

BEAVERTON EDUCATION ASSOCIATION
REPRESENTATIVE ASSEMBLY

BYLAWS

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ARTICLE I NAME, AFFILIATION, AND GOALS

Section 1 Name and Affiliation

- A. The name of this Association shall be the Beaverton Education Association, hereinafter referred to as the BEA, affiliated with the Oregon Education Association (OEA) and the National Education Association (NEA), operates as its own UniServ Council.

Section 2 Goals

- A. Member Rights
 - 1. Protect and improve the rights, welfare, and benefits of members.

- B. Membership and Leadership
 - 1. Attract and train potential leaders, and increase membership and member involvement.
 - 2. Recognize and reward accomplishments of our members and leaders.

- C. Political Action
 - 1. Secure stable and adequate funding and influence the election of our representatives, as well as the decisions they make.

- D. Communications
 - 1. Improve the image of the association, our members, and our schools.

- E. Professional Issues
 - 1. Solicit member input on curriculum and professional development issues.
 - 2. Influence District decisions.

ARTICLE II PURPOSES

This association shall be a nonprofit corporation whose general purpose shall be the representation of its members in all matters relating to their employment and the development and improvement of their profession. In order to realize these general purposes, BEA shall have, among others, the following specific objectives:

Section 1 To serve as bargaining and legal representative for all members to improve salaries, hours, rights, and working conditions.

Section 2 To develop and promote the adoption of ethical practices, personnel policies, and standards of professional preparation and participation.

- Section 3** To promote the rights and welfare of school children, the advancement of public education, and the improvement of educational opportunities for all.
- Section 4** To assure the practices, procedures, and policies of BEA shall be applied without discrimination based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information, disability, political affiliation, or membership in BEA/OEA/NEA.
- Section 5** To collect and hold property and funds necessary for the efficient management of the BEA.
- Section 6** To coordinate, oversee, and promote the activities and services of BEA/OEA/NEA.
- Section 7** To work within the community to gain broad support of public education and the profession.

ARTICLE III MEMBERSHIP

Section 1 Eligibility

All licensed employees, and all other Beaverton School District employees the Association may deem eligible, who are eligible for OEA/NEA membership shall be eligible for BEA membership.

Section 2 Classifications

- A. Active member - eligible to vote, hold BEA office, and serve as a delegate for the Association as defined in the Bylaws of OEA/NEA.
- B. Associate member - ineligible for the privileges of active membership but open to those who wish to support the goals of the BEA.
- C. Fair share contributors - shall have limited rights and shall not have the right to vote on BEA matters, hold BEA office, or serve as a representative of the BEA.

Section 3 Dues

- A. Dues for active and associate members for OEA/NEA are specified in the Bylaws of OEA/NEA.
- B. BEA dues shall be determined for 2004-2005 and thereafter by multiplying the base BA salary by .0035.
- C. BEA dues for part-time teachers, those teaching less than full-time, or on leave, shall be determined in the same manner as OEA dues for the same status.
- D. Dues for Substitute member for OEA/NEA are specified in the Bylaws of OEA/NEA.
- E. BEA Substitute dues shall be determined by the lowest BEA dues based on .25 FTE or less. That amount will be rounded to the nearest dollar. (For 2004-05 .25 FTE dues = \$13.40 which means substitute dues will be \$13.00 for 2004-05.)

- F. Collection of fair share funds shall be in accordance with the Collective Bargaining Agreement between BEA and the District. Fair share funds shall be prorated to BEA/OEA/NEA in the same manner as membership dues.
- G. BEA dues will be re-evaluated every spring by the budget committee.
- H. Temporary or part time BEA members who also substitute in the BSD will only be charged their active BEA dues. No substitute dues will be assessed.
- I. Members whose dues have failed to be deducted should notify BEA immediately. A three-month grace period will be granted on unpaid dues.

ARTICLE IV OFFICERS AND DUTIES

Section 1 Officers of the BEA are members of the Executive Board.

