

INTERNAL PROCEDURES

Bellevue Education Association



Updated by the Bellevue Education Association Representative Council on:
September 23, 2021
June 11, 2024

Table of Contents

Article I -- Introduction	1
Article II -- Executive Board Meetings	2
Section A. Executive Board Meetings	2
Section B. Executive Board Closed Meetings.....	2
Section C. Executive Board Minutes	2
Section D. Meet and Confer.....	2
Article III -- Representative Council Meetings and General Membership Meetings.....	3
Section A. Representative Council Meetings.....	3
Section B. Representative Council Meeting Minutes.....	3
Section C. Structure of Representative Council Meetings.....	3
Section D. Standing Rules for Debate	3
Section E. Standing Rules for Amendments	5
Section F. Motion to Close Debate.....	5
Section G. Voting During Remote Meetings	6
Section H. Agenda	6
Article IV -- Appointments to Committees	8
Section A. Appointment to Committees	8
Section B. Committee Descriptions.....	8
1) Budget Committee	8
2) Elections Committee.....	8
3) Anti-Racist Oversight Committee.....	8
Section C. BEA Committee Compensation.....	9
Section D. Appointments to District Committees	9
Article V -- Internal Information and Press Releases	10
Section A. External Press Releases.....	10
Section B. Internal Communications	10
Article VI -- Appointments to Conventions or Meetings.....	11
Section A. Appointments to Conferences or Meetings	11
Section B. Notification of Conference and Meeting Opportunities.....	11
Section C. WEA and NEA Delegate Election.....	11
Article VII -- Hired Employees of the Association.....	12
Section A. Hired Employee Contracts	12

Table of Contents

Section B. Consultants	12
Section C. Job Descriptions of Hired Employees	12
Section D. Vacation Leave and Work Calendar – Hired Employees	12
Article VIII -- Initiatives, Resolutions, Policies and Procedures	13
Article IX -- Election Procedures	14
Section A. Online voting	14
Section B. Paper ballot voting.....	14
Section C. Election Results	14
Section D. Candidate Statements.....	15
Section E. Announcement of Candidates for BEA Elected Positions	15
Section F. Other Campaigning	15
Section G. Write-In Campaign Rules	16
Section H. Campaign Expense Rules	16
Section I. Special Elections	16
Article X -- BEA Internal Complaint Procedure	18
Article XI -- Financial Policies and Procedures.....	19
Section A. General Policies	19
Section B. Committee	20
Section C. President Expenses	20
Section D. Travel Expenses	20
Section E. Financial Contracts and Binding Agreements	21
Section F. Audit of Association Records.....	21
Appendix I.....	22
Job Descriptions for BEA Positions	22
President:	22
Vice President:.....	23
Secretary:	24
Treasurer:.....	24
Equity Specialist:	25
Early Career Educator Specialist:	25
Executive Board At-Large Representatives:	26
Rep Council Building, Department, and At-Large Representatives:	27
Sammamish UniServ Council Board Director:	27
Appendix II.....	xxix
Speaker Request Form.....	xxix

Article I -- Introduction

The Bylaws of the Bellevue Education Association provide the basic rules for operation. However, many of these rules need procedures for their implementation. Contained in the following pages are our internal procedures, which have been duly approved by the legislative body of the Association – the Representative Council.

Members and elected officers, as referenced in the Bylaws, are responsible for and to these internal procedures. Chairpersons of BEA Committees are especially responsible for having these procedures adhered to by their members. However, the Executive Board is charged with the ultimate administration of and compliance with the internal procedures.

Changes or additions to these internal procedures shall be submitted to the Executive Board. If ratified by a majority vote of the Executive Board, the Board, in turn, shall submit such recommendations to the Representative Council for consideration and adoption. The internal procedures shall be distributed to and discussed biennially by the Executive Board. It is the responsibility of the Vice-President to implement this distribution and discussion in the fall.

Article II -- Executive Board Meetings

Section A. Executive Board Meetings

All meetings of the Executive Board shall be open to the General Membership with the exception of those specified in paragraph "B" below.

Section B. Executive Board Closed Meetings

The Executive Board may hold closed meetings for the purposes of discussing matters pertaining to negotiations, staff personnel, reports, member grievances, and Meet-and-Confer parameters, and other confidential topics. Minutes of closed meetings will be taken with distribution limited to Executive Board members.

Section C. Executive Board Minutes

Minutes or summaries of minutes of the Executive Board shall be distributed to members of the Executive Board.

Section D. Meet and Confer

The Collective Bargaining Agreement between the Bellevue Education Association and the District governs all items brought up by either the Association or the District at Meet-and-Confer sessions or through Meet-and-Confer memoranda. Summaries of these sessions and memoranda should be provided monthly to the Representative Council Members.

Article III -- Representative Council Meetings and General Membership Meetings

Section A. Representative Council Meetings

All meetings of the Representative Council shall be open to the General Membership.

