



Clark County Education Association



September 27, 2016

Dear Educator,

CCEA Association Representative (AR) elections should be taking place at your site now. Your current AR will announce and run the meeting, if there is not a current AR at your site please contact me [vcourtney@ccea-nv.org](mailto:vcourtney@ccea-nv.org) and we will assist you in the election process at your site. Any CCEA member may run for this position. The number of representatives allotted for your site is based upon membership (see the AR Certification form attached to this email for the CCEA Bylaw information.) Our goal is to ensure that all available positions are filled. As you consider voting for, or running for this position as the AR for your site, please keep in mind that this position comes with great opportunity and responsibility for impacting colleagues, students, and the community.

As the CCEA Association Representative (AR) in your building you must always keep in mind that **you represent the Association and its Mission at all times.** While at your site you will be tasked with the following:

#### Lead

- Be respected as an effective educator by your colleagues and administration.
- Attend Association Representative Council (ARC) meetings held the 4<sup>th</sup> Tuesday of every month.
- Participate in the meetings and vote on important issues as the representative of your school.
- Know the name and contact information of the UniServ Director assigned to your building and be able to provide your colleagues with the information as needed.
- Know the name and contact information of the CCEA Board members who represent your zone.
- Be familiar enough with the contract to be able to answer questions posed to you by your colleagues.

#### Communicate

- Hold a staff meeting to inform your colleagues of the current events and items that were discussed and voted on at the ARC meeting each month and to collect input to share at the ARC meeting.
- Ensure the CCEA bulletin board is kept current with updated information.
- Communicate with your administrators effectively.
- Be able to correct any misinformation regarding the association.
- Be familiar with the CCEA website to be able to tell colleagues where to find pertinent information.

#### Organize

- Organize your colleagues to take part in events & actions, and get them to attend CCEA meetings held at your site or other locations as they occur.
- Contact newly hired teachers and inform them about CCEA and ask them to join the association.
- Recruit current non-members at your school to join CCEA.
- Be familiar enough with the contract to be able to answer questions posed to you by your colleagues.

At your site you may also have members who were elected in February through our formal, membership-wide, election process to attend meetings paid for through your dues dollars to attend and vote on Association matters at the Nevada State Education Association Delegate Assembly held in Reno or Las Vegas and our National Education Association Representative Assembly which was held in Washington, DC last year and will be held in Boston in the summer of 2017. These representatives should also be participating at the Association Representative council meetings and working to keep members apprised of important information at sites where they work.

Please contact me for more information, or if there is not a current AR at your site. We will assist you in the election process at your site.

A handwritten signature in black ink that reads "Vikki Courtney". The signature is written in a cursive, flowing style.

**Vikki Courtney**

*President*

*Clark County Education Association*

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# Association Representative (AR)

## *Annual Certification Report of AR Election*

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According to CCEA *Bylaws Article III, SECTION 4 (SEE REVERSE SIDE)*: The election of ARs shall be conducted at the work site according to open nomination and secret ballot provisions. This election shall be conducted by the current building Association Representative, President or the President's designee. All active members at a given work site will be eligible to vote. This election *must* be completed by **November 30**. This **Annual** Certification Report must be filled out upon the completion of the AR Election each school year.

<b>Name of School &amp; Number:</b>	
Date of the Election:	/ /
<i>After Nov. 30: If no election or selection, the Date of Presidential/designee Appointment:</i>	/ /
How many ARs the building was entitled to: <b>Allocation Table:</b> One AR for 1-25 members Two AR for 26-50 members Three AR for 51-75 members Four AR for 76-100 members Five AR for 101-125 members Six AR for 126-150 members Seven AR for 151-175 members Eight AR for 176-200 members	
Names of all ARs for the school:	1. 2. 3. 4. 5. 6. 7. 8.
Names of alternates, if any:	1. 2. 3.
<b>To be filled out by the AR completing the certification form:</b> NAME: POSITION: DATE:	

# ARTICLE III

## LEGISLATIVE BODY

### Section 1. RESPONSIBILITY OF ASSOCIATION REPRESENTATIVE COUNCIL

The Association Representative Council shall be the legislative and policy-forming body of the Association.

