united teaching profession, do hereby adopt this Constitution.

**ARTICLE I.** Name, Goals, Objectives and Authorities for Governance

**SECTION 1.** Name

The name of this organization shall be the Fairfax Education Association, Inc.

**SECTION 2.** Organizational References

- a. The Fairfax Education Association will hereinafter be called "FEA."
- b. The Virginia Education Association will hereinafter be called "VEA."
- c. The National Education Association will hereinafter be called "NEA."
- d. The District of the Virginia Education Association wherein the Fairfax Education Association resides will hereinafter be called "District."
- e. The Board of Directors of the Fairfax Education Association will hereinafter be called "Board."
- f. The Representative Assembly of the Fairfax Education Association will hereinafter be called "RA."
- g. The Fairfax County Public Schools will hereinafter be called "FCPS."
- h. The Instructional Assistant will hereinafter be called "IA."
- i. The Unified Scale Educational Support Professionals will hereinafter be called "ESP" and shall include all members eligible for active membership from the FCPS unified scale as well as IAs.
- j. The Fairfax Education Association – Retired will hereinafter be called "FEA-R".
- k. The FEA Government Relations Council will hereinafter be called "GRC."

**SECTION 3.** Goals and Objectives

The goals and objectives of FEA shall be as stated in the Preamble and Bylaws. FEA shall have the power necessary and proper to take action for the attainment of these goals. Nothing in this Constitution, or in the Bylaws shall be construed to prevent FEA from pursuing other objectives, which are consistent with the stated goals of FEA or in meeting all legal and fiduciary obligations.

**SECTION 4.** Governance

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

FEA shall be governed by its Charter, this Constitution, the Bylaws and Standing Rules and such other actions as the RA and Board may take consistent therewith.

**ARTICLE II. Membership**

**SECTION 1. Classes of Membership**

Membership in FEA shall be comprised of active members and such other classes as may be provided in the Bylaws.

**SECTION 2. Membership Eligibility: Provisions and Limitations**

- a. Membership eligibility is defined in the FEA Bylaws. Members shall agree to subscribe to the goals and objectives of FEA and to abide by its Constitution and Bylaws.
- b. Members of FEA shall be members of VEA and NEA.
- c. FEA shall not deny membership to individuals on the basis of race, creed, national origin, gender, age or sexual orientation.

**ARTICLE III. Representative Assembly**

**SECTION 1. Accountability**

The RA, composed of elected representatives and the Board, shall derive its powers from and shall be responsible to the membership.

**SECTION 2. Function of the Representative Assembly**

- a. The RA shall serve as the legislative body of the Association and shall make policy. It shall have voting powers on all matters except wherein restricted by the Constitution and Bylaws.
- b. The RA shall function as described in the Bylaws.

**SECTION 3. Meetings**

- a. The RA shall have scheduled meetings each month from September to June. Time, date and place are to be determined by the President. A RA meeting may be cancelled by the President due to inclement weather or emergency conditions. Additional cancellations of RA meetings will be non consecutive.
- b. Special meetings may be called by the President or by petition from thirty percent (30%) of the designated Association Representatives or ten percent (10%) of the membership.

**SECTION 4. Allocation/Election of Representatives**

- a. Representatives and alternates shall be elected by secret ballot and shall be apportioned to schools and other units on the basis of one representative and one alternate for each twenty-five (25) active FEA members, or major fraction thereof, provided that each school or unit shall be entitled to at least one representative and one alternate.
- b. In electing representatives to the RA, it is FEA's goal that there shall be ethnic minority representation at least proportionate to the ethnic minority membership of FEA.

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In electing representatives to the RA, it is FEA's goal that there shall be ESP representation at least proportionate to the ESP membership of FEA.

**SECTION 5. Powers and Duties of the Representative**

The Representative shall be duly elected within his/her school or unit. The Representative shall represent members on matters consistent with the goals and objectives of FEA.

**ARTICLE IV. Officers**

**SECTION 1. Officers**

The officers of the Association shall consist of the President, the Vice President or President-Elect, the Secretary and the Treasurer.

**SECTION 2. Qualification**

All elected officers of the Association shall have been-active members of FEA for at least three (3) years preceding the date of taking office, one year of which shall be the year immediately preceding the date of taking office. Board members shall continue active membership through their service on the Board.

**SECTION 3. Elections**

- a. The election of officers shall take place annually in conjunction with VEA and NEA elections based upon a secret ballot conducted among the membership. All newly elected officers shall take office commencing August 1.
- b. Candidates for FEA office may run for only one FEA seat on the Board of Directors.

**SECTION 4. Term of Office**

- a. President – The President shall serve a three-year term.
- b. President-Elect – A President-elect shall be elected for a one-year term to take office effective the last year of the incumbent President's term. At the termination of the President-Elect's one-year term, he/she shall automatically become the President and serve a three-year term in that position.
- c. Vice President – A Vice President shall be elected for a two-year term to serve in years without a President-Elect.
- d. The President, President-Elect and Vice-President may not immediately succeed themselves.
- e. Secretary– The Secretary may serve no more than two full consecutive terms without a break in service of at least one year.
- f. Treasurer – The Treasurer may serve no more than two full consecutive terms without a break in service of at least one year.
- g. Partial terms of one year or less are not counted in determining term limits.

**SECTION 5. Filling Vacancies of Officers and Board Members**

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If, for any reason, a permanent vacancy is created-whether by death, illness, impeachment, recall, removal, resignation or any other cause-during the term of office of the President, it shall be filled pursuant to the following rules:

If, at the time such a vacancy exists, there is one year or less remaining in that term, then the President-Elect shall assume the Presidency; however, if when the vacancy is created, there is more than one year remaining, the Vice President shall serve as President on an interim basis until the next general election. The newly elected President shall only serve for the remainder of his/her predecessor's term of office.

If, for any reason, a permanent vacancy is created during the term of the President-Elect, the following rules shall apply:

If the vacancy occurs with sufficient time as determined by the Elections Commission prior to the next general election, the election shall be held in conjunction with the regular election. If it occurs at a time designated by the Elections Commission as too late for the regular election and prior to the person assuming the office of President, a special election shall be held consistent with the applicable standing rule governing special elections. If the special election cannot be held prior to the change of terms, the newly elected Vice President shall assume the office of the President until the election is held.

If, for any reason, a permanent vacancy is created during the term of office of the Vice President, Secretary, or Treasurer, the following rules shall apply:

The vacancy shall be filled by secret ballot election at the RA. The vacancy shall be announced by notice to all representatives for posting at least three (3) weeks prior to the meeting. Time for speeches by all candidates shall be allowed prior to balloting. The person who takes office shall serve only for the remainder of the term of the person he/she replaces.

If, for any reason, a permanent vacancy is created during the term of office of FEA Director At-large, the following rules shall apply:

The President shall present to the Board of Directors within thirty (30) days a nominee to be approved by that body. Consideration for proportionate representation of minority and ESP membership as otherwise specified in governing documents will be honored. The person who takes office shall serve only for the remainder of the year (July 31) following regularly scheduled elections.