Section B. Representative Council Meeting Minutes

Minutes of the meetings shall be distributed to members of the Representative Council.

Section C. Structure of Representative Council Meetings

- 1) The Bellevue Education Association President will preside as Chair over the meeting.
- 2) The President will present an agenda at the start of each meeting for approval by an elected Association Representative. The agenda will be established in alignment with section H below.
- 3) Debate will follow modified Sturgis Rules of Order, however items in the standing rules will supersede Sturgis rules.
- 4) Motions, except for the motion to adopt the standing rules and agenda, will only be allowed during discussions of New Business Items indicated on the agenda.
- 5) When a motion is brought to the floor, the chair will acknowledge a second and invite the maker to speak to their motion.
- 6) There will be a 3-minute break before debate begins to allow for submission of Speaker Request Forms.

Section D. Standing Rules for Debate

- 1) During the 3 minutes prior to beginning debate, speaking order will be established. The BEA governing documents include limited information on the structure and functioning of the Representative Council. This language increases transparency for all members to understand how the agenda for meetings is established and how decisions on agenda items will be reached. Such transparency allows for greater understanding and access for members to drive the work of the Association.

Article III: Representative Council Meetings and General Membership Meetings

- 2) Those wishing to enter debate must submit a Speaker Request Form with the following information:
 - 1) Submit name, racial identity (optional), and position/grade level.
 - 2) Indicate if any language accommodation is needed, or if the statement shall be read out loud by another person in accordance with Section D.7.
 - 3) Indicate if speaking as a BIPOC, For, Against, Asking a Question or Making a Motion, or with a Point of Order.
 - i. When making a Motion to Amend, the member must include the text of the amendment and the name of the member who will second it in the speaker request form.
 - ii. A Point of Order will be immediately brought to the Chair to be heard by the body.
 - iii. A Motion to Close Debate will not be accepted in the 3 minutes prior to debate.
- 3) Speakers are encouraged to racialize their voice.
- 4) Speakers are encouraged to share their role or grade level when speaking.
- 5) Speakers will be limited to 2 minutes or less. A designated timekeeper will keep track of their time.
- 6) A speaker who needs a language accommodation (ex: multilingual speaker, speech language impairment) may indicate this on the Speaker Request Form to receive an additional 30 seconds to speak.
- 7) Any member may submit a written statement instead of speaking. The language must be included when submitting the Speaker Request Form.
 - 1) Written statements will be read by a member of the Executive Board appointed by the Chair, or, if requested, by a designated member the writer indicates.
 - 2) Written statements will be included in the speaking order and selected through the same process.
- 8) Speaker Request forms will be handed to the nearest Executive Board Representative, who will record the time received.
- 9) Speakers will be called on in the following order: one BIPOC speaker FOR, one speaker FOR, one BIPOC speaker AGAINST, one speaker AGAINST, one BIPOC

Article III: Representative Council Meetings and General Membership Meetings

speaker with a QUESTION or MOTION, one speaker with a QUESTION or MOTION, in the order received based on the time recorded by the Executive Board Representative.

Section E. Standing Rules for Amendments

- 1) When an Amendment is moved, the Chair will call on the maker of the main motion to determine if the Amendment is considered friendly.
- 2) Amendments deemed friendly by the maker will be accepted unless an objection is voiced.
- 3) Amendments deemed unfriendly by the maker or objected to by a member of the body will trigger a new round of debate as specified in section D. The original motion will be set aside.
- 4) If the amendment is passed, the speaking round of the main motion will be reset. If the amendment fails, the speaking round of the main motion will continue from where it left off.
- 5) Makers of amendments to motions are encouraged to communicate with the maker of the motion prior to submitting an amendment.

Section F. Motion to Close Debate

- 1) A motion to close debate will not be entertained until either there are no further BIPOC members left in the queue or debate has lasted one hour.
- 2) A motion to close debate may not be submitted until after debate has begun.
- 3) A motion to close debate will be accepted only after the opportunity has been provided for two (2) speakers for and two (2) speakers against.
- 4) The chair may close debate as soon as an unequal number of people have spoken for or against a motion and no other people wish to speak to the position having fewer speakers.
- 5) During debate on a motion, if two (2) speakers in the queue have spoken to one side of the motion (for or against), and if no speaker is scheduled to speak on the opposite side of the motion, the chair shall declare debate closed on the motion.
- 6) A motion to close debate is not debatable and will be brought to a vote.

Article III: Representative Council Meetings and General Membership Meetings

- 7) A motion to close debate requires two-thirds approval by the body, not to include abstentions.
- 8) Prior to voting on the motion, the chair will share how many further Speaker Requests are outstanding in each line.
- 9) Once a motion to close debate is passed, the chair may provide up to a 3-minute break for processing before the vote is held.

