

# **Oregon Education Association-Retired POLICIES**

## **I. Meetings**

### **A. OEA-Retired Board of Directors meetings**

1. OEA-Retired Board of Directors, hereinafter referred to as the Board, meetings will be held in OEA buildings, except in extenuating circumstances.
2. There shall be at least three meetings annually.
3. Presentations at meetings shall be educational in nature and not a product sell, even if the product is sponsored by OEA and/or NEA.
4. Reports from other organizations shall be handled as a point of personal privilege from a Board member at the end of the agenda.
5. Candidates for OEA or NEA office may attend meetings.
  - a. All OEA officer candidates are invited to the March Annual Assembly to speak.
  - b. Candidates or their representatives are limited to a two-minute presentation with a two-minute question time to follow each candidate. Other OEA candidates will be introduced but will not be allowed speaking time.
  - c. Candidates are allowed to provide campaign materials at the Annual Assembly.
  - d. Candidate recommendations will not be made during the Annual Assembly.

### **B. General membership meetings**

1. All members are encouraged to attend two annual meetings
  - a. The Fall Conference (October) will be an educational workshop.
  - b. The Annual Assembly will include a business meeting for the nomination officers, changes to the bylaws, written and/or oral reports from committees and educational presentations. All OEA officer candidates are invited to the Annual Assembly to speak.
    - i. Candidates or their representatives are limited to a two-minute presentation with a two-minute question time to follow each candidate. Other OEA candidates will be introduced but will not be allowed speaking time.
    - ii. Candidates are allowed to provide campaign materials at the Annual Assembly.
    - iii. Candidate recommendations will not be made during the Annual Assembly.
2. General meetings are planned by committees chaired by the at large directors.
3. Presentations at all meetings shall be educational in nature and not a product sell, even if the product is sponsored by OEA and/or NEA.
4. Distribution of materials, displays, raffles, etc. must be approved by both at large directors prior to the day of the meeting.

### **C. Executive Committee**

1. The meetings shall be called by the president, or three members of the Executive Committee.
2. The president shall chair the meetings.
3. The secretary shall keep minutes.
4. The president shall recommend committee charges to the Executive Committee to assist in budget preparation.
5. The Executive Committee shall prepare the program budget and committee charges for presentation to the Board at the July/August meeting

### **D. Committees**

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1. The president shall appoint the chair of each committee with the exception of the Budget Committee.
2. Each Board member will participate in one major committee.
3. Meetings of major committees shall be scheduled during regular Board meetings; additional meetings may be scheduled as approved by the president..
4. Each committee shall implement the charges approved by the Board.

## **II. Use of Association Name**

- A. Members and leaders of OEA-Retired may use the organizational name OEA-Retired only when making statements that are consistent with OEA-Retired Bylaws and Policies.
- B. OEA-Retired elected or appointed leaders shall not use their Association titles in external political activities until after the OEA political endorsement procedure has been completed and the candidate or measure has been endorsed by the OEA.

## **III. Membership**

A retired individual will become a member of OEA-Retired with the first payment toward membership dues.

## **IV. Nominations Procedures**

- A. The president will:
  1. give the known open positions of elected offices at the first Board meeting in July/August. (Refer to OEA-Retired Bylaws, Article X)
  2. notify the Nominations and Elections Committee of any changes in open positions as they occur.
  3. provide the Committee with a list of all members, including addresses and phone numbers.
- B. The Nominations and Elections Committee will:
  1. meet to prepare a slate of nominees.
  2. solicit potential nominees by an article in the OEA-Retired newsletter prior to January 1 and from members of the Board.
  3. secure from each nominee a completed OEA-Retired Candidate Form and verify the eligibility of all nominees.
  4. present an initial slate of verified nominees to the Board at the Annual Assembly.
  5. In addition, nominations may be made from the floor of the Annual Assembly. All nominations will be closed at 5:00 p.m. on March 31.
  6. prepare the final list of verified nominees within three days following the close of nominations.
  7. Review and update the Nominations and Elections Handbook as needed.

## **V. Elections**

- A. All elections shall be by secret ballot. General elections and elections at Board level shall be conducted by the Nominations and Elections Committee.

