

POLICIES
OF THE
DISTRICT 214
Education
ASSOCIATION

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The 1968-69 Board of Representatives, now Governing Board under authority granted at that time by Article II of the By-Laws initiated the practice of declaring certain procedures as fundamental policies of the Education Association. These policies are to be kept as a separate collective record so that new officers and representatives do not need to go back into the minutes in order to become familiar with the procedures in various situations. The present authority granting the Governing Board to adopt or modify Policies of the Association is Article I, Paragraph 2 of the By-Laws. (Revised September 1992, revised 5/13/17)

POLICY I (MAY 1969, revised 5/13/17)

Circulation of Commercial Materials Approved by the Governing Board of District 214 Education Association.

- A. The commercial agent will first procure the approval of the central administration.
- B. The Governing Board approval must be obtained by a majority vote.
- C. Solicitations through school mail boxes, building bulletin boards, and/or district email must be approved by arrangements through the District 214 Education Association Head building representative and the building principal of each high school.

POLICY II (May 1976, Revised September 1992, 5/13/17)

Association Recognition in Cases of Member Illness or Death

- A. In the case of death of any member, member's spouse, or member's children the Association, through its Governing Board, will allocate funds, not to exceed \$100.00 to be used in the following ways:
 1. Send flowers to the family of the deceased.
 2. Send a check to the family of the deceased to be used as they see fit.
 3. Make a contribution to any memorial fund that has been established for the deceased. Such a memorial fund may be publicized by the Association if this is acceptable to the family of the deceased.
 4. Make a contribution to the favorite charity of the deceased as revealed by the family of the deceased. Contribution made in the name of the deceased.

5. Each building has a Circle of Caring Committee. The Circle of Caring committee in the member's building should be contacted to determine what if any other action should be taken.
 6. The Association believes that recognition of other illnesses and deaths concerning members and their families can best be handled by groups within that member's building. The building Circle of Caring will determine if recognition is appropriate.
- B. In the case of an extended illness of any Governing Board member an appropriate card in the name of the Association will be sent.

POLICY III (May 1970, rev. 5/13/17)

Authority of the Governing Board to Hire Outside Assistants

The Governing Board shall retain the prerogative of hiring outside assistants, such as clerical, legal, etc., to aid the board in its business activities. Request for specific assistants, including time and cost estimates, shall be submitted to the Governing Board for a simple majority vote of approval. Such requests may be submitted by the President or any Committee Chairman, with approval of the majority of his committee.

POLICY IV (May 1970, rev. 5/13/17)

Procedure to be Used in Reporting Election Results

Within two (2) days following each election, the results shall be reported to the Secretary who in turn will notify each building representative of the final results. The candidates, upon request may have a breakdown of the vote per building.

POLICY V (September 1970) (Revised June 1971, September 1971, May 1985, 5/13/17)

Agenda Procedure

- A. At each regularly scheduled meeting there will be a roll call, secretary's report (minutes), the treasurer's report, and a section for old business and new business. Standing committee reports will be required at the first meeting of each month.
- B. Items to compose this agenda shall be handed to the President in written form at any regularly scheduled meeting for the next regular meeting, or any time up to 24 hours prior to the next meeting. If a Governing Board member wishes to add items to the agenda less than 24 hours prior to the scheduled meeting, notification must be made in writing to the President, the Secretary, and one representative from each building.
- C. Two (2) days prior to the regularly scheduled meeting of the Governing Board, an agenda will be emailed to members of the Governing Board.

- D. The President has the prerogative of the order of the new business until all items are covered or adjournment occurs at a meeting. Any item not covered will automatically appear on the agenda for the next regular meeting. Any item should be covered in two meetings.
- E. Open session on all agendas will appear as time permits.
- F. Specifically called meetings will have a specific limited agenda.

POLICY VI (October 1970, Revised May 1985 & September 1992, rev. 5/13/17)

Financial Transactions and Reports of the Association

- A. The fiscal year of the Association shall be from July 1 to June 30. Along with the closing of the books the Treasurer shall prepare a final balancing of bank and Association accounts and a fiscal year-to-date expenditure listing. Bank signature cards will be revised before July 1. If an expenditure has been incurred but not paid, sufficient information should be forwarded to the new Treasurer so that he/she may set up accounts for the incurred expense.
- B. Preparation of budgets. The Treasurer shall prepare a tentative budget showing anticipated income and expenditures for the forthcoming fiscal year which shall be presented to the Governing Board for its consideration at the last regular business meeting before the end of the school year or at the first regular business meeting of the school year.

POLICY VII (November 1971, Revised September 1992, rev 5/13/17).

Absentee Ballot Procedures

Absentee Ballots are used only in an event when the entire election procedure must be by paper ballot rather than electronic ballot. No absentee ballots will be used when voting is done electronically.