### Section 2. COMPOSITION OF ASSOCIATION REPRESENTATIVE COUNCIL

- A. The Association Representative Council shall consist of the elected officers, Executive Board, and one or more representatives elected from each school faculty according to the allocation in Article III, Section 3, the Association members of the NSEA Board of Directors, the Association members of the NSEA Delegate Assembly, and NEA Representative Assembly.
- B. Ethnic-minority representation should be proportionate to identified ethnic-minority populations of the Association membership as of April 1 of the preceding Association fiscal year.

### Section 3. ALLOCATION FOR ASSOCIATION REPRESENTATIVES

- A. Active members in each school shall elect one or more Association Representative(s) according to the following allocation:

One Association Representative for 1-25 members  
Two Association Representatives for 26-50 members  
Three Association Representatives for 51-75 members  
Four Association Representatives for 76-100 members  
Five Association Representatives for 101-125 members  
Six Association Representatives for 126-150 members  
Seven Association Representatives for 151-175 members  
Eight Association Representatives for 176-200 members

- B. All Active members who do not have representation through a school Association Representative shall meet in groups according to their professional title and elect the corresponding number of Association Representatives per group as stated in Article III, Section 3, Paragraph A. to represent them in the Association Representative Council. These groups must apply annually to the Association Representative Council for recognition of their status as a professional titled group and authorization to elect the correct number of Association Representatives as permitted by Article III, Section 3, Paragraph A. These groups must inform the President by November 1 of the number of eligible employees and the intent to elect Association Representatives.

### Section 4. ELECTION OF ASSOCIATION REPRESENTATIVES

- A. The election of Association Representatives shall be conducted at the work site according to open nomination and secret ballot provisions. This election shall be conducted by the current building Association Representative, President or the

President's designee. All active members at a given work site will be eligible to vote. This election shall be completed by November 30.

- B. If after the time recognized in subparagraphs (A) no Association Representative is elected to the worksite in the manner prescribed in subparagraph (A), the President may appoint Association Representatives to those worksites.
- C. If there is an insufficient number of ethnic minorities Association Representatives elected, the Minority Affairs Committee will submit names of ethnic-minority members, in accordance with Article III, Section 2. B., to the President who will appoint the number of Association Representatives needed to comply with NEA's *Achieving Minimum Affiliation Standards*.

#### **Section 5. ALTERNATE ASSOCIATION REPRESENTATIVES**

Each work site and represented group shall elect an Active member as an alternate Association Representative for each elected Association Representative.

#### **Section 6. VACANCIES OF ASSOCIATION REPRESENTATIVES**

If a vacancy occurs after November 30, and there are no alternates, the President or President's designee shall conduct a democratic election if there is more than one candidate contending for the position(s).

#### **Section 7. MEETINGS OF THE ASSOCIATION REPRESENTATIVE COUNCIL**

- A. The Association Representative Council shall meet at least nine (9) times per Association fiscal year.
- B. The time, place, and agenda shall be set by the President.
- C. The agenda for each meeting shall be sent to all Association Representatives in advance of the meeting.
- D. Association Representatives shall have floor and voting privileges at all Association Representative Council meetings. Any active member shall have floor privileges.
- E. Association Representatives present shall constitute a quorum for Association Representative Council meetings.
- F. The Association Representative Council shall adopt for meetings its own internal rules of procedure provided they are not in conflict with these Bylaws or *Robert's Rules of Order, Newly Revised*.

#### **Section 8. SPECIAL MEETINGS**

- A. Special meetings of the Association Representative Council may be called by the President, unless a regularly scheduled Association Representative Council meeting is scheduled within three weeks.

- B. The President shall call a special meeting upon written request to the Executive Board from fifty (50) Association Representatives.
- C. Association Representatives must be given at least ten working days notice of the special meeting. Twenty-five percent (25%) of elected Association Representatives shall constitute a quorum.

**Section 9. RESPONSIBILITIES OF THE ASSOCIATION REPRESENTATIVE COUNCIL**

- A. The Association Representative Council shall:
  - 1. establish and amend Association Bylaws, Policies, and Election Procedures;
  - 2. establish dues;
  - 3. adopt the annual budget;
  - 4. receive and may act upon Committee Reports;
  - 5. elect member(s) to fill Executive Board vacancy(s) which occur;
  - 6. exercise final authority in all matters of the Association;
  - 7. ratify election results;
  - 8. adopt procedures for the establishment of the Review Board, the order of succession;
  - 9. elect members of the Review Board;
  - 10. receive resignations from the Review Board; and
  - 11. ratify actions taken by the Review Board.