

Federal Way Education Association

In order to recognize the merger of FWEA and FWESP, the following are guiding principles that reflect the shared vision and direction of the larger corporate organization.

- All voices are represented in all aspects of Association business.
- Equal representation of all members (e.g. ESP and Ethnic Minority).

The reasons for the merger are:

- Shared goals for the advancement of public education.
- There is strength in numbers.
- Contributions of all members fosters the success of the Association.

Constitution

Article I—Name and Incorporation

Section 1. The name of this organization shall be the Federal Way Education Association hereafter referred to as the Association.

Section 2. The Association shall be incorporated as a nonprofit corporation under the laws of the State of Washington.

Article II—Purpose

The purpose of the Association shall be to promote public education and to provide services and mutual protection for members through representation of all members in bargaining, grievances, and in all matters relating to terms and conditions of employment with the Federal Way School District.

Article III—Affiliation

The Association shall affiliate with the Washington Education Association and the National Education Association.

Article IV—Membership

Section 1. All classified and certificated (but not administrative) employees as defined in our contracts who meet the active membership requirements of the Washington Education Association and National Education Association may, upon payment of dues as herein provided, become active Members of this Association with full rights and privileges of membership.

- 49 Section 2. Active Members of this Association shall also be members of the Washington
50 Education Association and the National Education Association.
51
- 52 Section 3. Except for nonpayment of dues and assessments, no Member shall be fined,
53 censured, suspended, expelled, or otherwise disciplined, except as provided in
54 the WEA Constitution and Bylaws.
55
- 56 Section 4. All Members of the Association shall have equal rights and privileges within the
57 Association which include:
58
- 59 a. to nominate candidates,
 - 60
 - 61 b. to vote in elections or on referenda of this Association,
 - 62
 - 63 c. to hold office,
 - 64
 - 65 d. to participate in the deliberations of the organization and to vote on
66 contract ratification, and
67
 - 68 e. to attend Building Representative meetings.
69

70 **Article V—Dues, Fees, and Assessments**

- 71
- 72 Section 1. Association Members shall pay dues/fees as established in the Bylaws.
73
- 74 Section 2. The Association may levy special assessments on its membership as provided in
75 the Bylaws.
76

77 **Article VI—Officers**

- 78
- 79 Section 1. The officers of the Association shall consist of a president, a vice-president/
80 treasurer, and secretary.
81
- 82 Section 2. Nominations of officers shall be closed at the meeting following notice to all
83 Members and an open period for nominations. Specific requirements concerning
84 this notice and this open period shall be contained in the Bylaws.
85
- 86 Section 3. The term of office for officers shall be two years, beginning at the close of the
87 National Education Association Representative Assembly. There is no limitation
88 on successive terms.
89
- 90 Section 4. The duties of officers shall be as provided in the Bylaws.
91
- 92 Section 5. The Executive Board may request a recall election after a 75% vote of its
93 members, or;
94
- 95 An elected officer may be removed from office for cause by a recall election that
96 may be initiated by petition, signed by one third of the General Membership.
97

98 The Executive Board shall notify in writing any officer who has been
99 recommended for recall.
100
101 Formal notice of the recall election shall be given to the General Membership two
102 weeks after completion of the initiative and the validation of signatures.
103
104 The recall election shall be by secret ballot of the General Membership. Voting
105 shall be conducted by Association Representatives.
106
107 A simple majority of ballots cast shall be necessary for recall, provided that
108 quorum requirements are met.
109

110 **Article VII—Executive Board**

111
112 Section 1. The Executive Board shall be comprised of:

113
114 The officers: president, vice-president/treasurer, and secretary elected in even
115 numbered years.
116

117 One educational support professional representative, one elementary
118 representative, one high school representative, and one ethnic minority
119 representative elected in even numbered years.
120

121 One elementary representative, one middle school representative, one itinerant
122 & special services representative, and one special education representative
123 elected in odd numbered years.
124