## **ARTICLE V. Board of Directors**

### **SECTION 1. Composition**

There shall be a Board consisting of the President, Vice President or President-Elect, immediate Past President provided he/she continues his/her membership as an active member of FEA, Secretary, Treasurer, the directors from the District, and six members elected at-large by the membership, and one FEA retired member. The Retired seat will be elected by the members within the retired category. The retired member must have been an FEA member at the time of his/her retirement. If the immediate Past President is unable to serve, that position will remain vacant.

If, at the culmination of the election process, the ethnic minority representation on the Board is not at least proportionate to the ethnic minority membership of FEA, then additional Board members shall be elected from among minority candidates to ensure such proportionate ethnic minority representation.

If, at the culmination of the election process, the ESP (Unified Scale 19 and below), ESP (Unified Scale 20 and above) and IA representation on the Board is not at least one each, then additional Board members shall be elected from among ESP and IA candidates to ensure ESP and IA representation.

Any FEA member that is elected to the NEA Board of Directors or the VEA Board of Directors shall be seated on the FEA Board as a voting member as long as they meet all the qualifications of "Active membership" as defined in the Bylaws.

In the event there is a single candidate for any Board seat, at its discretion, the RA can choose to fill the vacancy.

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**SECTION 2. Qualifications**

Board members shall be active members of the Association whose eligibility is defined in the Bylaws.

**SECTION 3. Elections**

The election of Board members shall take place using a secret ballot conducted among the members. All newly elected Board members shall take office commencing August 1.

**SECTION 4. Terms of Office**

Board members elected at-large shall serve a term of two (2) years with elections being staggered such that three (3) members are elected annually. The term of office of the additional Board member(s) elected to meet representation objectives shall be a two-year term. All terms on the Board shall begin on August 1. Members elected during a special election to fill a vacant Board seat will serve the remainder of that vacated term

**SECTION 5. Functions**

Consistent with the goals and objectives of FEA, the Board shall act for FEA between meetings of the RA; and in addition, it shall have the sole responsibility for any matter expressly delegated to it by the RA.

**ARTICLE VI. Commissions, Councils and Committees**

**SECTION 1. Appointive Bodies**

There shall be four (4) types of appointive bodies: commissions, councils and standing committees, and special/ad-hoc committees.

- a. Commissions and Councils are permanent in nature and serve a continuous function. Commissions are established and discontinued by the RA. When this body is not in session, commissions shall be accountable to the President and the Board. Each commission chairperson shall submit periodic reports to the President and to the Board.
- b. Standing Committees are of indeterminate tenure and shall serve a function as determined by the RA or as specified in the Bylaws. When the RA is not in session, the standing committees shall operate at the direction of the President and the Board. Each committee chairperson shall submit periodic reports to the President and to the Board.
- c. Special ad-hoc committees will serve for specific purposes within a limited period of time as established by the RA, by the Board or by the President. When the RA is not in session, special committees shall be accountable to the President and the Board. Each committee chairperson shall submit periodic reports to the President and to the Board.

**SECTION 2. Elective Bodies**

Special committees may be elected by the RA.

**ARTICLE VII. Departments**

Department status shall entitle such groups to meet under the auspices of FEA to discuss matters of special concern and to represent to FEA these special concerns.

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**SECTION 1. Departments**

There may be organized departments affiliated with FEA.

**SECTION 2. Standards and Procedures**

Departments which fail to comply with standards and procedures set forth in the Bylaws shall be subject to censure, probation, suspension or disaffiliation upon recommendation by a two-thirds (2/3) vote of the Board and a two-thirds (2/3) vote of the RA.

**ARTICLE VIII. Quorum**

**Quorum**

a. Quorum of the RA

Twenty percent (20%) of the membership of the RA, at least two (2) of whom shall be officers, shall constitute a quorum for meetings of the RA.

b. Quorum of the Board

A majority of the members of the Board, at least two (2) of whom shall be officers, shall constitute a quorum for meetings of the Board.

c. Quorum of the Government Relations Council

Five (5) members of the Government Relations Council, of which at least two (2) are members of the Government Relations Council Executive Committee shall constitute a quorum for meetings of the Government Relations Council.

**ARTICLE IX. Impeachment, and/or Recall and Removal**

Impeachment and/or recall of any elected officer, member of the Board, or representative or alternate representative may occur for misfeasance, for malfeasance, or for nonfeasance in office.

**ARTICLE X. Amendment of Constitution and Bylaws**

**SECTION 1. Proposal of Amendment**

Amendment to the Constitution or the Bylaws may be proposed to the RA by one or more of the following methods:

- a. By a majority vote of the Board;
- b. By petition signed by at least fifty (50) certified representatives;
- c. By petition signed by ten percent (10%) of the general membership.

**SECTION 2. Amending Procedure**

- a. A proposed amendment shall be presented for information to the RA. Twenty-five (25) days prior to the following RA, the text of the proposal shall be sent to each representative. Only then can the RA discuss and vote upon the proposed amendment. A two-thirds vote (2/3) of

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the representatives is required to amend the Constitution. A majority vote of the representatives is required to amend the Bylaws.

- b. Unless otherwise provided, all amendments shall take effect immediately upon adoption.

**ARTICLE XI.** Affiliations

The FEA shall be affiliated with VEA and NEA.

**BYLAWS OF THE FAIRFAX EDUCATION ASSOCIATION****1. Objectives**

## 1-1. Specific Objectives

The specific objectives directed toward the achievement of the stated goals of FEA shall be:

- a. To improve the structure of FEA in order to ensure the full and effective participation of all members, thereby establishing and maintaining an independent, self-governing organization.
- b. To promote continuous improvement of instruction and of curriculum.
- c. To promote and protect the rights and welfare of its members.
- d. To advance professional rights and to enhance professional autonomy in order to further the consistent development and improvement of the profession and its practitioners.
- e. To work for the broad support of education and for improved attitudes toward the profession.
- f. To secure adequate financial support for public education.
- g. To provide leadership in solving educationally related problems, and
- h. To protect and support active members as employees in disputes with employers and those acting on behalf of employers.

**2. Membership**

## 2-1. Classes of Membership

- a. Active Membership - Active membership shall be open to educational staff members who are employed by FCPS and classified as teachers, psychologists, social workers, IAs and/or ESPs.
- b. Associate Membership - The Board has the authority to grant associate membership to specific individuals not contained in the categories above and classify them as Associate members.
- c. Retired Membership - Retired membership is open to all who at the time of their employment were involved with education employee professions and who subscribe to the goals of the organization.
- d. Associate Retired Membership - The Board reserves the right to include other individuals not contained in the category above.
- e. Honorary Membership - Honorary membership may be awarded by the Board to persons in recognition of distinguished service to education.
- f. Administrators are not eligible for new membership. Members who become administrators and elect to retain membership are not eligible to vote or hold any office.

## 2-2. Rights and Limitations

Membership in FEA shall be determined by FEA.

- a. The right to vote and to hold office or appointive position shall be limited to members within the designated categories. Associate, Retired, Associate Retired and/or Honorary members, except the President of FEA-R are ineligible to vote, hold office, be a delegate to the RA, or to serve on the FEA Board in any capacity.
- b. Effective upon acquiring membership status (either for the first time or after a period during which membership status was revoked or suspended) a member shall be eligible to receive

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special services, to obtain assistance in the protection of professional rights, and to receive reports and publications of FEA. FEA, at its discretion, may determine to provide representational services to a member who claims that his or her employment status or professional reputation has been adversely affected as a result of events, which occurred prior to acquisition of membership status.

