

2018-19 Association Representative (AR)

Annual Certification Report of AR Election

According to **CCEA Bylaws Article III, SECTION 4 (SEE ATTACHED)**: 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 (or AR Alternate if the AR is no longer at the site) by August 31st, or by the President or the President’s designee by October 30th. If the current AR does not hold an election meeting, or if there is not a current AR (who was elected and certified as an AR for the 2017-18 school year) at your site, please contact aammons@ccea-nv.org and we will assist you in the election process at your site.

Any CCEA member may run for this position. All members at a given work site will be eligible to vote.

Name of School: _____

Election Date: _____

To be filled out by the 2017-18 AR (or AR Alternate, only if no current AR) holding the election:

Name: _____

Position: _____

Date: _____

Each site is entitled to (1) ONE elected Association Representative (AR) for every (25) TWENTY FIVE members at the site. EX: One (1) AR for 1-25 members, Two (2) AR for 26-50 members, Three (3) AR for 51-75 members, etc.

Please list the names of the AR(s) elected at your site.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please list the names of the AR Alternate(s) elected at your site.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

This Annual Certification Report must be filled out upon the completion of the AR Election each school year and returned to CCEA.

CCEA Association Representative

August 2018

Dear Colleagues,

Welcome back! As our representatives in our buildings I want to thank each of you for the work you do to keep CCEA a strong, member driven organization. Through your leadership, we are able to keep our members updated with important information quickly. So, again, thank you for giving your time and talents to insure success!

Elections for CCEA Association Representative (AR) and AR Alternates must be held each year. Elections are now open. According to CCEA Bylaws, the current AR (or the AR Alternate if the AR is no longer at the school or is no longer a member) is responsible for holding an election meeting prior to August 31st. The current AR's term will end on August 31, 2018. 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.) If you need election assistance because there is not an AR or an AR Alternate at your site, or if you need an updated membership list please contact Angela Ammons, aammons@ccea-nv.org.

Our goal is to insure that all available positions are filled. As you consider running for, or voting for this position as the AR or AR Alternate 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 please keep in mind that **you represent the Association and its Mission at all times**. Please find attached the necessary documents to assist you in the election process.

Please contact me with any questions or concerns.

Thank you again for your leadership and dedicated service to your colleagues.



Vikki Courtney

President

Clark County Education Association

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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 4th Tuesday of every month.
- Participate in the meetings and vote on important issues as the representative of your site.
- 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 CCEA Constitutional Convention which will be held at West Career Technical Academy. 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.

AR Council
2018-19 School Year Meeting Dates

Tuesday, August 28, 2018	4:30 PM
Tuesday, September 25, 2018	4:30 PM
Tuesday, October 23, 2018	4:30 PM
Tuesday, November 27, 2018	4:30 PM
Tuesday, December 11, 2018	4:30 PM
Tuesday, January 22, 2019	4:30 PM
Tuesday, February 26, 2019	4:30 PM
Tuesday, March 26, 2019	4:30 PM
Tuesday, April 23, 2019	4:30 PM
Tuesday, May 14, 2019	4:30 PM
Summer Break	
Tuesday, August 20, 2019	4:30 PM

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 members who do not have representation through a work location Association Representative shall meet in groups according to their Other Licensed Personnel (OLP) or professional title and elect the corresponding number of Association Representatives per group to represent them in the Association Representative Council. OLP groups include, but are not limited to: speech therapists, physical therapists, nurses, social workers, psychologists, occupational therapists, counselors and audiologists. 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 according to the following allocation:

These groups must inform the President by November 1 of the number of eligible employees and the intent to elect Association Representatives.

- 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

- C. The election of the Association Representatives shall be conducted electronically.

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 October 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 October 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.
12. establish priorities for NSEA Delegate Assembly
13. establish priorities for NEA Representative Assembly
14. communicate with school precinct and CCEA leadership on key issues
15. commit to a working knowledge of the CCEA/ CCSD Contract

Amended 4/24/2017