125 The political action chairperson(s) and the chief bargainer as appointed by the
126 president.
127

128 Section 2. The Executive Board shall be the body through which the general administrative
129 and executive functions of the Association shall be carried out.
130

131 Section 3. All Executive Board members shall be elected as set forth in the Bylaws.
132

133 Section 4. The specific duties of the Executive Board shall be provided in the Bylaws.
134

135 Section 5. Vacancies on the Executive Board shall be filled as follows: a) if six (6) months
136 or more remain in the term, then by special election; b) if the special election is
137 uncontested, the Representative Assembly shall be allowed to fill the vacancy by
138 acclamation; and c) if less than six (6) months remains, then by appointment of
139 the Executive Board.
140

141 **Article VIII—Association Representative Assembly**

142
143 Section 1. The Association Representative Assembly shall be the legislative and policy
144 making body of the Association.
145

- 146 Section 2. The Association Representative Assembly shall consist of the Executive Board
147 and one or more representatives from each site. (A school site shall be
148 considered any facility used for the purpose of education or educational support.)
149
- 150 Section 3. Members at each site may elect one Association Representative Assembly
151 member for each ten members or major fraction thereof. There shall be at least
152 one Representative per site. An Association Representative Assembly quorum
153 will be based on Association Representatives.
154
- 155 Section 4. Each term of service shall be for one year. Sites with fewer than ten (10)
156 members may consolidate with a nearby site.
157
- 158 Section 5. Members of the Association Representative Assembly shall be elected as set
159 forth in the Bylaws.
160
- 161 Section 6. The specific duties of the Association Representative(s) shall be provided in the
162 Bylaws.
163

164 **Article IX—Guiding Document Review**

165
166 The Constitution and Bylaws and the Annual Standing Rules shall be
167 reviewed regularly.
168

169 **Article X—Parliamentary Authority**

170
171 The current edition of Sturgis Standard Code of Parliamentary Procedure
172 governs this organization in all parliamentary situations that are not provided for
173 in the law or in its charter, constitution, bylaws, or written policies.
174

175 **Article XI—Amendments**

176
177 Proposals to amend this Constitution may be made by the Executive Board or by
178 petition of the Membership.
179

180 Amendments to this Constitution may be made by a two-thirds (2/3) secret ballot
181 vote of the members voting. Notice of this election and the proposed
182 amendment(s) shall be available to each member at least ten (10) days in
183 advance. Voting, at the discretion of the Executive Board, may be a part of an
184 annual or special meeting or through other established election procedures.
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Federal Way Education Association

Bylaws

Article I—Membership

All members of the recognized bargaining unit are eligible for local Association membership.

Article II—Dues and Assessments

Section 1. Annual dues shall be paid by monthly payroll deduction for Classified, Certificated and Agency Shop Fee persons.

Certificated Association members and Agency Shop Fee persons shall pay dues/fees up to the amount of .68 of one percent (.0068) of Step 0 on the certificated salary schedule for the previous school year.

Classified Association members and Agency Shop Fee persons shall pay dues/fees up to the amount of .68 of one percent (.0068) of a Clerical Assistant, Level 1, Step 1 on the classified salary schedule for the previous school year, hourly salary times 8 hours per day times 180 days per year, ex. $\$15.58 \times 8 \text{ hours} = \$124.64 \times 180 \text{ days} = \$22,435.20$.

Section 2. Special assessments may be levied by a two-thirds (2/3) vote of the Association Representative Assembly, provided they include a termination of the special assessment in either dollar amounts or a specific date.

Article III—Meetings

Section 1. The Executive Board shall meet regularly.

The Executive Board may meet at other times on the call of the president or on written petition of two-thirds of the voting members of the Executive Board.

Executive Board meetings minutes are available to the general membership upon request.

A majority of the membership of the Executive Board shall be necessary to constitute a quorum.

