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2019 MTA ANNUAL MEETING OF DELEGATES
**PROCEDURES FOR THE ELECTION
& REGISTRATION OF DELEGATES**

HYNES CONVENTION CENTER | BOSTON, MA

MAY 3-4

TABLE OF CONTENTS

I.	Key To Delegate Entitlement	Page 2
II.	Procedures for Delegate and Alternate Registration	Page 4
III.	Requirements for the Election of Delegates	Page 9
IV.	Suggested Procedures for Delegate Elections to the MTA Annual Meeting of Delegates	Page 9
V.	Delegate Election Appeal Process	Page 10
VI.	Registration, Seating and Voting	Page 12

Materials can also be found on the MTA website at www.massteacher.org/annualmeeting

I. KEY TO DELEGATE ENTITLEMENT

According to the *MTA Bylaws, ARTICLE IX, DELEGATE MEETINGS, Section 2. Delegates:*

Section 2. Delegates

A. Official Number of Delegates

The number of delegates shall be:

- (1) Determined by the current year's paid membership and based on the official number of members established as of March 1 for active membership and January 15 for retired membership; and
- (2) Communicated to each local by the first week in March.

B. Allocation

- (1) Each local affiliate and the statewide retired electoral district shall be entitled to two delegates and one additional delegate for every fifty members over fifty, or major fraction thereof.
- (2) Each region shall be entitled to ethnic-minority representation of delegates equal to the number of district directors from that region. No more than one delegate from each district within a region shall be elected to fulfill this allocation.
- (3) Each state and county affiliate shall be entitled to two delegates, provided that such affiliates require MTA membership where such membership is available.
- (4) Members of the Board of Directors shall be delegates.
- (5) The Electoral Review Committee shall determine the delegate allocation for locals affiliated after the membership cut-off date.
- (6) Each affiliated chapter of the Student Education Association of Massachusetts (SEAM) shall be entitled to two delegates.

NUMBER OF PAID MEMBERS	NUMBER OF DELEGATES
to 75	2
76-125	3
126-175	4
176-225	5
226-275	6
276-325	7
326-375	8
376-425	9
426-475	10
476-525	11
526-575	12
576-625	13
626-675	14
676-725	15
726-775	16
776-825	17
826-875	18

NUMBER OF PAID MEMBERS	NUMBER OF DELEGATES
876-925	19
926-975	20
976-1025	21
1026-1075	22
1076-1125	23
1126-1175	24
1176-1225	25
1226-1275	26
1276-1325	27
1326-1375	28
1376-1425	29
1426-1475	30
1476-1525	31
1526-1575	32
1576-1625	33
1626-1675	34
1676-1725	35

NUMBER OF PAID MEMBERS	NUMBER OF DELEGATES
1726-1775	36
1776-1825	37
1826-1875	38
1876-1925	39
1926-1975	40
1976-2025	41
2026-2075	42
2076-2125	43
2126-2175	44
2176-2225	45
2226-2275	46
2276-2325	47
2326-2375	48
2376-2425	49
2426-2475	50
2476-2525	51
2526-2575	52

C. Qualifications

Delegates except for those representing the statewide retired electoral district and the affiliated chapters of the Student Education Association of Massachusetts (SEAM) must be active members of the Association. (Membership in the statewide retired electoral district is required for Retired Delegates.)

D. Ethnic-Minority Representation

Each local association shall insure that whenever possible, the delegation of the local association shall reflect its ethnic-minority population.

E. Election

- (1) Affiliated associations shall elect delegates and alternate delegates annually and shall submit the names and addresses of such delegates to the Association office.
- (2) Active members of affiliated local associations shall have the opportunity to be nominated and then to be elected by secret balloting of the membership as delegates to the Annual Meeting of Delegates.

If the number of nominees is equal to or less than the number of seats allocated, the local governing Board may elect.

- (3) The procedures for the election of regional ethnic-minority delegates and successor delegates shall be established by the Board of Directors and shall be based on electoral regions.
- (4) The procedures for the election of the statewide retired electoral district delegates and successor delegates shall be established by the Board of Directors.