Section 2 President

Responsibilities of the President:

- A. Serve as a paid, full-time release executive officer of BEA and perform the duties outlined in BEA bylaws and procedures. The President shall be bonded.
- B. Serve as the educator advocate for public education in the community.
- C. Represent the BEA at meetings, workshops, conventions, and in all BEA communications.
- D. Co-signer on BEA accounts.
- E. Follow the directives of the Executive Board and Representative Assembly.
- F. Prepare, in conjunction with the Budget Committee, and present an annual BEA program budget to the Executive Board for its consideration.
- G. Appoint BEA members to BEA task forces as needed, according to the collective bargaining agreement, and BEA bylaws.
- H. Notify BEA membership of upcoming BEA elections and declare positions open. Appoint Elections Task Force. Notify BEA membership of results.
- I. Provide training and mentorship to newly elected leaders within BEA leadership.
- J. Cultivate and foster leadership within BEA membership.
- K. Preside at general membership meetings, Representative Assembly, and Executive Board meetings.
- L. Prepare yearly retreats and trainings for member leaders within BEA leadership.
- M. Be an ex-officio member of all BEA committees and task forces.

- N. Maintain a roster of members, committees, and chairpersons.
- O. Serve as designated internal and external spokesperson of BEA.
- P. Prepare and present BEA Program Goals to the Executive Board for its consideration.
- Q. Prepare and disseminate, at a minimum, a monthly communication with the general membership (i.e., Focus, Political Reality, and Bargaining Bytes).
- R. Report Executive Board and Representative Assembly actions to the membership.
- S. Attend the annual OEA/NEA Assemblies.
- T. The President, or designee, shall be the voting delegate at meetings of the NCUEA.

Section 3 Vice President

Responsibilities of the Vice President:

- A. Assume the duties of the President when necessary. If the Vice President is unwilling or unable to assume the duties of the full-time President, the vacancy will be filled in accordance with BEA Bylaws.
- B. Assist the President in the performance of his/her duties.
- C. Serve on Budget Committee.
- D. Co-signer on BEA accounts. The Vice President shall be bonded.
- E. Serve on the substitute bargaining team.
- F. Released from teaching duties as necessary to perform the functions of Vice President.
- G. Be an ex-officio member of all committees and task forces.
- H. The Vice President shall be a member of the BEA Executive Board.

Section 4 Secretary

Responsibilities of Secretary:

- A. Record and maintain minutes and motions of Executive Board and Representative Assembly meetings.
- B. Store hard copies of minutes and motions in the BEA office. Maintain electronic copies of the minutes.
- C. Facilitate distribution of minutes for BEA meetings where minutes are to be reviewed and approved.
- D. Take attendance at Executive Board meetings.

- E. Record and maintain minutes, motions, and communications to members regarding changes to Bylaws and Policies.
- F. The Secretary shall be a member of the BEA Executive Board.

Section 5 Treasurer

Responsibilities of the Treasurer:

- A. Receive, secure, and distribute funds as directed under the BEA Bylaws and procedures. The Treasurer shall be bonded.
- B. Oversee all monies in banks or other depositories selected by the Executive Board.
- C. Submit regular financial statements to the Executive Board and make statements available to the Representative Assembly upon request.
- D. Submit financial reports to OEA, NEA, and governmental agencies as required.
- E. Submit records, receipts, checks, and related material for an annual review and whenever directed by the Executive Board.
- F. Co-signer on BEA accounts.
- G. Prepare (in conjunction with the Budget Committee) and present an annual BEA program budget to the Executive Board for its consideration.
- H. Prepare the financial records for the annual audit.
- I. The Treasurer shall be a member of the BEA Executive Board.

Section 6 Executive Board Composition

The Executive Board shall be composed of the following positions.

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. OEA Board of Director position(s): the number is stipulated by OEA and NEA Bylaws.
- F. Seven at-large positions: six for teachers and one for substitutes. If the substitute position is not filled, a member who is interested may be appointed to fill this at-large position.
- G. The BEA board will be made up of a total of 13 members, each with one vote.
- H. If a BEA Board Member is elected for an OEA or NEA position, that Board Member has the discretion to serve in these two capacities, but still only has one vote on the BEA Board.

- I. If a BEA Board Member is both a BEA Officer and an OEA Board Director, another at-large BEA Board position will be declared open to reach the total of 13 BEA Board members.
- J. The OEA UniServ Consultant shall be present at BEA Board meetings and serve as advisor to the Board.