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## **B. Procedures.**

1. The Nominations and Elections Committee shall include at least three members who are non-candidates for office.
2. The Committee shall present the elections schedule for Board approval at the January meeting.
3. The chair of the Committee is responsible for preparation of a ballot and candidate information sheet.
4. The ballots shall have provision for write-in votes.
5. The ballots and information sheets will be mailed within ten days following the close of nominations (within limits of OEA printing and mailing procedures.)
6. There must be three weeks between mailing of ballots and the postmark date after which ballots will not be accepted.
7. Ballots shall be returned to OEA-Retired at the OEA headquarters.
8. Ballots shall be counted 7-10 days after postmark date.
9. Counting of the ballots shall be done by at least three members who are non-candidate persons. If committee members are not available, the chair of the Committee and the president will appoint non-candidate members to complete the required number.
10. The official tally sheet will be signed by those counting the ballots.
11. The tally sheet and results of election are reported to the president who notifies all candidates and the Board of the results.
12. The Committee shall make a formal report of the election at the next Board meeting.
13. Ballots will be retained in OEA-Retired files for a minimum of one year.
14. The Committee will enforce any election rules, wherein not followed, the candidate can be disqualified.

## **VI. OEA Representation**

- A. District Director 27 Nominations: OEA-Retired Bylaws, Article X, Section 6.
  1. Nominations for District Director shall be approved by direct vote by the UniServ Council (Board) or by petition of fifty OEA-Retired members.
  2. All nominations received by the board will be forwarded to OEA. Petitions need not be approved by the local association or UniServ Council (OEA-Retired.)
  3. OEA conducts the election.
- B. OEA-PAC Director District 27: OEA-Retired Bylaws, Article X, Section 6.
  1. An opening on the OEA-PAC Board, shall be publicized in the September OEA Retired newsletter.
  2. The OEA-Retired OEA-PAC director shall be nominated by the Board.
  3. Any qualified OEA-PAC contributor may submit an OEA-PAC resume form by the November Board meeting for consideration as the OEA-PAC director.
  4. The Board shall hold a secret ballot election to determine the nomination to be sent to the Board.
  5. The Board shall elect the OEA-PAC Director for District 27.
  6. In the event of a vacancy, following the publishing of the vacancy in the OEA-

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Retired newsletter, an interim director shall be nominated by the Board.

- C. OEA Legislative Advisory Council: OEA-Retired Bylaws, Article X, Section 6.
  - 1. An opening on the LAC shall be publicized in the spring OEA-Retired newsletter.
  - 2. Members interested in serving on LAC shall declare their interest in doing so with their qualifications at the summer meeting of the Board.
  - 3. The Board shall conduct a secret ballot election to determine the person the OEA Director shall submit to the Board.
- D. OEA-RA Delegates: OEA-Retired Bylaws, Article X, Section 4.
  - 1. A delegate is elected for a term not to exceed three years and may serve more than one term.
  - 2. Elections shall be determined by plurality vote with a delegate needing a minimum of ten votes to be elected.
  - 3. Persons not elected, but receiving less than ten votes, shall be listed in order of number of votes received and shall be alternate delegates. The person receiving the greater number of votes shall be the first delegate; the person receiving the second greatest number of votes shall be second successor delegate, etc. Alternates are encouraged to attend OEA-Retired Board Meetings. Alternates will be given the opportunity to complete a term before accepting a one-time replacement.
  - 4. All candidates must comply with OEA regulations concerning this office.
  - 5. In any year in which the number of elected delegates currently serving exceeds the number of delegate positions allocated by OEA; the most recently elected delegates with the least number of votes will become first alternate delegates.
  - 6. In any year when OEA increases the number of OEA RA delegate(s) the new position(s) will be filled from alternate delegates to be appointed to serve the remainder of that year only.
  - 7. When an elected delegate resigns or is removed from the position, an alternate, in rank order, will be appointed by the president to complete the term.
  - 8. When an elected delegate is unable to attend the RA and notifies the president, an alternate delegate will be appointed by the president for that RA only.
- E. Other Representation.
 

The President, with approval of the Board, shall approve member names to be sent to OEA for appointment to all other OEA committees or task forces, such as Congressional Advocacy Team, Human and Civil Rights Committee and Statewide Organizing Task Force.