F. Term of Office

Delegates shall be registered at the Annual Meeting for a term of one year.

II. PROCEDURES FOR DELEGATE AND ALTERNATE REGISTRATION

Delegate Registration at the Annual Meeting of Delegates will be located in Rooms 304/306, **on the 3rd Floor of the Hynes Convention Center.**

The Business Session will be located in the Ballroom on the 3rd Floor. The Ballroom doors will open at 11:00 a.m. on Friday, May 3 and at 8:00 a.m. on Saturday, May 4. **Admittance at any time requires a proper badge and badge holder, obtained by completing the registration process in Rooms 304/306.** Upon first arrival, delegates must register first in Rooms 304/306 prior to entering the Ballroom for the Business Session.

Official Hours of Delegate Registration (Hynes 3rd Floor, Rooms 304/306):

Friday, May 3	10:00 a.m. to 6:00 p.m.
Saturday, May 4	8:00 a.m. to 11:00 a.m.

Registration procedures will be under the immediate direction of the MTA Credentials and Ballot Committee, Co-Chaired by Pam Skinner and Karen Albano. Delegates will vote in the electoral region/district in which they are employed, in accordance with the current Electoral Region and District Plan.

1. **Reporting of Elected Local Delegates to MTA ***

- A. MTA has transitioned from a paper system to an electronic/online method for the reporting and pre-registration of elected local delegates. MTA sends instructions via email to Local Presidents for utilizing the online system to pre-register local elected delegates. Local Presidents are able to access to the online system to complete the pre-registration process through Tuesday, April 16, 2019.

PLEASE MAKE EVERY EFFORT TO COMPLETE THE PROCESS FOR YOUR LOCAL DELEGATES BY APRIL 16 AND TO KEEP CHANGES TO A MINIMUM AFTER THAT DATE. THIS WILL ENABLE THE ONSITE REGISTRATION PROCESS TO GO SMOOTHLY FOR YOUR DELEGATES.

(1) The online system will be prepopulated with all of the local's members who are eligible for delegate status on March 1.

(2) The Local President must select the appropriate delegate or alternate status for those members elected as delegates or alternates, respectively.

(3) An online summary of delegate and alternate selections is viewable by the Local President, and confirmation emails are sent to each delegate and to the Local President.

(4) Delegates who have been pre-registered online by this method will receive a paper mailing prior to Annual Meeting containing their onsite delegate badge insert, along with instructions for onsite registration. Please make sure your delegates are aware of this step, as it is imperative they bring their badge insert with them to Annual Meeting.

- B. If the Local misses the April 16 pre-registration deadline, or has changes after that date, the Local President may contact MTA Governance to report new delegates or status changes until April 30. Call 617-878-8305 or email MTAGovernance@massteacher.org to report additions or changes, and every effort will be made to process those updates in advance. To report elected delegates or make changes after April 30, the Local President must go to the **Late/Alternate Registration Area** in Hynes Rooms 304/306. Keep in mind that all activity reported after April 16 may subject the delegate to an inconvenient **delay** while their credentials are being processed on-site.
- C. Only the Local President is authorized to report delegates and changes.

* Local Affiliates and SEAM use the online/electronic delegate reporting system. State and County Affiliates should use the paper forms sent by mail to the president of the State/County Affiliate. Contact MTA Governance with any questions on Procedures.

2. **Badge Mailing to Elected Delegates**

- A. Delegate Badges will be mailed to all pre-registered delegates. Delegates must then bring the badge (paper insert) and two (2) items of personal identification such as a driver's license, MTA membership card or credit card to the registration area, Rooms 304/306 at Annual Meeting to check in with the MTA Credentials and Ballot Committee. *(This process has replaced the white credentials slips that Local Presidents were asked to distribute to their delegates in the past.)*

3. **Alternate Delegates**

- A. Local Presidents should also pre-register their **elected alternates** through the online registration system. Alternates only need to be reported (pre-registered) if your local has filled its entire delegate entitlement. For Locals that have filled their entitlement, a reported alternate may be elevated to delegate status by the Local President in order to take the place of a delegate who can no longer attend or who can only attend a portion of Annual Meeting. As stated above, the Local President should complete this reporting through the online pre-registration system **by Tuesday, April 16, 2019.**

- B. **The transfer of delegate status may NOT be communicated to MTA by telephone.** The Local President should follow the procedures below.

