

Election Guidelines for the position of UNISERV COUNCIL DIRECTOR TO THE WEA BOARD

WEA Board Directors generally meet at WEA Headquarters in Federal Way and are involved in critical decisions about Association policy related to public education and they help administer decisions made by delegates of the WEA Representative Assembly (the WEA's highest decision-making body).

All UniServ Council Director to the WEA Board positions are open for nominations. The term for a WEA Board position is two years.

1. Nominee must be an active WEA member.
2. Nominee must be a member of an affiliate in the UniServ Council that s/he seeks to represent.
3. Nominator must be an active WEA member.
4. Nomination must be submitted in the online nominations site only. No paper documents will be accepted.
5. A nominee who wishes to have coverage on WEA's elections page on the website must enter this information (250 word maximum) in the online nominations site and may also upload a photograph.
6. A nominee who wishes to have biographical information included in the online ballot (50 word maximum) must enter this information in the online nominations site.
7. UniServ Council Directors to the WEA Board are elected by a majority of the valid votes cast by the active WEA members in the nominee's UniServ Council.
8. You will receive an email confirmation letter from the WEA upon receipt of your online submission. If you do not receive this confirmation within 7 business days, please send an email to: weaelections@washingtonea.org to verify receipt of your online submission.
9. To see more detailed information regarding WEA Board Director responsibilities please click [here](#).

WEA Board of Director Responsibilities

Excerpt - 2017 WEA Policy Manual

C. BOARD OF DIRECTORS

1. Group Responsibilities

- a. Exercise the general authority of the Representative Assembly between meetings of the Representative Assemblies.
- b. Oversee the implementation of policies and programs adopted by the Representative Assembly.
- c. Intentionally promote and explain board recommendations, positions, and actions.

2. Affiliations

- a. Approve or disapprove local affiliation applications and charters.
- b. Revoke affiliations and charters.
- c. Place affiliates on probation.
- d. Approve changes in local affiliation status.
- e. Authorize state or area-wide organization associate status.
- f. Review affiliate status reports when appropriate.

3. Appointed Groups

Receive reports of WEA appointed groups.

4. Constitution/Bylaws/Rules/Adopted Procedures

- a. Interpret the WEA Constitution and Bylaws.
- b. Prepare rules and rule amendments for the Representative Assembly.

5. Programs

Approve program-governing documents and policies.

6. Executive Committee

- a. Elect a minimum of six (6) Executive Committee members from among WEA Board members.
- b. Approve Executive Committee actions when appropriate.

7. Finances

Approve the final budget, health insurance, and budget revisions of WEA.

8. Membership

The Hearings and Appeals Board shall be charged with the responsibility for:

- a. Censuring, suspending, or expelling WEA members for cause after due notice and hearing.
- b. Reinstating any suspended or expelled WEA member following a hearing.

Members may appeal the ruling of the Hearings and Appeals Board to the WEA Board.

9. Staff

- a. Employ the executive director and, upon the recommendation of the executive director, employ other regular professional staff engaged for compensation as defined in the Bylaws.
- b. Provide direction for the executive director.

- c. Employ the chief financial officer.
- d. Approve conditions of employment.
- e. Adopt an affirmative action policy.
- f. Approve all management staff contracts (**See Section II, B.4.**).
- g. Direct the secretary to the president and governance to maintain the most current approved governance documents and archival documents.

10. Individual Responsibilities

- a. Serve as the officers of the Representative Assembly.
- b. Represent the viewpoint of the members at UniServ Council and/or program while at the same time considering the best interest of the entire WEA.
- c. Reach out to locals in the UniServ Council and make periodic contacts with local leaders to offer assistance regarding problems and to solicit reactions from members.
- d. Assist locals in membership drives, if requested.
- e. Know, support, and promote WEA policy and be able to communicate to members and local leaders the background leading up to policy decisions as well as the interpretation of policy.
- f. Present WEA Board decisions and positions honestly and objectively including major points of view from Board discussion, supportive information, answering questions, and getting further information, if needed.
- g. Develop a leadership relationship with the locals including mentoring future leaders and promoting leadership by encouraging members to participate in the opportunities for involvement in training provided by WEA and NEA.
- h. Contact WEA headquarters for help and/or suggestions when appropriate.
- i. Promote Student WEA and encourage student members to become involved in meetings within the UniServ Council.
- j. Schedule, organize, and conduct WEA mock assemblies prior to the Representative Assembly.
- k. Attend WEA Board Meetings.
- l. Serve on committees as appointed.
- m. Make regular reports to UniServ Councils.
- n. At-large Board Directors consider the best interests of the entire WEA while keeping the Board apprised of the viewpoints and issues that directly affect their at-large group.
- o. Participate in UniServ Council Governance meetings and present WEA positions and actions.