Section 2. Meetings of the Association Representative Assembly shall be held regularly.

Section 3. Special meetings of the General Membership may be called by the president and/or the Executive Board or upon receipt of a petition to the president signed by two-thirds of the Association Representatives.

48 Section 4. All meetings of the General Membership, except emergency meetings, shall be
49 announced to each Member at least two weeks in advance.

50
51 Section 5. The Executive Board and/or Association Representative Assembly, by a majority
52 vote, may call an emergency meeting of any governance body at any time.
53

54 **Article IV—Duties of Officers**

55
56 Section 1. The president shall:

- 57
58 a. oversee the day-to-day operation of the Association, including routine
59 decisions not requiring Executive Board or Association Representative
60 Assembly action, and coordinating with the Association office manager.
61
- 62 b. work with Membership and Management on grievance, disciplinary, and
63 contract issues.
64
- 65 c. preside at meetings of the Association Representative Assembly and the
66 Executive Board.
67
- 68 d. appoint and/or discharge all committee members, PSUC
69 Representatives, MAC Chair and Chief Bargainer with the approval of the
70 Executive Board and/or Association Representative Assembly and serve
71 as an ex-officio member of all committees or designate someone to do
72 so.
73
- 74 e. delegate such duties, responsibilities, and assignments to members of
75 the Executive Board and other committees that s/he deems necessary
76 and proper for the efficient administration of the Association.
77
- 78 f. represent the Association at the Washington Education Association
79 Representative Assembly, National Education Association Convention,
80 meetings of the Federal Way School Board, and, if possible, other
81 activities the Executive Council deems necessary, and report applicable
82 information to the Association.
83
- 84 g. In bargaining years, remain in office until ratification of new contract.
85

86 Section 2. The vice-president shall assist the president and, in the event of his/her absence,
87 perform all the duties of the president. The vice-president shall also assume the
88 role of Association treasurer.

89
90 The vice-president/treasurer shall:

- 91
92 a. communicate budget information to Association Representatives
93 regularly.
94
- 95 b. oversee the receipt, deposit, and disbursement of all funds held by the
96 Association in accordance with policy guidelines.
97

- 98 c. present monthly financial reports, the Annual Report, and other reports
99 deemed necessary by the Executive Board and Association
100 Representative Assembly.
101
102 d. work with the Association office manager to facilitate the bookkeeping
103 and yearly audit of the Association's financial activities.
104

105 Section 3. The secretary shall:

- 106
107 a. be responsible for keeping and presenting records of Executive Board
108 and Association Representative Assembly.
109

110 **Article V—Duties of the Association Representative Assembly**

111
112 Section 1. The duties of the Association Representative Assembly shall consist of the
113 following:

- 114
115 a. establish Association policies and objectives,
116
117 b. establish guidelines and hear continuing reports on bargaining,
118
119 c. adopt the annual budget,
120
121 d. approve or ratify the establishment of committees not established in the
122 Bylaws,
123
124 e. adopt rules and agenda for its meetings.
125
126 f. enact such other measures as may be necessary to achieve the goals
127 and objectives of the Association that are not in conflict with this
128 Constitution and the Bylaws.
129

130 Section 2. The duties of the Association Representative at each site shall consist of the
131 following:

- 132
133 a. call meetings regularly of the Members to discuss Association business.
134
135 b. appoint such committees or committee members as the Association may
136 require.
137
138 c. organize and oversee the Association elections and surveys, subsequent
139 elections of Building Representative Assembly members, and the
140 enrollment of new Members.
141
142 d. maintain two-way Association communication at each site.
143
144 e. be custodians of the contract and knowledgeable of the content of the
145 Constitution and Bylaws.
146
147

148 **Article VI—Duties of the Executive Board**

149
150 Section 1. Between meetings of the Association Representative Assembly, the Executive
151 Board shall conduct and manage the affairs and business of the Association,
152 including interpretation of the Constitution and Bylaws.

