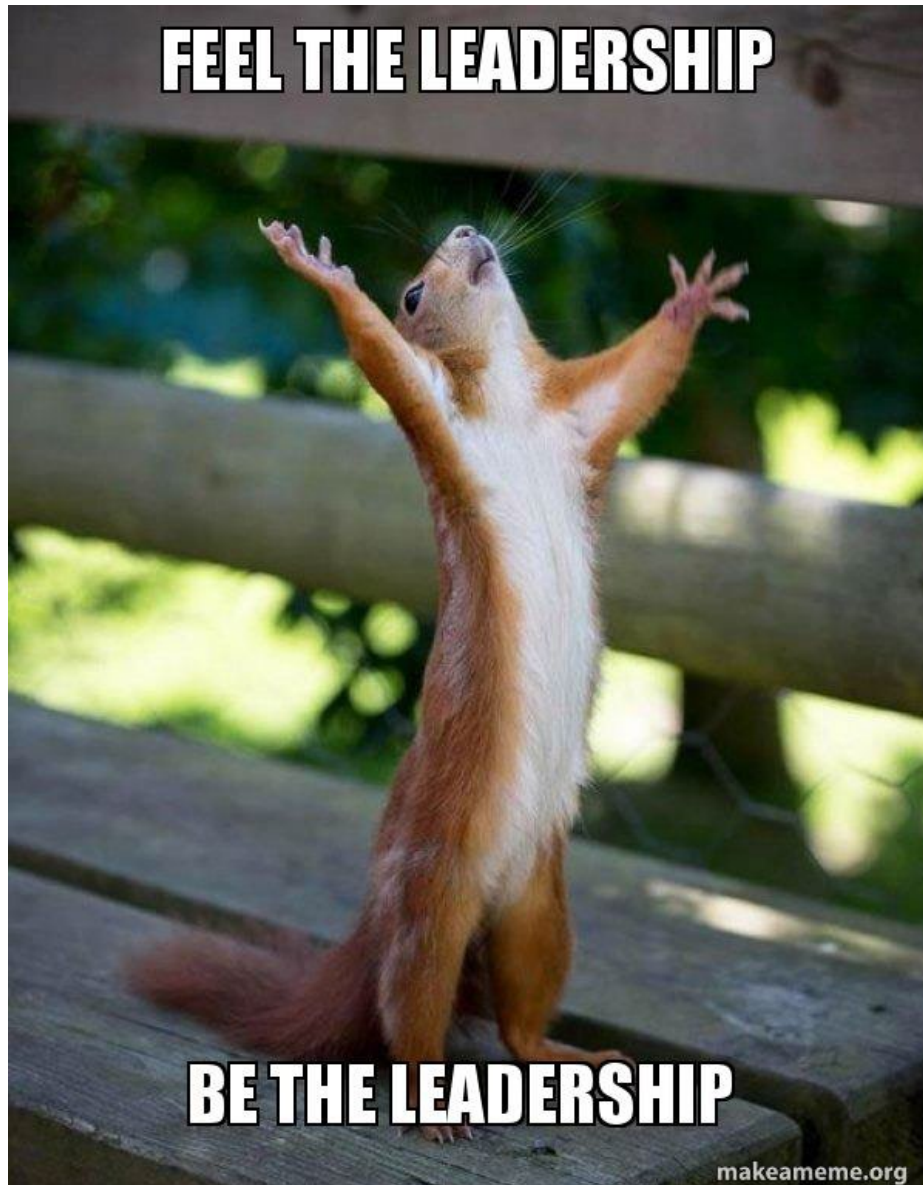


Connecticut Education Association **County Director Leadership Handbook**

Working together to take care of teachers, so they can take care of students.



INTRODUCTION

We, the Connecticut Education Association (CEA), are a membership organization that advocates for and represents more than 43,000 members. Since its founding in 1848, CEA has consistently promoted the value of public education, encouraged public awareness of the resources necessary to provide quality education, and emphasized the importance of the teacher in the education process.

