

**J O B**  
**D E S C R I P T I O N S**

Job Descriptions  
**DSEA LEADERSHIP TEAM**

The Leadership Team shall consist of the DSEA President, Vice President, Treasurer, and NEA Director. The Executive Director shall meet regularly with and serve as an advisor to the DSEA Leadership Team. The Leadership Team shall hold regular meetings and in addition to responsibilities outlined in the DSEA Bylaws, shall:

1. provide information and knowledge to allow the Executive Board to make effective Decisions;
2. maintain contact with local presidents and leadership teams with the intent of supporting local association leaders;
3. assist in planning and implementing organizational programs.

Job Descriptions  
**DSEA TREASURER**

In addition to responsibilities outlined in the DSEA Bylaws, the DSEA Treasurer shall:

1. meet regularly with the DSEA Leadership Team and with local association presidents/ leadership teams;
2. share duties with other members of the Leadership Team, as necessary;
3. visit local leaders, governing bodies and members;
4. serve as a member of the Negotiations Committee for staff contract;
5. work with the Business Manager to develop and deliver local treasurers' training;
6. serve in a leadership capacity at the NEA RA.

**Job Descriptions**  
**EXECUTIVE BOARD**

*(Also see individual Executive Board Member Job Description)*

The Executive Board shall (1) conduct the business of the association; (2) shall be the interim policy-making body; and (3) shall interpret the policy of the DSEA Representative Assembly.

In addition to responsibilities outlined in the DSEA Bylaws the Board shall:

1. serve as the Executive Board of the Advocacy Fund
  - a. approve state Legislative Committee budget
  - b. approve recommendations of state-wide candidates
  - c. participate in Advocacy Fundraising activity;
2. participate in the development and adoption of the DSEA Legislative Program;
3. monitor and make appropriate adjustments to the DSEA Legislative Program;
4. review the DSEA positions on legislation which is introduced into the General Assembly;
5. review any budget line, allocation, or disbursement which may potentially exceed or has exceeded the budgeted amount by more than 10%. The Board **shall take appropriate action which may include budget adjustment, overage approval or it may prohibit future expenditures, as necessary;**
6. approve Special Services endorsements and contracts related to those endorsements;
7. approve Executive Director/Professional Staff contracts.

Revised 5/99, 8/01

**Job Descriptions**  
**INDIVIDUAL EXECUTIVE BOARD MEMBER**

- I. Serve as liaison between the DSEA and local associations to:
  - \* foster the implementation of key DSEA Association programs, including membership and Legislative/Political Action
  - \* present and represent Executive Board actions
  - \* convey concerns from locals to Executive Board
  
- II. Attend all meetings
  - \* regular and special Executive Board meetings
  - \* all RA's as a Board delegate
  - \* Board training sessions
  - \* Legislative Program Adoption
  - \* other Association functions as assigned by President
  
- III. Serve as the DSEA Representative in legislative and/or political activities, such as:
  - \* lobbying for the DSEA legislative priorities
  - \* participating in the DSEA endorsed campaigns
  - \* participating in and encouraging others to contribute to the NEA/DSEA Fund for Children and Public Education
  
- IV. Serve in other official capacities as appointed by the President, such as:
  - \* DSEA operational and programmatic work groups
  - \* Department of Education (and other outside organizations)
  - \* NEA assignments
  - \* others as need arises

Revised 10/95, 5/99, 8/01

**Job Descriptions**  
**NEA RA DELEGATE**

A DSEA NEA RA delegate is expected to do the following:

1. attend all state caucus meetings (promptly);
2. attend at least one hearing;
3. attend all sessions of the Representative Assembly;
4. vote in all elections at the RA;
5. serve as a contact person for at least one state;
6. submit voucher and receipts to account for all expenses covered by the stipend from state funds within thirty (30) days after the RA as specified in RA funding policy;
7. participate in the setting of the individual contribution goal for the NEA Fund for Children and Public Education at the Pre-RA Delegate meeting;
8. meet the individual goal set by the delegation for contribution to the NEA Fund for Children and Public Education. (Revised 12/04)

Note: Reimbursement for NEA RA delegates is described in the "Reimbursement" section of this policy manual.