Absentee ballots may be cast when a member must be away from his assigned building on the day of voting due to professional, personal, or medical leave. Ballots can be obtained from the Head Building Representative. No ballots may be obtained by a member earlier than two (2) weeks prior to the election. The ballot must be returned to the Head building representative prior to the election.

POLICY VIII (March 1973, rev. 5/13/17)

Formation of Joint Committee – Governing Board and Negotiations Committee.

When the status of impasse-fact finding is entered in negotiations between the Association's Negotiations Committee and the Board of Education, a joint meeting of the Governing Board and the Negotiations Committee shall convene within 48 hours.

A rule of majority vote will conduct business of this Joint Committee chaired by the President of the Association. Functions of this committee will include:

1. Discussing the critical issues of negotiations
2. Giving direction to the Association's impasse resolving committee
3. Resolving conflict of the Association's impasse resolving committee
4. Hearing progress reports of the Association's impasse resolving committee
5. Creating special ad-hoc committees deemed necessary
6. Assigning spokesmen to issue and respond to any public statements regarding negotiations
7. Hearing the final report of the Association's impasse resolving committee within ten (10) days of the committee's termination and prior to the membership's vote
8. Selecting the three (3) members of the impasse resolving committee

POLICY IX (April 1973, Revised September 1992, rev. 5/13/17)

Association Action in Cases of Emergency Welfare Assistance and/or the Establishment and Collection of Relief Funds

Upon receipt of notice by any member of the Governing Board regarding a member's emergency need for assistance an investigation of the situation will be made immediately by the Welfare and Ethics Chairperson and/or his committee representative. Upon favorable decision of the Governing Board after the hearing of the details of the investigation, the Governing Board may initiate one or more of the following:

1. Direct the Treasurer to institute and arrange the necessary actions for the establishment of a welfare fund at a nearby bank.
2. Notify the total membership of the action taken and recommend support and participation.
3. Assist the member in need by directing them to appropriate community agencies.

POLICY X (Revised September 1992, rev. 5/13/17)

The following steps are created to serve as guidelines covering member use of the Association Attorney and Association involvement in litigation proceedings.

- A. While the Association's Attorney is primarily responsible to advising and representing the Governing Board, individual members may consult with him under the following conditions:
1. The member discusses the case with the Welfare and Ethics Chairperson or the President.
 2. The Welfare and Ethics Chairperson or the President makes an initial determination that
 - a) the case is directly related to the member's professional responsibilities; and
 - b) immediate consultation with the attorney is the appropriate next step.
 3. The Welfare and Ethics Chairperson or President contracts the attorney to authorize the consultation with the member, offer additional background information, and outline the limits of the present initial consultation.

A member may be allowed additional involvement with the attorney beyond the initial consultation as provided above, at Association expense, only if such involvement is authorized by the Governing Board.

- B. The Governing Board may authorize an Attorney to represent an individual member, a class of members, or the entire teaching staff in litigation proceedings. The following should serve as guidelines in determining whether to become involved in a particular case.
1. The case must be one which has not been resolvable through internal procedures including the grievance procedure.

(Applies only to cases involving individual members) The individual(s) being represented must have agreed in writing with the Welfare and Ethics Chairperson concerning the following matters.

 - a) Parameters of Association involvement.
 - b) An agreement that the person(s) being represented will not abandon the case without consulting the Governing Board.
 2. The case should involve a question of importance to District 214 or the teaching profession as a whole.
- C. An attorney, if deemed necessary, will be provided to a member through the contractual grievance procedure. The judgment concerning the use of an attorney

during this time will be made by the Association President in consultation with the Welfare and Ethics Chairperson. If a grievance goes beyond the last contractual step, the Governing Board will decide the level of attorney support the Association will provide. A 2/3's vote of the Governing Board members present at the board meeting will be required.

This policy does not preclude the President of the Association from using the services of an attorney where he/she finds it appropriate. This policy also does not restrict the Governing Board from directing the President to seek the advice of an attorney.

POLICY XI (November 1973, Revised September 1992, rev. 5/13/17)

Recall of Governing Board Officers and Building Representatives.

A. Governing Board Officers

The recall of an Officer may be prompted by any member of the Association presenting to the Secretary of the Association a complaint that sets forth the charges and is certified to have been signed by Association members equal in number to thirty per cent (30%) of the Association members.

The Officer shall be notified in writing of the complaint within ten (10) school days after the Secretary receives the complaint. A hearing will be held before the Governing Board within twenty-one (21) school days after the Secretary receives the complaint.

After the hearing (unless waived by the Officer) a general membership meeting shall be called within ten (10) school days to present the complaint and response to same to the Association members. Within seven (7) school days of the general membership meeting a recall vote shall be taken. A simple majority of the Association members shall constitute a recall. Article IV, section 6 of the bylaws, will govern the manner in which an Officer vacancy is filled.