- c. Classes of membership other than Active and Life members shall receive those rights and privileges designated by the Board or elsewhere specified in the Charter and Bylaws.
- d. Membership eligibility shall be continuous unless terminated for just cause.
- e. An individual who is a member of a negotiations team representing FCPS shall be denied membership.
- f. Any member who changes his or her professional or occupational position shall be transferred to the class of membership applicable to his or her new position; he or she shall not remain in a class of membership for which he or she is no longer eligible.
- g. Members who become administrators and elect to retain their membership will not be eligible for grievance services to the disadvantage of non-administrative members.

#### 2-3. Membership Year

The membership year shall be from September 1 through August 31.

#### 2-4. Membership Dues

- a. The annual FEA dues for full-time active professional members shall be determined by multiplying the FCPS Step 1 BA salary figure by an index of .005422.
- b. Persons eligible for active membership who are regularly employed for fifty percent (50%) or less of the normal schedule of a full-time professional member shall pay one-half (1/2) of the active membership dues.
- c. Persons eligible for active support membership who are full-time ESPs of grade 19 and below shall pay one-half (1/2) of the professional membership dues.
- d. Persons eligible for support membership who are regularly employed for fifty percent (50%) or less of the normal schedule of full-time ESPs shall pay one-half (1/2) of the support dues (one-fourth [1/4] of the professional membership dues).
- e. All persons eligible for membership who sign a contract for employment after the beginning of the contract year may join FEA by paying prorated dues. Such prorated dues shall be commensurate with the remaining portion of that membership year.
- f. Any member who is granted an official leave of absence from his/her official duties may retain active membership status by paying his/her membership dues directly to FEA.
- g. FEA dues shall be waived for FEA past presidents.
- h. FEA dues shall be waived for FEA members serving as VEA or NEA officers.

### 3. Representative Assembly

#### 3-1. Functions

The RA shall:

- a. Establish FEA policies.
- b. Adopt the annual budget.
- c. Amend this Constitution and the Bylaws.
- d. Adopt the rules and agenda governing its meetings.

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- e. Enact other such measures, as necessary, to achieve the goals and objectives of FEA, which are not in conflict with the Charter, this Constitution or the Bylaws.
- f. Act on Department status.
- g. Act on committee reports.
- h. Conduct special elections as appropriate.

### 3-2. Meetings

Petitions for special meetings are to be delivered to the President of FEA ten (10) FEA working days before the meeting is to be called.

### 3-3. Allocation/Election of Representatives

- a. Delegates and alternates shall be elected annually within schools and units on the Monday and Tuesday immediately following April 15. In schools or units with two or more delegates, a head delegate shall be designated at the time of election. Results are to be communicated to the FEA office immediately. In the case of schools in their first year of operation, such elections shall be held prior to the October meeting of the RA.
- b. When representatives have been elected and representation does not reflect proportionate ethnic minority and/or ESP/teacher representation, additional representatives shall be elected at-large by the membership to bring about such representation.

### 3-4. Powers and Duties of the Representative

The Representative shall:

- a. Maintain his/her FEA membership for the year in which they serve in that position.
- b. Conduct FEA business within the school or unit. Under conditions that prevent the head representative from performing these duties, it shall be his/her responsibility to designate another representative or alternate to perform these duties.
- c. Attend all RA meetings. Alternates shall attend in the absence of the representative. A representative shall be subject to recall if he/she or his/her alternate misses three RA meetings.
- d. Serve as a communications liaison to and from FEA.
- e. Vote on all business matters brought before the RA.
- f. Report all significant actions of the RA and receive input from the membership within their respective schools or units.

## 4. Officers

### 4-1. Powers and Duties of the President

The President shall:

- a. Carry out FEA's policies by representing it as spokesperson on such matters or assigning responsibility for such representation.
- b. Preside over meetings of the Board/UniServ Council, the RA, President's Advisory Council, and other Association activities, as appropriate to the office.
- c. Be responsible for the operation of FEA as directed by the RA and the Board.
- d. Announce the standing committees, appoint the committee chairpersons, and appoint the committee members from an open application list of all FEA members.
- e. Direct the work of FEA's committees.

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- f. Appoint special committees and a Communications Team, as necessary, or as directed by the RA or the Board.
- g. Report to the RA and the Board the status of FEA on a regular basis.
- h. Serve in various Presidential positions such as FEA Board/UniServ Council, Board of the District, ex-officio (voting) on standing and/or special committees, commissions, and councils.
- i. Delegate duties to the professional and office staff through the Executive Director.
- j. Attend all staff meetings.
- k. Perform other duties as described in FEA's Personnel Policies Handbook.
- l. In the years when there is no President-Elect, the President shall also oversee preparation of FEA's budget and develop a Communications Team package.

#### 4-2. Powers and Duties of the President-Elect

The President-Elect shall:

- a. Coordinate the implementation of the FEA membership drive.
- b. In consultation with the President, oversee preparation of the budget to be adopted and subsequently followed during the next year.
- c. In consultation with the President, develop a Communications Team package.
- d. Serve in the various President-Elect positions such as FEA Board, and as an ex-officio (voting) member of standing and/or special committees, commissions and councils.
- e. Present recommendations of the Board to the RA.
- f. Carry out the duties of the President in his/her absence.
- g. Perform such duties consistent with the office as requested by the President.
- h. Perform other duties as described in FEA's Personnel Policies Handbook.

#### 4-3. Powers and Duties of the Vice President

The Vice President shall:

- a. Serve in the various Vice President positions such as Board, ex-officio (voting) on standing and/or special committees, commissions and councils.
- b. Present recommendations of the Board to the RA.
- c. Carry out the duties of the President in his/her absence.
- d. Perform such duties consistent with the office as requested by the President.
- e. Perform other duties as described in FEA's Personnel Policies Handbook.
- f. In consultation with the President, coordinate the implementation of the FEA membership plan.

#### 4-4. Powers and Duties of the Secretary

The Secretary shall:

- a. Work with staff to maintain accurate minutes of the RA and the Board.
- b. Be responsible for the preparation of records of all official meetings and the distribution and presentation of minutes for all such meetings.
- c. Ensure that the official copies of the Constitution and Bylaws, Standing Rules, Policies and Goals are current.
- d. Maintain separate records of all motions and policies passed by the Board and the RA for inclusion in the official record books.

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- e. Maintain records of proceedings and attendance of all Committee meetings.
- f. Serve as ex-officio chair of the Constitution, Bylaws and Rules Committee.

#### 4-5. Powers and Duties of the Treasurer

The Treasurer shall:

- a. Oversee all monetary transactions connected with FEA.
- b. Review all FEA expenditures on a regular basis.
- c. Meet with staff and officers, when the need arises, to provide information and advice on FEA expenditures.
- d. Oversee the payment, by check, signed by two of the following: Treasurer, President, President-Elect/Vice President or Executive Director.
- e. Bring to the attention of the Board any line items over-expended by ten percent (10%) of the budgeted amount and provide additional information on such line items.
- f. Advise the Board on FEA monetary matters.
- g. Present a monthly itemized statement of the receipts and disbursements of FEA to the Board and the RA.
- h. Ensure that the books are submitted for audit by November 1 of each year covering the previous fiscal year, September 1 through August 31.
- i. Serve as the ex-officio (voting) vice-chair of the Budget and Finance Committee.