# EXECUTIVE BOARD

## GUIDELINES

Executive Board Guidelines

**FILLING ELECTED GOVERNANCE VACANCIES**

All vacancies shall be filled as per guidelines and procedures outlined in the DSEA Bylaws.

## Executive Board Guidelines

# MEETINGS

### 1. Schedule of Meetings

- a. The President shall propose an annual schedule of meetings for adoption by a majority of the members of the Board. Such meeting schedule may be subject to change as necessary to meet the demands placed upon the Board during the course of the year. There shall be a minimum of six (6) regularly scheduled meetings. (Revised 03/04)
- b. Regularly scheduled DSEA Executive Board meetings will begin at the time stated on the agenda and meals will be provided a half hour prior to meeting start time. (Revised 03/10)
- c. Special meetings of the Executive Board will be called at the discretion of the President or upon the written request of a majority of the members of the Board. Such meetings will include retreats and/or conference calls. (Revised 5/07)
- d. Any Board member unable to attend an Executive Board Meeting shall notify the DSEA President before the meeting with the reason for absence. Absences shall be reported in the minutes.

A packet of materials that was distributed at the meeting will be mailed to members who were absent no later than four business days following the scheduled meeting.

- e. The secretary shall record late arrival and early leaving times of members in order to assure a quorum.
- f. When a Board member has missed three (3) regularly scheduled or any combination of regular or special Executive Board meetings in a given year, the member will have the responsibility of submitting a written request to the Executive Board (at its next scheduled meeting) to continue as an Executive Board member. No request by the member will be taken as the member's resignation. (Revised 09/03, 5/07)
  - i. The exception to this policy is if the DSEA President receives notification from the district that a board member will not be released then the absence will be considered an excused absence. (Revised 3/10)
- g. Newly elected Board members, from the date of their election to assuming office, shall receive agendas and minutes of meetings, Executive Board mailings, and be invited to attend all official Board functions as a nonvoting member.

### 2. Agenda

- a. The President, in consultation with the Executive Director and members of the Leadership Team, shall prepare the agenda for each Executive Board meeting and shall determine the order of business.
  - b. Board members may make suggestions for the agenda upon receipt of the Board packet. A form for agenda items is included in the packet. Items for future agendas may also be suggested.
3. Conduct of Meetings
- a. Meetings of the Executive Board shall be conducted in accordance with Roberts' Rules of Order, Newly Revised, unless otherwise provided.
  - b. A parliamentarian may be present at meetings of the Board at the President's discretion.
  - c. The order of succession for Presiding Officers shall be: President, Vice-President, Treasurer, NEA Director. If none of those Leadership Team members can be present, the meeting will be postponed/rescheduled, and all members will be immediately notified of the postponement and date of the rescheduled meeting.
  - d. The Presiding Officer shall have authority to change the order of business as he/she deems appropriate.
  - e. The Board members shall address the Presiding Officer in making motions, speaking to motions, or requesting information.
  - f. The Presiding Officer shall keep a speaking order of those who wish to speak to issues and/or motions. No member shall speak more than once on any given question until all others who wish to speak have had a chance to do so.
  - g. A time limit of three (3) minutes for each speaker shall be observed except by majority decision.
  - h. No member may speak to a question and then move the previous question on the same recognition.
  - i. The Presiding Officer may rule a member out of order if the discussion is not germane to the issue under discussion.
  - j. There is no provision for substitutes at Board Meetings. Members of the Association shall be eligible to attend meetings of the Executive Board as observers. An observer shall register with the Recording Secretary, as designated by the Executive Director, giving his/her name, address, school position, and Association membership. Observers may speak if recognized by the Chair. Appropriate materials will be provided for observers.
  - k. Board policies are operational guidelines and procedures. All Board policy items shall be presented at one meeting and voted on at the next meeting of the Board. Exceptions can be made by a 2/3 vote of the Board.

- l. The Presiding Officer may call an executive session at his/her discretion to deal with personnel matters, legal concerns, or sensitive issues.
- m. Any member of the Board may, at any time during the meeting, request an executive session. Such requests shall be directed to the Presiding Officer. The executive session shall be authorized upon a majority vote of the Board.

