



## Election Edition

FMEA officer elections are coming soon. This is your opportunity to take part in leading our association this coming school year. All FMEA officers are elected annually for one-year terms, except for the three Directors-At-Large, who serve three-year terms. Later this month FMEA will choose next year's President, Vice-President, Secretary, Treasurer and the one Director-At-Large seat that is up this year. Below is a summary, taken from the FMEA By-Laws, of each FMEA Executive Board position and responsibilities.

*The Executive Board shall be composed of the officers and three (3) members elected at large from the membership, as long as this complies with the "one-person-one-vote" rule.*

*The **President** shall:*

- 1. Preside at all meetings of the Association, the Representative Council and the Executive Board*
- 2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board*
- 3. Be the official spokesperson for the Association*
- 4. Be familiar with the governance documents of the Association, CTA, and NEA*
- 5. Appoint all chairpersons and members of committees, and the bargaining team, with the approval of the Executive Board*
- 6. Call meetings of the Association and the Executive Board*
- 7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association*
- 8. Attend meetings of the Service Center Council of which the Associations is a part*
- 9. Attend other CTA/NEA meetings as directed by the Representative Council*

*The **Vice-President** shall:*

- 1. Serve as assistant to the President in all duties of the President*
- 2. Assume the duties of the President in the absence of the President*
- 3. Be responsible for the formation and distribution of the Association's calendar of activities*
- 4. Serve as coordinator of committee activities at the direction of the President*

*The **Secretary** shall:*

- 1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board*
- 2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members or the Representative Council and Executive Board, and to the membership when appropriate*
- 3. Keep an accurate roster of the membership of the Association and of all committees*
- 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.*

The **Treasurer** shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting
2. Pay out such funds upon orders of the President
3. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership
5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law

The **at-large members of the Executive Board** shall be elected with open nominations and by secret ballot. The at-large members of the Executive Board shall be elected for a term of three (3) year(s), commencing on the first day of August of any calendar year.

The **Executive Board** shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

The duties of the Executive Board shall be to:

1. Coordinate the activities of the Association
2. Act for the Representative Council when school is not in session
3. Direct the bargaining activities and grievance procession of the Association, subject to policies set by the Representative Council
4. Approve appointment and removal of bargaining team members
5. Recommend a budget for the Association to the Representative Council
6. Approve all appointments to committees, including chairpersons
7. Adopt the Standing Rules for the Association
8. Adopt grievance procedure
9. Direct the grievance activities of the Association
10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws.

**Remember, this is your union. Your participation is needed to make it work. Please send your name, school site, which office you're running for, and a bio of up to 30 words to Jeannie Martin at [ninijeannie@yahoo.com](mailto:ninijeannie@yahoo.com) by 4pm on May 6<sup>th</sup>.**

#### FMEA Officer Election Details (As Required Per The Bylaws)

- Candidates must declare candidacy by May 6<sup>th</sup>. Voting will begin on May 11<sup>th</sup> and conclude May 15<sup>th</sup>.
- All those who wish to declare their candidacy shall send a bio of 30 words or less to Elections Chair, Jeannie Martin by 4pm on May 6<sup>th</sup>.
- Ballots shall be prepared May 7<sup>th</sup>.
- Ballots shall be distributed to Site Reps May 8<sup>th</sup>.
- Monday May 18<sup>th</sup> at 5pm shall be the deadline for receiving all completed ballots. Site Reps shall deliver ballots to Elections Chair Jeannie Martin at FMEA Rep Council at Mt Hamilton.
- Ballots shall be counted May 18<sup>th</sup> and 19<sup>th</sup> at Mt Hamilton and Ramblewood.
- Results shall be announced by May 20<sup>th</sup>.
- The deadline for challenging elections results shall be June 4<sup>th</sup>.
- If run-off elections are needed they will take place the week of June 8<sup>th</sup>.