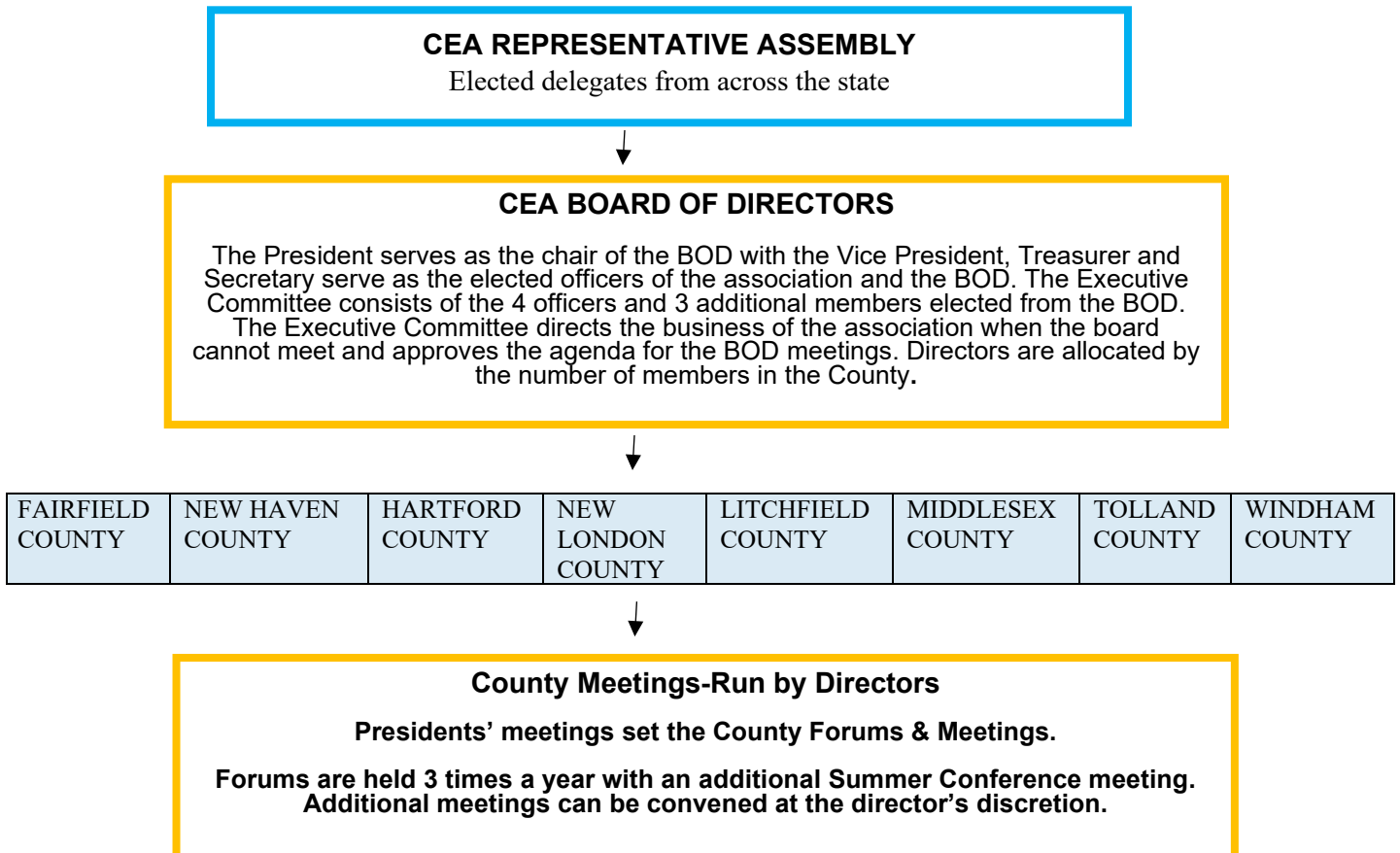
While many things have changed since 1848, the role of the Association as a champion of teachers, students, and public education has remained constant throughout the years. Today, as always, CEA is committed to helping teachers meet both their professional needs and the educational needs of all Connecticut's students.

Membership involvement and Leader development is crucial to CEA's mission.

The CEA Constitution and Bylaws set the rules as to how CEA operates. Then the governance structure of Officers and a Board of Directors develop policies called the Board policies, used to interpret the Constitution and Bylaws. The Directors and staff use those policies along with the Constitution and Bylaws to make decision all year long to run the organization.

The most important meeting of the year is the CEA Representative assembly where elected delegates from locals meet to set the operational budget of the association as well as consider changes to our Constitution, Bylaws and CEA Resolutions. CEA Resolution are the association beliefs.

CEA GOVERNANCE STRUCTURE



CEA CONSTITUTION

The Constitution outlines the Board of Director duties. Each County Director elected represents their county on the Board of Directors. Vice chairs are elected at County forums to be the “back up” for a Director that cannot attend a Board of Director meeting.