#### 4-6. Term of Office

- a. An officer may serve more than one (1) term in office, provided that the terms are not consecutive. Where a previous term did not exceed one year, this limit is waived.
- b. An immediate Past President shall serve on the Board for a term equal to his/her successor's elected term of office for as long as active membership is maintained in accordance and compliance with Standing Rules.

#### 4-7. Rights and Limitations

An officer shall be a voting member of the RA.

### 5. Board of Directors

#### 5-1. Composition

A Board member shall immediately relinquish the position held on the Board when such director ceases to be employed in the category represented.

#### 5-2. Rights and Limitations

- a. A Board member shall be a voting member of the RA.
- b. At-large members shall serve no more than two consecutive terms.

#### 5-3. Function

The Board shall:

- a. Meet as necessary to conduct FEA business, but in no case less than once a month from August to June.
- b. Implement policies established by the RA.
- c. Act for FEA between meetings of the RA, with policy actions open to review by the RA.
- d. Review annually requests for department status and report their recommendations to the RA.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**



- e. Receive all reports of the UniServ directors, officers and committees and transmit with its recommendations appropriate reports to the RA.
- f. Employ clerical staff and determine the terms and conditions of their employment.
- g. Implement the budget.
- h. Be empowered to censure, suspend, place on probation or expel any member for cause by a two-thirds (2/3) vote. Cause shall include, but not be limited to, misuse of funds and misrepresentation of FEA positions. The Board's action can be appealed to the RA for final determination.
- i. Recommend FEA goals annually to the RA for approval.

#### 5-4. Powers and Duties

- a. Attend the meetings of the Board and of the RA.
- b. Serve in other positions appropriate to the office such as liaison to member groups or committees.
- c. Attend School Board or community group meetings as necessary.

### 6. President's Advisory Council

#### 6-1. Functions

The President's Advisory Council shall:

- a. Meet at the call of the President.
- b. Discuss with the President issues of mutual interest and concern.
- c. Make appropriate requests and recommendations to the President.

### 7. Commissions, Councils and Committees

#### 7-1. Commissions

- a. The size and function of commissions shall be determined by the RA at the time of establishment unless otherwise specified in the Constitution or these Bylaws.
- b. An Elections Commission consisting of a chairperson and a vice chairperson shall be appointed each year by the President of FEA with the approval of the Board for a one (1) year term. The Elections Commission chairperson and vice chairperson may select up to three additional members of the commission. Two of the members of this commission must be from non-teacher scale categories.

#### Function and Procedures of the Elections Commission

The function and procedures of the Elections Commission, as described in the Standing Rules of FEA, are hereby incorporated by reference and shall remain in effect so long as those provisions of the Standing Rules apply. The Elections Commission shall:

1. Announce vacancies and recommend a plan and timeline to the FEA Board for all FEA administered elections at the FEA Board meeting preceding the November RA and at the November RA.
2. Receive and validate all nominating petitions by a predetermined deadline date.
3. Provide a timely report to the FEA Board of valid and invalid petitions including positions for which there is no candidate.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

4. Provide a timely report to the FEA Board of the absence of eligible petitions of any IA, ESP (Unified Scale of 19 or below) or ESP (Unified Scale of 20 or above) for Board action in accordance with Article V, Section 1 of the FEA Constitution.
5. Serve as a Nominations Board for the FEA and for the District if requested
6. Require its members to refrain from any participation in the campaigning
7. Ensure its proceedings are confidential.

#### 7-2 Councils

- a. The President, with the approval of the Board of Directors, shall appoint the Government Relations Council (GRC) leadership selected from eligible FEA and FEA-R members. They shall serve as an Executive Committee of the GRC and shall consist of a Council Chairperson, Chairpersons of each GRC Committee and the Past GRC Chairperson. General membership of the GRC will be open to all interested members of the FEA and FEA-R.
- b. The ESP Council shall consist of the ESP elected members of the FEA Board of Directors and members of the Association elected to their positions by the ESP general membership. At no time will the council exceed 15 in number, but may have fewer members. The council must be made up of a minimum of 80% ESP members.
  1. Council elections will governed by association election procedures. Should non-ESP members run for a council seat, ESP members will be seated first, followed by the non-ESP members in the order of votes received until all 15 positions on the council are filled.
  2. The terms of office for the council members shall be limited to two consecutive (2) year terms, and may be re-elected, provided a service break of at least one year is observed between council service.
  3. Should there be fewer than 15 total interested members, including the ESP members of the Board of Directors, an election is not necessary, and the composition of the council shall be affirmed by the RA.
  4. A vacant seat on the council may be filled by an appointment of the FEA President.
  5. Council members shall elect their chair from among the elected ESP members of the FEA Board of Directors. The Council's vice-chair and Secretary shall be elected from any ESP member of the council by the council members. The chairman can serve no more than two consecutive (2) year terms.
  6. The Council will meet at least once per quarter, and its prime function will be to both appraise the FEA President and Board of ESP concerns and initiatives and ESP members of FEA actions and initiatives. The ESP council will work within appropriate budgeted funds.
- c. Councils shall operate by guidelines approved by the Board.

#### 7-3. Standing Committees

- a. Annual appointments of standing committees shall be made by the President.
- b. Unless otherwise prescribed, the Committee Chairperson shall be named by the President annually.
- c. The size of all standing committees shall be determined by the President.

The Standing Committees shall study and make recommendations on matters of Association concern such as:

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

- a. Budget and Finance
- b. Communications
- c. Credentials
- d. Constitution, Bylaws and Rules Committee
- e. Economic Services
- f. Human Relations
- g. Instruction and Professional Development
- h. Membership
- i. Resolutions
- j. Scholarship
- k. Social

#### 7-4. Special Committees

Special Committees may be established by the RA or by the Board or by the President for the purpose of accomplishing a specific task within a limited period of time.

#### 7-5. Council, Commission and Committee Membership

- a. All appointments shall be made on the basis of individual expertise and ability to make substantial contribution in the specific area of concern.
- b. Absence of a member from two consecutive meetings without just reason shall constitute resignation, unless other provisions are specified in the guidelines of the body.
- c. Chairs of Councils, Commissions and Committees will submit attendance reports of announced meetings to the FEA Secretary within ten days of meetings held.
- d. Chairs of Councils, Commissions and Committees will submit an operational budget request to the FEA Budget Committee in March.

### 8. Departments

- 8-1. Organized groups may be granted department status on an annual basis by majority vote of the RA upon recommendation of the Board.
- 8-2. Departments shall be affiliated annually.
- 8-3. A group seeking department status shall file a written application, including copies of its governance documents, with the President.
- 8-4. FEA shall not affiliate a department unless it meets the following minimum standards:
  - a. The department shall have common interests with FEA;
  - b. The department shall be a self-governing organization with governance document(s) compatible with those of FEA;
  - c. The department shall conduct all elections with open nominations and a secret ballot;
  - d. The department shall encourage active membership in FEA and in VEA and in NEA for its members;
  - e. The department shall have the same membership year as that of FEA; and,
  - f. The department shall report annually on or before November 1 to the President its membership list and elected officers for that year.
  - g. The department shall require its officers to be FEA members.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

## 9. Disciplinary Procedures

Disciplinary procedures may include reprimand, probation, impeachment (to charge with misconduct) and/or recall (to remove by vote as set forth in sections 9.1. and 9.2).