In order to inform MTA in advance that a transfer of delegate credentials from an elected delegate to an alternate has occurred, the Local President should forward an email to MTAGovernance@massteacher.org. This email must authorize the actual transfer of delegate status to one or more of the pre-registered alternates specifically naming both the original delegate and alternate. Doing so will speed the registration process of your accredited alternate.

- C. Only the Local President is authorized to report alternates and to transfer delegate status from alternate to delegate.
- D. If you find it necessary **to transfer delegate status** from an original delegate to an elected alternate, you should make sure you first have the necessary communication with the delegate(s) and alternate(s) impacted, and then,
- (1) Before April 16, the Local President may use the online system to change the status of any delegates and alternates. Emails will be sent by the online system to the delegate(s) and alternate(s) impacted by the change, but the Local President must also clearly communicate the changes to those impacted. Making these transfers through the online system will

allow us to pre-mail a badge insert and registration instructions to the alternate now serving as a delegate.

- (2) After April 16 and before April 30, the Local President must email changes to MTAGovernance@massteacher.org and instructions will follow on what the Local President and alternate must do onsite.
- (3) After April 30 or during Annual Meeting, the Local President and the alternate(s) should come to the Late and Alternate Registration desk in Hynes, 3rd Floor, Rooms 304/306.

- E. Alternates taking the place of a delegate must provide two (2) items of personal identification such as a driver's license, MTA membership card or credit card at the Registration area at Annual Meeting.
- F. **Important:** Alternates (any members who are not delegates) who wish to attend Annual Meeting must register at **Non-Delegate Registration** and must sit in the **Non-Delegate Seating Area**.

5. **Late Registration**

The Credentials and Ballot Committee provides a late registration service desk at the Annual Meeting to accommodate those who are unable to complete the online pre-registration process by April 16, 2019.

Upon request, a paper form will be provided to Local Presidents for late onsite registration. Any late delegates must present the Authorized Delegate Report Form to the Credentials and Ballot Committee at the **Late/Alternate Registration Booth**. **The Authorized Delegate Report form must be signed by the local affiliate president.**

6. **Friday/Saturday Delegates**

In the event that a Local Association registers its full entitlement and must send different delegates for Friday and Saturday, please observe the following:

- (1) The **Friday delegate is the original delegate** and should be pre-registered by the Local President through the online registration system as the elected delegate. **The Saturday delegate should be reported by the Local President as an Alternate Delegate** through the online registration system.
- (2) The Local President should communicate to MTA any Friday delegates who will be replaced on Saturday by alternates. Written notice only will be accepted, and should be emailed to MTAGovernance@massteacher.org.

- (3) If the above is being dealt with after April 30 or during Annual Meeting, the Local President should speak with staff at the Late and Alternate Registration Desk.
- (4) In order for the qualified alternate to be seated on Saturday, the Friday delegate must return his/her badge, badge holder, lanyard, and floor voting card to the Alternate Registration desk by 6:15 p.m. on Friday, May 3. Failure to do so will prevent the alternate from being registered on Saturday. The original (Friday) delegate remains a delegate unless the above process is followed.

Note: The above is only necessary if a Local has registered the full number of delegates in its entitlement. If the entitlement has not been filled, Friday-only delegates and Saturday-only delegates are simply treated as full delegates. Alternates are only a factor when the entitlement has been filled.