A. Building Representative

The recall of a Building Representative may be proposed by any member of the Representative's building presenting to the Secretary of the Association a complaint that sets forth the charges and is certified to have been signed by that building's Association members equal in number to thirty percent (30%) of that Representative's building.

The Building Representative shall be notified in writing of the complaint with ten (10) school days after the Secretary receives the complaint. A hearing will be held before the Governing Board within twenty-one (21) school days after the Secretary receives the complaint.

After the hearing (unless waived by the Building Representative) a general

building meeting shall be called within ten (10) school days to present the complaint and response to same to the Association members. Within seven (7) school days of the building meeting a recall vote shall be taken. A simple majority of the Association members in the building shall constitute a recall and a new election for Building Representative shall occur within ten (10) school days.

POLICY XII (Revised May 2010, rev. 5/13/17)

Electronic Voting will be used for all elections unless unforeseen circumstances prohibit its use or a majority of the Governing Board elects to use paper balloting. Voting may take place according to one of the two following procedures.

- 1) Traditional Paper balloting as described in #1 below.
- 2) Online electronic voting as described in #2 below.

#1 Voting Procedures for the District 214 Education Association by a paper ballot.

1. Candidates will be placed on the ballot in an order determined by a random draw conducted by EA department representatives from the building council. Candidates may be present at the draw.
2. Ballots will have a universal format across the district.
3. Each candidate will submit a biography, a rationale for running, and an optional head and shoulder portrait that will be electronically published to all applicable voting members at least 2 weeks before the election for officers and two days before the election of building representative.
4. If all candidates can attend, a forum may be held before the election.
5. Building representative elections will be held in each building at least 1 day before the first Education Association meeting of the year. Absentee votes will be accepted as stated in Policy 7 unless ballots are not available 2 weeks before the election or if a leave is not preplanned. If ballots are not available or the leave is not preplanned, a vote may be cast in a District email sent to the Election Chairperson. The Election Chairperson will print the email, sign the register, and place the email in the ballot box.
6. Due to the unique situation at Vanguard, Newcomer Center, and The Academy at Forest View, voting procedures will be determined each year.
7. No Education Association Member other than supervising Governing Board members will be allowed to see the voting membership list at any time other than when a member is signing for their own vote. This includes candidates.
8. District email will not be used for campaigning. Candidates can use district email to answer specific questions put forth by members.
9. Voting lists will be updated one week prior to the election.
10. The ballot box will be placed in a location easily accessible to all Education Association members. The time and location of the voting will be announced by the Head Building Representatives before the election and will take place on the same day at all locations for Officer elections.
11. Members will sign the voting membership list under the watch of a Governing Board member.
12. The supervising Governing Board member will then initial the ballot and physically hand it to the member for voting.

13. Only valid ballots will be counted.
14. Whenever the ballot box is accessible to voters, it will be monitored by a Governing Board member, who is not a candidate.
15. A member may select to vote in all or less than all of the races. A member may select up to one (1) choice for each position unless otherwise specified.
16. After voting, the member will place the completed ballot in the ballot box.
17. Other than absentee ballots, votes will only be accepted if the voting member votes in the presence of a Governing Board member at the identified voting location.
18. During voting hours, the ballot box and the unused ballots will remain in the possession of a Governing Board member who is not a candidate.
19. After the hours of voting have passed, the ballot box will be taken by a Governing Board member, who is not a candidate, to the Education Association office along with all unused ballots and the voting membership list. Boxes will not be opened prior to deliver at the Association office.
20. In the Election of Officers the winner of a particular race has a majority of votes cast for that race. Different races in the same election may have different numbers of votes cast.
21. The votes for officers will be counted in the Education Association office with at least three (3) Governing Board members present. The count will take place with one person counting a set of ballots, another person recording the count, and a third person watching over the other two.
22. Votes for building representatives will be counted by at least two EA members from that building appointed by the Election Chairperson.
23. The count will be repeated to ensure agreement. The count will be repeated until two consecutive counts are identical.

#2 Voting Procedures for the District 214 Education Association by electronic voting.

1. The election chairperson or his/her designate will run the election. The election chairperson and his/her designate may not be running in the election.
2. Candidates will be placed on the ballot in alphabetical order by last name.
3. Each candidate will submit a biography, a rationale for running, and an optional head and shoulder portrait that will be electronically published to all applicable voting members at least two (2) weeks before the election for officers and two days before the election of building representatives.
4. If all candidates can attend, a forum will be held in each building at least 1 day before the first Education Association meeting of the year.
5. Building representatives will be held in each building at least 1 day before the first Education Association meeting of the year.
6. Absentee ballots will not be allowed.
7. The vote will take place for at least 12 hours.
8. No Education Association Member other than supervising Governing Board members (including officers and technology committee chair) will be allowed to see the voting membership list at any time.
9. District email will not be used for campaigning. Candidates can use district email to answer specific questions put forth by members.
10. Each member will be allowed to vote only once and the electronic system must support this.
11. A member may vote in all or less than all of the races. A member may select up to one (1) choice for each position unless otherwise specified.