ARTICLE V - BOARD OF DIRECTORS

Section A. Composition. The Board of Directors shall consist of the executive officers, the National Education Association Director(s), county directors, chairperson of the CEA Student Program, and the President and Vice President of CEA-Retired. County directors shall be apportioned on the basis of one for each 1500 members or major fraction thereof, but each county shall have at least one.

Members from ethnic minorities shall comprise at least ten (10) percent of the Board of Directors. The Representative Assembly shall elect Ethnic Minority Directors At-Large as appropriate to assure such ethnic minority representation. An Ethnic Minority Director At-Large shall be a member of an ethnic minority group, as defined in the NEA Bylaws, Section 12-h. The Representative Assembly shall also elect an Ethnic Minority Director Alternate who may substitute for any Ethnic Minority Director who is absent from any Board of Directors’ meeting. If between meetings of the Representative Assembly ethnic minority representation on the Board of Directors falls below ten (10) percent, the Ethnic Minority Director Alternate shall automatically assume the position of Ethnic Minority Director provided that in such event the Board of Directors shall elect a successor Ethnic Minority Director Alternate who shall serve until the next Representative Assembly.

- 1. Membership Date.** The number of active members as recorded in the CEA office as of January 15, 2014 and January of each subsequent year shall be used to determine the number of directors from each county as of July 1 of the same calendar year, subject to the provisions of subsection 2 and 3 below.
- 2. Reduced Representation.** If a county has more than one director and if, on January 15, the number of members within the county is less than that required to maintain the number of directors previously established for said county, the number of said county’s directors shall be reduced effective July 1 of the same calendar year, provided however any such reduction shall become effective as of the first July 1 thereafter on which the term of any incumbent director from said county expires.
- 3. Additional Representation.** If the number of active members as of January 15 warrants an increase in the number of county directors from any county, any new position will be considered vacant and will be filled according to the Constitution Article V. Section C.1. This is an interim appointment, with such position becoming a full three-year term the first July 1 following the next regularly scheduled election.

Section B. Terms of Office. The term of office of each county director including Ethnic Minority Director at Large, and Ethnic Minority Ethnic Director Alternate shall be three years. The office of county director, Ethnic Minority Director at Large, and Ethnic Minority Director Alternate may be held for two three-year terms, or six years. If an interim position is served, then the office of county director may be held for no more than eight years.

Following a break of two years from the Board of Directors, subject to the same aforementioned conditions, a member may seek election to the position of county director. The term of office for an Ethnic Minority Director At-Large and the Ethnic Minority

Director Alternate shall be three years, except that (1) in the event that the Representative Assembly shall elect two additional Ethnic Minority Directors At-Large, the second highest vote-getter shall have a one-year term in office, and (2) in the event that the Representative Assembly shall elect three additional Ethnic Minority Directors, the second highest vote-getter shall have a two-year term in office and the third highest vote-getter shall have a one-year term in office. Beginning with elections held after July 1, 2009, the office of Ethnic Minority Director At-Large and Ethnic Minority Director Alternate may be held for two three-year terms, or six years. If an interim position is served, then the office of Ethnic Minority Director At-Large may be held for no more than eight years. Following a break of two years from the Board of Directors, subject to the same aforementioned conditions, a member may seek election to the position of Ethnic Minority Director At-Large.

All directors shall assume office the first day of July subsequent to their election. No county director, State NEA Director nor Ethnic Minority Director At-Large shall hold office in the Association or chair any of its commissions.

In any county entitled to representation by more than one director, the initial election to any new director position may be for a term of one, two, or three years, and any such terms shall be established by the Board of Directors in such manner as to equalize as nearly as possible the number of directors' terms expiring for such county in each of the three succeeding years.

Section C. Vacancies.