Section 7 Executive Board

The Executive Board shall be the executive authority of the Association. Between regular meetings of the Representative Assembly, the Executive Board may act on behalf of the Representative Assembly. The Executive Board shall be responsible for the achievement of the general purpose and objectives of BEA. The Executive Board shall implement plans to achieve the purpose and objectives of the Association.

Responsibilities of the Executive Board:

- A. Manage BEA.
- B. Review all BEA expenditures. Approve over expenditures of \$1,000.00 or 50% of the budgeted item, whichever is smaller.
- C. Recommend a balanced program budget to the Representative Assembly.
- D. Execute policies established by the Representative Assembly.
- E. Recommend policies for consideration by the Representative Assembly.
- F. Approve President appointed committee and task force membership.
- G. Executive Board is responsible for committees and task forces:
 - 1) Require and assist committees and task forces to define immediate and long-range objectives.
 - 2) Review committee and task force plans and decide jurisdictional disputes between committees and/or task forces.
 - 3) Remove committee or task force chairpersons or members for neglect of duty, incompetence, or other sufficient cause deemed to be in the best interest of BEA.
- H. Represent the BEA with representatives of the school district. The Executive Board may delegate its power to negotiate to a committee or representative.
- I. Enter into and administer contractual agreements with OEA/NEA.
- J. Establish and approve BEA's Program Goals in accordance with BEA, OEA, and NEA objectives and policies.
- K. Approve, promote, and coordinate communications, services, workshops, projects, and programs of the BEA.
- L. Take action on requests from the Representative Assembly and members.
- M. Make recommendations to the OEA Board of Directors.

- N. Communicate BEA positions with local School Board Members.
- O. Participate with OEA/NEA in the UniServ Consultant Program Evaluation.
- P. Take other action necessary to fulfill the responsibilities.
- Q. Assist assigned schools in maintaining building level representation in BEA.
- R. Serve on the UniServ selection committee.

Section 8 Certified Substitute Executive Board Position:

Responsibilities of Substitute Executive Board Position:

- A. Act as an advocate for certified substitute BEA members.
- B. Participate and attend Executive Board Meetings and Representative Assemblies.
- C. Assist President with Substitute in-services, recruitment of substitute volunteers, and compilation of substitute materials.
- D. Establish substitute volunteer committees and maintain a roster of committee members.
- E. Assist President with the mailing of the Substitute Focus.
- F. Encourage substitute member participation, including mentoring a substitute representative.
- G. Demonstrate a working knowledge of the substitute Collective Bargaining Agreement.
- H. Serve on the substitute bargaining team.
- I. Assist President with appointments to the substitute bargaining team.

Section 9 The authority and responsibilities listed above shall not restrict the right of the BEA to either accept or reject services or rulings of the OEA/NEA in matters of local concern.

ARTICLE V REPRESENTATIVE ASSEMBLY

- Section 1**
- A. Authority - The Representative Assembly is the legislative and policy-forming body of the BEA.
 - B. Composition - The Representative Assembly shall be composed of all faculty representatives and all members of the Executive Board. One faculty representative shall be elected or affirmed by BEA members for every 15 members at each work site. One substitute representative shall be elected or designated by BEA members for every 15 substitute members.

Section 2 Responsibilities of the Representative Assembly

- A. Review the program budget recommended by the Executive Board in the fall, make modifications deemed necessary, and vote for final approval at the following Representative Assembly.
- B. Receive reports from Executive Board, task forces, and committees.
- C. Act on bylaws, goals, purposes (Article II), and other BEA policy bylaws statements.
- D. Act on policies governing the handling of BEA funds.
- E. Powers not delegated to the Executive Board, Officers, or BEA committees or task forces are vested in the Representative Assembly.