### 9-1. Discipline for Elected Officers and at-large members or VEA director members of the Board

Discipline for Officers or at-large members of the Board must include:

- a. Written petition by either ten percent (10%) of the membership; twenty percent (20%) of the Board; or twenty percent (20%) of the members of the RA presented to the Board specifically naming the member(s) of the Board to be disciplined and the formal charges being alleged.
- b. A resolution passed by a majority vote of the Board not named in the disciplinary petition, which convenes a confidential investigating committee to conduct a thorough investigation and make written recommendation to the Board in Executive Session. Normally, the work of the committee shall be concluded within thirty (30) days of the appointment and shall ensure that all rights of due process shall be afforded. At least fifty percent (50%) of the Board members not named in the disciplinary action shall constitute a quorum.
- c. Majority vote of the Board not named in the written petition taken upon completion of a due process hearing on a motion to impeach and/or recall. The structure and format of the due process hearing will be determined by the members of the Board not named in the written petition. The members of the Board named in the disciplinary petition will have the right to counsel and will be notified of the established procedures; and,
- d. Two-thirds (2/3) vote of the RA on the motion to impeach and/or recall presented to them by the Board.

### 9.2 Discipline of Directors

A director elected by the District may be disciplined if twenty-five percent (25%) of the active membership requests such disciplinary measure by petition and the majority of the active members in the District affirm the disciplinary measure.

### 9.3. Discipline of a Representative or Alternate Representative

Discipline of a representative or alternate representative must include:

- a. Evidence of non-representation at a minimum of three RA meetings or non-performance of other representative duties; and,
- b. Majority vote of the members of FEA in the school or unit on the motion to discipline, which may be presented by any FEA member in that school or unit.

## 10. Parliamentary Authority

The rules contained in Roberts Rules of Order Newly Revised shall govern FEA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing rules established by FEA.

## 11. Amendment of Constitution, Bylaws and Standing Rules

### 11-1. Presentation of Amendment

A proposed amendment to the Constitution, Bylaws or Standing Rules shall be presented in writing to the President and the Board.

### 11-2. Procedure for Amending the Constitution, Bylaws and Standing Rules

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

- a. The proposed amendment shall then be presented for information to the RA at a regularly scheduled meeting.
  - b. Titles, texts and information regarding this amendment shall be sent to all delegates, at least twenty-five (25) days prior to its being presented for ratification.
  - c. The proposed amendments shall then be presented for discussion and ratification at the next regularly scheduled RA.
- 11-3. Voting and Amendments
- a. This Constitution may be amended at the RA by two-thirds (2/3) vote of the representatives present and voting.
  - b. The Bylaws may be amended at the RA by a majority vote of the representatives present and voting.
  - c. The Standing Rules may be amended at the RA by a majority vote of the representatives present and voting.
- 11-4. Withdrawal of Proposed Amendments
- a. Request for withdrawal of proposed amendments to the Constitution , Bylaws or Standing Rules shall be in writing and shall be granted, provided the request is signed by the majority of the originators.
  - b. Requests for withdrawal of proposed amendments to the Constitution, Bylaws or Standing Rules, which have become the property of the RA, shall be granted upon the majority vote of the RA.

**STANDING RULES OF THE FAIRFAX EDUCATION ASSOCIATION****RULE I. NOMINATIONS OF CANDIDATES FOR OFFICE****A. Petitions**

1. At the January meeting of the Representative Assembly, the Elections Commission shall make available nominating petition forms for distribution to all schools and units.
2. Any FEA member will be eligible to be a candidate for Vice President, President-Elect, Secretary, Treasurer, or member of the Board of Directors provided that he/she meets the constitutional requirements and obtains signatures in support of the member's candidacy, on a nominating petition form stating the office sought, from fifty (50) active FEA members in good standing, at least twenty-five (25) of whom shall be from schools or units other than that of the prospective candidate. The petition form shall clearly state that such form is valid only if carried by a FEA member. Each prospective candidate must submit such petition to the FEA office by 5:00 p.m., the Wednesday, of the February meeting of the Representative Assembly.
3. FEA members who sign nominating petitions shall sign no more than one petition each for the offices of President, Vice President, President-elect, Secretary and Treasurer and no more than three for membership on the Board of Directors.
4. A petition for any candidate for any FEA elected office carried by a non-FEA member shall be declared invalid by the Elections Commission.
5. Petitions are valid only for the office listed on the page where the signatures have been provided, and may not be transferred from the candidacy of one office to another.
6. In the event an election for office closely follows a previous election, petition forms are valid for three calendar months from the date that they were originally due to the FEA office, and then only for the same office.

**B. Commitment Form**

1. All candidates for FEA office shall sign a commitment form stating their intention to serve the full term of office and fulfill the duties and obligations thereof, as long as they meet the qualifications for office as set forth in the FEA Constitution and Bylaws.
2. This form shall be signed and returned to the FEA office by 5:00 p.m., the Wednesday of the February Representative Assembly.

**C. Determination and Notice of Eligibility**

The Elections Commission shall examine nominating petitions to ensure the eligibility of potential nominees. Candidates will be officially notified by the Elections Commission if they fail to meet the eligibility requirements.

**D. Pre-nomination Meeting**

1. The Elections Commission shall have met with all eligible candidates within one week prior to the March Representative Assembly.
2. All candidates are required to attend a meeting with the Elections Commission personally or to send an authorized representative prior to campaigning.
3. At the meeting, the Elections Commission shall:
  - a. Distribute and review campaign rules
  - b. Collect candidate signatures verifying receipt of printed campaign rules
  - c. Declare the validity or invalidity of all candidate petitions

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

- d. Inform candidates of the election timetable and responsibilities of candidates.
  - e. Furnish a list of all candidates nominated for each office
  - f. Inform candidates of the dates when ballots will be counted and the method that will be used to report results to candidates
  - g. Conduct separate lotteries to determine the order in which candidates' names will be placed on the ballot, in publications, and on the speaking agenda at the Representative Assembly.
4. Candidates who have not yet been nominated when this meeting of the Elections Commission takes place shall contact the Chairperson of the Elections Commission and shall be responsible for complying with all of the regulations set forth in these rules upon being nominated to obtain all the foregoing information.
- E. Nominations
1. All nominations shall be announced at the March meeting of the Representative Assembly.
  2. Based on all nominations announced at the March Representative Assembly, the Elections Commission shall present candidates to speak to the Representative Assembly.

## **RULE II. CAMPAIGNING BY CANDIDATES**

### **A. General**

1. Candidates may begin formal campaigning for election only after the close of the meeting in which candidates are briefed by the Elections Commission.
2. Candidates shall not use school materials for campaigning and shall not campaign on contract time.
3. If candidates wish to visit schools for campaigning purposes, they must make prior arrangements with the school's Association Representatives and/or principal. It is the FEA's intention that at each school all candidates will be afforded equal opportunity to make visits.
4. All candidates are encouraged to campaign actively. Candidates should allot at least four weeks for campaigning before the election.
5. Candidates are discouraged from conducting campaigns directed against opposing candidates. A campaign should emphasize the qualifications of the person seeking office.