1. Any vacancy on the Board of Directors, excluding the NEA Directors shall be filled by appointment of the Board of Directors, and subject to the provisions of Article II, Section A. of the Bylaws provided that if such vacancy occurs in the office of county director, the first vice chair of said county shall automatically assume the position of county director. In the event the assuming of such position by such vice chair would be in violation of Article II, Section A. of the Bylaws, the vacancy shall be filled by the second vice chair. In the event the assuming of such position by such vice chair would be in violation of Article II, Section A. of the Bylaws, the vacancy shall be filled by the Board of Directors. Any such interim appointment shall continue only until the next opportunity for an election under the Bylaws, which election shall be to fill the unexpired term. The Board of Directors may, by a two-thirds vote of its members, declare a vacancy to exist when any member shall be absent from three consecutive meetings of the Board of Directors.
2. In the event of a vacancy in the office of NEA Director, the NEA Board of Director Alternate shall assume the position of NEA Director subject to the provisions of Article IV, Section C. Duties and Eligibility of the Director Alternate and Article III, Section A. Eligibility of the Bylaws. A vacancy in the office of NEA Director Alternate shall be filled by an interim appointment of the Board of Directors. Any such interim appointment shall continue only until the next opportunity for an election under the Bylaws which election shall be to fill the unexpired term
3. If between meetings of the Representative Assembly ethnic minority representation on the Board of Directors falls, the person(s) elected shall serve until an election can be held by the next Representative Assembly.

Section D. Meetings, Quorum, and Chair Pro Tem. The Board of Directors shall meet subject to the call of the President or upon written request to the President by five or more members of the board. A majority of the members of the Board shall constitute a quorum. In the absence of the President, Vice President, Secretary, and Treasurer at a meeting of the Board of Directors, the duties of the President shall be performed by a pro tempore chair elected by the members present at the meeting.

Section E. Powers, Duties, and Responsibilities. The Board of Directors shall:

1. implement such specific measures as the Association through its Representative Assembly directs;
2. recommend to the Representative Assembly such measures as shall seem advisable to secure the objects for which the Association is organized;
3. have power, between meetings of the Representative Assembly, to carry on the work for which the Association is established;
4. adopt, upon recommendation of the executive director, the Association's strategic goals and establish their priority relationship in advance of, and as a guide to, preparing the Association's fiscal budget;
5. receive periodic and regular program reviews in order to ascertain Association achievement of its adopted strategic goals;
6. serve as a nominating committee, in accordance with the terms of the Bylaws;
7. establish a board of credentials which shall determine the proper qualifications of all delegates to the Representative Assembly, provided that in case of dispute the board of credentials shall hold hearings and present the case for final action before the Representative Assembly;
8. cause to be maintained a central office for the Association;
9. have power to engage for a period not to exceed three years an executive director, whose duties the board shall define;
10. have power to employ other such professional staff members as the board shall deem necessary;
11. Submit Constitution and Bylaw amendments to the Representative Assembly at its annual meeting;
12. submit a total budget for the following fiscal year to the Representative Assembly at its annual meeting;
13. appoint annually an auditor who shall examine all accounts of the Association and render a written report to the Board, and provide a summary of such report to be published in the official journal of the Association;
14. bond the Treasurer and any employee in such amounts as are deemed necessary, the expense of such bonds to be paid by the Association;
15. act upon applications for approval of local or regional groups of CEA members qualifying annually for affiliation with the CEA in accordance with Article IX of the Constitution;
16. cause to be published an official journal of the Association, together with such other publications as are deemed advisable;
17. cause to be published and distributed a report of each meeting of the Board of Directors;
18. have power to determine the administration of the Reserve Operational Fund;
19. have power to deny membership for cause;
20. have appellate jurisdiction on procedural grounds on the record in matters affecting the censure, suspension, or expulsion of individual members or local affiliates. Upon appeal, the Board of Directors shall not substitute its judgment for that of the Review Board as to the weight of the evidence on questions of fact; if a procedural defect is found, the case shall be sent back to the Review Board for further proceedings; otherwise, the Board of Directors shall affirm the Review Board's action and its decision shall be final;
21. adopt procedures for the recording and authorization for payment of all Association expenditures;
22. attend the Representative Assembly as voting members.

CEA BYLAWS

Bylaws outline the County Director elections and other information concerning County Forums.

ARTICLE II — SELECTION OF COUNTY DIRECTORS

Section A. Eligibility. Any active member of the Association shall be eligible to become a county director in the county in which he/she is employed or is assigned as stipulated in Article VIII, Section J of the Bylaws. No two county directors shall be employed in the same town or school district. A nominee must be an active or life member of the Connecticut Education Association.

Any active member of the Association who is a member of an ethnic minority group as defined in the NEA Bylaws, Section 12h shall be eligible to become an Ethnic Minority Director At-Large.