Section 3 Representative Assembly Representation

- A. A building is entitled to one representative per 15 members.
- B. Each building will have (at least) one lead representative who organizes duties between all building representatives.
- C. Building representatives are voluntary and annually elected or affirmed, according to Article XI Section 4.
- D. By the June BEA Representative Assembly, current BEA representatives will submit their intention to volunteer as a building representative for the following year

Section 4 Building Representatives

The duties of the Building Representative include:

- A. Communicate BEA information to building members and gather information from building members to report to the Rep Assembly and/or Exec Board (e.g. 10 minute meetings).
- B. Update membership rosters and enroll certified employees new to the District (includes B-PAC, OEA-PAC, and NEA-PAC).
- C. Attend training sessions, Rep Assembly meetings, and oversee building elections.

- D. Advise members of their rights and responsibilities under the Collective Bargaining Agreement and provide support in resolving issues and grievances. Refer members to BEA leadership and UniServ Consultant.
- E. Work with the Building Administrator(s) to implement the Collective Bargaining Agreement (e.g. Climate meetings).
- F. Communicate political and governmental information to members and when requested, report political opinions of building members to the local, state, and national political committees of the Association.
- G. Oversee a building OEA-PAC drive.
- H. In the fall, appoint a member in each building to run the Building Representative election.

ARTICLE VI MEETINGS AND QUORUM

Section 1 Executive Board

- A. The Executive Board shall meet at least once each month during the school year. Additional meetings may be called by the President or at the request of four members of the Executive Board. The time and place of regular meetings shall be published in the BEA Focus.
- B. Urgent interim business may be conducted electronically by the President and Executive Board in an open-forum setting (e.g. conference call, e-mail, etc.). Without objection, the President must attempt contact with all board members and may place before them a single issue for consideration. In the case of written modality (e.g. email) at least 24 hours, preferably on a working day, must be allowed for discussion before the question is called for a vote. The issue must pass by a majority of the board (not a quorum majority). The issue, discussion summary, and results are to be recorded in the next meeting's minutes. Issues sensitive enough to invoke executive session discussion may not be handled in this manner.

Section 2 Representative Assembly

- A. Regular meetings - Shall meet once every month during the school year.
- B. Special meetings - May be called by the President or by a majority vote of the Executive Board, or upon written request to the Executive Board from 20 members of the Representative Assembly. The purpose of the special meetings must be stated when the meeting is called.
- C. The time and place of regular meetings shall be published in the BEA Focus.

Section 3 General Membership Meetings

The President, with the approval of the Executive Board or Representative Assembly, may call a membership meeting. The Executive Board or Representative Assembly may call a membership meeting by a majority vote.

Section 4 Quorum

- A. Executive Board, committees, and task forces - A majority of each body's current membership.
- B. Representative Assembly - The majority of work sites represented.

ARTICLE VII COMMITTEES AND TASK FORCES

Section 1 Committees and Duties

Committees will be convened and members appointed as needed. B-PAC is the exception as it is a continual committee with its own bylaws.

- A. Community Relations

Develop and assist in implementing an ongoing community relations program. Develop public awareness and understanding of educational issues and improve educators' image in the community.
- B. Grievance

Represent and assist members in resolution of employment related problems, determine whether contract grievances shall be arbitrated, and monitor BEA Collective Bargaining Agreements.
- C. Beaverton Political Action Committee (B-PAC)

Develop proposed legislative positions, communicate with legislators and congress, make and support recommendations for political candidates, school board candidates, and ballot measures. Communicate with the membership regarding committee activities and seek to increase membership in B-PAC, OEA-PAC, and NEA-PAC.
- D. Negotiations Advisory Committee

Research, survey, and prepare negotiations proposals based on member needs in salaries, fringe benefits, rights, and other conditions of employment. A bargaining team shall be selected by the President to include some members from the Negotiations Advisory Committee.
- E. Professional Development Advisory Committee

Represent the interests of members on professional and curriculum matters. Work with the District and professional organizations to provide relevant, coordinated, high quality staff development, and communicate with members on professional needs and opportunities.

F. Member Engagement Committee

Identify and train potential leaders that are representative of BEA membership, increase membership, create opportunities for member involvement, promote the work and accomplishments of BEA members, plan and implement SPARKS, and welcome and orient new members to BEA.

G. Substitute Advisory Committee

Provide information and recommend action to the Executive Board regarding concerns and needs of substitutes. The Executive Board Substitute Member shall chair this committee and work as its liaison to the Executive Board.