### **B. Campaign Literature**

1. All campaign literature must be initialed or signed by the candidate. This must be done before the literature is reproduced or printed for distribution.
2. One sample of each piece of campaign literature must be sent to the Chairperson of the Elections Commission at the FEA office in a sealed envelope at the time it is distributed to the membership.
3. Campaign literature shall not be printed on any form that indicates that any organization endorses his/her candidacy (e.g., paper carrying a school's letterhead or a company's letterhead) and shall not be forwarded in envelopes with any such letterhead.
4. Candidates must use the FEA Logo on campaign materials in order to use the FCPS courier system.
5. All campaign materials to be sent through the courier must be put in the outgoing mail basket at the FEA office for Courier pick-up. All envelopes must have "FEA" written in the upper left hand corner for return address.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

6. Anything in a candidate's campaign materials that the candidate has asked to have returned through the courier must be routed to the candidate in care of the FEA office.
7. The FEA will provide to each candidate one set of labels, preprinted with names and schools, of FEA association representatives and a list of Association Representatives with their phone numbers. Any candidate who so desires, may purchase additional labels at the rate established by the FEA Board of Directors prior to the election.

C. Statements for FEA **FEAtures**

1. Each candidate should submit a short statement (written in the first person), of no more than 75 words, which summarizes the candidate's educational and association activities, including a position statement. This is due at the FEA office by 5:00 p.m., Wednesday, one week after the March Representative Assembly. This word limitation will be strictly enforced. Any statement in excess of 75 words will not be edited; it will be ended at the 75th word.
2. Each candidate should submit a photograph, no larger than 5x7 or image data file, to the FEA office by 5:00 p.m., Wednesday, one week after the March Representative Assembly.
3. The foregoing information, if submitted on time, will be published in the FEAtures, which will be distributed in the schools prior to the elections.

D. Speech and Campaign Literature at the Representative Assembly

1. At the Representative Assembly, each candidate may display one large poster or banner in the meeting area. **NOTHING IS TO BE PLACED ON PAINTED WALLS.**
2. Campaign literature may be distributed outside the meeting area before and after the rally. No candidate may distribute campaign literature on the representative assembly floor.
3. Each candidate for FEA President, Vice President, or President-Elect will be allowed to make a three-minute speech at the Representative Assembly. Every other candidate for office will be allowed to make a two-minute speech. The time for the speech shall begin when the candidate begins speaking.
4. Candidates in uncontested elections who choose to speak will speak after all other candidates.

### **RULE III. VOTING AND ELECTION PROCEDURES**

A. General Elections

When feasible, ballots will be made available to every member in single media either electronically or in hard copy. Where hard copy ballots are used, only original ballots will be considered valid. Faxing of ballots is not authorized.

The FEA Building Representatives will be notified prior to the election as to the dates the ballot is available.

1. Voting will take place over a period designated by the FEA Elections Committee.
2. The FEA Elections Commission will take the required steps to ensure the balloting is confidential, that there will only be one vote per member, that every member has a full opportunity to vote, and that all other conditions are maintained to secure the integrity of the election. During the election process, aggregate participation may be monitored to track turnout, but interim candidate results will remain confidential.
3. Election results will be tallied by the Elections Commission within three (3) working days after the balloting has concluded and recorded officially by the Elections Commission. The official results will be immediately reported to the President, who will then notify the candidates.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**



4. A written report and certification of the election results will be provided to the Board of Directors at its next scheduled meeting.
5. Initial notification of selection of VEA and NEA convention delegates will occur simultaneously no later than seven (7) working days after counting of ballots.
6. Thereafter, notification of election results will be made to the membership as soon as possible.
7. A candidate for Officer of the Association, must receive a majority of the votes to be declared a winner on the first ballot. If a run-off election is necessary, there shall be a run-off between the two candidates receiving the greatest number of votes. The candidate who receives the majority of the vote in that election shall be declared the winner.
8. In the election of "At-large" members of the Board, vacancies will be filled in rank order among the candidates receiving the highest number of votes.
9. At all times, the Elections Commission shall work with staff to assure transparency of process and access to election materials.

#### B. Special Elections at the Representative Assembly

1. If, for any reason, a permanent vacancy is created during the term of office of the Vice President, Secretary, or Treasurer, the following rules shall apply:
  - a. The election to fill the vacancy will be conducted within two scheduled RA meetings, when feasible.
  - b. The vacancy will be filled by secret ballot election at the Representative Assembly. The vacancy shall be announced by notice to all representatives for posting at least three weeks prior to the meeting. Time for speeches by all candidates will be allowed prior to balloting. The person who takes office shall serve only for the remainder of the term of the person he/she replaces.
2. Petitions and candidate commitment forms are due at the FEA office by 5 p.m. on such date as shall be designated by the Elections Commission.
3. Candidates will have an opportunity to campaign and speak following the same rules as a general election.
4. Only voting members of the RA, as determined and verified by the Credentials Committee, may vote.
5. Members of the elections commission are exclusively responsible for assuring the integrity of the election.
6. If there are more than two candidates for the vacancy, the Elections Commission will conduct a run-off election at the same meeting between the candidates receiving the two highest votes in the first balloting.

### **RULE IV. APPEALS PROCEDURE**

#### A. Pre-Election

1. At any time during the campaign process, any candidate may file a written protest with the Elections Commission claiming that there has been a violation of any rule governing campaigning. A copy of that protest must be given to all opposing candidates prior to the election.

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2. The Elections Commission shall promptly convene (with all affected candidates having an opportunity to be present and heard) to assess the merits of the protest and take whatever action it deems appropriate based upon the particular circumstances.

B. Post-Election

1. Any candidate who decides to challenge the outcome of his/her election for any reason must file a written appeal with the Elections Commission within seven (7) calendar days of having been apprised of the election results. A copy of the challenge shall be given to all opposing candidates.
2. The Elections Commission shall promptly convene (with all affected candidates having an opportunity to be present and heard) to assess the merits of the challenge and to take whatever action it deems appropriate based upon the particular circumstances.
3. If resolution cannot be achieved to the satisfaction of that candidate, an appeal can be made to the Board of Directors, provided that it is filed within seven (7) calendar days after being notified of the Elections Commission's decision.
4. The decision of the Board of Directors is final.