153
154 Section 2. The Executive Board shall see that the budget is prepared and submitted for
155 approval by the Association Representative Assembly.

156
157 Section 3. The Executive Board shall implement motions and resolutions approved by the
158 Membership and/or Association Representative Assembly and put into operation
159 other measures consistent with the Constitution, Bylaws, and Standard
160 Operating Procedures of the Association.

161
162 Section 4. The Executive Board shall approve the appointment and discharge of all
163 standing and special committees.

164
165 Section 5. Authorize the execution of contracts and other agreements necessary to conduct
166 the business of the Association.

167
168 Section 6. With the approval of the Association Representative Assembly, authorize
169 expenditures and/or transfer of funds for any purpose not contained in the
170 budget or set forth in the Standard Operating Procedures.

171
172 Section 7. Arrange for the training of Association Representatives.

173
174 Section 8. Attend meetings of the Association Representative Assembly as non-voting
175 members.

176
177 Section 9. Serve as liaison with designated school sites and Association Representatives.

178
179 **Article VII—Education Support Professional and Categorical Representatives on**
180 **the Executive Board**

181
182 Section 1. Categorical and Educational Support Professional representatives shall be
183 elected by the General Membership.

184
185 Section 2. Except for the office of the president, which would be assumed by the vice-
186 president/treasurer, vacancies on the Executive Board shall be filled as follows:
187 a) if six (6) months or more remain in the term, then by special election; b) if
188 uncontested, the Representative Assembly shall be allowed to elect by
189 acclamation; and c) if less than six (6) months remains, then by appointment of
190 the Executive Board.

191
192 Section 3. Executive Board members shall be elected for two-year terms as set forth in the
193 Standard Operating Procedures.

194
195 The officers: president, vice-president/treasurer, and secretary shall be elected
196 in even numbered years.
197

246 Section 2. Nominations from the floor shall be called for and received at the March Building
247 Representative Assembly meeting. At the close of the March meeting,
248 nominations shall be considered closed.

249
250 Section 3. Each nominee must be a Member and give his/her written consent to appear on
251 the ballot.

252
253 Section 4. The slate of officers shall include candidates for all Association offices.
254 Delegates to WEA, whenever possible, and NEA Representative Assemblies
255 shall be conducted in conjunction with the election of Association officers and
256 Executive Board members. All shall be elected by the General Membership in
257 accordance with Association policy.

258
259 Section 5. The election shall be by secret ballot, observing the one (1) person, one (1) vote
260 principle.

261
262 Section 6. To win, a candidate must receive a majority (50%+1) of the votes cast. In the
263 event of a plurality or a tie, the Executive Board shall authorize a run-off election
264 within fifteen (15) days between the two (2) candidates receiving the most votes.

265
266 Section 7. The election of WEA and NEA Representative delegates shall follow the election
267 procedures outlined by WEA and NEA. These delegates shall be elected at-
268 large.

269
270 Section 8. An elected officer may be removed from office for cause by a recall election that
271 may be initiated by the Executive Board or the general membership in one of the
272 following manners:

- 273
274 a. The Executive Board may request a recall election after a three-fourths
275 (3/4) majority vote of its members, or;
276 b. The general membership may request a recall election by petition
277 containing the signatures of thirty percent (30%) of the active members of
278 this Association.

279
280 The Executive Board shall notify in writing any officer who has been
281 recommended for recall.

282
283 A general membership meeting will be scheduled for the recall election within 30
284 days after receipt of either the Executive Board's recall motion or the
285 membership's recall petition. This election shall be determined by a majority of
286 those casting valid ballots.

287 288 **Article X—Committees**

289
290 Section 1. Based on necessity, committees are authorized by the Bylaws or Standard
291 Operating Procedures. Committee members shall be appointed by the president
292 with the approval of the Executive Board. Committee members shall serve until
293 the end of the year for which they are appointed or until discharged by the
294 president with the approval of the Executive Board.