Other than duly elected members of the Board, those present at executive sessions shall be by designation of the Presiding Officer or majority vote of the Board. Persons so designated must be those whose knowledge and expertise is essential for discussion of the subject of the executive session.

An executive session shall be recorded only by the Board's official recorder in a manner deemed appropriate by the Board. Minutes of an executive session shall show: (1) members present; (2) discussion subjects; and (3) action taken or decision rendered.

At the conclusion of an executive session, the Board shall rise and report and/or state, for the official record, any action taken or decision rendered. Discussion and voting in an executive session is confidential. The President shall be responsible for apprising any absent Board member of executive session discussions and actions.

- n. Executive Board meetings will adjourn no later than 10 p.m. except that a 2/3 vote of those present can extend the adjournment time.

#### 4. Quorum/Voting

- a. A quorum shall be a majority of the properly elected members of the Board.
- b. A roll-call vote shall be taken upon approval of thirty percent (30%) of the Board present and voting.

#### 5. Recording of Meetings

- a. The Executive Director has the responsibility of maintaining a record of the proceedings of the Executive Board meetings.
- b. The minutes of each meeting shall become the official minutes after approval of the Board.
- c. An open meeting may be recorded or otherwise transcribed by any member in attendance. The original of the official transcript of a meeting shall be retained in the DSEA Headquarters and shall not be removed. The DSEA members shall have free access to the official minutes.
- d. A copy of the official minutes shall be distributed to Executive Board members and made available upon request to local presidents and staff.

Executive Board Guidelines  
**STAFF RELATIONS**

1. Board members, do not, as individuals, possess line authority over any staff member.
2. In general, requests for information or for assistance from any staff member shall be channeled through the Executive Director.
3. Staff shall not contact Executive Board members privately in order to influence or politicize their viewpoint on matters of policy, management, or operations. Staff concerns shall be brought to the Executive Board, using the usual channel of referral provided through staff meetings or by individually referring concerns to the Executive Board through the Executive Director.

**Executive Board Guidelines**  
**CONFERENCE CALLS**

A conference call is defined as a special Board meeting and will be initiated at the discretion of the President. All Executive Board agreements, meeting procedures and practices shall apply to conference calls.

A. Conference Call Procedures:

1. The DSEA President, or designee, will conduct a roll call at the start of the conference. Board members joining or leaving the conference after the roll call will identify themselves and this will be noted in the minutes.
2. Each individual will identify himself prior to speaking.
3. Board members will observe standard telephone etiquette during the duration of the conference (avoid background noise, music, interruptions, etc.)
4. At the conclusion of the discussion, the President shall, by use of the roll call, determine if any Board member has additional comments.

B. Conditions for Use of Call are:

1. An emergency situation exists which must be addressed prior to the next regularly scheduled board meeting. Every effort will be made to provide Board members with written information concerning the issue prior to the conference call.
2. To provide Board members with pertinent information needed at the next regularly scheduled Board meeting.
3. As needed, due to cancellation of a regularly scheduled Board meeting.

Executive Board Guidelines  
**CONFLICT OF INTEREST POLICY**

**Statement of Intent**

Every member of the Delaware State Education Association (“DSEA”) is entitled to have complete confidence in the integrity of the Association. In order to justify that confidence,

DSEA Executive Board members must avoid taking any action that might result in, or create the appearance of, a conflict with the full performance of their official duties and responsibilities.

This policy is adopted to prevent DSEA Executive Board members from using their official positions to advance their personal and financial interests and to ensure that DSEA members never have good reason to question the integrity of the DSEA Executive Board members who were elected to serve the best interests of the Association and its members.

For purposes of this policy, the term “personal and financial interest” shall mean an interest which tends to impair a board member’s independence of judgment in the performance of their duties with respect to that matter. A board member has an interest which tends to impair their independence of judgment in the performance of their duties with respect to any matter when (1) any action or inaction with respect to the matter would result in a financial benefit or detriment to accrue to the board member or a close relative to a greater extent than such benefit or detriment would accrue to others who are members of the same class or group or persons; or (2) the board member or a close relative has a financial interest in a private enterprise which enterprise or interest would be affected by any action or inaction on a matter to a lesser or greater extent than like enterprises or other interests in the same enterprise.