Section G. Voting During Remote Meetings

- 1) The body will vote through an anonymous poll that will remain open for a minimum of 1 minute and up to 3 minutes.
- 2) The full motion will be read out loud before the minute starts.
- 3) Only elected Associate Representatives or their appointed substitutes may vote on items during meetings of the Representative Council. Proxy or absentee votes will not be allowed.
- 4) If a Representative's poll is not working or does not appear, the Rep can send their vote in the chat to be added to the total vote count.
- 5) Each Representative is responsible for their connection to the meeting; no action will be invalidated on the grounds that the loss of, or poor quality of, a Rep's individual connection prevented them from participating in the meeting, provided that at least a quorum of Representatives was connected and adequately able to participate.

Section H. Agenda

- 1) The agenda for meetings of the Representative Council will be established by the President with input from the Executive Board. The agenda will include a set time for addressing New Business Items (NBIs) and motions.
- 2) Any BEA member may write a business item for consideration by the Representative Council. To be included on a given month's agenda, a New Business Item must be submitted by an Association member to the Executive Board at least one day prior to that month's Executive Board meeting.
- 3) New Business Items presented for consideration will be reviewed by the Executive Board. The Executive Board will determine the order in which business items will be listed on the agenda. The Executive Board may make a recommendation for consideration to the Representative Council.

Article III: Representative Council Meetings and General Membership Meetings

- 4) All New Business Items that will be included on the Representative Council agenda will be sent to Association Representatives no later than the Monday preceding the Representative Council meeting.
- 5) Debate on New Business Items at Representative Council Meetings will be limited to the time allotted on the meeting agenda.
- 6) Any business items not addressed in the given time on the agenda will be automatically submitted to the Executive Board for inclusion on the following month's agenda.

Article IV -- Appointments to Committees

Section A. Appointment to Committees

- 1) BEA Committees Members requesting membership on Committees shall be notified in writing by the President or Vice President as to their appointment status. Members not selected shall have the right to request reasons for non-selection in writing. If a member is not satisfied with the reason given, redress may be requested through internal grievance channels.
- 2) A Chairperson shall be selected for each BEA committee by the members of the appointed committee. The main purpose of the chairperson is to liaison between the committee and BEA leadership/Executive Board.

Section B. Committee Descriptions

1) Budget Committee

- a) The Budget Committee shall be a special committee composed of no fewer than (5) five members. The Vice-President of the Association shall serve as chairperson. The Executive Board shall approve the members of the committee by the October meeting every year.
- b) The President of the Association, in consultation with the Treasurer and Vice-President, shall draft a tentative budget for presentation to the Budget Committee. This tentative budget must be presented to the Budget Committee by November 1st of each year.
- c) The Budget Committee shall present the proposed final budget to the Executive Board for review by the November Executive Board meeting of each year. The Executive Board will vote to recommend approval to the Representative Council.
- d) The Representative Council will vote at the December meeting to approve the budget.

2) Elections Committee

The election committee duties and responsibilities are outlined in Section 9 of the Internal Procedures.

3) Anti-Racist Oversight Committee

- a) The Chairperson of the Anti-Racist Oversight committee will be the Equity Specialist on the Executive Board.

Article IV: Appointments to Committees

- b) The committee will review governing documents, current practices, and structures that may be barriers to advancing equity, and address relevant issues year to year.

Section C. BEA Committee Compensation

- 1) Committees will be compensated with the amount that the budget committee has allocated within the approved BEA budget.
- 2) If a committee has a need to exceed the budgeted amount, then they may submit a request to the Executive Board for approval.

Section D. Appointments to District Committees

Appointments to District Committees From time to time, the District may form Committees and request names of certificated staff members from the Association. When this happens, volunteers will be solicited through the BEA Bulletin and from interested parties and groups within the Association. Names will be submitted to the Executive Board for approval. The Executive Board will further screen and then submit a list to the District for possible approval. Representatives of the Executive Board and the District may then work out a mutually acceptable list.

Article V -- Internal Information and Press Releases

Section A. External Press Releases

All external press releases which announce an official BEA position on a topic [for/against] must be approved by the President and, if possible, a majority of the Executive Board members of the Association.

Section B. Internal Communications

Internal education or information releases published at Association expense or using the Association name or mail privileges must be approved by the President, or Committee Chairperson originating such releases.

Article VI -- Appointments to Conventions or Meetings

Section A. Appointments to Conferences or Meetings

With the exception of the Washington Education Association or National Education Association Representative Assemblies, the President of the Association shall recommend appointment of members to attend conferences or meetings and the Executive Board shall consider and approve, change, or disapprove all such recommendations.

Section B. Notification of Conference and Meeting Opportunities

When the budget permits, opportunities to attend relevant conferences or meetings will be made available to members. Such opportunities will be advertised to members by leadership or may be proposed by members to leadership. Members will be selected through an application process approved by the Executive Board.

Section C. WEA and NEA Delegate Election

Delegates and alternates to the Washington Education Association and National Education Association Representative Assemblies shall be elected in accordance with WEA and NEA guidelines.