7. **Policy No. 10.45: Procedure for the Replacement of Lost Delegate Registration Materials**

Registration materials, such as badges, badge holders/lanyards, and floor voting cards will be replaced once, if the following criteria has been met:

1. The registered delegate must apply in person to the Chair of the Credentials and Ballot Committee.
2. The registered delegate must present identification: Driver's license, MTA membership card, or credit card.
3. The Credentials and Ballot Committee must be able to verify that the member is a duly-authorized registered delegate.
4. The registered delegate must fill in and sign the required form in the presence of the Chair of the Credentials and Ballot Committee or designee.
5. Replacements will be made only during the officially-published registration hours of the Credentials and Ballot Committee, the parameters of which are determined by MTA Standing Rule 3, Section 2.
6. If subsequently found, lost delegate materials must be turned over to the Chair of the Credentials and Ballot Committee immediately.

Pam Skinner and Karen Albano are the Co-Chairs of the Credentials and Ballot Committee.

8. Certification and Registration

According to the MTA Standing Rules, RULE 1: Certification and Registration, Section 2. Duties:

The Credentials and Ballot Committee shall be responsible for the supervision of the accreditation of delegates and alternates at meetings of the delegates and for the seating of delegates. The decisions of the Credentials and Ballot Committee shall be final unless overruled by the meeting(s) of delegates.

9. Non-Delegate Registration

A separate registration booth as well as a seating section will be provided for members who are not delegates, for visitors, and for MTA staff. Non-delegates will be required to register, wear badges, and sit in the area reserved for their use.

III. REQUIREMENTS FOR THE ELECTION OF DELEGATES

According to the MTA Bylaws, ARTICLE IX, DELEGATE MEETINGS, Section 2. Delegates, E. Election:

1. Affiliated associations shall elect delegates and alternate delegates annually and shall submit the names and addresses of such delegates to the Association office. (Note: This is now facilitated through the online system, as outlined on page 5.)
2. Active members of affiliated local associations shall have the opportunity to be nominated and then to be elected by secret balloting of the membership as delegates to the Annual Meeting of Delegates. If the number of nominees is equal to or less than the number of seats allocated, the local governing Board may elect.

IV. DELEGATE ELECTIONS TO THE MTA ANNUAL MEETING OF DELEGATES

According to the MTA POLICY NO. 10.40 SUGGESTED PROCEDURES FOR LOCAL, COUNTY AND STATE AFFILIATE DELEGATE ELECTIONS TO THE MTA ANNUAL MEETING OF DELEGATES:

1. The governing body of the local association, county or state affiliate should disseminate in writing the ground rules for the nomination and election process to its entire membership prior to the beginning of the process.

2. Open nominations must be available to all active local association members. (Per MTA Bylaws)
3. Both delegates and alternate delegates should be provided for in the election process.
4. Secret ballot elections must be employed by local associations (per MTA Bylaws), and the site(s), date(s), and times which the polls are open should be clearly published and disseminated to the electorate.
5. The election (balloting and the counting of ballots) should be under the jurisdiction of a committee appointed by the affiliate president or governing body, no member of which is a candidate for delegate or alternate delegate to the Annual Meeting of Delegates.
6. Appeals pertaining to alleged irregularities in any MTA delegate election shall be heard and ruled on by the Credentials and Ballot Committee under Rule 1, Section 2 of MTA Standing Rules. (The Credentials and Ballot Committee has an appeals procedure pertaining to alleged election irregularities. This procedure is disseminated annually to each affiliated association.)
7. The accreditation of delegates or alternates at meetings of delegates and for the seating of delegates shall be the responsibility of the Credentials and Ballot Committee unless overruled by the meeting(s) of delegates.

V. DELEGATE ELECTION APPEAL PROCESS

According to MTA POLICY NO. 10.30 DELEGATE ELECTION APPEAL PROCESS FOR MTA ANNUAL MEETING OF DELEGATES:

1. Procedural Items on Which an Appeal or Challenge May Be Launched

The Credentials and Ballot Committee's Delegate Appeal Subcommittee shall have appellate responsibility only on issues pertaining to:

- A. The procedural mechanisms of local, county, and state affiliate elections.
- B. Compliance with the **Suggested Procedures for Local, County and State Affiliate Elections to the MTA Annual Meeting of Delegates** as approved by the MTA Board of Directors on June 4, 1977 and with requirements of the *MTA Bylaws*.

