

**Notice of Intent Form
MEA Board of Director**

Vacancies exist in the following MEA Board of Directors Election Districts for (3) year terms in the 2020 election year: C, L, P, R

To become a candidate:

1. Complete this **Notice of Intent Form**. **Deadline: March 2, 2020** (See below for a list of all local associations within each Board Election District)
2. Submit Notice of Intent to the Executive Director by March 2, 2020. If there is more than one candidate, ballots will be mailed to local presidents for distribution to members in the appropriate Board District. Unopposed candidates will be declared elected by the MEA Elections Committee.

NOTICE OF INTENT - MEA BOARD OF DIRECTORS <u>DEADLINE: March 2, 2020</u>			
Candidate's Name: _____			
Home Address: _____			
Street	City	Zip	
E-mail Address: _____			
Telephone: Home _____		School _____	
Local Governance Affiliate: _____			
Please be notified that I am a candidate for District ____ for the Maine Education Association Board of Directors.			
Signature: _____		Date: _____	

FOR CANDIDATES FOR MEA BOARD OF DIRECTORS IN DISTRICT ____ <u>DEADLINE: March 2, 2020</u>	
At the request of the Structure and Bylaws Committee, all ballots will be accompanied by a separate sheet to include candidate campaign statements. All statements <u>must be received at an MEA office no later than 4:30PM on March 2, 2020.</u> Ballots, if needed, will be mailed to local presidents no later than March 4.	
Name: _____	
Local Governance Affiliate: _____	
Campaign Statement (30 words orless):	

Send all materials to: mea-elections@maineea.org

or mail to: MEA Executive Director, 35 Community Dr., Augusta, ME 04330 1-888-622-4418, ext. 2218

Members are responsible for verifying that MEA has received all documents.

**ROLES AND RESPONSIBILITIES OF
A MEMBER OF THE MEA BOARD OF DIRECTORS**

- A. The Board of Directors shall be charged with the following duties:
1. be in charge of the general interest of the Association;
 2. receive and review, on a regular basis, all Maine Education Association standing committee reports;
 3. recommend and/or refer matters to the standing committees for their consideration;
 4. carry into effect all orders and resolutions of the Association not otherwise provided for;
 5. advise and assist the President in the preparation of an agenda for the Representative Assembly;
 6. annually, with the officers and staff, report to the Representative Assembly concerning the implementation of actions adopted by the previous assembly;
 7. appoint and fix the salary of a full-time Executive Director;
 8. maintain office headquarters of the Association;
 9. provide input to the preparation of the Association budget prior to the spring meeting of the Strategic Budget Committee;
 10. manage the business and property affairs of this Association. The Board shall make appropriations from the funds of the Association for the activities and expenses of the Association in accordance with the vote of the Representative Assembly. It shall annually make provisions, unless otherwise directed by the Representative Assembly, for the auditing of the accounts of the Association by the employment of a public accountant for that purpose;
 11. charter governance affiliates pursuant to standards adopted by the Representative Assembly;
 12. censure, suspend, or expel a governance affiliate pursuant to procedures adopted by the Board. A governance affiliate may appeal such decision to the Representative Assembly;
 13. reinstate a governance affiliate;
 14. present policy proposals initiated by their constituency to the MEA President and Board of Directors and for communicating with and reporting to their constituency policies and actions of the Board of Directors;
 15. decide questions arising as to the interpretation of the provisions of this Constitution, Bylaws, and Standing Rules. Said decisions shall remain valid until the next meeting of the Representative Assembly and thereafter, unless overturned by the Representative Assembly.
 16. attend meetings and the annual Board of Directors Retreat, and be encouraged to attend ACT, Bargaining Council and Governance meetings within their district, all MEA- sponsored conferences, the MEA Representative Assembly, and national governance meetings and training sessions as approved by the MEA President; and,
 17. serve on various MEA and other committees as requested by the MEA President and shall attend meetings associated with those committees.

Meetings and Quorums

- A. Meetings of the Board of Directors may be called by the President or upon the petition of three (3) members of the Board of Directors by written notice stating the time, place and purpose of said meetings.
- B. If and when three-fourths (3/4) of the Board of Directors shall severally or collectively consent in writing to any action to be taken by the Association, such action shall be as valid as though it were authorized at a meeting of the members.
- C. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Terms of Office

The Board of Directors shall serve for three-year terms to begin July 15. No person shall be eligible to consecutively succeed himself/herself more than once.