295

- 296 Section 2. Committees may include but shall not be limited to:
297
298 a. Bargaining Team: The president shall appoint a bargaining chairperson.
299 Team members shall be appointed by and serve until discharged by the
300 president.
301
302 b. Labor Management Team: The team shall be appointed by the president
303 and will meet with FWPS Management representatives regularly to
304 discuss and attempt to resolve issues that arise.
305
306 c. Advocacy Team: Trained Association members as appointed by the
307 president will advocate for members' professional and contractual rights.
308
309 d. Crisis Team: Members appointed by the president will serve as
310 coordinators and leaders in the event of a job action or threat of job
311 action.
312

313 Section 3. Bargaining Support Team: Appointed Members shall develop and conduct
314 preliminary interviews, develop and conduct a paper survey, and conduct
315 additional research to support the Negotiations Committee.
316

317 Section 4. Colleague Assistance Team and Mentor Team: The president shall appoint
318 member educators to provide guidance, support or advocacy for (FWEA)
319 members in evaluation, professional excellence, plans of improvement, or
320 instructional issues.
321

322 Section 5. Committee chairpersons will report regularly to the president.
323

324 **Article XI—Membership and Fiscal Year**
325

326 The Membership and fiscal year shall be September 1 through August 31.
327

328 **Article XII—Ratification of Agreement and Authorization for Strikes**
329

330 Section 1. The president and the chairperson of the Negotiation Committee shall be
331 authorized to sign a legal, binding, yearly or multi-year agreement with the
332 employing board only after completion of the following procedure at a general
333 Membership meeting:
334

- 335 a. a report and recommendation by the Bargaining Team,
336
337 b. a report and recommendation by the Executive Board and/or Association
338 Representative Assembly,
339
340 c. a written digest of the proposed agreement or changes provided to all
341 Members in attendance at the ratification meeting,
342
343 d. discussion by the Membership, and
344

345 e. a majority affirmative vote by secret ballot of the total active Membership
346 present and voting.

347
348 Section 2. Ratification of amendments to the negotiated agreement shall occur at a Building
349 Representative Assembly meeting.

350
351 Section 3. Except when already engaged in a work stoppage situation, at least a twenty-
352 four (24) hour notice of the ratification meeting is required. The notice shall
353 specify the date, time, place and purpose of the meeting.

354
355 Section 4. Strike action must be authorized by a 75% affirmative vote of any General
356 Membership Meeting that has reached quorum.

357
358 Voting for any strike action will be done in person, by secret ballot. Ballots will
359 be counted by a panel of no less than five (5) willing members, randomly
360 selected by the General Membership meeting. Results will be made available to
361 all members upon validation by the Executive Board.

362
363 **Article XIII—Quorum**

364
365 Section 1. A quorum for any General Membership Meeting shall consist of 50% of the total
366 active Membership.

367
368 Section 2. A quorum at any duly authorized meeting of the Executive Board, Association
369 Representative Assembly, or any committee shall be a majority of its members.

370
371 Section 3. The Association Representative Assembly quorum will be based on member
372 Representatives, not school site entitlements as determined by the membership
373 to representative ratio at a given school site. Members of the Executive Board
374 are considered non-voting members of the Association Representative
375 Assembly.

376
377 **Article XIV—Amendments**

378
379 Proposals to amend these Bylaws may be made by the Executive Board or by
380 petition of the Membership. These Bylaws shall be amended by a two-thirds
381 majority vote at any regular meeting of the Association Representative
382 Assembly.

Federal Way Education Association

Standard Operating Procedures

A Standing Rule can be adopted or suspended (temporarily tabled) by a majority vote at any business meeting without previous notice. A Standing Rule can be amended or rescinded (permanently deleted) by a majority vote at any Executive Board meeting provided notice has been given.