Article VII -- Hired Employees of the Association

Section A. Hired Employee Contracts

With the exception of itinerant employees, full-time paid staff members shall have a contract, which is approved by the Executive Board.

Section B. Consultants

Consultants shall be paid after a standard letter of contract is drawn by the President and approved by the Executive Board.

Section C. Job Descriptions of Hired Employees

Job descriptions for staff members shall be attached to these internal procedures.

Section D. Vacation Leave and Work Calendar – Hired Employees

- 1) The paid staff of the Association shall receive the number of vacation days as stipulated in their annual Agreement of Employment with the Association. A signed copy of these documents will be the property of, and part of, a permanent Association record.
- 2) Prior to the end of the first month of employment under each new contract year for Association personnel, the paid staff of the Association will provide the Association President with a tentative vacation leave calendar. Any deviation from this calendar must be noted in writing to the Association President prior to the vacation leave being taken. The President of the Association shall be responsible for maintaining the calendars and accounting for vacation leave days taken or accrued.
- 3) Should the paid staff of the Association terminate employment with vacation leave accrued, the President is authorized to approve payment for the unused portion for that contract year, provided proper documentation has been maintained as outlined in number “2” above as to the amount of vacation leave accrued
- 4) The paid staff of the Association is entitled to paid holidays each year in the amount as negotiated for administrative and classified personnel of the Bellevue School District. Such holidays shall not be classified as paid vacation days.
- 5) Compensatory time for paid staff of the Association shall be authorized only by the President of the Association.
- 6) All requests for compensatory time must be recorded prior to the time being taken with the President of the Association for purposes of record keeping.

Article VIII -- Initiatives, Resolutions, Policies and Procedures

The President of the Association shall be responsible for maintaining a chronological record of all actions taken by the Association that bind or obligate the Association and its members. This record shall include but not be limited to negotiated agreements, adopted internal procedures, Executive Board directives, Association contracts and agreements, Representative Council directives, and initiatives from the membership.

All actions taken by the members of the Association that bind or obligate the membership must be submitted through channels as provided by the Association bylaws.

Article IX -- Election Procedures

Online voting will be the standard method of voting unless circumstances prohibit its use in which case the procedures for paper ballot voting will be used. Ratification of agreements and authorization for strikes will be according to Bylaws Article XI. Dues paying members in good standing will be allowed to vote.

Section A. Online voting

- 1) The Executive Board will approve the election process as presented by the Elections Committee. Process for secure online voting will be recommended by the Executive Board and approved by the Representative Council. Candidates running for elected positions will not be on the Elections Committee for the current election cycle.
- 2) Members will be notified at least 10 days prior to the first day of voting.

Section B. Paper ballot voting

- 1) Polling place(s) and or procedures shall be established for each voting unit. Location(s) will be widely publicized.
- 2) Time(s) for voting at building sites will be announced by the BEA Building Representative or their designee. When voting occurs in buildings all ballots shall be returned to the BEA office by a method, time, and date as specified by the Executive Board.
- 3) Each member will be given a ballot. Upon return of the ballot, whether marked or unmarked the voter will check the "Returned Ballot" box and deposit the ballot in the Ballot Box. Each voter must sign the registration sheet
- 4) Members traveling between buildings may vote in the building most convenient.
- 5) Members on leave may vote at the BEA office on Election Day or may request a ballot to be returned by mail on or before Election Day.

Section C. Election Results

- 1) The official tally of votes and certification of the election will be completed by the Elections Committee.

Article IX

- 2) Certified election results will be made public within two school days following the election by the Elections Committee
- 3) If the Elections Committee determines that serious discrepancies in the election have occurred, the Elections Committee will rule on the discrepancies so that no member will be disenfranchised and notify the BEA Executive Board of such ruling as soon as possible. Such ruling may include certification or non-certification of the election results.

Section D. Candidate Statements

Each candidate has a right to submit a statement which will be distributed with the ballot. Approved candidate statements will be posted on the BEA website. This candidate statement is due by the date and time listed. Late submissions will not be accepted. Statements must not contain profanity or unfounded allegations.

- 1) The maximum candidate statement length shall be as follows:
 - a) President - 200 words
 - b) All other Executive Board Positions - 100 words
- 2) Should the candidate fail to submit a statement or if the submission is still too long, the statement will be cut off at the appropriate word count.

Section E. Announcement of Candidates for BEA Elected Positions

Within 5 days of the nomination deadline the offices open for election and officially nominated candidates running will be posted on the BEA website.

Section F. Other Campaigning

- 1) All campaign materials are subject to the same content standards of no profanity and no unfounded allegations.
- 2) All campaigning for candidates or by candidates that takes place at worksites may only occur before or after the contractual day or during duty-free lunch. Candidates or their designees are permitted to distribute campaign materials at worksites in staff mailboxes, BEA Bulletin boards and/or Staff-only rooms.
- 3) Use of district email or copying/printing machines for campaigning is prohibited. However, district email may be used by Rep Council Members to send out reminders of the timeline, rules and regulations, and where to access campaign materials for all candidates.