Meetings

There are five regular meetings - usually held one every other month or so - all day Saturday and usually Sunday morning at MEA headquarters in Augusta; one special meeting on an as-needed basis; and a five-day meeting for planning and training - usually held during the end of July and/or beginning of August.

Board members are encouraged to attend ACT and Governance meetings within their district, all MEA conferences, and the MEA Representative Assembly. Board members are also asked to serve on various MEA committees and attend meetings associated with those committees.

Compensation and Expenses

The Association shall pay all real, necessary, and actual expenses of Board of Directors members and officers provided by the MEA Strategic Budget. Mileage allowance for Board of Directors members and officers using personal vehicles shall be in accordance with the MEA Strategic Budget.

Compensation for members of the Board of Directors shall be in accordance with the MEA Strategic Budget.

7/15/09

The Maine Education Association Board of Directors' Code of Ethics

Being a member of the Maine Education Association Board of Directors is an honor. In an effort to fulfill my role as a member I recognize the honor of my election and the importance of prioritizing my obligation to the MEA Board of Directors and my constituents. I will always work to learn more about the Board of Directors job and how to do the job better.

Code of Ethics

1. I recognize that all authority is vested in the Board of Directors when it meets in legal session, and that no individual Board member holds that authority.
2. I will declare any conflicts of interest between my personal life and my position on the Board, and avoid voting on issues that appear to be a conflict of interest.
3. I will refrain from using the MEA, or any part of it, for my personal advantage or the personal advantage of my friends or relatives.
4. I will keep the Executive Session proceedings of the Board of Directors confidential.

Standards of Conduct

1. I will be an active participant in all Board meetings and actions, including:
 - attending meetings of the Board of Directors,
 - attending functions of the Board of Directors,
 - being on time,
 - focusing on the task before the Board,
 - submitting all requested data/survey,
 - staying well-informed of developments that are relevant to issues that may come before the Board, and
 - being prepared and ready to make informed decisions.
2. I will listen carefully to, and respect the opinion of, my fellow Board members both inside and outside the Board of Directors meeting.
3. I will respect and support the majority decision of the Board, even if my position is not the prevailing decision.
4. I will represent all constituents of the Association and not a particular geographic area or special interest group.
5. I recognize that it is my responsibility as a member of the Board of Directors to ensure that the MEA is well managed, by hiring the best possible person to manage it, not by managing the Association myself.
6. I consider myself a "trustee" of the MEA and will do my best to ensure that the Association is well maintained, financially secure, growing, and always operating in the best interests of constituents.
7. I will communicate the needs of my constituents to the Board and will communicate the actions of the Board to my constituents.
8. I will keep an open and unbiased mind until I have heard all data and information pertinent to an issue.
9. I will support the duties and authority of the Executive Director, and refer complaints from constituents or staff to the proper level on the chain of command.
10. I will call to the attention of the Board of Directors any issues that I believe will have an adverse effect on the MEA or our constituents.
11. I will attend all regional/area meetings, whenever possible.

(Adopted 8/06, Revised 10/07, Revised 10/14)

MEA Board Districts & Local Associations

District C		District L		District P
East Millinocket TA		Baxter Academy		ACSUM
Foxcroft Academy EA		Dayton EA		MPBC EA
Greenbush TA		Fryeburg Academy TA		UMPSA
Greenville EA		Gorham ESPA		
Harmony EA		Gorham TA		
Hermon EA		Lake Reg Instr Support		
Lee Academy		Lake Reg Nontch Emp Assn		
Medway TA		Lake Reg TA		
Milford EA		Massabesic EA		
Millinocket EA		Pequawket Val EA		
Penobscot Valley EA		Pequawket Val SSA		
Pioneer TA		RSU 23 EA		
Region 3 EA		Saco EA		
RSU 19 EA		Saco Valley ISPA		
RSU 34 EA		Saco Valley TA		
RSU 67 EA		SAD 06 SSA		
SAD 04 TA		Student MEA		
SAD 23 TA		Thornton Academy TA		
SAD 41 EA		Tri-County ESP		
SAD 46 EA		Tri-County TA		
SAD 64 TA				
SAD 68 EA				

District R
MEA Retired