**RULE V. COMPOSITION AND PROCEDURES OF THE ELECTIONS COMMISSION**

- A. An Elections Commission consisting of a chairperson and a vice chairperson shall be appointed each year by the President of FEA with the approval of the Board for a one (1) year term. The Elections Commission chairperson and vice chairperson may select up to three additional members of the commission. Two of the members of this commission must be from non-teacher scale categories.
- B. Candidates for association office may not be assigned to, nor continue to serve as members of the Elections Commission during the election process, considered to start by initiation of the individual's candidate petition and ending with the final certification of the election. At the conclusion of the election process, they are again eligible for membership of the Elections Commission.
- C. The duties of the commission shall be governed by the Constitution and Bylaws.
- D. This Commission shall:
  1. Establish a yearly schedule of election dates at the beginning of the school year. This timeline will include dates for counting ballots and reporting election results. This will be reported to the FEA Board and RA in accordance with Bylaw 7.1 b.
  2. Receive and validate all candidates' petitions.
  3. Conduct a Pre-nomination meeting of candidates approximately one week prior to the March Representative Assembly in order to:
    - a. Distribute and review campaign rules
    - b. Collect candidate signatures verifying receipt of printed campaign rules
    - c. Inform candidates of the election timetable and of their responsibilities as candidates
    - d. Provide candidates a list of all persons to be nominated for each office
    - e. Inform candidates of the dates when ballots will be counted and the method that will be used to report election results to candidates
    - f. Draw lots to determine candidates' placement on the ballot, in publications, and on the speaking agenda at the March Representative Assembly in accordance with Bylaw 7.1 b.

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

4. Contact candidates to ensure receipt of campaign rules and return of the signature form verifying receipt of such rules.
5. Present candidates and arrange for each of them to have an equal opportunity to speak at the March Representative Assembly.
6. Encourage association representatives to distribute all campaign literature.
7. Count ballots (both paper and electronic) and report election results.
8. Certify the election results in accordance with the voting and election procedures described in Rule III.
9. Be responsible for investigating and deciding all pre-election protests and/or post-election challenges filed by candidates as described above.

## **RULE VI. GOVERNMENT RELATIONS COUNCIL**

### **A. Philosophy and Objectives**

1. The purpose of the Government Relations Council is to involve members throughout the legislative and political process to advocate for the mission and goals of the FEA.
2. The Governmental Relations Council will be guided by the following objectives:
  - a. To interview prospective candidates and recommend endorsement of those candidates whose policies, goals and/or political records are supportive of the goals of FEA, VEA and NEA.
  - b. To work actively toward the election of those candidates who have been endorsed.
  - c. To organize and lobby for legislation at the local, state and national levels.
  - d. To ensure full conformity with all laws, regulations and reporting requirements related to PAC, lobbying and other advocacy activities as applicable.
  - e. To report to the Board of Directors which will have oversight of all GRC activities.

### **B. Membership**

1. The President, with the approval of the Board of Directors, shall appoint the Government Relations Council (GRC) leadership selected from eligible FEA and FEA-R members. They shall serve as an Executive Committee of the GRC and shall include a Council Chairperson, Chairpersons of each GRC Committee and the Past GRC Chairperson. The Council shall select from its membership a Vice Chairperson who shall serve as Chairperson in the Chairperson's absence.
2. The Executive Director or his/her designee shall serve as a nonvoting member of the council. They shall advise the Council of laws and regulations governing lobbying, solicitations, fund raising and campaign finance.
3. The FEA treasurer shall serve as treasurer of the local PAC accounts. The treasurer will periodically provide reports on the status of fund raising, the various PAC account and related expenditures.
4. General membership of the GRC will be open to all interested members of the FEA and FEA-R.

### **C. Meetings and Attendance**

1. Meetings shall take place monthly and/or as deemed necessary by the Chairperson.
2. A quorum is defined by and will be consistent with Article VIII of the Constitution.

### **D. Responsibilities**

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

1. The Governmental Relations Council shall:
    - a. Approve and coordinate fund drives for FEA-PAC, VEA-PAC, and NEA-PAC,
    - b. Maintain a legally required, separate PAC bank account, which will be audited annually.
    - c. Be responsible for all reports, solicitations, expenditures, transmissions and contributions as required by law.
    - d. Make an annual financial report of the PAC account to the Representative Assembly.
    - e. Adopt and implement a policy for the screening and evaluation of candidates.
    - f. Implement the endorsement procedure.
    - g. Establish its own rules of operation so long as they conform to the Constitution and Bylaws of FEA and comply with Federal and State statutes related to lobbying and political action activities.
    - h. Approve and coordinate lobbying efforts.
    - i. Inform and educate the FEA membership on political and legislative issues.
  2. The Chairperson of the Government Relations Council shall:
    - a. Direct the affairs of the Council
    - b. Serves as chairperson of the GRC Executive Committee
    - c. Coordinate the policies and programs of the Council
    - d. Preside over all meetings of the Council
    - e. Notify all Council members of regular and special meetings
    - f. Represent FEA at all meetings of VEA-PAC as FEA-PAC Director
    - g. Approve all budget expenditures and requests from committee chairs
    - h. Submit an operational budget request to the FEA Budget Committee in March.
  3. Committee Chairpersons
    - a. Direct the affairs of their respective committee
    - b. Direct and coordinate all plans and programs of the committee
    - c. Preside over the committee meetings
    - d. Notify all committee members of committee meetings
    - e. Attend the meetings of the Council
    - f. Submit a committee budget request to the Council Chairperson in February.
- E. Committees
1. GRC Executive Committee
    - a. Recommends candidates for nomination for primaries and for general elections to the FEA Board of Directors.
    - b. Recommends to the Board of Directors the amount of financial support to any given candidate by FEA-
    - c. Coordinates candidate support in the form of public and/or internal recommendations, financial assistance and/or the provisions of campaign workers.
  2. Fund Raising Committee

**Note: This document supercedes all FEA governing documents dated prior to Dec 12, 2007.**

- a. Propose programs by which monies can be raised for VEA-PAC, and NEA-PAC and work to increase member participation
  - b. Carry out those fund raising projects, which are approved by the Council
  - c. Transmit all monies collected according to the directions of the Council Treasurer
  - d. Maintain an updated file on contributors.
3. General Assembly Contact Team
- a. Research and establish legislative priorities for approval by the FEA Board of Directors
  - b. Recruit members to lobby
  - c. Plan and host events with elected or appointed public officials
  - d. Sponsor lobbying workshops for members and/or participate in lobbying workshops
  - e. Establish one member contact for each elected or appointed official
  - f. Report lobbying activities regularly to the Council.
- F. Endorsement Procedure
1. The Council shall send questionnaires to all candidates by either US Postal Service or a commercial carrier that will supply a receipt.
  2. The Council shall direct an interview and endorsement process for all interested candidates.
  3. The Council shall make endorsement recommendations, taking into account input from FEA membership wherever possible. Any member of a committee of the Council, including members of the board may have a vote on the endorsements if he/she attends the interviews of all candidates for an individual office and the subsequent endorsement meeting.
  4. The chairperson of the Council, her/his designee or the FEA President shall inform the Board of the endorsement recommendations.
  5. The Board of Directors will vote on the recommendations provided using whatever procedures or means of communication assure a timely and informed endorsement on behalf of the FEA.

#### **RULE VII. NATIONAL AND STATE ASSOCIATION AND LOCAL EMPLOYEE ELECTIONS**

- A. The FEA Representative Assembly and Board shall be free to make endorsements in state and national associations' elections in addition to boards, councils and committees for which members are eligible to vote on the basis of their employment
- B. Endorsements will require a majority vote of those present and voting to be approved. Prior notice of an endorsement consideration, including information about all candidates for the positions, must be sent with the agenda of the meeting or provided at a previous meeting.
- C. While members not agreeing with the endorsement have the right to support other candidates, individuals should consider the value to the association of a united position.
- D. Endorsements may not be used to block access of candidates to members. The endorsements may be used to give favorable placement in meetings and publications to approved candidates.

