



## MASSACHUSETTS (STATE) CAUCUS MEETINGS

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The State Caucus is a meeting of all MTA accredited delegates to the NEA Representative Assembly. The meetings of the caucus are held in the mornings prior to the meeting of the Representative Assembly. Meetings may be called at another hour by the Chair of the delegation.

### **Procedures for the Conduct of the Massachusetts Delegation Caucus**

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1. In the event that Massachusetts has a national candidate, no other candidate shall be endorsed for the same office by the Massachusetts delegation.
2. NEA Standing Rule 5E states:

"No state delegation shall vote by unit rule in the Representative Assembly. Each individual shall have one (1) vote."

The MTA State Caucus may take a position on any issue if it so wishes. Once a position is taken, it is hoped that all the delegates will support the position. When a position is taken by the caucus, it does not bind the individual delegate. Publicizing the position of the caucus may be decided by the group or left to the discretion of the Chair.

3. NEA Standing Rule 5D states:

"The Chairperson of each state delegation, or the Chairperson's authorized deputy, shall serve as the spokesperson for the delegation on the floor of the Representative Assembly. Except when authorized, other members of the delegation may speak only as individuals in the Representative Assembly."

The Chair may authorize a Massachusetts delegate to introduce action items on the floor of the Representative Assembly.

4. The minutes of each caucus meeting will be distributed the following morning.
5. The Chair shall assign one or two delegates the responsibility of picking up the new business items daily and distributing them at each morning's caucus.
6. The Massachusetts caucus meetings shall be consistent with the NEA Standing Rules (especially Rule 5) and Robert's Rules of Order.

## **What is the protocol for speaking?**

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**At the Caucus.** Microphones will be placed on the floor for the delegates. A delegate who wishes to speak should move to a microphone to be recognized by the Chair.

**At the RA.** First, as a courtesy, delegates need to inform the President or Chair that they are planning on speaking on an issue. Second, proceed to a microphone and fill out a speaking slip. There will be a microphone assistant to help with this procedure. When it is your turn to speak, start with:

- Your Name
- "From Massachusetts"
- "Speaking (see options listed below)
  - A. as an individual; or,
  - B. for the Massachusetts delegation (The President or Chair of the caucus needs to give permission to speak for the delegation).

# **CAUCUS TERMS**

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## **NEA CONSTITUTION, BYLAWS AND RULES**

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### **THE CONSTITUTION**

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The Constitution of the National Education Association embodies the organization's name, goals, objectives and authorities for governance.

### **THE BYLAWS**

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The bylaws for NEA include the organization's specific objectives, membership classes, rights and limitations as well as dues. The document details the Representative Assembly allocation of delegates, committee categories, composition, qualifications and committee appointments. The bylaws list the powers and duties of the Executive Officers as well as the election, terms and functions of the NEA Board of Directors and the Executive Committee. Standards and procedures for local and state affiliates are clearly defined. Other areas included in the document are the functions of the Executive Director and the staff principles, general finance, definition of terms and the Parliamentary Authority (Robert's Rules of Order Newly Revised).

### **STANDING RULES.**

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The Standing Rules clearly map out the procedures and responsibilities for the NEA Representative Assembly. These rules include:

The Credentials Committee

Certification of delegates

Registration

Seating arrangements

State delegations

Order of business and debate

Reports

Definition of resolutions, committee and procedures

Amendments to the Constitution, Bylaws, and Standing Rules

Elections Committee and procedures

Distribution of materials

Prohibitions

Definition of terms from Constitution and Bylaws

(Listed under Standing Rule 13 in the Representative Assembly Handbook, distributed at the delegate registration booth.)

## **AMENDMENTS**

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Amendments to the Constitution and Bylaws must be submitted in writing to the committee on Constitution, Bylaws and Rules not later than the close of the seventh business meeting of the Representative Assembly. The text of the proposed amendments are printed in an official publication sent to all members at least 60 days prior to its consideration.

Amendments to the Standing Rules must be submitted no later than 120 days prior to the Annual meeting. Printing of these amendments will be in an official publication 60 days prior to consideration. The Rules may then be amended by the Representative Assembly by a majority voice vote.

## **NEW BUSINESS ITEMS**

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New Business Items are proposals of business that are newly filed at each Representative Assembly by individuals, groups or delegations to come before the Assembly for consideration. These items are outside and in addition to bylaws, standing rules or resolution proposals. New Business Items that are filed in a timely fashion are brought forward for consideration by the Assembly. New Business Items are dealt with in the following ways: accepted, rejected, withdrawn, referred (appropriate body), or occasionally ruled out of order.

For caucus meetings, the New Business Items Committee will consider all new business items and bring forward recommendations with rationale for action on these items to the Massachusetts delegations. The delegation will then choose to support, oppose or take no position on each item.

## **RESOLUTIONS**

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Resolutions are formal expressions of opinion, intent, belief or positions of the Association. They shall set forth general concepts in clear concise language, shall be broad in nature, shall state the positions of the Association positively and without ambiguity, and shall be consistent with the goals of the Association as stated in the Preamble of the Constitution.

## **STATE CONTACT SYSTEM**

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The Massachusetts Delegation Contact System is the disseminate last minute information to the other affiliates and special interest groups at the Representative Assembly on a as needed basis.

Massachusetts delegates participating in the contact system have several responsibilities: they are the liaison between Massachusetts and "their" state contact; and if requested, they must present concerns to the Massachusetts caucus, as voiced by their state contact.

We try and designated two seats at the ends of each row, which will be reserved with the state name on them. It is imperative that those who are serving as contacts be easily accessible at all times.

## **CANDIDATE ENDORSEMENT PROCEDURE**

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The Candidate Endorsement Procedure serves to aid the delegation in gathering information regarding candidates for NEA office.

## **THE NATIONAL EDUCATION ASSOCIATION POLITICAL ACTION COMMITTEE (NEA-PAC)**

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The NEA-PAC is the political action arm of NEA members nationwide. The committee is administered by NEA Government Relations. Its objective is to help elect to federal office those candidates who support federal legislation consistent with the policies established by the NEA Representative Assembly. NEA-PAC supports friends of education by making financial contributions to the candidate's campaigns and by encouraging members to volunteer their services to those campaigns. NEA-PAC endorsement may be given only to a congressional candidate whose endorsement is recommended by the appropriate body in the state affiliate.

## **OPPORTUNITIES FOR INVOLVEMENT**

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You may volunteer for one of the following to help during the NEA RA:

- Accountability
- Elections
- Flag holder
- NEA-PAC
- Newsletter
- Teller

You could also attend a Special Interest Caucus at the Representative Assembly. Special Interest Caucuses are groups of NEA-RA delegates with common interests. Meetings of the Special Interest Caucuses are posted at the convention center.

Any delegate may join a Special Interest Caucus. The meetings usually take place during the lunch breaks. A small contribution is usually required.