E. Budget Committee

Members shall include the President, newly elected President, Vice President, and Treasurer, as well as any other appointments.

Responsibilities of the Budget Committee include:

1. Prepare an annual BEA Program Budget.
2. Present proposed budget to Executive Board for consideration.
3. Meet regularly according to calendar developed in cooperation with Executive Board.
4. Special meetings may be called by President.
5. Treasurer shall report to Executive Board and Rep Assembly, as necessary. He/she shall prepare an annual written report summarizing objectives, programs, gains, and unattained goals.

I. Bargaining Team

The chairperson shall be appointed by the President. The BEA Executive Board Liaison shall be the President, UniServ Consultant, and Bargaining Chair. The President shall act as spokesperson to membership, District, press, and general public. Members are appointed for a one-year term or until the contract is ratified.

Responsibilities of the Bargaining Team include:

1. Prepare proposals to present to District.
2. Bargain according to rules in ORS 243.650 to ORS 243.782
 - a. Salaries
 - b. Fringe benefits
 - c. Other conditions of employment
 - d. Issues important to the membership
3. Have a ratified contract by end of current school year.
4. Meet regularly according to calendar.
5. Special meetings may be called by chair.
6. Must choose secretary to keep continuing record of activities.
7. Chairperson shall report to Executive Board and Rep Assembly, as necessary.

J. Organizing Team

The chairperson shall be appointed by the President. The President or his/her designee shall act as Executive Board liaison. The members shall be appointed by the President.

Responsibilities of the Organizing Committee include:

1. The Organizing Team will be responsible for assisting the Bargaining Team in matters pertaining to bargaining, particularly in communicating with the membership and community.
2. Member communication of bargaining issues and organizing plans shall be regular and consistent.
3. Meet regularly according to calendar.
4. Special meetings may be called by chair.
5. Must choose secretary to keep continuing record of activities. Chairperson shall report to Executive Board and Rep Assembly, as necessary.
6. Chairperson or representative from organizing team attends each session outside of school hours.

Section 2 Task Forces

Each year the President, with the approval of the Executive Board, shall appoint such other task forces as may be necessary and shall discharge them upon completion of their duties. These task forces shall operate according to the rules adopted by themselves, which will be consistent with BEA bylaws.

A. Elections Task Force

The chairperson shall be appointed by the President. No candidate of the Association shall serve on the elections task force. There is no limit on the number of members appointed. Members are appointed for a one-year term.

The Elections Task Force Chairperson's responsibilities include:

1. Accept nominations for vacant positions.
2. Accept and publicize candidate campaign materials.
3. Disseminate voting materials to general membership.
4. Report results to the President and Executive Board.
5. Special meetings may be called by the Chair.
6. Chair reports results to President.
7. President shall report to Executive Board and Rep Assembly, as necessary.
8. Chair shall archive election results.

Section 3 Terms of Office

All committee members are appointed for a one-year term. Task force members serve until completion of their duties.

Section 4 General Provisions

A. Chairpersons

Committee and Task Force chairpersons shall be BEA members appointed by the President, with the advice and consent of the Executive Board. No term of office shall be less than one year, except to complete an un-expired term, in which case the term of

office may be no more than two years. Chairpersons may serve two or more consecutive years if re-appointed by the President, with advice and consent of the Executive Board.

B. Reports

Each committee and task force shall choose a secretary to keep a record of their activities. If appropriate, chairpersons shall prepare an annual written report to the Executive Board, which summarizes committee or task force progress on their programs and goals if needed. Committee and task force reports shall be made part of committee and task force records and BEA files. (The exception to these reports is when a committee is joint with BSD administrators, then minutes and/or individual notes from that meeting will suffice as record.)

ARTICLE VIII POLICY & PROCEDURES FOR SUBMISSION OF GRIEVANCES TO ARBITRATION

It shall be the policy of the BEA to provide fair representation to all members of the bargaining unit, regardless of race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information, disability or any other protected classification.

Section 1 Grievance Procedures

- A. The committee shall consist of six members, plus chair.
- B. The BEA Grievance Committee shall be empowered to act on requests to carry grievances to arbitration. The Grievance Committee shall consider the following criteria:
1. The relative merits of the grievance.