#### **RULE VIII. PROCEDURES FOR THE CONDUCT OF THE REPRESENTATIVE ASSEMBLY**

- A. Robert's Rules of Order Newly Revised shall govern the proceedings of the Representative Assembly except as provided in the Bylaws and the rules set forth below.
- B. The President shall set the Order of Business except as specified in the Bylaws and Standing Rules. An Order of Business shall be provided to Association Representatives approximately one

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week prior to the scheduled meetings. The adoption of the Order of Business of the Representative Assembly shall be the first item of business at each session.

- C. The Order of Business shall provide for the taking up of Unfinished Business and New Business not later than forty-five (45) minutes after the start of the Representative Assembly. When New Business is concluded, the Order of Business will return to that point where it was earlier interrupted.
- D. Items of New Business submitted in writing to the FEA President 15 days prior to the next scheduled Representative Assembly shall appear on the agenda for the Representative Assembly and shall be considered Action Items for that Assembly if they are submitted by an Association Representative and are duly seconded.
- E. Recommendations made by the Board shall be presented to the Representative Assembly for information by the Vice President or President-elect. Such recommendations will be considered items of New Business and will be Action Items at the subsequent Representative Assembly.
- F. A New Business Item may be presented for immediate action to the Representative Assembly, or it may be submitted as "Information" and then declared an "Action" item at the next scheduled meeting. The nature of the item will dictate the type of motion made. (e.g., A motion to accept department affiliation may not require the Assembly to survey its membership or a motion to take a position on a pivotal School Board Action might require the Representative Assembly to take an immediate stand; whereas a motion to establish an on-going Association position would require the Association Representatives to survey the intent of their membership.)

If an item is submitted for immediate action, a debatable motion may be made from the floor to postpone action to the next meeting.

If an item is presented as "Information," the maker of the motion will be allowed two (2) minutes to present rationale. The Association Representatives will then report the item to their individual members. The New Business Item will then become an "Action" item at the next scheduled Representative Assembly.

- G. A member desiring to address the Representative Assembly shall go to a microphone, be recognized by the Presiding Officer before addressing the Representative Assembly, state his/her name, school and whether speaking as an individual or as an Association Representative.
- H. Main motions and amendments must be written, signed and delivered to the Secretary immediately upon being proposed.
- I. No Association Representative shall speak and/or be recognized in debate more than twice to the same question during the same meeting, nor longer than two minutes at one time if speaking as an Association Representative representing a faculty
- J. A member may yield the microphone or speaking time to another Association Representative only for the unused portion of his/her allotted time.
- K. The presiding officer shall seek to recognize speakers for and against, alternating between microphones when speakers appear at both microphones.
- L. The adoption of a new business item, which involves re-allocation of unbudgeted funds shall be referred to the Budget Committee prior to final action by the Representative Assembly.
- M. When a motion fails to pass, it becomes moot with no effect on policy, practice or pending deliberation outside of the immediate proceedings.
- N. Whenever practicable, copies of each report by a committee shall be made available to each Association Representative before or at the time of the presentation of such report.
- O. Reports by the Vice President, President-elect, UniServ staff and/or a committee of the Association shall be limited to not more than ten minutes each unless otherwise indicated in the approved Order of Business.

- P. There shall be an official parliamentarian to whom questions may be directed only through the presiding officer.
- Q. The provisions of these standing rules may be temporarily suspended by a 2/3 vote of the Representative Assembly. A motion to suspend the rules is not debatable.

#### **RULE IX. PROCEDURES FOR THE CREDENTIALS COMMITTEE**

- A. Association Representatives, alternates and other members must be certified, receive necessary badges, and/or voting cards, prior to being admitted to the Representative Assembly.
- B. Any questions concerning certification will be directed to the Credentials table and (if necessary) from there to the Credentials Chairperson.
- C. Some identification, (preferably an FEA membership card) should be available upon request when obtaining credentials at the Representative Assembly.
- D. The Credentials Committee and the FEA office are to be notified in writing immediately of any election of new Association Representatives or alternates. If notice has not been given to the FEA office at least three working days prior to the RA, then written certification of the election results is to be brought to the Representative Assembly.
- E. If an elected Association Representative is unable to attend a Representative Assembly, an elected alternate may take the Association Representative's place. If both an elected Association Representative and the corresponding alternate are unable to attend a Representative Assembly, a member from that school/unit may temporarily be designated to take their place. Written certification must accompany the member.
- F. Alternates and members acting as alternates should know exactly for whom they are substituting at the Representative Assembly.
- G. Members may attend the Representative Assembly in a non-voting capacity. Non-members must be accompanied by a voting member and must have the approval of the presiding officer for attendance at the Representative Assembly.
- H. Press must have prior approval of the presiding officer for admittance to the Representative Assembly.
- I. The Representative Assembly normally begins at 4:45 p.m. After 5:30 p.m., Association Representatives or their designees not already present will be considered absent and their school/unit(s) will be considered as unrepresented.
- J. It is important for Association Representatives to be present during the entire Representative Assembly. If a voting member must leave before a meeting is adjourned, credentials must be returned to the credentials table.
- K. In accordance with the procedures in 9-2 of the FEA Bylaws, an Association Representative may be subject to recall if the Association Representative's school/unit has not been represented at three Representative Assembly meetings. The Credentials Committee will notify the President prior to contacting those Association Representatives who fall into this category. Opportunities will be given for possible explanation and/or satisfactory adjustment to be made.
- L. Where a site has no Association Representative, the FEA President shall have authority to appoint one.

#### **RULE X. REPRESENTATIVES TO VEA AND NEA CONVENTIONS**

The officers and members of the VEA District in which the Association is located and FEA Board of Directors except the President of FEA-R shall be elected as representatives to both the VEA and NEA Conventions upon election to local office. The president of FEA-R, or a designee selected by the FEA-R

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Council, shall serve as an ex-officio (voting) member of the District 8 delegation to the annual VEA Conventions. The ballot shall show the position of officer and representative in the title.

**RULE XI. RIGHTS AND LIMITATIONS**

- A. The President shall make the determination with respect to Bylaw 2-2c.
- B. The affected member may appeal the President's decision to the FEA Board of Directors.

**RULE XII. DUTIES OF THE ASSOCIATION REPRESENTATIVE**

Duties of the Association Representative may include:

- 1. Ensure that the school/unit has attendance at the RA.
- 2. Encourage members to attend the RA and to be involved.
- 3. Be familiar with the concerns of the school/unit and represent member views
- 4. Be knowledgeable of the FEA issues and initiatives
- 5. Recruit new members
- 6. Set up a visible Association presence through a bulletin board.
- 7. Inform the school/unit of the names and contact information for the Association Representatives(s)
- 8. Be aware of which UniServ staff person handles her/his school/unit help
- 9. Attend RA training provided by FEA
- 10. Implement FEA elections when conducted by paper ballot, or facilitate participation when performed by electronic ballot
- 11. Distribute materials
- 12. Organize a site contact team to provide for a division of labor
- 13. Schedule building visits with FEA leadership and/or the UniServ Staff person
- 14. Create an email distribution list of members
- 15. Forward FEA Repetition to members
- 16. Conduct school/unit elections each April in accordance with Bylaw 3-3



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