Article I - Inclusion Goals

It is the priority of the Association to include ethnic minority members and ESP members in all Association activities and appointed committees. The goal is that ethnic minority and ESP representation be at least proportionate to the total ethnic minority and ESP membership of the Association.

Article II - Executive Board

Section 1. All meetings will be set and published by September.

Section 2. A published agenda should be available to Executive Board members as soon as possible.

Section 3. Prepare and submit an annual report outlining Association activities.

Section 4. The budget year shall be from September 1st through August 31st.

Section 5. A member of the Executive Board should be designated as parliamentarian.

Section 6. Appoint and remove all agents and employees of the Association, determine their compensation, prescribe their duties, and require such agreements and bonds as may be necessary.

Section 7. Election of Executive Board members:

a. The officers: president, vice-president/treasurer, and secretary shall be elected in even numbered years.

b. Representatives shall be elected for two year terms as set forth in the Standard Operating Procedures.

One educational support personnel representative, one elementary representative, one high school representative, and one ethnic minority representative shall be elected in even numbered years.

One elementary representative, one middle school representative, one itinerant & special services representative, and one special education representative shall be elected in odd numbered years.

50 c. The special education representative will represent PT's, OT's, Adaptive
51 PE, Speech Therapists, Mobility and Vision Specialists, Psychologists,
52 and Special Education educators.

53
54 The special education representative will attend Special Education
55 Advisory Council meetings.

56
57 d. The itinerant & special services representative will represent Nurses, PE
58 Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and
59 other itinerant educators.

60
61 **Article III - Disbursement of Funds**

62
63 The vice-president/treasurer shall disburse funds in accordance with the following guidelines:

- 64
65 1. All checks shall be signed by the vice-president/treasurer with either the president and/or
66 secretary.
67 2. All reimbursement of expenditures shall require appropriate payment voucher and vender
68 receipt(s).
69 3. All expenditures over \$100 not specified by the Executive Board as operating funds will
70 require prior approval:
71 treasurer/president: \$100 +
72 officers (president, vice-president, secretary): \$250 +
73 executive council: \$500 +
74 4. Cell phone and credit card payments shall be made on Association-owned accounts only.

75
76 **Article IV - Association Representative Assembly**

77
78 Section 1. A site is a building, workplace, or school. Sites with fewer than ten members
79 may consolidate with a nearby site.

80
81 Section 2. Each year, the Executive Board will determine how to best to encourage
82 attendance of Association Representatives. Assembly Representatives who fail
83 to attend two consecutive meetings shall be named in the minutes and a notice
84 will be sent to the school site that s/he represents.

85
86 Section 3. The composition of the Association Representative Assembly should reflect
87 ethnic-minority representation at least proportionate to the total ethnic-minority
88 membership of the Association.

89
90 Section 4. General membership participation in an Association Representative Assembly
91 meeting: Members who are not Association Representatives that would like to
92 speak to an item on the agenda of an Association Representative Assembly
93 meeting must inform the president of their intention to speak 23 hours in
94 advance.

95
96 Section 5. Meeting dates will be set and published by September.

97
98 Section 6. A published agenda should be available to Association Representatives as soon
99 as possible.

101 Section 7. Utilization of Building Association Teams (BAT) is strongly encouraged for
102 distribution of all materials and communication with members.
103

104 **Article V - Making of Motions**
105

106 Section 1. Motions that do not require the input of the General Membership need to be
107 indicated as an item for discussion at the time the agenda is approved. Requests
108 for additions and corrections to the agenda are asked for by the president at the
109 beginning of each meeting. Any items not added at that time will be considered
110 out of order and may be submitted for consideration at the next Building
111 Representative Assembly.
112

113 Section 2. All motions shall be made in writing by the maker of the motion and submitted to
114 the secretary at the time the motion is made.
115

