



September 1, 2016

Dear Other Licensed Professionals,

Welcome to the 2016-2017 school year! CCEA is so excited to work with all of you this year to increase your voice and your leadership. Last year we met with each of the OLP professional groups to hear your ideas as well as your needs. It is important that the system works for all licensed professionals, not just educators. We want to continue to work together to change the system so that it is more responsive to your needs. During the meetings throughout the Spring, we shared with you a structure for representation within CCEA (included below). That structure included meetings with all OLPs. It then provided for at least one representative of each group to be elected to the Association Representative Council. (I have included the Bylaws below that explain how that representation is allotted.) Finally there are four opportunities for OLP's to participate as a representative for Negotiations, Professional Learning, Political Advocacy and an at-large position on the CCEA Executive Board which will be appointed by the President from the elected leaders.

Election Process for Representation

To be respectful of your time, the election will take place online. Those CCEA members who wish to serve as a representative will be asked to provide a campaign statement of no more than 200 words and to email a photo. These will be shared with the OLP group who would be represented by the candidate. Here is the link for the nomination form. You may nominate yourself or be nominated by someone else with consent of that person. Please click on the link to complete the nomination form

<http://bit.ly/2bBHRsj>

Nominations will be open beginning September 1, 2016 and close on Friday September 15, 2016 at 6:00 pm.

There will also be two in-person meetings, September 17th and 21st where all interested OLP's will have the opportunity to get an update on the process and meet and hear from the candidates that have been nominated. **Nominees will be required to attend at least one of the two scheduled meetings.** Here is a link to the Doodle application to add your name and choose the date or dates of the meeting you will attend <http://doodle.com/poll/td2yprpvma2x6v3z>

An email will be sent out on September 21, 2016 with a link to vote for the representative(s) nominated for your job classification. The voting will close at 11:50 pm on September 25, 2016. Elected representatives will be notified on September 26th and submission of names will be presented at the September 27th Association Representative Council meeting. Those representatives who were elected will be introduced at that meeting.

The number of representatives for each OLP group are listed below based on the CCEA Bylaws:

Assistive Technology Services: 1
Audiologists: 1
Counselors: 16
Nurses: 3
Occupational Therapists: 1
Speech Therapists: 7
Physical Therapists: 1
Psychologists: 1
Social Workers: 1

The role of this position is to attend the CCEA Association Representative Council, and then lead a meeting of your colleagues, report out information and collect information.

The positions listed below will be:

- OLP Representative to the CCEA Negotiations Committee
- OLP Representative for the Legislative Program
- OLP Representative for Professional Learning
- OLP Representative to the CCEA Executive Board (This will be an at-large position with no voting rights.)

These representatives will be appointed by the President of CCEA from the representatives elected by each group and will meet with the committees/Board as needed.

I look forward to working with you all to ensure that the voice of OLP's is integrated throughout the CCEA family.



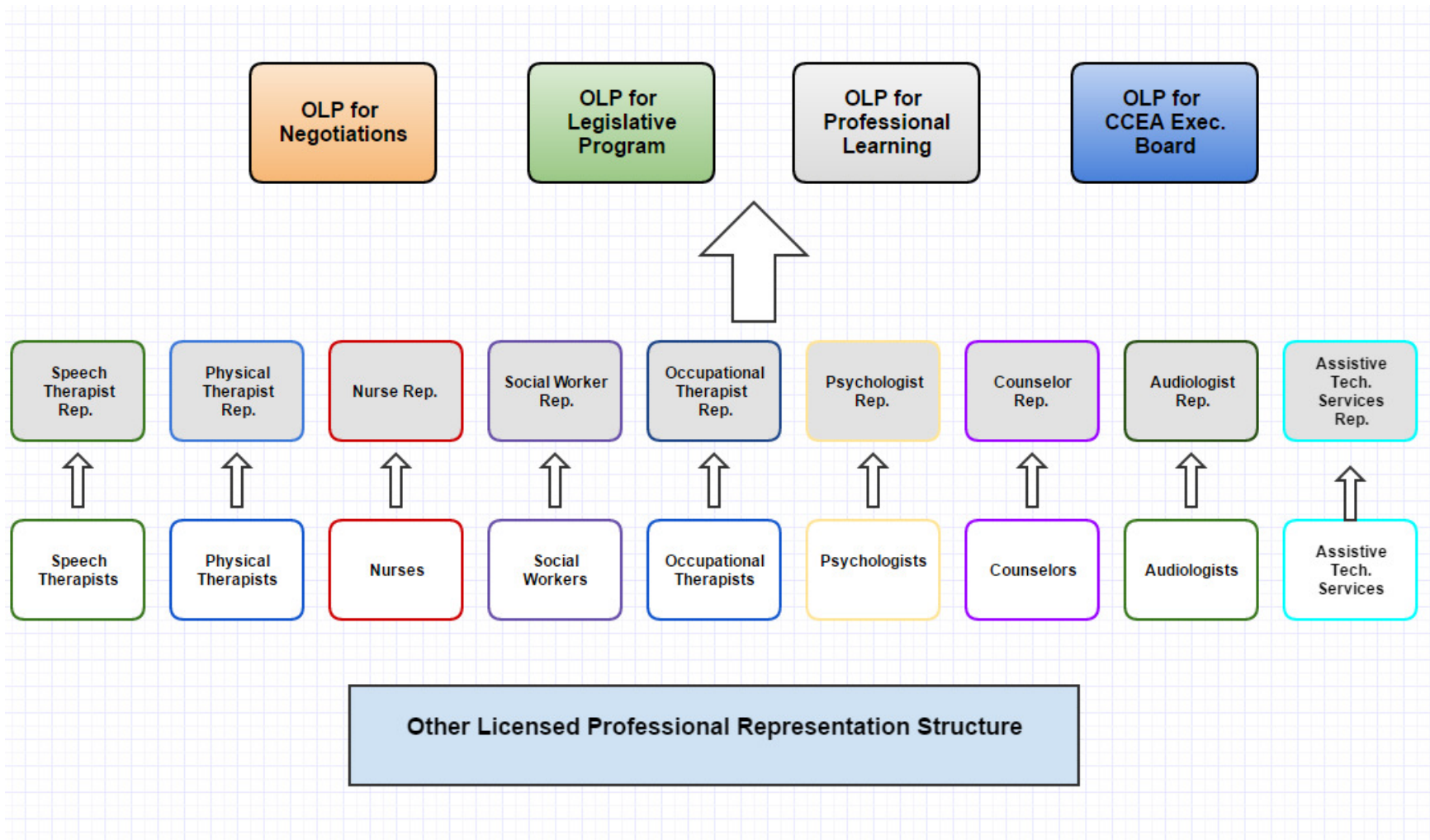
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ARTICLE III

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