## VII. NEA-Retired Annual Meeting/NEA-RA delegates

- A. Delegates shall have three-year terms and shall not all be concurrent. Terms of the delegate positions, when allocated by NEA, are as follows:

Position 1	Position 2	Position 3
2016-2019	2017-2020	2018-2021
2019-2022	2020-2023	2021-2024
2022-2025	2023-2026	2024-2027

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- B. Terms may be less than three years for purposes of implementing a rotation schedule when a position is added. If a fourth delegate is allocated by NEA, Position 4 will run concurrent with Position 1.
- C. Elections shall be determined by plurality vote.
- D. When there is more than one vacancy for NEA-R Annual Meeting/NEA-RA delegate, members will vote for the number of open positions. The candidate receiving the most votes will serve the longer term. The candidate receiving the second highest will serve the lesser term. Successor delegates will be in rank order, according to the number of votes received.
- E. Successor Delegates to NEA-Retired Annual Meeting/NEA-RA will be ranked with the delegate who receives the most votes being the first alternate; the second number of votes, second alternate; etc. The alternate will replace the designated position according to NEA rules (see #6)
- F. In any year when NEA increases the number of NEA-RA delegates the new position will be filled from successor delegates and be appointed to serve the remainder of that year only. In any year when NEA decreases the number of delegates, the last delegate elected shall be appointed as the first alternate.
- G. When a vacancy is declared in the position of NEA-R Annual meeting/NEA-RA delegate, ranking successor delegate shall serve as delegate for the remainder of the term of the delegate in whose place the successor delegate is serving. However, if a delegate submits a statement to the NEA Credentials Committee (no later than January 15 immediately preceding the Annual Meeting at which the delegate wished to resume office) certifying that the delegate was unable to attend by reason of uncontrollable circumstances and wishes to resume office, and the NEA Credentials Committee concurs, the delegate may resume service for the remainder of the term of office to which the delegate was elected. (OEA Bylaws, Article VI. 5.8)

### VIII. NEA-Retired conference

- A. The president and vice president will be delegates each year. The secretary and treasurer and directors will be delegates according to this schedule.

2019	Secretary	Region III Director
2020	Treasurer	At Large Director I
2021	Secretary	At Large Director II
2022	Treasurer	Region I Director
2023	Secretary	Region II Director
2024	Treasurer	Region III Director
2025	Secretary	At Large Director I
2026	Treasurer	At-Large Director II

- B. Hotel rooms provided by NEA-R will be shared by the assigned delegates.

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## **IX. Procedures for removal from the OEA-Retired Board and elected positions**

- A. When the secretary notifies the president a Board member has missed two regularly scheduled Board meetings within a Board year, the president shall notify the member in writing that the position requires attendance at Board meetings and when appropriate at the OEA RA. This will not apply to any meeting for which the date has been changed after July 1 of that Board year.
- B. If the Board member resumes regular attendance at Board meetings and OEA RA, the problem will be considered solved.
- C. If the Board member misses a third meeting during that Board year or submits a letter of resignation, the position will be declared vacant and an alternate will be moved into the position to complete the remainder of the term.

## **X. Local Chapters Affiliation/Disaffiliation**

- A. The OEA-Retired encourages local areas to develop OEA-Retired chapters for the purpose of organizing local activities and implementing the OEA-Retired program.
- B. When a group of OEA-Retired members are interested in forming a local OEA-Retired chapter they should contact the OEA-Retired vice president for the “OEA-Retired Local Chapter Procedural Handbook.”
- C. The OEA-Retired local chapter must follow the guidelines adopted by the Board in “OEA-Retired Local Chapter Procedural Handbook.”
- D. When the forming chapter has completed the procedures as outlined by the “OEA-Retired Local Chapter Procedural Handbook” they shall submit all required documents to the OEA-Retired vice president who will verify that they are in order and present a recommendation to the Board for action at its next meeting.
- E. The local OEA-Retired Chapter president/chair will communicate activities and Program implementation to the OEA-Retired vice president on a regular basis.
- F. A local chapter must seek approval of the Board prior to applying for funds from OEA and/or NEA.
- G. If a chapter does not have one of its members elected statewide to the Board, then the chapter shall appoint a member to be a liaison to the Board. Reimbursement for expenses for the liaison to attend meetings will be the same as for members of the Board.
- H. Disaffiliation of a local chapter shall be recommended by the OEA-Retired vice president to the Board when a local chapter is in violation of the OEA-Retired Board Policies and/or the “OEA-Retired Local Chapter Procedural Handbook”

## **XI. Amendments**

- A. Amendments to these OEA-Retired Policies shall be made at the Annual Assembly.
- B. Proposed amendments shall be submitted in writing to the president at least sixty (60) days prior to the Annual Assembly, and sent to the members at least thirty (30) days prior to the Annual Assembly.
- C. Amendments require a majority vote of those present and voting for passage.

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D. Amendments become effective immediately upon passage, unless stated otherwise in the amendment.

Adopted: March 2010

Revised: March of 2011, 2013, 2014, 2016, 2017, 2018, 2019.