116 Section 3. Motions requiring General Membership input must be submitted in writing prior to
117 the Executive Council meeting generally held prior to the Association
118 Representative Assembly.
119

120 **Article VI - Full-Time Release President**
121

122 Section 1. The president shall be paid at the highest step of the certificated salary schedule
123 in accordance with RCW-A 41.32.267 Service Credit for Paid Leave of Absence
124 – Applications to Elected Officials of Labor Organizations.
125

126 In addition, the president shall receive pay for any supplemental contracts
127 available to all staff under the operating Collective Bargaining Agreement as
128 stipulated in RCW-A 41.32.267 Service Credit for Paid Leave of Absence -
129 Applications to Elected Officials of Labor Organizations.
130

131 Retirement will be claimed in compliance with RCW-A 41.32.267 Service Credit
132 for Paid Leave of Absence - Applications to Elected Officials of Labor
133 Organizations.
134

135 The president will be compensated for an additional 27 days, equivalent to a
136 220-day contract, paid at per diem which shall also be based on the highest step
137 of the certificated salary schedule with the understanding that the additional 27
138 days not necessarily represent only calendar days but shall include stacking of
139 overtime hours.
140

141 Additional costs to the Federal Way Education Association shall include all other
142 benefits normally paid by the Federal Way School District.
143
144

145 **Article VII - Conducting Elections/Surveys**
146

147 Section 1. Nominations should be opened at an Association Representative Assembly
148 meeting two months prior to a published deadline. Nominations can be made at
149 the Association Representative meeting, or by calling or emailing the Association
150 office. Each nominee must be a member and give his/her consent to appear on
151 the ballot.
152

153 Section 2. When two or more candidates are in contest for the same office, the name will
154 appear in alphabetical order. For WEA-RA and NEA-RA elections, alphabetical
155 listing will be printed in reverse order every other year. Election instructions will
156 be provided to the Association Representative conducting the election.

157
158 Association Representatives will be responsible for conducting elections for their
159 constituents. They will comply with all procedures set forth.

160
161 Election instructions shall include the following:

- 162 a. Procedures for distributing and collecting ballots.
- 163 b. In order for ballots to be considered valid, ballots must be received in the
164 office at or before the time designed.
- 165 c. The number of signatures must coincide with the number of ballots
166 received from the given school site. If there is a discrepancy, all ballots
167 from that school site will be considered invalid.
- 168 d. Any other instructions deemed necessary to the election process.
- 169 e. Buildings will be notified if and why ballots were not validated.

170
171
172
173
174
175 Section 3. Ballots received at the Association office at the stated deadline will be
176 handled in the following manner:

- 177 a. Ballots will be counted by Association member volunteers. Member
178 volunteers will initial each tally sheet s/he counts, accepting responsibility
179 for accuracy.
- 180 b. Member volunteers will sign a confidentiality agreement; they agree not
181 to disclose the outcome of an election until the results have been made
182 public.
- 183 c. The number of ballots and the number of valid signatures must match. If
184 they do not match, the entire site's ballots will be declared null and void
185 and will not be counted.
- 186 d. To win, a candidate must receive a majority (50%+1) of the votes cast. In
187 the event of a plurality or a tie, the Executive Board shall authorize a run-
188 off election within fifteen (15) days between the two (2) candidates
189 receiving the most votes. If, at the outcome of any election the margin of
190 difference is one percent (1%) or less, the entire election in question will
191 be recounted immediately before the election is deemed official by the
192 committee.
- 193 e. When the election is declared official, the results will be delivered to the
194 president. All candidates will be notified of the results as soon as
195 possible. All ballots will remain in the possession of the Executive Board
196 for the remainder of the current school year, after the election is verified
197 as official.