Article IX

- 4) BEA generated membership lists that contain home address and personal email addresses may not be used by candidates and/or their representatives for campaign purposes.
- 5) The cost of duplication and the distribution of campaign materials is the responsibility of the candidates.
- 6) Candidates may not use Bellevue School District or the BEA office for resources, materials or equipment for any campaigning purposes.
- 7) Campaign materials shall bear the name of candidates.

Section G. Write-In Campaign Rules

- 1) Write-in candidates has the same campaigning rights as any other candidate.
- 2) On the day of the election, voters may not be reminded of write-in candidates by the representative conducting the election.
- 3) A write-in candidate's first and last name must be written in on the ballot. The appropriate box must be checked for the ballot to be counted.

Section H. Campaign Expense Rules

Campaign expenses, or reasonable retail, shall not exceed (\$500.00) five hundred dollars. Candidates shall keep their receipts of campaign expenses to present to the Election Committee if requested.

Section I. Special Elections

- 1) From time-to-time special circumstances may necessitate a special election due to a vacancy on the Executive Board. At the time such a circumstance occurs we will follow the procedures in A.2.
 - a) A vacancy shall be defined as a period of time in which an Executive Board member has vacated the position permanently or will be on an identified Leave as outlined in the collective bargaining agreement for more than one (1) year of the term length.
 - b) An interim vacancy shall be defined as a period of time in which an Executive Board member has vacated the position temporarily on an identified Leave as outlined in the collective bargaining agreement that exceeds three months or less than one (1) year and will resume the position upon return from leave.

Article IX

- c) Both types of vacancies will be filled by special election. The Executive Board may appoint a member to temporarily fill a vacant position until completion of the special election.
- 2) All other election procedures apply.
- a) The person(s) elected shall take office immediately and complete the term or interim term of the person they are replacing.

Article X -- BEA Internal Complaint Procedure

- 1) If a member of the Association feels that they have not been provided fair and just treatment in an action by a BEA officer, that member may consult with the President.
- 2) If the member desires to proceed with their grievance, an informal meeting between the accused BEA officer or agency and the grievant may be held.
- 3) If the grievant still desires to proceed with the grievance after the informal meeting outlined in "B" above, that member may submit a formal complaint to the BEA Executive Board. If the President is a party in the complaint, then the complaint should be directed to the BEA Executive Board.
- 4) At the request of the grievant, they will be contacted by an Investigating Committee appointed from the appropriate body. This committee will hear the specifics of the concern and advise the member as to appropriate actions.
- 5) At the request of the grievant, there will be a formal meeting of all parties in an attempt to resolve the problem.
- 6) If a resolution to the satisfaction of the grievant and the accused BEA agency or officer is not achieved at this point, either can request that the matter be referred to a Committee of (3) three selected from the BEA Representative Council. This Committee will be selected on the basis of mutual agreement between the President of BEA, the grievant, and the accused BEA agency or officer. The BEA President shall provide a list of potential committee members. This Committee will hear the matter and recommend action for the consideration of the BEA Executive Board.
- 7) If the action of the Executive Board is not acceptable to the grievant or the accused BEA agency or officer, a hearing will be held before the Representative Council as a whole. Recommendations of the Representative Council to resolve the complaint will be implemented by the Executive Board.

Article XI -- Financial Policies and Procedures

Section A. General Policies

- 1) All funds received by the Bellevue Education Association shall be receipted by the Administrative Assistant and Treasurer and immediately deposited in the Bellevue Education Association bank account.
- 2) No funds shall be collected by the Bellevue Education Association or deposited in the Bellevue Education Association account that are not intended for authorized use by the Association.
- 3) The General Association bank account shall have the following persons as authorized signatures: the President, Vice-President, Treasurer, Administrative Assistant and/or Secretary of the Association. All disbursements shall have (2) two of the above mentioned signatures provided that the check benefits neither of the signers.
- 4) There shall be the following Association accounts:
 - a) BEA General account (checking account)
 - b) Money-market funds
- 5) The Association budget shall accommodate all items of expense and disbursement.
- 6) All invoices and expense claims shall be properly documented and approved by the President or Treasurer of the Association prior to the issuance of payment.
- 7) All expenditures for equipment or supplies of over (\$500.00) five hundred dollars shall be approved by the Executive Board.
- 8) The Chairperson of any Bellevue Education Association Committee is authorized to incur expense within the limits of policy and budget for their function.
- 9) Auto expenses on approved Association business shall be reimbursed at the highest allowable rate under Internal Revenue Service regulations before such reimbursement must be reported as income, plus parking and tolls.
- 10) Travel expenses to be incurred while attending authorized conventions, conferences, or meetings shall be prepaid when possible; when not possible, a reimbursement will be disbursed.