The merits of the case shall be based on the ultimate determination of whether the contract language in issue, as applied to the facts in issue, can be successfully argued to reach the conclusion desired by the aggrieved. Arbitrators consider evidence indicating the meaning of the contract language as supported by negotiations history and past practice.
 2. The potential adverse precedent which arbitration might cause.
 3. The impact the decision may have on all the other members of the bargaining unit.
 4. The expense of arbitration in comparison to the potential remedy for the aggrieved.
- C. If a decision is reached to deny arbitration, the Grievance Committee shall reduce its analysis of the grievance to writing, particularly emphasizing any weakness in the grievance. A copy of this analysis and decision shall be given to the aggrieved.
- D. The aggrieved shall be invited to meet with the Grievance Committee to present any evidence and arguments the aggrieved may have to overcome the weaknesses identified by the Grievance Committee.
- E. If Section C. is followed, the Grievance Committee shall meet once again and consider all the new evidence and arguments presented by the aggrieved, analyze once again on the

basis of the criteria in Section A., and come to its final conclusion on whether or not the matter should be arbitrated.

- F. If a decision is reached to deny arbitration again, the Grievance Committee shall again communicate in writing with the aggrieved setting, forth the reasons why the BEA will not take the grievance to arbitration.

ARTICLE IX BEAVERTON POLITICAL ACTION COMMITTEE

The chairperson shall be appointed by the BEA President. The President or his/her designee shall be the Executive Board Liaison. The Committee shall consist of ten members, including the chair. Members are appointed for a one-year term. B-PAC will be governed by the BEA Bylaws, B-PAC Bylaws, and state laws governing PACs.

Section 1 The Beaverton Political Action Committee

Members of the Beaverton Political Action Committee's responsibilities include:

- A. Increase PAC contributions.
- B. Increase participation at OEA-PAC Convention.
- C. Actively participate in school board elections, including: candidate recruitment, interview and recommend process, and campaign activities.
- D. Maintain pro-active involvement in elections affecting school funding.
- E. Develop an operating budget.
- F. Assist in development of proposed legislative positions.
- G. Communicate with members of legislature and congress.
- H. Recommend and support the election of personnel to public office.
- I. Communicate with membership regarding its activities.
- J. Meet regularly according to calendar developed in cooperation with Executive Board.
- K. Special meetings may be called by the chair.
- L. Appoint a secretary from the B-PAC Committee to keep a continuing record of activities.
- M. Report to Executive Board and Rep Assembly as necessary, and prepare an annual written report summarizing objectives, program, gains, and unattained goals.

Section 2 Beaverton Political Action Committee Chairperson

The Chairperson's responsibilities include:

- A. Presides at all meetings and work sessions of B-PAC.

- B. Votes in the event of a tie vote on the B-PAC Governing Board.
- C. Directly responsible to the BEA President and BEA Executive Board and shall make such reports to them as they deem necessary.
- D. Responsible for sending out written invitations for a B-PAC interview to each officially declared candidate no later than five days after the declaration of candidacy.
- E. Responsible for scheduling candidate interviews.
- F. Notifies all candidates, in writing and in a timely manner, if they have been recommended or not.

ARTICLE X DELEGATES TO OEA/NEA REPRESENTATIVE ASSEMBLIES

Section 1 Delegate Selection

- A. The BEA delegates to OEA/NEA RA shall be elected from the membership in accordance with the OEA/NEA Bylaws.
- B. Election of Delegates to The NEA Representative Assembly
 - 1. Any interested member will notify the Elections Chairperson by the end of the 2nd week in January to declare candidacy for NEA delegate.
 - 2. NEA RA Delegates are elected for a one-year term.
- C. Election of Delegates to the OEA Representative Assembly
 - 1. Any interested member will notify the Elections Chairperson by the end of the 2nd week in January to declare candidacy for OEA delegate.
 - 2. OEA RA delegates are elected for a two-year term.
 - 3. All elected members will adhere to expectations outlined in Section 3 of Article X.

Section 2 Funding and Responsibilities of BEA Delegates to the NEA Representative Assembly

- A. The Executive Board shall determine the number of elected delegates who will be eligible to receive a financial subsidy from BEA. The total number of eligible delegates is set by NEA.
- B. BEA delegates to the NEA Representative Assembly are expected to effectively represent the membership by;
 - 1. Attending all announced training and briefing sessions for delegate, sponsored by BEA or OEA before, during, and after the Assembly (including 1st Caucus meeting at OEA Headquarters the Sunday of OEA Rep Assembly).
 - 2. Attending OEA caucuses, participating in (at least) one OEA committee and attending all general sessions of the Assembly.

3. If requested, submit a written report and/or a presentation before the BEA Executive Board or the BEA Representative Assembly.
 4. If a new delegate, read new delegate handbook.
 5. All delegates will receive a copy of these expectations prior to the NEA Rep Assembly election.
- C. Reimbursement will be made at the current OEA State Delegate amount to be determined by OEA plus an additional amount determined by BEA Executive Board (as needed for higher costs in large cities).
- D. Each delegate eligible for subsidy may receive an advance from BEA treasurer equal to the amount determined by OEA mentioned in C.

Section 3 Funding & Responsibilities of BEA Delegates to the OEA Representative Assembly

- A. The number of BEA delegates to the OEA Rep Assembly shall be determined by OEA. Delegates shall be eligible for expense reimbursement in accordance with BEA reimbursement guidelines.
- B. BEA Delegates are expected to effectively represent the membership:
1. Attending the Local Mock RA or the Region I Mock RA.
 2. Attending all general sessions of the Assembly.
 3. If requested, submit a written report and/or presentation before the BEA Executive Board or the BEA Rep Assembly.
 4. Read OEA RA Delegate Handbook.
 5. All delegates will receive a copy of these expectations prior to the OEA Rep Assembly election.

ARTICLE XI ELECTION, VACANCIES, AND RECALL

Section 1 Terms of Office

- A. The President, Vice President, Secretary, and Treasurer shall serve a two-year term, which shall begin July 10th. The President shall serve no more than three consecutive terms. The President and Vice President shall be elected in even numbered years, and Secretary and Treasurer shall be elected in odd numbered years.
- B. Each OEA Board Member will serve a three-year term to run concurrently with the school year as established by OEA Bylaws.

- C. The remaining members of the Executive Board shall serve two-year terms, which shall begin July 1st. Four positions shall be elected in odd numbered years and three positions shall be elected in even numbered years.
- D. The outgoing Treasurer will serve as an Ex-Officio member until August 31st, the end of the fiscal year.
- E. Building Representatives shall serve one-year terms.

Section 2 Nominations/Elections

- A. The President shall distribute to all members a list of all positions available for election by the March Rep Assembly meeting. BEA members may nominate a candidate for any eligible position or candidates may self-declare. Nominations and declarations shall be made by notifying the Elections Chair in writing. The Representative Assembly may nominate additional candidates from the floor of the April Rep Assembly with the candidate's consent. The Elections Chair shall distribute to all BEA members brief information about each candidate provided such information is received from the candidate by the April Rep Assembly meeting.

Section 3 BEA Executive Board Elections

- A. BEA members shall vote by electronic ballot, during the first week of May, in accordance with the policies established by the Executive Board. The Elections Committee shall report election results to the President and the Executive Board who shall authorize publication to all BEA members. A run-off election shall be held if necessary.
- B. The BEA Executive Board shall establish election procedures, to be carried out by the Elections Committee, that include using an electronic voting platform to guarantee secret voting and tabulating in all BEA elections. The President will report the results to the BEA membership.
- C. A run-off will occur in elections with multiple candidates when none of the candidates receive at least 50% plus one of the votes cast for the position. The two candidates receiving the most votes will be on the run-off ballot.

Section 4 Building Representatives Elections

- A. Each school faculty shall elect the number of faculty representatives (and an equivalent number of alternate delegates) for which they qualify under Article V, Section 1 of the Bylaws.
- B. Representatives shall be elected at the beginning of each school year and terms of office shall begin September 1st.
- C. BEA members may volunteer to be lead building representative or secondary building representative to the BEA. With BEA building member's affirmation, such volunteerism is as binding as an elected representative.
- D. If there is more than one volunteer for lead rep, a secondary election will be held to determine that building's lead representative.
- E. Lead representative election will be carried out in each building every September by the past lead representative, their designee, or a member of the BEA Executive Board.
- F. All building representative elections will be held by secret ballot.