12. In the Election of Officers the winner of a particular race has a majority votes cast for that race. Different races in the same election may have different numbers of votes cast.
13. The results of the vote will not be available to anyone or viewed by anyone prior to the close of the election,
14. The election will be considered complete when the nomination chair or his/her designate has declared a winner. The final results will be distributed to EA Governing Board members.

POLICY XIII (April 1975, rev. 5/13/17)

Class Grievances

Class grievances must be approved by the Governing Board for action to be taken.

POLICY XIV (October 1979, rev. 5/13/17)

Accountability of Persons Representing the Governing Board

Any member of the Governing Board, Committee Chairperson, or anyone else delegated to act as an official representative of the Association or Board, who presents formal testimony to any official body, will present written copies of such testimony to the Board at the next Board meeting following the presentation of such testimony. Verbatim minutes based on testimony given from notes or response to questioning would also be appropriate. Such representatives who make extemporaneous comments to official bodies are expected to present written or oral reports to the Governing Board.

It is the intent of this policy to encourage a type of accountability without unnecessarily restricting the informal actions of such representatives of requiring extensive, frequent written reports of routine communications.

POLICY XV (Revised September 1992, rev. 5/13/17)

Wages for Association Office Manager

The basic wage for the Association Office Manager will be established by the Governing Board at the time the Office Manager is hired. Increases in wages will be the same percentage increase teachers receive per the Cumulative Agreements. The Association Office Manager will be paid for the days listed as legal holidays and non-attendance days in the Township High School District 214 official calendar.

POLICY XVI (January 1990, rev. 5/13/17)

Hiring of Office Manager

The Office Manager will be hired by the President with the approval of a simple majority of the Governing Board.

POLICY XVII (Revised September 1992, rev. 5/13/17)

The duties of the President of the District 214 Education Association shall include the following:

Preside at all the meetings of the Governing Board. Attend all of the meetings of the District Leadership Council, Instructional Leadership Council, and Resources Leadership Council or make arrangements that the Association be represented by someone the President designates as his/her representative.

1. Attend all of the District 214 Board of Education meetings or make arrangements that the Association be represented by one of the officers of the Association.
2. Be available, upon request of any member of the Association, at any meetings between the member and administration during the calendar year. In the event the President cannot, because of scheduling conflicts, be present at such a meeting, he/she will attempt to have the meeting scheduled at a more convenient time or arrange for the Building Representative or one of the Association officers to be present at the meeting.
3. Be knowledgeable of proposed legislation that might be significant to members of the Association.
4. Lobby for or against legislation that, if it were to become law would be beneficial or harmful to members of the Association.
5. Maintain constructive contacts with the lobbyists for the IEA, IFT, TRS, and Ed.-Red. Cooperate with these organizations for legislative passage/defeat of legislation that would be beneficial/harmful to members of the Association.
6. Meet personally with as many legislators, at least once each year, time permitting.

7. Establish a schedule for dialogue meetings with the Superintendent and the Board of Education.
8. Mediate possible areas of disagreement between members and the administration in attempt to resolve issues before it becomes necessary to initiate the formal grievance process.
9. Field questions from members about insurance matters.
10. Supervise the work of the Office Manager.
11. In order to be personally available to members to listen to their concerns and answer their questions, establish a schedule for visiting each of the buildings in which members work. Visits may be formal or informal, but should be as frequent as time permits.
12. Submit an expense voucher to the Association Treasurer at the end of each month.

POLICY XVIII (December 1993, rev. 5/13/17)

Building Representative Election:

1. The election of building representatives will be held spring semester of even-numbered years.
2. The head building representative shall be responsible for conducting the nomination process. The head building rep should call for nominations. Nominations will be sent to Election Chair to be added to building ballot.
3. A call for nominations will be issued to the staff 7 school days prior to the election. This shall be repeated as often as possible.
4. The names of the candidates, including an optional brief biography, shall be distributed to the staff at least two school days prior to the election.
5. The date, times and place of the election shall be published daily for two school days prior to the election and on the day of the election.
6. A ballot shall be prepared by the Election Chairperson. An election is held even when positions are uncontested.
7. The date and time of the voting should allow as many members as possible the opportunity to vote.
8. In the event paper ballots need to be used, elections are to be supervised by Election Chair appointees. The Association when necessary will pay for released time.
9. The results of the election, including vote counts shall be published and/or posted on the school day following the election