**Standards of Conduct**

A DSEA Executive Board member shall refrain from making substantial investments in, or accepting an official position with, any enterprise which they know or should have known transacts business with, or may seek to transact business, with the Association or with Association members.

A DSEA Executive Board member shall refrain from participating as an official in any matter affecting an enterprise in which they have a personal and financial interest where it could reasonably be inferred that they participated in order to serve their personal and financial interests.

A DSEA Executive Board member shall not accept anything of value from an enterprise which is doing business, or seeking to do business with the Association or with Association members where it could reasonably be inferred that their objectivity in the performance of their official duties might be affected by their accepting the thing of value.

A DSEA Executive Board member shall not accept or retain any other Association position where it is reasonable to infer that their objectivity in the performance of their official duties will be impaired with respect to decisions they may be called upon to make as a DSEA Executive Board member.

A DSEA Executive Board member shall not disclose Association information which is confidential in nature and which was procured by reason of their position to any person, group, institution, or organization which the Association did not authorize or intend to receive such information.

A DSEA Executive Board member in their official capacity shall not enable or assist any representative from any vendor in direct competition with any DSEA endorsed vendor to market, promote or sell products or services of such vendor to DSEA members.

### **Implementation and Enforcement**

#### **Filing of Charges**

A charge to the effect that a DSEA Executive Board member is in violation of this policy may be filed by any DSEA member.

A DSEA member may file the charge with the Executive Director. Such charge shall be in writing and shall be signed and dated by the charging party. The Executive Director shall supply a copy of the charge to the DSEA Executive Board member named therein.

#### **Investigation**

The Executive Director shall select three Executive Board members to serve as an investigation committee.

The investigation committee shall investigate the charge and incorporate its findings and conclusions in a written report, which it shall submit to the Executive Board.

The Executive Board shall review the report of the investigation committee and, if it determines that a conflict of interest exists, it shall recommend a method for eliminating such conflict.

The Executive Board shall submit its determination including any recommendation for the elimination of a conflict of interest to the charged Executive Board member. In its notification to the charged Executive Board member, the Executive Board shall specify a reasonable period of time during which the charged Executive Board member must comply with its recommendations.

#### **Compliance**

In the event the charged Executive Board member fails or refuses to comply with the Executive Board's recommendations within the time provided, the Executive Board shall determine what, if any, additional action it deems is appropriate.

# ELECTIONS

## DSEA

DSEA Elections  
**ELECTION PROCEDURES**

1. Campaign Funding

No portion of dues money collected at the local, county, regional, state, or national level shall be used to promote the candidacy of any individual for an Association office.

- a. In its regular course of business, the membership or a governing body of an affiliate may endorse a candidate for office. An affiliate may not, however, call a meeting for the sole purpose of issuing an endorsement or, in any other manner, spend any funds for that purpose. DSEA recommends that local affiliates not make endorsements until all petitions have been filed.
- b. Once an endorsement has been made, an affiliate may not spend funds to publicize the endorsement or to encourage delegates to vote for a particular candidate. If the actions or business of the membership or governing body are regularly published in a newsletter or distributed in some other manner, the endorsement may be published or distributed as part of such regular reporting, but this is the only condition under which the affiliate may use funds to note the endorsement.
- c. Although the affiliate may not use the funds of the organization to publicize or encourage support, the following actions may be taken:
  - (1) The candidate may use the endorsement in his/her own literature; e.g., "I have been endorsed by the Delegate Assembly of the Any-City Education Association.", or, "All members of the Any-City Education Association Executive Committee have supported my candidacy."
  - (2) An officer of an affiliate or any other member or combination of members may use his/her own money or that of the candidate to encourage support from members or delegates. In a communication, an officer may, of course, mention his/her title when advancing the position of the organization, as a means of persuasion; e.g., "Dear Delegate, I am President of the Any-City Education Association, and I urge your support for....." Such letters may not be written on the official stationery of the affiliate. See section on use of title.
- d. Each candidate for DSEA President, Vice-President, Treasurer, and NEA Director shall submit to the DSEA Executive Director the Report of Campaign Contributions and Expenses which itemizes all contributions and expenditures related to the candidate's campaign for office no later than thirty (30) days following the close of voting. (The Report of Campaign Contributions and Expenses can be found in the Appendix).