Section 5 NEA and OEA Delegates Elections

Information about vacancies shall be published by the January Rep Assembly meeting.

- A. Delegate nomination to be submitted to the Elections Chairperson by the end of the second full week in January.
- B. Elections take place in each building by February 15th.
- C. Responsibility of the President
 - 1. As per the outlined duties of the President, the President shall automatically be an OEA-RA and NEA-RA delegate.

Section 6 Recall

A recall election of any BEA officer may be initiated by submitting to the Representative Assembly a petition of 20% of the BEA membership. The Assembly shall call an election not earlier than 14 days nor later than 30 days following receipt of the petition. An election may not be held during a school vacation. The total number of votes cast in the recall must exceed the total number of votes in the original election.

Section 7 Vacancies

The Executive Board shall make appointments to fill vacancies in elected positions, which occur during terms of office. Appointments are subject to confirmation by a two-thirds vote of the Representative Assembly. Appointees shall serve until the next election cycle for that particular position.

Should any BEA officer be elected to an OEA or NEA position while serving on the BEA Executive Board, that officer will only be allowed one vote. Should any BEA officer be elected to more than one position (as of July 1st) on the BEA Executive Board, the Executive Board shall immediately declare one at large position to be vacant. An appointment will be made to fill the vacancy and shall be effective July 1st.

Section 8 Ratification Process - Certified

In order to ensure an informed and knowledgeable membership the Association will implement the following procedures in the ratification of the Collective Bargaining Agreement.

- A. Upon reaching a settlement agreement with the District, the Association will immediately notify all members that a tentative agreement has been achieved.
- B. The Representative Assembly will meet in special session prior to a general membership meeting to review the proposed settlement and the ratification procedure.
- C. The Executive Board will meet with the Negotiations Team as soon as practical to review the proposed settlement and to establish a ratification schedule and election guidelines that will include the following:
 - 1. A general membership business meeting will be held at a location sufficiently large enough to accommodate all association members. Such meeting will be held at a time when most members will be able to attend.
 - 2. The Association will present a summary of the settlement agreement including the specifics of the salary schedule and as much other information as is feasible.

3. The agenda will allow ample time for questions and answers.
4. A subsequent non-business meeting will be held the following work-day for members who were unable to attend the business meeting or who have additional questions.
5. A ratification election will be conducted by electronic ballot in each building on or after the second work-day following the general membership meeting. BEA in-school election procedures will be followed.
6. The Executive Board will be responsible for authorizing and reporting the results. Any member may request an audit of the electronic voting process.

Section 9 Ratification Process - Substitutes

To assure that all active substitute members receive timely information concerning proposed contract language the following process will be followed:

- A. All members will be sent, via email, a copy of proposed changes to the contract no less than one weeks prior to the ratification vote.
- B. Complete copies of contract language will be available at the BEA office for members' review.
- C. All members will be sent electronic voting materials, via email address, at least one weeks prior to the due date.
- D. Results shall be authorized by the Executive Board and the results published in the next Substitute Focus.

ARTICLE XII REVIEW BOARD

Provide a hearing for BEA members who feel an injustice has occurred. The Review Board may take appropriate action as defined in Review Board procedures. (See Policies, Article IX)

ARTICLE XIII AMENDMENTS

Section 1 Introduction of Amendments

Amendments to these Bylaws may be introduced by any representative or by resolution of the Executive Board at any regular meeting of the Representative Assembly. Amendments shall be acted upon at a subsequent Assembly meeting but not later than two regular meetings after the date they were introduced.

Section 2 Adoption of Amendments

A proposed amendment adopted by a majority vote of the Representative Assembly shall be published in the BEA newsletter or be distributed to members by special bulletin. Amendments are effective immediately.

ARTICLE XIV RULES OF ORDER

Robert's Rules of Order, Revised, or rules of order otherwise specifically adopted, shall be the authority on questions of procedures not specifically stated in these bylaws.