Article XI

- 11) Entertainment expenses incurred, as an Association expense shall be documented as to cost, purpose, and who attended.

Section B. Committee

- 1) Incidental expenses for Association business conducted within the District will be paid within (2) two weeks upon presenting documentation of expense to the Administrative Assistant or Treasurer such as a receipt, invoice, or statement. This documentation should be attached to a reimbursement form.
- 2) For travel overnight and outside the District, see “4” under “Travel Expenses.”

Section C. President Expenses

- 1) The President shall have up to (20) twenty days additional per diem during the term of office, and the President will account to the Executive Board for any planned use of time. If additional days are needed, they may be granted by the Executive Board. An alternative to this would be if the President chose, and the Executive Board approved, compensatory time.
- 2) The Vice President shall have up to (15) fifteen days additional per diem during the term of office, and the Vice President will account to the Executive Board for any planned use of time. If additional days are needed, they may be granted by the Executive Board. An alternative to this would be if the Vice President chose, and the Executive Board approved, compensatory time.
- 3) If the President and/or Vice President received a stipend associated with their role within Bellevue School District, that stipend will be paid while the individual holds office in the Association.
- 4) If the President is elected to the WEA or NEA Representative Assemblies, those expenses will be charged to the budget category for WEA and NEA expense.

Section D. Travel Expenses

- 1) Expenses must be submitted on a reimbursement form and must show purpose, destination, tolls and total mileage and such other expenses. Mileage will be calculated from place of work to destination and back to place of work (calculation to be by deduction of distance between actual starting point and place of work from actual mileage driven). Mileage will be paid to President, Vice-President, and office personnel for local travel if requested and approved on a regular reimbursement form.

Article XI

- 2) Carpooling is encouraged. However, only the driver will be reimbursed according to policy for transportation costs.
- 3) Bookings for out-of-town travel will be arranged by the President and Vice President when possible.
- 4) All travel expenses will be subject to a maximum amount established by the Executive Board and will include a maximum reimbursement by the Association. For Example: The Executive Board would state what the Association would pay (e.g. (\$105.00) one hundred five dollars) for representing BEA at a WEA Convention in Spokane before people ran for such a position. If the sum were (\$105.00) one hundred five dollars, then that sum would be both the maximum and minimum paid.

Section E. Financial Contracts and Binding Agreements

Any contract or agreement that financially obligates or binds the Association shall receive prior approval of the Executive Board and shall be signed by the President and Secretary of the Association.

Section F. Audit of Association Records

- 1) The annual audit of Association books of account shall include an examination of compliance with internal financial procedures.
- 2) All Association financial audit reports shall be a permanent Association record open to inspection of all members.

Appendix I

Job Descriptions for BEA Positions

President:

The President shall be responsible for coordinating and advancing the goals of the Association. As per BEA bylaws, the President shall:

- a) Preside at all official meetings and perform such duties as are customarily associated with the office.
- b) Recommend to the Executive Board the members to be considered for appointment to committees.
- c) Serve as an ex-officio member of all committees or designate someone to do so.
- d) Charge committees with their duties.
- e) Represent the Association at meetings of the Sammamish UniServ Council Board of Directors.
- f) Represent the Association at meetings with school district management.

Key responsibilities also include the following:

- 1) Understand and respond to the needs of BEA members.
- 2) Schedule and attend meetings with BEA members.
- 3) Advocate on behalf of BEA members through communication, negotiation, and collaboration with district administrators.
- 4) Maintain collaborative, effective relationships with WEA staff to advance Association priorities.
- 5) Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
- 6) Represent members at investigatory and disciplinary meetings.
- 7) Schedule and oversee events and activities to advance the goals of the Association.
- 8) Secure room reservations for Association meetings, events, and activities.
- 9) Secure/prepare all necessary supplies for Association meetings and events.
- 10) Establish effective systems for communication and document sharing with elected leaders and members.
- 11) Ensure Association representation and input in meetings and activities of the School Board.
- 12) Ensure Association representation and input in meetings and activities of partner organizations such as the PTSA, Bellevue Schools Foundation, and Eastside Pathways.
- 13) Ensure the implementation of motions and resolutions approved by the Representative Council and put into operation other measures consistent with the Constitution, Bylaws, and policies of the Association.
- 14) Ensure completion of all duties tasked to committees and members of the Executive Board.

- 15) Support the long-term organizational planning and initiatives of the Association.
- 16) Provide training and support to the next elected successor in the position.

Vice President:

The Vice-President shall be responsible for assisting the President in coordinating and advancing the goals of the Association. As per BEA bylaw, the Vice-President shall:

- a) Assist the President.
- b) Act in the absence of the President.
- c) Serve as the Budget Committee chair.
- d) Serve as the Membership chair.
- e) Serve Representative Assembly Committee chair.