- 205 f. Buildings will be notified if and why ballots were not validated.
206
207 g. Each candidate or his/her designee will have access to the official count,
208 and may monitor all aspects of the committee's procedures. Monitors will
209 limit their participation to observation only.
210
211 h. Candidates will have the power to challenge the outcome of any election
212 if they can show evidence that a volunteer erred in the procedures set
213 forth, and that the outcome of the election may have been affected.
214 Challenges will be made in writing to the Executive Board after the
215 election has been verified by the volunteers within ten (10) days. It will be
216 the responsibility of all Association members to bring to the attention of
217 the committee any irregularities found as soon as possible.
218
219 i. Challenges must be responded to, in writing, by the Executive Board
220 within five (5) work days after the challenge has been submitted. The
221 Executive Board will rule upon any challenges. If the challenge is upheld,
222 the election will be declared void. The Executive Board will then resubmit
223 the ballot to the entire membership.
224
225 j. Should any procedural problem arise that is not specifically spoken to
226 above, the Executive Board will rule on the matter.
227

228 **Article VIII - Delegate Responsibilities**

229
230 Section 1. WEARA, WEALA, and all other conference delegates/representatives shall sign
231 a letter of agreement:
232

233 Section 2. As a duly elected delegate to the **National Education Association's**
234 **Representative Assembly**, delegates shall agree to the following:
235

- 236 a. Mandatory attendance at all WEA State Delegation meetings
237 prior to the business sessions
238 b. Attend all business sessions for all of the days of the Representative
239 Assembly. (If it becomes necessary to leave the floor, departures should
240 be a brief [10 to 15 minutes] in length.)
241 c. If you are a first-time delegate, attend the New Delegate Orientation
242 conducted prior to the first session.
243 d. Vote in all elections at the designated voting time for the Washington
244 Delegation.
245 e. Delegates will receive a check to cover the cost of airfare, meals, lodging,
246 and incidentals. Rooms are based on double occupancy. Delegates are
247 responsible for any costs that exceed that dollar amount.
248 f. Delegates unable to fulfill their obligation will be held liable for any and all
249 costs already paid by the Federal Way Education Association including,
250 but not limited to airfare, hotel, and stipends for meals and incidental
251 expenses.
252

253 Section 3. As a duly elected delegate to the **Washington Education Association's**
254 **Representative Assembly**, delegates shall agree to the following:
255

- 256 a. Attendance at PSUC Mock RA held during the month prior to the
- 257 Representative Assembly.
- 258 b. Attendance at PSUC Caucus Meetings held each morning prior to the
- 259 business sessions for the purpose of discussing business that will be
- 260 conducted that day.
- 261 c. Attend all business session for all of the days of the Representative
- 262 Assembly. Be certain that you have an alternate seated if it becomes
- 263 necessary for you to leave the floor. If no alternates are available,
- 264 departures should be brief (10 to 15 minutes) in length.
- 265 d. Vote in all elections at designated voting times.
- 266 e. If you are a first-time delegate, attend the New Delegate Orientation.
- 267 f. Delegates will receive a check to cover the cost of airfare, meals, and
- 268 lodging. This amount will be based on the actual cost of the airfare, room
- 269 plus tax, and a set dollar amount for meals each day. Rooms are based
- 270 on double occupancy. Delegates are responsible for any costs that
- 271 exceed that dollar amount.
- 272 g. Delegates unable to fulfill their obligation will be held liable for any and all
- 273 costs already paid by the Federal Way Education Association including,
- 274 but not limited to airfare, hotel, and stipends for meals.
- 275

276 Section 4. As an attendee to the **Washington Education Association's Leadership**

277 **Academy (WEA-LA)**, attendees shall agree to the following:

278

- 279 a. Attendance at all assigned classes for each day of the Leadership
- 280 Academy.
- 281 b. The cost of meals and lodging will be paid by FWEA. Rooms are based
- 282 on double occupancy. You are responsible for any additional costs.
- 283 c. Attendees unable to fulfill their obligation will be held liable for any and all
- 284 costs already paid by the Federal Way Education Association.
- 285
- 286
- 287