Section B. Announcement. The September/October issue of the official journal of the Association shall carry an announcement of the county directors whose terms expire at the end of the year and call attention to the provisions of the Bylaws governing the selection of county directors. Such announcement shall also include a projection of potential new or reduced director positions based on increased or decreased membership within any counties.

Section C. Nomination. Any active member seeking nomination as a candidate for a county director position on the Board of Directors must obtain a nomination packet from the Elections Committee Chair through the Office of the President. The nomination packet shall include a county director nomination form, a petition form, and a candidate statement form. All of these forms must be completed and submitted to the Elections Committee Chair, Office of the President no later than December 1. The nomination form must include the nominee's name, qualifications, and the specific county director position he/she is seeking. The nomination petition must be signed by at least 25 active members from the same county. The candidate statement must not exceed 175 words. All forms must be sent to the Elections Committee Chair, Office of the President, by certified mail, return receipt requested, and postmarked on or before December 1. Once the statement is submitted, no revisions or resubmissions are permitted.

Section D. Certification of Candidates. Upon receipt of all timely filed nomination petitions, the Elections Committee shall certify the candidates and direct their names and their statements of up to 175 words each to be placed in the official publication of the Association that contains the ballot.

Section E. County Forums. Those candidates certified by the Elections Committee shall have the opportunity to address county forum meetings during the meetings held after their certification.

Section F. Withdrawal. Any duly nominated candidate may withdraw as a candidate provided that candidate shall submit to the Elections Committee Chair, Office of the President, notification of such withdrawal in writing. Such notification shall be sent by certified mail, receipt requested, postmarked on or before March 1 of the year in which such election is to be held.

Section G. Election. The following procedures shall govern the election of a county director from the nominees for each directorship to be filled:

1. Where only one candidate is duly nominated, said nominee shall be declared elected.
2. All active members in a county shall be eligible to vote for a county director of that county.
3. Official ballots shall be sent by the CEA through first class mail to each member at his/her

regular mailing address in each county where there is to be a contested election. Ballots will be mailed on or before the fourth Wednesday in March to each member on record at the CEA office as of the third Wednesday in March. Each ballot must be returned by first class mail in its approved envelope and received prior to 5 p.m. on the third Wednesday in April at a location designated by the Elections Committee.

4. The ballots shall be tabulated prior to May 1. Immediately upon the completion of tabulation the Election Committee chair shall certify the results of the election to the President. Such certification shall stand unless challenged within 15 days of certification.
5. Only official ballots shall be counted.
6. The nominee receiving the largest number of votes cast shall be declared elected to fill the position.
7. In case of a tie for the designated position, a runoff election shall take place prior to May 21 to decide between the two candidates receiving the greatest number of votes.
8. Tabulation of all voting for county directors shall be published in the official journal of the Association at the earliest opportunity after completion of voting.

OTHER INFORMATION

THE CEA CALENDAR YEAR

At the summer board meeting the CEA Board of Directors approves a master calendar set by the CEA President. This calendar sets all the dates for County Forums, County Presidents meetings, Board of Directors meetings and our highest body of government meeting - the CEA Representative Assembly.

COUNTY PRESIDENT'S Meeting

County presidents' meetings are scheduled two weeks ahead of the County Forum meetings, to allow the local presidents to come together and discuss any local or state issues in private, as well as develop and agree on the agenda for the County Forums.

Also, the CEA Master Calendar is available on the website. Important meetings such as county forums, and other CEA sponsored meetings are always posted on the front page of the website under **UPCOMING EVENTS**.

RESOURCES FOR A COUNTY DIRECTOR

CEA.ORG has a wealth of information for any building representatives, local president or board of director would need. Each leadership group has their own section located on the top bar under **MEMBERS**. Treasurers and Membership Chairs also have their own sections dealing with a wide variety of procedures and processes that need to be accomplished throughout the year. You can keep up with all of the latest CEA news by browsing through our website.

CANCELLATION OF MEETING

Cancellations or postponements of scheduled CEA meetings including County Forums due to inclement weather or for other reasons are determined by the CEA President upon consultation with the chairperson and the Executive Director. A cancellation of a County Forum will

Cancellations of scheduled meetings will normally be made by 10 a.m. on the day of the scheduled meeting date based upon:

- latest weather forecast;
- highway and other traffic conditions; and,
- planned agendas.

The President's office will ensure immediate notification to the CEA Receptionist and appropriate staff. The Receptionist will update the voicemail message to indicate any meeting cancellations. The meeting cancellation will also be posted on the CEA website, www.cea.org.