2. Campaign Literature and Publication

- a. All printed campaign literature shall include a notation indicating that the material was paid for by the candidate or by a committee to elect the candidate.

- b. Upon approval of the DSEA Executive Director, all printed campaign literature that follows all DSEA Election Procedures may be posted in a designated area in each of the DSEA buildings. (Updated 1/14/08\*)
- c. Policy for the campaign issue of Action shall be as follows:
  - (1) Candidates for President, Vice-President, Treasurer, and NEA Director shall submit a campaign statement and/or resume not exceeding 300 words and a photograph suitable for publication in ACTION.
  - (2) Candidates for NEA Representative Assembly delegate and the DSEA Executive Board shall submit a campaign statement and/or resume not exceeding 150 words. Candidates shall submit photographs suitable for reproduction in ACTION.
  - (3) No campaign statement shall be edited without consultation with the candidate submitting the statement.
  - (4) Association candidates may not purchase political advertising in ACTION.

### 3. Campaigning

- a. There will be no campaigning during any DSEA sponsored meeting or event without the express consent of the majority of members present. This is not intended to exclude casual campaigning prior to the meeting being called to order or after the meeting has been adjourned. Distributing materials prior to or after the meeting has adjourned is acceptable.
- b. Candidates must strictly adhere to State of Delaware and district acceptable use policies regarding the use of the State's e-mail and computer systems. The State of Delaware Acceptable Use Policy may be found at the following: <http://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf>.

### 4. DSEA Representative Assembly

- a. If there are open seats on the Executive Board, candidates shall be allotted three (3) minutes during the RA session to address the Assembly.

### 5. Services provided by the Association to each candidate for DSEA President, Vice President, Treasurer, and NEA Director include:

- a. Communications tools based on the extract of record used for the elections:
  - 1. Direct mail—DSEA shall establish the ability for candidates to use an outside vendor selected by DSEA to provide mailing services (at the candidate's expense) to members on a state, county and local level. Candidates are to contact the outside vendor directly.
  - 2. E-mail—DSEA shall establish e-mail lists to be managed at DSEA for candidates use. In compliance with the State of Delaware's Acceptable Use Policy, only home email address will be used. Candidates are limited to two (2) e-mails per member per election cycle. E-mails will be sent by DSEA under the username of DSEA Election Information. A disclaimer will

be attached to each email indicating that DSEA does not endorse any particular candidate.

3. Automated call services (Tellblast/Robo Call)—DSEA shall establish statewide and county call lists based on the extract of record. Candidates are limited to two (2) automated calls per member per election cycle. These calls are at the candidate's expense.
4. Use of all communications tools with the exception of the direct mail services are to be coordinated through the Executive Office.

- b. Any materials or services which are provided by the Association shall be made available to all candidates on an equal basis. The Association shall be responsible for notifying all candidates at the same time of materials or services which are available to them.
- c. No Association equipment or supplies may be used except as specified in these policies.
- d. A candidate for DSEA President, Vice President, Treasurer, or NEA Director will be given a list of local Presidents with their e-mail addresses and school buildings by local with the number of members per building.

## 6. Ballots

- a. The names of candidates for DSEA President, Vice-President, Treasurer, DSEA Executive Board, NEA Director, and NEA-RA Delegate shall be placed on the ballot in the order determined by lottery by the candidates or their designees. The lottery shall be held under the supervision of the DSEA Executive Director/or designee.
- b. In the event that a candidate or designee fails to appear at the appointed time and place of the lottery, the Executive Director or his/her designee shall designate an individual to draw for that candidate.
- c. The order of the lottery shall be as follows:
  - (1) For placement on a first ballot, the candidates shall draw in order determined alphabetically by their surnames.
  - (2) For placement on a run-off ballot, the candidates shall draw in order determined by the highest number of votes received on the previous ballot.
- d. The "Address Service Requested" mailing procedure will be used when mailing election ballots.
- e. The number of ballots disseminated shall agree with the number of members. The DSEA Business Manager shall certify the number of ballots mailed.
- f. Paper ballots will be delivered to the post office according to the date established by the Executive Board by its second regularly scheduled meeting. Two weeks will be allowed between post office delivery and final acceptable postmarked date. (Updated 1/14/08\*)