Key responsibilities also include the following:

- 1) Understand and respond to the needs of BEA members.
- 2) Schedule and attend meetings with BEA members.
- 3) Advocate on behalf of BEA members through communication, negotiation, and collaboration with district administrators.
- 4) Maintain collaborative, effective relationships with WEA staff to advance Association priorities.
- 5) Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
- 6) Represent members at investigatory and disciplinary meetings.
- 7) Represent the Association at meetings with school district management.
- 8) Serve as chair of the Budget Committee:
 - a) Create a report of annual expenses.
 - b) Draft a budget proposal each fall.
 - c) Organize committee members and schedule meetings to finalize the budget.
 - d) Present the budget to the Executive Board for approval prior to the November meeting of the Representative Council.
 - e) Present the approved budget to the Representative Council for consideration at the November meeting and vote at the December meeting.
- 9) Serve as chair of the Membership Committee:
 - a) Ensure all newly hired employees are invited to join the Association.
 - b) Maintain accurate lists of all members with complete contact information.
 - c) Organize 1-to-1 listening sessions with members.
 - d) Ensure timely contact with any members who drop their Association membership.
- 10) Serve as chair of the Representative Assembly Committee:
 - a) Ensure timely elections of delegates and successors to annual WEA and NEA Representative Assemblies.
 - b) Ensure timely registration of all elected delegates and successors.
 - c) Coordinate lodging, transportation, and any applicable stipends or reimbursements for all delegates.
 - d) Coordinate communication and organizing activities of the delegation to advance BEA priorities.

Appendix I

- 11) Initiate review and discussion of the Internal Procedures by the Executive Board every other year.
- 12) Coordinate preparation and dissemination of regular BEA Bulletin.
- 13) Support the long-term organizational planning and initiatives of the Association.
- 14) Regularly meet with assigned district leaders to be proactive on relevant topics coming from the district or the union, to problem solve and support educators.
- 15) Complete other duties as assigned by the President.
- 16) Provide training and support to the next elected successor in the position.

Secretary:

The Secretary shall be responsible for the organization and maintenance of all Association documents. As per BEA bylaws, the Secretary shall:

- a) Keep accurate minutes of all Executive Board, Membership, and Representative Council meetings.

Key responsibilities also include the following:

- 1) Establish and maintain a clear system for the retention of all meeting agendas, meeting minutes, collective bargaining agreements and notes, and Labor Management agreements and notes.
- 2) Destroy old documents/records in accordance with WEA records retention guidelines.
- 3) Track attendance to all Executive Board and Representative Council meetings.
- 4) Coordinate all operations for elections and voting.
- 5) Ensure timely communication of Association-related information to all members.
- 6) Support the long-term organizational planning and initiatives of the Association.
- 7) Complete other duties as assigned by the President.
- 8) Provide training and support to the next elected successor in the position.

Treasurer:

The Treasurer shall be responsible for the organization and maintenance of all Association finances. As per BEA bylaws, the Treasurer shall:

- a) Oversee the Association budget and accounting.
- b) See that financial records of the Association are maintained.
- c) Oversee the collection, transmittal, and disbursement of dues.
- d) Assist in the preparation of the annual budget of the Association, to be submitted for approval at the December meeting of the Representative Council.
- e) Keep the President and Executive Board informed of the financial condition of the Association.

Appendix I

- f) Present a financial report once a year at a meeting of the Representative Council.

Key responsibilities also include the following:

- 1) Ensure timely deposit and accounting of all Association funds.
- 2) Ensure timely payment of all bills/invoices incurred by the Association.
- 3) Ensure timely processing of all stipends and reimbursements by the Association.
- 4) Maintain accurate accounting records of all income, expenses, and assets of the Association.
- 5) Ensure all necessary tax filing and reporting.
- 6) Communicate the annual dues rate for the Association to WEA.
- 7) Support the long-term organizational planning and initiatives of the Association.
- 8) Complete other duties as assigned by the President.
- 9) Provide training and support to the next elected successor in the position.

Equity Specialist:

The Equity Specialist shall be responsible for supporting advancing Racial Equity and Inclusion within our union. This position is open to any member of the Association – BIPOC and white. As per BEA bylaws, the Equity Specialist shall:

- a) Oversee the Anti-Racist Oversight Committee.
- b) Attend all Executive Board and Representative Council meetings.
- c) Experience discomfort, expect non-closure, speak their truth and actively seek to understand the truths of others.

Key responsibilities also include the following:

- 1) Understand the perspectives and needs of members and advocate on their behalf.
- 2) Understand and interpret the Collective Bargaining Agreement as it applies to members.
- 3) Advocate for our union on taking action for racial equity and inclusion.
- 4) Review governing documents and work to alleviate barriers that advance equity.
- 5) Support and partner with affinity groups.
- 6) Support and partner with any district Racial Equity and Inclusion teams.
- 7) Meet and communicate regularly with District Directors and Administrators with direct influence over their related responsibilities.
- 8) Complete other duties as assigned by the President.
- 9) Provide training and support to the next elected successor in the position.