RESPONSIBILITY OF THE COUNTY DIRECTOR

The County Director provides communication to the county president's and members on issues facing the Board of Directors. They are charged with the responsibility of considering those that they represent when voting and making decisions. The Directors also serve as fiduciaries of the association resources.

County Director's and presidents have the responsibility of organizing county forums, advertising and recruiting for attendance at those forums. A county forum is the perfect time to organize members, create solidarity, learn about the organization, and network with other teachers.

At each county forum and meeting, the County Secretary is responsible for producing minutes from the meeting and sending those to the office of the president. The Senior County Director may ask a member at large to do this task if the County Secretary is not available. In the event a county elects to use a system of registration and payment that is not through the CEA website, the County Treasurer will be responsible for collecting payment and ensuring it is sent to the CEA office of Finance. The County Treasurer is also responsible for ensuring payment to the venue for county business meetings.

COUNTY FORUMS:

CEA Bylaws indicate that the County Forums exist for the following purposes:

- Elect county vice-chairs
- Make recommendations to the Board of Directors
- Be a vehicle of communication between the Board and membership
- Discuss the problems affecting the association prior to the RA
- Provide opportunities to hear candidates running for office

The Bylaws say that the County Forums may meet at least three times a year.

[County forums are also opportunities for individuals running for office to address members.](#)

In the fall of 2021, the county directors agreed to the following:

- All candidates get 3 minutes (uncontested and contested)
- Candidate materials can be displayed at the registration tables of all in-person events.

[Elections Conducted at the County Forums:](#)

- At spring forums it is the responsibility of the County Directors to run elections for Resolutions and Vice Chairs. Those elections must be reported to the office of the President as soon as the election is complete.
- Elections for CEAPAC are conducted in the fall for a two-year term. Please reach out to the office of the President with questions about open seats.

County Forums, CEA Support:

- Website tab on the CEA site with dates, times, and registration links
- President's will be provided with registration information 2 weeks prior to a forum and then on the Friday before the forum.
- CEA will promote Forums to all members and provide dates, times, locations, and signup information.
- Any director in need of help finding a venue will contact Molly Ferguson
- CEA (via Mary Pat) can provide targeted emails to LP's by county and to all members by county. Directors are responsible for drafting the email and providing Mary Pat with reasonable turnaround time for distribution.
- CEA will set up the zoom link and provide support for the business forums
- CEA will provide programming assistance by request – a list of potential programs will be drafted and provided to directors at the December board meeting.

County Forums, County Director Responsibilities:

- Provide program/networking or other opportunity virtually or in person on the January and March dates. You need to provide that information to Mary Pat Soucy as soon as it is determined so that it can be part of any promotional information. Include, date, time, location, and plan. Please cc the President on that correspondence. You may alter dates if you are combining with another county, but you cannot double book on another county's night.
- Provide updated format information to President's at the December meetings
- Provide minutes for Business Forums
- Determine the cost of in-person events to locals – this must be part of the advertisement. Keep your budget in mind, you may not exceed your budget without Board consent. If we need to reallocate funds, that needs to be approved prior to spending the money.
- Provide a registration table and opportunity for materials to be displayed at in-person events.
- Communicate plans and any changes to Mary Pat

County Forums typically occur in the fall, winter, and spring. Currently, the fall and spring are regional events, and the winter is a virtual all county event. See design adopted in 22-23 below.

County Forum Outline – Update 22-23

Winter: **Countypalooza Jan 23**

Virtual format, one night event. Sample agenda:

6-7pm State Meeting (run by senior county director volunteer)

Officer Reports

Legislative Updates

RA Information

7-7:30pm County Break Out Rooms for county business like elections or county specific concerns

Online pre-registration required. A county will be responsible for managing this meeting. (minutes and facilitation)

Fall/Spring: **4 Regional events**

2 counties assigned to each region for organizational purposes. Those county directors will determine the agenda for the regional event.

Members can attend any of the regional events, but only vote at the event in which their county of employment is designated.

County Directors can call a virtual forum at any time for the purposes of conducting county business such as elections.

Agendas can include (but are not limited to):

- Legislators meet and greet opportunities
- Panel discussion
- Current Issues
- Membership Social
- Legislative/Issue Organizing

Locations will be secured with the help of CEA, Registrations will be online. Cost to attend is determined by county. We recommend a small cost to members to encourage that they show up. Districts may choose to reimburse members who attend forum.