- g. If a member has not received a ballot by the fifth day after the ballots are postmarked, the member shall call the DSEA Dover office.
  - h. Election of the President, the Vice-President, Treasurer and the NEA Director shall be determined on the basis of most votes cast from a ballot made available to every active member of the Association in accordance with the election timeline established by the Executive Board each election year. In the event of a tie, a run-off election shall occur no later than thirty (30) days following the regular election. (DSEA Bylaws)
  - i. All ballots for state office will note all NEA-elected positions held by virtue of DSEA office.
7. Dates for the following items will be established by the Executive Board by its second regularly scheduled meeting:
- a. Petitions and the DSEA Election Policy available at DSEA offices and in the member only section of dsea.org.
  - b. Petitions filed with DSEA Executive Director.
  - c. Date of lottery drawing.
  - d. Candidate profiles posted on the website.
  - e. All ballots disseminated.
  - f. Paper ballots must be postmarked and voting ends. This date will be two weeks after the balloting has begun and paper ballots have been mailed.
  - g. Results are shared with the Executive Director and the Business Manager (3 working days after the close of voting).
  - h. Preliminary results announced.
  - i. Challenge deadline date (See Section 8 below for Challenge Information.)
  - j. Filing of the report of Campaign Contributions and Expenses.
  - k. Election results are to be certified by the DSEA Executive Board prior to May 15.

#### 8. Challenge process

- a. Candidates and members may bring forth a challenge as to the integrity of the outcome of the elections. This challenge is not whether there has been a violation of the election policy or procedure but a challenge to the validity of the results. In considering a challenge, it is critical that the Executive Board consider the election results reported to it and whether the challenge if substantiated would have produced a contrary result.

- b. Any challenge must be filed by a date set by the Board at the time of the election. Candidates may be present at the Board Meeting when the challenge is considered.
- c. All challenges should be reviewed by the DSEA Executive Director and DSEA General Counsel to determine the validity of the challenge.
  - 1. The determination of when the Executive Board should consider a challenge will be determined by the DSEA Executive Director and DSEA General Counsel on the basis of the content of the challenge and the complexity of the issues contained therein. Their review will also include what, if any, additional individuals and or information should be requested to appear before the Executive Board to provide testimony related to the contents of the challenge. Requests for additional individuals and information and will be made in a timely manner as to have adequate information for the Executive Board to consider the challenge.
  - 2. A summary of all challenges presented and their recommended disposition will be shared with the Executive Board.

d. Challenge Hearing Process

- 1. Challenges that are brought before the Executive Board are to be heard in executive session.
- 2. The challenge process is not an adversarial process, that is, it does not involve two or more parties presenting competing evidence either in support of or against an allegation. Rather, the process is intended to allow the Executive Board to gather whatever information it may need to consider and dispose of a challenge to the election.
- 3. As such, the person submitting the challenge will be required to address the Executive Board concerning their challenge.
- 4. Candidates will be afforded the opportunity to address the Executive Board but only in relation to the challenge. Candidates will be required to leave during the final decision making process as to the disposition of the challenge.
- 5. Candidates will not be permitted to make statements unrelated to the allegations or information contained in the challenge.
- 6. To the extent possible, the Executive Board should consider and dispose of all challenges on the date established by it for the ratification of the election results. However, in the event that the DSEA Executive Director and DSEA General Counsel determine that a challenge cannot be disposed of in such fashion, then a separate date shall be set for the consideration and disposition of such challenge.
- 7. Consistent with the DSEA Policy Manual, all challenges must be considered and disposed in time to allow the certification of the election results by the Executive Board prior to May 15.

\*Individual item revision dates noted. Overall policy revisions 11/10/03, 01/09/2006, 10/28/2011.