2. Composition and Structure

- A. The Subcommittee shall consist of no more than five (5) members of the Credentials and Ballot Committee appointed by the Chair. The Chair of the Committee may participate as a non-voting member.

- B. The Chair of the Subcommittee shall be appointed by the Chair of the Credentials and Ballot Committee.

3. **Who May File an Appeal or Challenge?**

Any active MTA member or group of members may file a challenge relative to alleged irregularities in delegate elections for the MTA Annual Meeting of Delegates conducted by their own local, county, or state affiliate.

4. **Procedures for Launching an Appeal**

Any active member or group of members of the MTA may:

- A. On identification of an alleged irregularity in the delegate election procedure on the local, county, or state affiliate level, the MTA member or group of members shall submit to the president of the local, county, or state affiliate, in writing, charges that an alleged irregularity exists.
- B. The affiliate president will answer the charge and attempt to resolve the problem within five (5) days of receipt of the complaint. If the election occurs within two (2) weeks of the Annual Meeting, the complaint must be resolved at the affiliate level by the Friday, one week prior to the Annual Meeting.
- C. If the decision is not satisfactory, the complaint(s) may then submit the charge within five (5) days, in writing, outlining the key facts of the alleged irregularity, to the Chair of the Credentials and Ballot Committee. If an unsatisfactory decision at the affiliate level occurs within one (1) week of the Annual Meeting, the charges must be submitted by the Tuesday prior to the Annual Meeting to the Chair of the Credentials and Ballot Committee in the above manner.
- D. The Chair of the Credentials and Ballot Committee will immediately acknowledge receipt of the complaint.
- E. The Chair of the Credentials and Ballot Committee will inform the Subcommittee of receipt of the complaint and inform the Subcommittee to meet with all parties to the dispute at a place, date, and time to be determined by the Chair of the Subcommittee.

5. **Procedures to be Followed by the Delegate Appeal Subcommittee of the Credentials and Ballot Committee**

- A. The opposing parties will each appoint one spokesperson who will be given the opportunity for presentation of arguments and/or documentation of key facts to the Subcommittee for a period not to exceed twenty (20) minutes each.

- B. Time will then be accorded to the Subcommittee to ask questions for a period not to exceed twenty (20) minutes.
- C. The Subcommittee will then go into executive session to review arguments and to render a decision.
- D. At least three (3) members of the Subcommittee will be present and decision by a majority vote will terminate the review process.
- E. If a decision is reached by the Subcommittee, each spokesperson will be notified prior to the convening of the First Business Session of the Annual Meeting of Delegates of the nature and the rationale for the decision and the rationale for same.
- F. If no decision is reached by the Subcommittee, each spokesperson will be advised of the option to appeal to the Annual Meeting of Delegates in session.

6. **Final Appeal to the Annual Meeting of Delegates**

Standing Rule 1, Section 2: "The Credentials and Ballot Committee shall be responsible for the supervision of the accreditation of delegates and alternates at meetings of the delegates and for the seating of delegates. The decisions of the Credentials and Ballot Committee shall be final unless overruled by the meeting(s) of delegates..."

Adopted by MTA Credentials and Ballot Committee: November 1977.

VI. REGISTRATION, SEATING AND VOTING

Registration, seating, and voting will be based on the current *MTA Electoral District and Region Plan*.

If you wish to verify the region and district of your local association, that information is posted in the members-only section of the MTA website (member login required), under the Local Associations section, <https://massteacher.org/about-the-mta/local-associations> or call MTA Governance for assistance at 617-878-8305.

Local Presidents, Treasurers, and elected delegates, please be aware: In order for a local delegate to be seated at the Annual Meeting, per MTA Bylaws, MTA must receive all dues balances owed to MTA by no later than April 29, 2019. Delegates will not be seated if a remittance balance is due to MTA from their Local. Local Presidents or Treasurers with any membership dues questions should contact Nancy Carey, Sr. Accounting Clerk at 617-878-8224 or ncarey@massteacher.org