Two state-wide virtual business meetings will still occur and will be run by county directors. Those will occur in April and May for the purposes of reviewing RA information such as Constitution/Bylaw revisions, proposed budget and election of state-wide officers.

RESPONSIBILITIES OF THE SENIOR COUNTY DIRECTOR:

The Senior County Director is elected at the August County Meeting that is held at Summer Conference. It does not need to be the longest serving director.

The responsibilities include the following:

- Communication with presidents regarding both president's meeting and county forums
- Communication with CEA regarding the county forum agenda
- Collaborating with partner directors and CEA staff regarding county forum locations
- Ensuring timely communications with fellow board members regarding upcoming meetings and events
- Setting up virtual county meetings as needed
- Ensure all elections are conducted and reported to the office of the president in a timely manner *(see sample form in appendix)*
- Ensure budget management of county president's and forums
- Communicate agenda's for president's meetings and county forums to the office of the President *(see sample form in appendix)*
- Ensure County Secretary records and submits minutes *(see sample form in appendix)*

Appendix:

- Sample Agenda
- Sample Minutes
- Election Reporting Forums

[County Name] County Presidents Forum

AGENDA

[DATE OF MEETING HERE]

1. Call to order
2. Approval of Minutes
3. County Budget Update
4. CEA Officers Report
5. Board of Directors Report
6. Local Reports
7. Set Agenda for upcoming County Forum
8. Other
9. Motion to Adjourn

List Future Meetings here!

[County Name] County Presidents Forum

MINUTES

[DATE OF MEETING HERE]

PRESENT: list who is present

1. Meeting called to order at _____.

2. Approval of Minutes

MOTION: _____ / _____

Move to approve the minutes of _____

3. County Budget Update

Summary of budget update – keep it brief with no detailed information.

4. CEA Officers Report

List the names of who spoke– keep it brief with no detailed information.

5. Board of Directors Report

List the names of who spoke– keep it brief with no detailed information

6. Local Reports

List the names of who spoke– keep it brief with no detailed information

7. Set Agenda for upcoming County Forum

MOTION: _____ / _____

Move to approve the proposed agenda for the upcoming County Forum _____

8. Other

9. Motion to Adjourn

MOTION: _____ / _____

Move to adjourn.

Meeting adjourned at _____

List Future Meetings here!

Sample forms for recording new Vice chairs and other county positions to be given to the office of the CEA President to bring back for input into our membership system.

_____ COUNTY Dated _____

CEA Election Results at County Forums

VICE CHAIR

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

VICE CHAIR

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

SECRETARY

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

CEA Resolutions Committee Election at County Forums

This form must be returned prior to the CEA RA in May

County - _____

(Two representatives and one alternate from the multi-director counties and one representative and one alternate from the single-director counties.)

Member # 1

Name _____

Home Address _____

Tel. No. _____ *Home E-Mail Address* _____

School Address _____

Tel. No. _____ *School E-Mail Address* _____

Yes I would be willing to serve on the CEA Resolutions Editing Committee if appointed.

No I do not wish to serve on the CEA Resolution Editing Committee this year.

Member # 2

Name _____

Home Address _____

Tel. No. _____ *Home E-Mail Address* _____

School Address _____

Tel. No. _____ *School E-Mail Address* _____

Yes I would be willing to serve on the CEA Resolutions Editing Committee if appointed.

No I do not wish to serve on the CEA Resolution Editing Committee this year.

Alternate

Name _____

Home Address _____

Tel. No. _____ *Home E-Mail Address* _____

School Address _____

Tel. No. _____ *School E-Mail Address* _____

Yes I would be willing to serve on the CEA Resolutions Editing Committee if appointed.

No I do not wish to serve on the CEA Resolution Editing Committee this year.

CEA Election Results at County Forums

_____ COUNTY Dated _____

TREASURER

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

SECRETARY

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

CEA Election Results at County Forums

CEA PAC REPRESENTATIVE

_____ COUNTY Dated _____

REP 1

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____

REP 2 (more as needed per CEAPAC Bylaws)

NAME _____ HOME PHONE _____

HOME ADDRESS _____
STREET, CITY AND ZIP CODE

HOME EMAIL ADDRESS _____

SCHOOL NAME _____ SCHOOL PHONE _____

ADDRESS _____
STREET, CITY AND ZIP CODE

SCHOOL EMAIL _____