Early Career Educator Specialist:

The Early Career Educator Specialist shall be responsible for advocacy on behalf of their constituent group of Early Career Educators. As per BEA bylaws, the Early Career Educator shall:

Appendix I

- a) Attend all meetings of the Executive Board and Representative Council and represent their membership at those meetings.
- b) Advocate for needed action to support new to education members.

Key responsibilities also include the following:

- 1) Understand the perspectives and needs of members in their constituency and advocate on their behalf.
- 2) Understand and interpret the Collective Bargaining Agreement as it applies to members of their constituency.
- 3) Review governing documents and work to alleviate barriers for new educators.
- 4) Establish clear lines of communication and respond to questions from members of their constituency.
- 5) Create accessible resources for transparent union information
- 6) Meet and communicate regularly with District Directors and Administrators with direct influence over their constituency.
- 7) Schedule and attend meetings with BEA members.
- 8) Support the long-term organizational planning and initiatives of the Association.
- 9) Complete other duties as assigned by the President.
- 10) Provide training and support to the next elected successor in the position.

Executive Board At-Large Representatives:

Each Executive Board At-Large Representative shall be responsible for advocacy on behalf of a constituent group. As per BEA bylaws, each At-Large Representative shall:

- a) Attend all meetings of the Executive Board and Representative Council and represent their membership at those meetings.
- b) Make regular contacts with the Faculty Representatives in their constituency to maintain two-way communication.
- c) Make building visits.

Key responsibilities also include the following:

- 1) Understand the perspectives and needs of members in their constituency and advocate on their behalf.
- 2) Understand and interpret the Collective Bargaining Agreement as it applies to members of their constituency.
- 3) Ensure that Faculty Representatives are elected each year for each of their constituency groups and related leadership teams.
- 4) Ensure that Faculty Representatives hold meetings and disseminate information to their members.
- 5) Establish clear lines of communication and respond to questions from members of their constituency.
- 6) Schedule and attend meetings with BEA members.
- 7) Meet and communicate regularly with District Directors and Administrators with direct influence over their constituency.

- 8) Support the long-term organizational planning and initiatives of the Association.
- 9) Complete other duties as assigned by the President.
- 10) Provide training and support to the next elected successor in the position.

Rep Council Building, Department, and At-Large Representatives:

Each Rep Council Building, Department, and At-Large Representative shall be responsible for advocacy on behalf of a constituent group. As per BEA bylaws, each Representative shall:

- a) Identify and communicate regularly with the BEA Executive Board Representative of their constituency group to maintain two-way communication.
- b) Attend all meetings of the Representative Council and represent their membership at those meetings.

Key responsibilities also include the following:

- 1) Ensure their constituency group knows who they are and how to contact them.
- 2) Understand the perspectives and needs of members in their constituency and advocate on their behalf.
- 3) Understand and interpret the Collective Bargaining Agreement as it applies to members of their constituency.
- 4) Hold meetings or establish regular means of communication to disseminate information to their members.
 - a) Report to BEA Executive Board Representative how information will be disseminated to BEA members.
 - b) Keep notes regarding information that is relevant to their constituency group.
 - c) Communicate information from each Rep Council meeting to their constituency group.
- 5) Establish clear lines of communication and respond to questions from members of their constituency.
- 6) Ensure that BEA Representatives for Rep Council are elected each year for their constituency group.
- 7) Invite BEA Executive Board Representative to their building/department BEA meetings.
- 8) Meet and communicate regularly with Principals and Administrators with direct influence over their constituency.
- 9) Support the long-term organizational planning and initiatives of the Association.
- 10) Provide training and support to the next elected successor in the position.

Sammamish UniServ Council Board Director:

Each Sammamish UniServ Council Board Director shall be responsible for advocacy on behalf of the BEA membership.

Key responsibilities include the following:

Appendix I

- 1) Attend all meetings of the Representative Council and Sammamish UniServ Council Board and represent the BEA membership at those meetings.
- 2) Understand the perspectives and needs of BEA members and advocate on their behalf.
- 3) Maintain collaborative, effective relationships with UniServ Council members and other locals to advance Association priorities.
- 4) Communicate information from each Sammamish UniServ Council Board meeting to the BEA Representative Council.
- 5) Support the long-term organizational planning and initiatives of the Association.
- 6) Provide training and support to the next elected successor in the position.

Appendix II

Speaker Request Form

Exec Rep: Time received _____

Speaker Request Form

(please print clearly)

Use this form to speak FOR or AGAINST motions, make amendments, ask questions, Point of Order or close debate. Forms must be filled in completely to be accepted.

Members Name (print): _____

Role/level: _____

BIPOC speaker (optional)

MY REQUEST IS TO (check one):

Speak FOR

Speak AGAINST

Propose an Amendment, Secunder _____

Ask a Question

Point of Order

Close Debate, Secunder _____

If you like your request read aloud by another, please print clearly below: