



## ACTIONS TAKEN BY THE BOARD AT THE October 18-19, 2024 BOARD OF DIRECTORS MEETING

Agenda Items/Action Taken	Action Assignment/Next Step
<b>Received</b> a member acknowledgment from Board of Directors member At-Large ESP Executive Committee member Yahaira Rodriguez and land acknowledgment from Board of Directors member NEA Director Christine Mulroney.	None required.
<b>Received</b> an acknowledgment of Hispanic Heritage Month from At-Large Director for Ethnic Minority Membership Rosa Lopez-Whitehill.	None required.
<b>Approved</b> the Minutes of the Board of Directors meeting July 28, 2024	Governance and Administration
<b>Approved</b> the Adoption of the Line-Item Budgets of MTA Committees FY2025	Governance and Administration, Finance and Accounting
<b>Approved</b> appointments to the Hearing Committee	Governance and Administration
<b>Received</b> the following reports: Consent Agenda (no vote) Financial Reports: MTA/NEA Membership Report Field and Organizing Report: Status of Local Negotiations Report (prek-12 & Higher Ed) Public Relations/Organizing Campaign Expense Report Legislation, Policy, and Political Action Report Government Relations Grassroots and Campaigns Center for Education Policy and Practice (CEPP) Training and Professional Learning (TPL) Report Status of Donations Account MTAB Financials	None required
<b>Voted</b> to accept the recommendations from the Executive Committee for budget priorities for this year. (Attachment A)	Governance and Administration
<b>Voted</b> to authorize the expenditure of up to \$200,000 of PR/Organizing funds to MassBudget and Policy Center to support their operating budget for the period of July 2024-June 2025.	Communications and Finance and Accounting.



<b>Voted</b> to authorize an expenditure of up to an additional \$750,000 of PR/Organizing funds by the MTA for the ballot initiative to eliminate the MCAS graduation requirement.	Communications and Finance and Accounting.
<b>Discussed</b> State Budget Priorities	Legislation, Policy, and Political Action
<b>Received</b> Annual Overview of Financial Conflict of Interest Policy for MTA Officials.	Governance and Administration, Legal
<b>Received</b> Board of Directors At Large Report from Ethnic Minority Member Rosa Lopez Whitehill, At-Large Director for Ethnic Minority Membership	None required
<b>Received</b> Board of Directors At Large Report from ESP Member Yahaira Rodriguez, At-Large ESP Executive Committee member, and Holly Currier, At-Large Director for ESPs.	None required
<b>Received</b> Board of Directors Retired Members Report from Andrei Joseph, Statewide Retired Region Executive Committee member	None required
<b>Received</b> NEA Director Report, including Get Out the Vote postcards from Christine Mulrone, NEA Director and NEA International Education International World Congress.	None required
<b>Received</b> an update on MTA Website	None required
<b>Received</b> the MTA 2024 Summer Conference Debrief and Evaluation	None required
<b>Received</b> an update on MTA Headquarters	None required
<b>Recognition of Guest Speakers:</b> Becky Abate of Hopkinton Teachers Association, Nancy Aykanian, retired member, Brett (Cameron) Berkman of Framingham Teachers Association, Karen Burstein of Bedford Education Association, Kerry Costello of Andover Education Association, Sue Doherty, retired member, Madelene Freitas-Pimentel of New Bedford Educators Association, Donna Grady of Franklin Education Association, Daniel Keane of Attleboro Paraprofessionals Association, Ramsey Kurdi of Springfield Education Association, Myra Lam of South Hadley Education Association, Aylat Lifshitz of Malden Education Association, Jennifer Meagher of Andover Education Association, Sherene Michlin of Needham Education Association, Amber Quinn of New Bedford Educators Association, Brian Shoemaker of Newton Teachers	None required



Association, Marybeth (Beth) Verani, retired member, Isaac Watts of Association of Professional Administrators - Mass College of Art.	
<b>Voted</b> to separate into 3 pieces NBI 10.2024 NBI 03 – Divestment for Peace and Justice.	
<b>Ruled Out of Order</b> NBI 10.2024 NBI 03 – Divestment for Peace and Justice Section 1: The MTA shall likewise demand that the Pension Reserves Investment Management (PRIM) Board disclose and divest all pension funds from those businesses that provide arms or other forms of military assistance to the state of Israel.	None required
<b>First Read</b> of Proposed Policy Change NBI 10.2024 NBI 03 – Divestment for Peace and Justice Section 2 (first read): The Massachusetts Teachers Association (MTA) shall disclose and divest all other investments from businesses that provide arms or other forms of military assistance to the state of Israel.  <i>The second read will take place at the 2024 December Board meeting.</i>	Governance and Administration
<b>First Read</b> of Proposed Policy Change NBI 10.2024 NBI 03 – Divestment for Peace and Justice Section 3 (first read): The Massachusetts Teachers Association (MTA) shall disclose and divest all MTA staff pension funds from businesses that provide arms or other forms of military assistance to the state of Israel.  <i>The second read will take place at the 2024 December Board meeting.</i>	Governance and Administration
<b>Adopted</b> Agenda item 20.2 Amend Policy Change 20.05.15 New Business (second read): All items of New Business must be submitted to the Chair no later than two weeks prior to the Board or Executive Committee meeting. New Business Items will be included in the meeting materials for Board and Executive Committee Meetings (SEE Policy 20.05.01). Nothing in this policy prevents the Board, by a 2/3 vote, to suspend the rules and consider items needing timely attention.	Governance and Administration and Communications
<b>Received</b> report on Campaign Updates: Yes on 2	None required
<b>Adopted</b> Agenda Item 24.1.1.3 July 2024 Board Meeting NBI 10 – Safe Schools for All: That MTA will support a statewide "Safe Schools for All" program: That MTA will create a statewide "Safe Schools for All" taskforce program focusing on the mental health of staff and students. MTA will provide financial and staff support and will lobby for policy change at the statewide level, including but not limited to funding for safe staffing levels, behavioral support, para support and smaller class size. The	Governance and Administration

<p>goal is to pull all of the current and future resources for members to access in one place. Ultimately trainings and/or a summit will be available to all.</p>	
<p><b>Adopted</b> Agenda Item 20.12 Amend Policy 50 New Task Force: The Pension Task Force will monitor public sector pension systems and their investment practices to ensure that members within MA public sector pensions plans have security in their retirement. They will regularly review PRIM's investment strategies, transparency and member services along with other public sector pension systems in the state, including monitoring PRIM, private equity, and advising union leadership around issues of COLA, Retirement+, GPO/WEP.</p>	<p>Governance and Administration</p>
<p><b>Adopted</b> Policy Change 20.05.15 New Business (<i>second read</i>) as amended: Executive Committee agendas including full wording of all motions and New Business Items shall be emailed to all members and made available on the website at least ten days prior to an Executive Committee meeting. All efforts will be made to report by way of the website the actions taken by the body within four business days of the meeting but no later than seven business days of the meeting.</p>	<p>Governance and Administration, Communications</p>
<p><b>Adopted</b> Amended Policy 20.05.29 Publication of Board Agendas and Actions Taken on website (<i>second read</i>): Board of Directors agendas including full wording of all motions and New Business Items shall be emailed to all members and made available on the website at least ten days prior to a Board meeting. All efforts will be made to report by way of the website the actions taken by the body within four business days of the meeting but no later than seven business days of the meeting.</p>	<p>Governance and Administration</p>
<p>Executive Session: <b>Voted</b> to approve the Executive Director-Treasurer Contract</p>	<p>Governance and Administration, Finance and Accounting</p>
<p><b>Voted</b> to Elect three (3) members of the MTA Board to serve on the MTAB Board for a term of November 2024 through November 2026.: June Gustafson, Kirsten Frasier, and Jennifer Zabelsky</p>	<p>Governance and Administration, MTAB</p>
<p><b>Adopted</b> Agenda Item 24.1.1 July 2024 Board Meeting NBI 04 – Regional District Map: The MTA will digitize and update as needed the Massachusetts Local Association Region District Map, <a href="https://drive.google.com/file/d/10HNXyTUiakXLB0KB_ObFtIF_Ock2HjFG/view?usp=sharing">https://drive.google.com/file/d/10HNXyTUiakXLB0KB_ObFtIF_Ock2HjFG/view?usp=sharing</a>, and post it on the MTA website for members to access at any time. The map will be an interactive resource for all members to find their district number, region, local presidents, board of directors, and executive committee members. When a member clicks on a town on the map a drop down menu appears with all</p>	<p>Governance and Administration, Communications</p>

<p>the information for that MTA affiliated town or local. Vacancies for board of director seats or executive committee members will also be highlighted.</p>	
<p><b>Approved</b> allocation of funds to provide BOD members and committee chairs with @massteacher.org email addresses.</p>	<p>Governance and Administration, ITS, Finance and Accounting</p>
<p><b>First Read</b> of Proposed Policy Change 50.05 Structure and Policies of MTA Committees – Annual Meeting Working Committees (<i>first read</i>):</p> <p>F. Funding for committee members to attend the Annual Meeting of Delegates, the Summer Conference, statewide, regional or national conferences may be authorized only in the instance where attendance is required.</p> <p>1. Annual Meeting of Delegates: Expenses may be authorized only for members of the following committees which have specific Annual Meeting assignments for the duration of that assignment: <del>Advisory Budget Committee</del>, Bylaws and Rules Committee, Credentials and Ballot Committee, and Electoral Review Committee (when applicable), <del>and the Resolutions Committee</del>. These expenses will be reflected in the Committees’ budgets.</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	<p>Governance and Administration</p>
<p><b>First Read</b> of Proposed Policy Change 50.20 – Committee Descriptive Narratives and Charges (first read): Presidents’ Academy Planning Teams - The Vice President oversees the planning teams that plan and present at the New Presidents’ Academy, the Presidents’ Forum, the New Presidents II, at the Summer Conference. <del>The terms of members serving on this committee shall end on September 1 (not July 1), to allow for the committee’s completion of each year’s Summer Conference.</del></p> <p>The second read will take place at the 2024 December Board meeting.</p>	<p>Governance and Administration</p>
<p><b>First Read of Proposed Policy Change 50. Committees – Housekeeping</b> (<i>first read</i>) – Attachment B</p> <p>The second read will take place at the 2024 December Board meeting.</p>	<p>Governance and Administration</p>
<p><b>First Read</b> of Proposed Policy Change 125.40.08 Major Event–Summer Conference (<i>first read</i>): The dates of the Summer Conference will be presented to the MTA Board for approval at the <del>December</del> <b>July/August</b> meeting of the Board of Directors and will be reflected in the prepared budget for the upcoming fiscal year. The</p>	<p>Governance and Administration, Training and Professional Learning</p>



<p>conference would include tracks to include Emerging for Local Leaders, New Presidents, and New Members which will begin the day before the conference begins.</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	
<p><b>First Read</b> of Proposed Policy Change 250.20 Educational Management Organization (<i>first read</i>): Policy 250 - RELATED ORGANIZATIONS <del>Educational Management Organization</del> <del>250.20 Educational Management Organization</del> <del>MTA established the Educational Management Organization (EMO) as a 501(c)(3) organization.</del> <del>Board of Directors: February 2011</del></p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	Governance and Administration
<p><b>First Read</b> of Proposed Policy Change 160.10 Minority Involvement Plan (<i>first read</i>) – Attachment C</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	Governance and Administration
<p><b>First Read</b> of Proposed Policy Change 50. EMAC Name Change (<i>first read</i>)- Attachment D</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	Governance and Administration
<p><b>First Read</b> of Proposed Policy Change NBI 10.2024 NBI 01 – Proposed Policy 200.70 Process for Expense Reimbursement for Attendance at the NEA-Retired Annual Meeting (<i>first read</i>)</p> <p>MTA Statewide Retired Delegates attending the NEA-R Annual Meeting prior to the NEA Representative Assembly will be reimbursed for additional expenses as follows:</p> <ol style="list-style-type: none"><li>1. After the NEA-R, a separate expense voucher will be submitted to the office of the Director of the MTA Governance and Administration Division, for expenses incurred including receipts for ALL items with the exception of <b>MEALS</b>, mileage, tolls, and hotel tips.</li><li>2. Expenses will be reimbursed for actual expenses for up to three additional hotel nights, <b>USGA meals AND INCIDENTAL EXPENSE RATE</b>, and gratuities per person.</li></ol>	Governance and Administration



<p>3. There will be no additional reimbursement for expenses associated with those covered by the NEA delegate stipends, including air and ground transportation, hotel, meals, events, gratuities.</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	
<p><b>First Read</b> of Proposed Policy Change NBI 10.2024 NBI 02 – Proposed Policy 95.30.10 Expense Reimbursement Policy (first read) MEALS: The maximum total daily meal expense per member <del>will be equal to</del> <u>shall not exceed 1.25 times</u> the US General Services Administration (USGSA) meals and incidental expenses (M&amp;IE) rate for Boston/Cambridge. Alcoholic beverages will not be reimbursed. When organizational meal functions are scheduled, additional meal expenses will not be paid.</p> <p><i>The second read will take place at the 2024 December Board meeting.</i></p>	<p>Governance and Administration</p>

## ATTACHMENT A

### MTA Proposed Budget Priorities for the MTA 2024-2025 Budget

The Executive Committee Voted to recommend to the MTA Board of Directors at the October, 2024 meeting:

#### MTA Proposed Budget Priorities for the MTA 2024-2025 Budget

- Continue to implement the recommendations of the Blueprint report to build strong locals and member power across the MTA: connect members to the life of the union, cultivate leadership at all levels, maximize bargaining power, advance policy solutions and campaigns, and lead on economic, social, and racial justice.
- Provide locals with the resources and support they need to grow their power and effectiveness and advance the Blueprint priorities.
- Preserve and grow the rank-and-file power of our union by establishing robust MTA systems for membership tracking and analysis and by assisting locals to establish strong systems for membership sign-up, data collection, tracking, and retention, with special attention to signing up current non-members.
- Support legislative and political campaigns to secure funding for public education, pre-K through higher education, work toward universal publicly funded early education and childcare, end the high stakes testing regime, diversify our education workforce, win a statewide minimum pay for ESP members, win pay equity for public higher education employees in the three segments of public higher education, win paid family medical leave at least equal to the Mass PFML law for all public school educators in Massachusetts, improve dignity and security for our retired members, promote the community schools model, protect and advance our members' right to strike, protect and enhance our members' right to work in physically safe and healthy workplaces, and advance our broader common good demands.
- Ensure that the MTA is a leading voice for public education, labor rights and broader racial and economic justice in the legislature and at the ballot through programs that empower members as participants in their union and in the political process.
- Implement organization-wide programs for members and staff cultivating an inclusive and activist culture rooted in social, racial, gender, and economic justice and provide programmatic and organizing support to members of color.

- Strengthen local associations, regional networks and bargaining councils that build solidarity and coordinate bargaining and issue campaigns by region.
- Advance the statewide campaign around the PreK –12 ESP Bill of Rights, the Classified Staff Bill of Rights, and the Adjunct Bill of Rights, to win living wages, better working conditions, and respect for ESPs and adjunct faculty.
- Provide leadership, professional and membership development programs to active, retired and student members.
- Advocate for a fair and secure retirement for our retired members, including at the federal level with the WEP/GPO fight, and engage retirees in the broader advocacy efforts for public education.
- Protect the future financial stability of the Massachusetts Teachers Association by conducting regular assessments of membership trends, maintaining strong reserves, and meeting contractual obligations to MTA employees by adequately funding the pension fund and post-retirement health benefits.

## ATTACHMENT B

POLICY 50 COMMITTEES (FIRST READ)

### 50. COMMITTEES

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#### 50.02 Expense Reimbursement Policies

(See Finance # 95.30.10)

#### 50.05 Structure and Policies of MTA Committees

##### I. STRUCTURE

The MTA committee structure shall consist of five types of committees: committees of the bylaws, policy committees, program committees, special project groups, and temporary task forces. Committees may be authorized by the *MTA Bylaws*, by the Executive Committee, by the Board of Directors, or by the Annual Meeting of Delegates. For purposes of this policy, they shall be referred to as “committees” and any exceptions shall be noted.

All committees are responsible to the Board of Directors through the Executive Committee. Committees of the bylaws and task forces created by the Annual Meeting of Delegates have a dual responsibility to the Annual Meeting of Delegates and to the Board of Directors.

##### A. Committees of the MTA Bylaws

The *MTA Bylaws* requires ten committees and defines their structure and functions: Advisory Budget Committee, Bylaws and Rules Committee, Candidate Recommendation Committee, Credentials and Ballot Committee, Electoral Review Committee, Hearing Committee, Committee on Professional Standards and Ethics, Resolutions Committee, Retired Members Committee, and Workplace Equity Committee.

##### B. Policy Committees

Policy committees fulfill important functions and priorities of the Association, as established by the MTA Board of Directors or the Annual Meeting of Delegates. They implement and monitor ongoing policy requirements, and unless otherwise charged, are not responsible for program development. The charge or function of each such committee is established by the MTA policy to which it is responsible. Policy committees are: Board Negotiating Team, Committee to Evaluate the Executive Director-Treasurer, Equal Opportunity Council, Ethnic Minority Affairs Committee, Personnel Selection Team, State Review Channel.

##### C. Program Committees

There are five program committees: ~~Full Capacity Local Training Committee~~, Government Relations Committee, ~~Professional Development~~ Education Policy and Practice Committee, Training and Professional Learning Committee, and Human Relations Committee. The role of program committees shall be:

- to be assigned appropriate special projects by the President, the Executive Committee, or the Board;
- to advise MTA governance and the divisions to which they are attached on policies and programs within their charge;
- to recommend appropriate programs to meet designated committee goals;
- to assist the divisions to which they are assigned in monitoring trends;
- to assist in the implementation of proposed programs; and
- to submit an annual report.

D. Special Project Groups

Special Project Groups are committees that are created and serve at the pleasure of the Board of Directors. Although they are ad hoc, they tend to be permanent committees.

E. Task Forces

Task forces are temporary groups created to fill a specific task and then sunset, when assignment to an existing committee is not logical or advisable. The task forces are temporary, short-term or special projects established by the MTA Executive Committee, Board of Directors or Annual Meeting of Delegates to fulfill a specific task. The MTA Executive Committee and Board of Directors will establish the specific expectations for each task force, including timeline, composition, responsibilities, and resources needed for successful implementation.

## II. SIZE

- A. Committees shall have up to nine members including the Chair, at the discretion of the President, except where a specific number is dictated by the charge of the committee, the policy that created the committee, or the *MTA Bylaws*.

## III. CHARGES

- A. When a governance body establishes a committee, it shall set forth the charge (or mission), desired composition, intended longevity of the newly created entity, and deadlines for its final report and recommendations. The committees have the ability to refine priorities and determine how best to implement them.
- B. Committees established by the *MTA Bylaws* or specific MTA Policies have their charges defined by these documents.
- C. At any time during the year, additional specific tasks may be assigned to committees by the President, the Executive Committee, the Board of Directors, or by the Annual Meeting of Delegates. All such assignments shall include reasonable but specific deadlines.
- D. If an assigned task carries a budgetary impact, the funding must be provided for at the time of the creation, the new assignment, or at the next following Executive Committee meeting.
- E. The specific charge that each committee will address will be determined by the MTA Executive Committee with the approval of the MTA Board of Directors. This charge will serve as the framework within which the committee will operate. The President, the Executive Director-Treasurer, the Executive Committee and the Board of Directors may require collaborative efforts involving several divisions and committees depending on MTA needs.
- F. To the extent possible, the projects of program committees will reflect major MTA priorities, goals, objectives, and other imperatives, as appropriate.

## IV. BUDGETS

- A. The Annual Meeting in May will adopt the bottom-line total for committee budgets in the Governance Budget. The Board of Directors will adopt the line-item committee Budgets at the August or October meetings. The Executive Committee may authorize additional funding for existing committees. After the budget process, changes to approved profiles and budgets with substantive budgetary impact shall be presented to the Executive Committee for approval in writing stating the reason(s) for the request for additional funding.
- B. Written proposals for new conferences, major new programs or newsletters developed by committees shall be presented to the Vice President/ABC Chair no later than the November Executive Committee meeting for preliminary approval before the annual budget process.
- C. Programs developed by the committees and accepted for continuation will be assigned by the Executive

Director-Treasurer to the appropriate MTA division or program area for continued implementation. The assigned division (program area) budget should reflect the addition of such programs.

- D. Chairs and their respective Staff Consultants should communicate with Directors of divisions to be impacted by their projected requests, for the purpose of developing a coordinated effort and to provide input toward the creation of the division budgets for the next fiscal year.
- E. The funding of task forces authorized by the Annual Meeting of Delegates will be submitted to the Executive Committee for approval at its May/June meeting.
- F. Funding for committee members to attend the Annual Meeting of Delegates, the Summer Conference, statewide, regional or national conferences may be authorized only in the instance where attendance is required.
  - 1. Annual Meeting of Delegates: Expenses may be authorized only for members of the following committees which have specific Annual Meeting assignments for the duration of that assignment: Advisory Budget Committee, Bylaws and Rules Committee, Credentials and Ballot Committee, Electoral Review Committee (when applicable), and the Resolutions Committee. These expenses will be reflected in the Committees' budgets.
  - 2. Summer Conference: Expenses may be authorized for members of committees who have specific responsibilities for workshops or major events at the Summer Conference for the day(s) required for the specific activity(ies). These expenses will be reflected in the committees' budgets.
  - 3. Regional and Statewide Conferences: If the committee is sponsoring a workshop or conference, expenses may be authorized for members who have specific responsibilities. These costs will be reflected in the committee's budget.
  - 4. In-State and National Conferences: Funding for attendance of committee members at in-state and/or national conferences sponsored by the NEA, other MTA committees, or other organizations must be approved by the MTA President in advance and funded through the President's Conference Account in the Governance Budget.

#### **V. CHAIRS AND STAFF CONSULTANTS**

- A. The Chairs will confer periodically with their Staff Consultants for planning purposes.
- B. Each Chair shall report to the President all areas to be addressed which may result in a recommendation to the Board relative to an MTA position on pending issues.
- C. The agenda of the Executive Committee and the Board of Directors shall be forwarded to Chairs.
- D. To aid the Chair and to assist in fulfilling assignments and objectives, the Executive Director-Treasurer shall assign a Staff Consultant to each committee. The Staff Consultant to each program committee shall be the Division Director. The Staff Consultant is responsible to the Executive Director-Treasurer. The Staff Consultant may act only within the established scope of duties as determined by the Executive Director-Treasurer under the policies of the Board of Directors.
- E. Chairs shall respond in writing to all written communications addressed to the attention of the committee.

#### **VI. RESPONSIBILITIES OF THE COMMITTEE CHAIR**

- A. Appointment to the position of Committee Chair is not a forum for individual, local or county concerns. All concerns brought to the committee must be acted upon in light of statewide importance and within the parameters of the MTA's strategic plan.
- B. Be familiar with the charge to the committee and stay within the confines of the charge.
- C. Be familiar with the budget of the committee, the annual budget process, how the committee's budgeted amount is to be used, and stay within the budget parameters of the committee profile.
- D. At the first meeting of the committee, the Chair and the Staff Consultant shall assure that the following are

completed:

- Review attendance policies.
  - Set meeting schedule for the year.
  - Examine the committee charge.
  - Inform members of the meeting location.
  - Make clear that members may not send substitutes or alternates to committee meetings.
  - Explain reimbursement procedures.
  - Appoint/elect a recorder and, if needed, a Vice Chair for the committee.
- E. Set the agenda for each committee meeting and provide it to the Staff Consultant in time to distribute to committee members prior to each meeting.
- F. Facilitate committee deliberations, utilizing time efficiently and accomplishing the work of the committee in the least amount of meetings.
- G. Work with colleagues as a guiding force to remain on topic and reach appropriate decisions.
- H. Appoint the Co-Chair or Vice Chair as Chair, if it is necessary to be absent from a meeting.
- I. Provide the Staff Consultant with all requests for information or assistance in performing the committee's work.
- J. In coordination with the Staff Consultant, responds in a timely way to implementation assignments in the ALERTS from the Executive Committee meetings, Board of Directors' meetings, and the Annual Meeting of Delegates.
- K. File an annual report, including attendance record, by June 1 of each year. All reports will be submitted to the June Board of Directors' meeting.

## VII. RESPONSIBILITIES OF THE COMMITTEE STAFF CONSULTANT

The Staff Consultant is the key MTA staff resource for the assigned committee or special project group. The Staff Consultant serves in an advisory capacity, arranges and attends meetings, and facilitates all goals and activities of the committee in coordination with the Chair.

- A. Reviews the charge with the committee and stays within the confines of the charge.
- B. Assists the Chair in planning the agenda for each meeting.
- C. Works with the Chair to focus members on established goals.
- D. Distributes the agenda and minutes to committee members prior to each meeting.
- E. At the first meeting of the committee, the Chair and the Staff Consultant shall assure that the following are completed:
- Review attendance policies.
  - Set meeting schedule and location for the year.
  - Review the committee charge.
  - Make clear that members may not send substitutes or alternates to committee meetings.
  - Explain reimbursement procedures.
  - Appoint/elect a recorder and, if needed, a Vice Chair for the committee.
- F. Staff Consultants are responsible for collecting, coding account numbers, approving, and submitting meeting expense vouchers to the Division of Finance and Accounting within one work week of a committee meeting.

Vouchers must be approved in accordance with MTA expense policies and procedures. The Staff Consultant is responsible for assuring that all vouchers are properly filled out with accurate mileage, appropriate dates and locations, member's address, and detailed receipts.

- G. Provides content advice to the Chair and members.
- H. Provides material needed by the committee.
- I. Advises the committee on MTA's policies and procedures as necessary.
- J. Works with the Chair to provide appropriate orientation of new members.
- K. Arranges for the booking of committee meetings and providing a final meal count to the appropriate MTA staff responsible for booking the meetings at MTA or external facilities. Forwards meeting notices to committee members with response deadlines. If there is a conflict in scheduling a meeting at an MTA location, the meeting may be held at one of the approved external meeting sites.
- L. Notifies the Chair of attendance prior to a scheduled meeting.
- M. In coordination with the Chair, responds in a timely way to implementation assignments in the ALERTS from the Executive Committee meetings, Board of Directors' meetings, and the Annual Meeting of Delegates.
- N. In conjunction with the Chair, files an annual report including attendance record by June 1 of each year. All reports will be submitted to the June Board of Directors' Meeting.

#### **VIII. RESPONSIBILITIES OF COMMITTEE MEMBERS**

- A. Appointment to the position of committee member is not a forum for single, individual, local, or county concerns. All concerns brought to the committee must be acted upon in light of statewide importance and impact.
- B. Attend all committee meetings in accordance with the attendance policy.
- C. Arrive promptly at the scheduled meeting time. Committees operate on a very tight schedule. Please anticipate emergencies and traffic tie-ups, and allow enough time so it will not be a problem.
- D. It is very important to respond to the e-mail or letter regarding each meeting by the response deadline. If you respond yes, but find you cannot attend due to some unforeseen circumstance, please notify the Staff Consultant as soon as possible.
- E. Substitute or alternates are not permitted to attend in place of committee members.
- F. If absent from a meeting, it is the responsibility of the committee member to contact the Chair or Staff Consultant to be updated about what transpired at the meeting.
- G. Be informed about agenda items and come to meetings prepared to discuss them.
- H. Solicit suggestions and ideas and bring them to the committee.
- I. Committee members are expected to follow MTA's expense reimbursement policy.

#### **IX. ROLE OF THE OFFICERS ON COMMITTEES**

- A. The Officers are ex-officio members of all committees and are invited to all meetings. Committee members should not feel it is unusual if an Officer drops in on a meeting.
- B. The President makes committee appointments.
- C. The President appoints committee chairs with the approval of the Executive Committee.
- D. Committee members who do not meet the attendance policy requirements, or whose attendance is erratic, will be removed from the committee by a notice from the President.
- E. The President oversees the implementation of committee policies.
- F. The President provides direction to committees on specific activities.

- G. The President communicates with Chairs and Staff Consultants on any changes to policies and procedures.

**X. RECRUITMENT OF MEMBERS TO COMMITTEES**

- A. Information on MTA committees shall be posted on the MTA website, along with a form to be filled out by members who are interested in serving. The link to this information will be publicized prominently at least once per year in an issue of *MTA Today*. Applications for committee service from interested members must be submitted to the MTA President.
- B. Applications may be initiated by individual members or recommended by local leaders, Board members, committee chairs or members, or MTA staff.
- C. The letter of application shall include committee preferences and provide information helpful to the President in making appropriate appointments to specific committees.

**XI. APPOINTMENT PROCESS AND TERMS**

- A. The Chairs of committees shall be appointed by the President concurrent with their term, with the approval of the Executive Committee. (Initial Appointment: July Executive Committee Meetings.) In the event that a new Chair is not appointed by July 15, the present Chair will continue to serve until a new appointment is made.
- B. Members of committees shall be appointed by the President. Every effort shall be made to populate committees with members who represent the full range and diversity of the MTA membership, including but not limited to, ethnic minority members, non-classroom educators, higher ed and retired members, and those with diverse gender identities.
- C. Members of committees shall, at the time of their appointment, be members of MTA. Failure to retain membership in the MTA by a committee member shall be just cause for removal from committee membership by the MTA President who may appoint a replacement.
- D. Members of committees are eligible to be appointed for up to six (6) consecutive years, including Chairs, but serve at the discretion of the President. In no event shall a member serve for more than six consecutive years. Interim vacancies shall be filled by the President and each interim appointee shall commence a new term sequence. Regardless of the actual date of appointment, all terms shall be interpreted to commence on July 1 of the current fiscal year. The Chairs will submit recommendations to the President annually relative to continuation of the committee or the re-appointment of its members.

This provision shall not apply to Chairs or committees that are subject to conflicting bylaw or policy provisions relative to terms and appointments. Task forces are also exempt, and members appointed shall serve at the discretion of the President or until the completion of the charge.

In the event the committee has more or less than nine members, the President shall make adjustments accordingly. Subsequent appointments will be in compliance with the two-year term appointment provision in the existing policy. The six-year term limit continues to apply regardless of staggering, even if it results in a five-year term limit in some cases. For purposes of maintaining the staggering, those members of newly formed committees who were originally appointed for one-year terms will be eligible to serve a maximum of five years.

Time served on the temporary committee or task force shall be counted toward the six-year term limit on the permanent committee.

- E. Members of the Advisory Budget Committee shall be elected or appointed for a two-year term. Interim vacancies shall be filled by election (Executive Committee and Board members) or by appointment (local association members) for the remainder of the term. If a vacancy occurs between Executive Committee or Board meetings, the President may appoint subject to ratification by the appropriate policymaking body at its next meeting.

The President, in an emergency situation, is authorized to appoint an interim replacement to fill any vacancy on the Advisory Budget Committee for the remainder of the fiscal year.

- F. Insofar as possible, consideration for appointment will be given to geographical balance, teaching level, constituency representation, relevant experience or expertise.
- G. Members who are full-time employees of the MTA cannot sit as voting members on any MTA committee. Any member who is presently a full-time employee and sits on a committee as a voting member shall move to a non-voting status, if they remain on the committee. Employees may attend committee meetings as non-voting staff resources. Members who are part-time or stipend employees of MTA may serve on committees if appointed or elected. There may be exceptions to this policy; for example, when a special committee or task force is formed for a specific organizational activity requiring cross-divisional participation of members, leaders, and staff.

## **XII. MEETINGS**

- A. Meetings will be held at MTA, local, no-cost or low-cost facilities.
- B. The President and Vice President are members ex officio of all committees and may attend meetings.
- C. MTA will publish on the website the dates, times, and locations of all committee meetings.

## **XIII. REPORTING**

- A. Each committee shall keep minutes of its meetings and attach an attendance list.
- B. Board members planning to attend a meeting should notify the Chair in advance.
- C. In accordance with the *MTA Bylaws*, the Chairs of committees shall submit their annual reports to the June meeting of the Board of Directors. The attendance record for the entire year will be attached to the annual report.

## **XIV. COMMITTEE ATTENDANCE POLICY**

Serving on an MTA committee is an honor and an important responsibility. To this end, please adhere to the attendance policy.

- A. The expectation is that a committee member will attend all meetings of the committee.
- B. Committee members are required to respond to the meeting notice by the response deadline whether they will or will not be able to attend the meeting.
- C. In the event of an emergency/illness, the committee member must e-mail or call the Staff Consultant as soon as possible so that dinner may be cancelled.
- D. If a committee member does not respond to the meeting notice, they will be considered absent.
- E. Committee members whose attendance is erratic or who do not comply with the attendance policy will be removed.
- F. Committee members are expected to attend at least 75% of all committee meetings or they will be removed from the committee.
- G. It is the responsibility of the Chair and Staff Consultant to notify the President when a committee member has not complied with the attendance policy.

## **XV. EXPENSE REIMBURSEMENT**

The provisions of Finance Policy No. 95.30.10 are applicable to members of MTA committees in connection with their attendance at meetings of their respective committees.

## **XVI. BUSINESS TRAVEL ACCIDENT INSURANCE COVERAGE**

MTA committee members shall be provided with Accidental Death and Dismemberment Insurance Coverage for



\$50,000 per individual while traveling on committee business.

**Board of Directors: Revised June 2004**

**Board of Directors: Revised January 2013, December 2015, January 2015, June 2020, July 2022**

## **50.20 Committee Descriptive Narratives and Charges**

### **COMMITTEES OF THE BYLAWS**

#### **Advisory Budget Committee**

The Advisory Budget Committee reports to the Executive Committee its assessment of the financial needs of the MTA, and makes recommendations to the Executive Committee on budget, capital needs and other financial matters.

Bylaw reference: *ARTICLE X, Section 2. Advisory Budget Committee.*

Policy reference: *Policy No. 95.90.05. Policy for Capital Expenditures and Bids.*

#### **Bylaws and Rules Committee**

Receives and processes proposed amendments to the *MTA Bylaws and Rules*, makes a report and recommendations to the Board of Directors and to the Annual Meeting of Delegates.

Bylaw reference: *ARTICLE X, Section 3. Bylaws and Rules Committee.*

Standing Rule references:

*RULE 8: Amendments to Bylaws and Standing Rules.*

*RULE 13: Distribution of Bylaws, Standing Rules and Resolutions.*

*MTA Bylaws, Rules and Resolutions: MTA Bylaws and Standing Rules Sections.*

#### **Candidate Recommendation Committee**

The Candidate Recommendation Committee recommends support of candidates for state and federal office.

**Board of Directors: August 1996; Amended August 1997**

Bylaw reference: *ARTICLE X, Section 10. Candidate Recommendation Committee.*

Policy references:

*Policy No. 135.25. MTA Candidate Recommendation Committee Procedures.*

*Policy No. 70.33. Policy/Procedure for the Election of the Members of the MTA Candidate Recommendation Committee.*

#### **Credentials and Ballot Committee**

Supervises MTA and NEA elections, registers delegates at the Annual Meeting, conducts ballot lotteries, reviews candidate bios, certifies election results and monitors campaign regulations.

Bylaw reference: *ARTICLE X, Section 4. Credentials and Ballot Committee.*

Standing Rules reference: ALL STANDING RULES.

Policy references:

*Policy Section 70. All Election Policies.*

*Policy Section 35. All Campaign Regulations.*

### **Electoral Review Committee**

The Electoral Review Committee reviews and makes recommendations regarding electoral districts and regions to the Board of Directors and the Annual Meeting of Delegates.

Bylaw references:

*ARTICLE X, Section 5. Electoral Review Committee.*  
*ARTICLE VIII. ELECTORAL DISTRICTS AND REGIONS.*

### **Hearing Committee**

If necessary, the Hearing Committee would conduct removal proceedings for president, vice president, district directors and regional executive committee members.

Bylaw references:

*ARTICLE X, Section 6. Hearing Committee.*  
*ARTICLE XI, DISCIPLINE, DISAFFILIATION AND RECALL.*

Policy reference: *Policy No. 105.05. Hearing Committee Rules of Procedure*

### **Committee on Professional Standards and Ethics**

The Board of Directors endorsed the change in direction for the Committee of Professional Standards and Ethics, which is moving from a litigation to a mediation model, with a pro-active publication campaign for the *Code of Ethics of the Education Profession* and adopted the following recommendations of the Subcommittee on Ethics:

1. That appropriate training be provided on an on-going basis for the ethics committee members. (Intent: dispute resolution, professional ethics issues.)
2. That membership on the ethics committee be staggered so that no more than one-third of the terms expire within a given year.

#### ***Board of Directors: March 1993***

Policy References: *Code of Ethics of the Education Profession.*

#### ***NEA/RA July 1970; MTA Board March 1971; Amended June 2001***

Code of Ethics Compliance Procedures.

#### ***MTA Board March 1971; Revised January 1974; Revised December 1974; Revised June 2001; January 2015***

*85.35.01 Executive Committee Appellate Review Board for Ethics Cases – Hearing Procedures: Discipline and Disaffiliation.*

The Committee on Professional Standards and Ethics informs the membership of the existence of the *Code of Ethics of the Education Profession*, as adopted by the NEA Representative Assembly, and undertakes reasonable efforts to familiarize the membership with its provisions. It has the discretion to render informal advisory opinions upon inquiry by a member or a local affiliate, and mediates disputes if requested.

Bylaw reference: *ARTICLE X, Section 7. Committee on Professional Standards and Ethics.*

Ethics Booklet reference:

*Code of Ethics of the Education Profession and MTA Procedures for*

*Compliance with the Code of Ethics of the Education Profession.*

Policy references:

*Policy No. 85.35.02. Executive Committee Hearing Procedures as a Membership Board.*

*Copies of the Code of Ethics and Compliance Procedures are available from the MTA Division of Legal Services*

### **Resolutions Committee**

The Resolutions Committee receives and processes proposed resolutions, makes a report to the Board of Directors and makes recommendations to the Annual Meeting of Delegates.

Bylaw reference: *ARTICLE X, Section 8. Resolutions Committee.*

Standing Rule reference: *RULE 7: Resolutions.*

*MTA Bylaws, Rules and Resolutions: MTA Resolutions Section.*

### **Retired Members Committee**

The Retired Members Committee establishes opportunities for retired members to address and pursue issues of common concern, creates avenues to safeguard and strengthen retirement benefits and makes recommendations to the MTA on such issues, provides forums for information sharing, establishes involvement in the election of pro-education candidates to public office and lobby for educational measures in support of public education, coordinates communications with Statewide Retired District delegates and retired members.

Bylaw reference: *ARTICLE X, Section 9. Retired Members Committee.*

Policy reference: *Policy No. 70.34. Electoral Process: MTA Retired Members Committee*

### **Workplace Equity Committee**

The Workplace Equity Committee receives (and adjudicates) complaints of harassment filed by an MTA employee against any member, officer, Board or Executive Committee member.

Bylaw reference: *ARTICLE X, Section 11. Workplace Equity Committee.*

Policy reference:

*Policy No. 175.111. MTA Workplace Equity Committee Policy on Complaints of Harassment, Inappropriate or Unlawful Conduct in the Workplace Against MTA Officers*

## **POLICY COMMITTEES**

### **Board Negotiating Team**

The Board Negotiating Team negotiates collaborative bargaining agreements with MTA employee organizations and the employment agreement terms and salary between MTA and the Executive Director-Treasurer and makes recommendations to the Board of Directors. The Team also hears FSO and MATA unresolved grievances beyond the level of the Executive Director-Treasurer.

Policy references:

*Policy No. 20.40.01. Composition.*

*Policy No. 20.40.02. Grievances.*

*Policy No. 20.40.03. Stipend.*

*Policy No. 20.40.04. Board Negotiating Team Candidates for Staff Positions.*

### **Committee to Evaluate the Executive Director-Treasurer (CEED)**

CEED sets goals with the Executive Director-Treasurer, evaluates the Executive Director-Treasurer, and provides reports to the Board of Directors.

Policy reference: *Policy No. 90.05. Evaluation Procedure for Executive Director-Treasurer.*

### **Equal Opportunity Council**

The Equal Opportunity Council oversees the implementation of the Equal Employment and Affirmative Action Policy and serves as advisor to the Executive Director-Treasurer or designee. The EOC also

- (1) Interfaces with the Employee Relations Specialist (“ERS”) (formerly referred to as the EEO Officer) and monitors the Equal Employment and Affirmative Action Policy compliance, the implementation of programs and procedures related to the Policy and may participate in the resolution of problems as they relate to the Policy.
- (2) Reviews the Policy at least annually and recommends changes related to the Policy or relays concerns related to compliance with the Policy to the Board of Directors by the June Board meeting or upon such later date as may be mutually agreed upon by a majority vote of the EOC.
- (3) Monitors compliance with the Policy, identifies inequities or problem areas and makes recommendations to the appropriate authority in the following sequence: ERS, Director of Human Resources, Executive Director-Treasurer, MTA Executive Committee, MTA Board of Directors.
- (4) Reviews employment practices to ensure they are in alignment with the Policy and makes recommendations to the Board of Directors.
- (5) Reviews hiring and recruitment reports prepared by the Human Resources Division compliance with the Policy.
- (6) Reviews audits of employment and promotional patterns prepared by the Director of Human Resources or the ERS and periodically reviews recruitment procedures.
- (7) For divisions within MTA whose workforce does not reflect alignment with the Policy, the EOC shall determine whether the selection criteria and/or the recruitment process are contributing factors and make appropriate recommendations.

Policy reference: *Policy No. 175.25. Equal Employment and Affirmative Action Policy.*

### **Ethnic Minority Affairs Committee (EMAC)**

The Ethnic Minority Affairs Committee provides opportunities for pro-active leadership for the identification, development and empowerment of ethnic minority membership at all levels of the MTA.

***Board of Directors: Amended December 2004 – name change***

Policy reference: *Policy No. 160.10. MTA Ethnic Minority Involvement Plan (MIP)*

### **Personnel Selection Team**

The Personnel Selection Team interviews and recommends candidates for management and professional staff positions. An annual training program is required by the Hiring Policy.

- (1) Reviews documentation related to candidates recommended by the hiring manager.
- (2) Interviews recommended candidates.
- (3) Recommends a candidate for approval by the Executive Committee or Board of Directors, as appropriate for the position vacancy.
- (4) Ranks candidates if more than one is acceptable.
- (5) Completes Recruitment Report (President or designee) and forwards to the Personnel Officer upon selection of the final candidate.
- (6) Informs Personnel of the selected candidate.

Policy reference: *Policy No. 175.45. Hiring Policy and Procedure for Management and Professional Staff.*

### **State Review Channel**

The State Review Channel is responsible for appellate review of challenges to statewide, regional, retired, student and local NEA delegate elections, and for challenges to elections for MTA elective office.

Policy reference:

*Policy No. 70.40. State Review Channel Procedures for Appellate Review of Challenges to Statewide, Regional, Retired, Student and Local NEA Delegate Elections and Challenges to Elections for MTA Elective Office.*

## **PROGRAM COMMITTEES**

### **Full Capacity Local Training Committee**

~~Review and restructure MTA leadership and professional training programs and delivery systems to align with the Strategic Action Plan to ensure membership participation and efficient use of organizational resources (i.e. trainings are aligned with the stated needs of locals, chapters and members and impart skills and knowledge necessary to strengthen local capacity and expand professional skills).~~

- ~~■ Create a common curriculum for all leadership and professional training programs aligned with skills and knowledge desired for each capacity (leadership, communication skills, political action, professional standards, regulatory requirements, external messaging, member-generated public relations and media outreach, etc.~~
- ~~■ Develop online training modules, webinars and narrated PowerPoints in addition to live trainings.~~
- ~~■ Annually disseminate a catalog that describes offerings, along with knowledge and skills to be learned, a schedule of trainings and information on scheduling training programs locally.~~
- ~~■ Develop training evaluations to capture data necessary to assess and improve content and delivery.~~
- ~~■ Fold in duties of the Affiliate Services Committee and Summer Conference training.~~

***Board of Directors: December 2010***

### **Government Relations Committee**

The Government Relations Committee develops and recommends to the Board of Directors the adoption of the MTA's Legislative Program, support and opposition statements, and monitors the ongoing progress.

### **Human Relations Committee**

The Human Relations Committee solicits, reviews and selects recipients for the MTA Human and Civil Rights Awards, and plans the annual Human and Civil Rights Awards Banquet.

### **Professional Development Education Policy and Practice Committee**

The ~~Professional Development~~ **Education Policy and Practice** Committee supports the work of the MTA Center for Education and Policy and Practice, which has been focusing on three main areas, all of which are tied to recommendations made in the *Teachers' Blueprint for Education Excellence*:

- Influencing educational policy, including the Board of Education, other educational organizations, and those in a position to make educational decisions;
- Informing, educating and improving understanding of educational issues;
- Improving practice for teachers and paraprofessionals.

*Board of Directors: July 1990,*

*Amended: 2002*

Policy reference: *Policy Section 55. Educational and Professional Issues*

### **Training and Professional Learning (TPL) Committee**

The TPL Committee is charged with the following:

- Consulting and advising the Division of TPL on matters related to educator professional development;
- *Conducting an annual needs assessment of MTA members;*
- *Suggesting legislation and regulatory changes to the appropriate MTA committee or Division on matters related to educator professional development requirements;*
- *Reviewing TPL programming and making suggestions for additions and revisions; and*
- *Working with TPL and Communications staff to promote TPL programming on social media and other appropriate communication vehicles.*

*Board of Directors: March 2016*

## **SPECIAL PROJECT GROUPS**

### **Education Support Professionals (ESP) Committee**

The ESP Committee identifies and defines issues of education support professionals; selects the recipient of the annual ESP award and makes a recommendation to the Board of Directors for presentation of the ESP award at the ESP Conference.

1. The ESP Committee shall identify and define education support professional issues.
2. The ESP Committee shall assist in the administration of the Annual ESP Award, shall serve as the MTA selection committee for the ESP Award and shall make a recommendation to the

March meeting of the MTA Board of Directors for presentation of the ESP Award at the annual ESP conference.

3. The MTA ESP of the Year recipient will be appointed as an ex-officio member of the ESP Committee for a term of one year, beginning on July 1 following the awarding of the honor.

***Board of Directors: December 1994; Amended December 2000; Edited December 2001; Amended June 2004; Amended October 2021***

Policy reference: *Policy No. 15.50. Education Support Professionals Award Program.*

### **Environmental Health and Safety Committee**

The Environmental Health and Safety Committee supports and encourages and acts as a resource for the MTA and its affiliates in their efforts to promote healthy and safe environments for staff and students. In particular, the EH&S will:

- Maintain an accessible central location of EH&S information in schools.
- Advocate passage of legislation that seeks to protect children and staff from EH&S problems.
- Continue MTA initiatives and efforts to educate members and staff.
- Encourage the formation of local EH&S committees, including the use of EPA's "Tools for Schools" Program.
- Encourage MTA locals to bargain for contract language that will promote healthy and safe environments.

***Board of Directors: August 1998; Amended March 2003 – name change; Amended June 2003***

### **MTA Investment Committee**

The MTA Investment Committee shall review, make recommendations, oversee, and work with the Director of Finance and Accounting and appropriate financial consultants to ensure that MTA investments are properly invested and monitored.

The MTA Investment Committee's fiduciary responsibility to the MTA regarding its funding role is to ensure that investments are made that best serve the professional and economic interest of the members.

***Board of Directors: December 2005; Amended editorially 2012***

***Board of Directors: August 2021***

Policy Reference: *95.50.02 MTA Statement of Investment Policy, Objectives and Guidelines.*

### **LGBTQ+ Committee**

The LGBTQ+ Committee undertakes the following activities:

- Identifies concerns of LGBTQ members and students;
- Recommends to the Board of Directors mechanisms to address those concerns;
- Monitors the implementation and effectiveness of LGBTQ membership activities;
- Communicates to MTA members activities of concern to LGBTQ members.

***Board of Directors: June 1994; Name change, amended: February 2017; Name change, October 2023***

### **NEA Convention Planning Committee**

The NEA Convention Planning Committee assists the President in planning for the next-scheduled NEA Convention, and helps to organize the Massachusetts delegates for the upcoming NEA Representative Assembly. The NEA Convention

Social Subcommittee works with the Conference Administrator to plan interesting, informative and entertaining social functions around the NEA Convention events for the attending Massachusetts delegates (and their families).

Policy reference: *Policy No. 165.45.10. NEA Convention Planning Committee.*

### **New Member Committee**

The New Member Committee exists to create an environment in which the Association will be there first in providing new members with orientation and information to assist them in becoming acclimated to the work and Association environment.

Charge One: Develop special resource materials for new educators.

Charge Two: Advise the editor of the *MTA Today* on information for new educators as needed and assist the MTA Web master with MTA's New Members section and maintain communications with new members.

Charge Three: Develop and facilitate a very visible New Member Program at the Summer Conference and other programs such as the Early Career Educators Conference.

Charge Four: Work with other MTA committees and departments to develop presentations and workshops to benefit new members (wherever possible and appropriate).

Charge Five: Maintain a membership of at least 10, but no more than 20 members whenever possible, specifically including as members of the Committee previous participants in Committee programming whenever possible.

Charge Six: Consistently model the MTA's commitment to anti-racism, anti-sexism, inclusion of all identities and promotion of social justice and diversity in carrying out Committee charges

***Board of Directors: October 1997; Amended June 2004; March 2015; March 2019; October 2023***

### **Student Membership Committee**

The Student Membership Committee works to increase student membership; works with institutions of higher education to develop student chapters; works toward developing a viable statewide student organization.

***Board of Directors: October 1999; Amended October 2001***

Bylaw references:

*ARTICLE III, Section 3: Individual Membership, A. Categories, (3) Student Membership.*

*ARTICLE IV, Section 2. Dues, D. Student Members*

Policy reference: *Policy No. 250.15.01. Student Education Association of Massachusetts (SEAM) Bylaws*

### **Career and Technical Education Committee (CTE)**

The purpose of MTA's Career and Technical Education Committee is to:

- Advance public knowledge and appreciation of career/vocational/technical education;
- Work within MTA to advance the interests of students and teachers in career/vocational/technical education.

***Board of Directors: March 2011; Name change, amended: October 2017***

### **Membership Materials Committee**

The purpose of MTA's Membership Materials Committee is to review membership materials and distribution.

***Board of Directors: October 2018;***

## **TASK FORCES**

### **Task Force on Anti-Racism**

The Task Force on Antiracism is charged to hold discussion groups for members to come together to discuss and strategize around anti-racism including processing the harmful impacts of racism and to develop antiracism strategies for working in their locals, schools, and/or communities.

The Task Force will do outreach to local Presidents to inform members of the opportunity for participation. The MTA will also support the work of the Task Force by publicizing the discussion groups via its communication channels with members. The Task Force on Anti-Racism will be charged for a duration of 3 years.

***Annual Meeting of Delegates: May 2022***

### **Decarbonization Task Force**

Whereas the recent IPCC report stated that climate change is a "grave and mounting threat to our wellbeing and a healthy planet,"

and whereas, the UN Secretary General said the situation is a "code red for humanity" and whereas, the 2021 Next Generation Roadmap for Massachusetts Climate Policy, calls for immediate action to achieve "net - zero" emissions in Massachusetts,

and whereas, our futures and the future of our students is in jeopardy because of climate change,

and whereas, climate change will have financial impacts on city, school and higher education budgets because of increasing climate extremes,

And whereas, the MTA should develop the knowledge and capacity to support educators as so they can fully participate in efforts to decarbonizing their schools' operations,

Be it resolved: The MTA, in line with the 2021 Next Generation Roadmap for Massachusetts Climate Policy, and the Paris Agreement to keep global temperatures well below 2 degrees of warming, ideally below 1.5 degrees, will set up a task force of members and staff to develop a plan to decarbonize its operations by 2030 and report back to the 2023 annual meeting to vote on the plan. At the 2023 Annual Meeting, the task force will present an action plan regarding these steps for members to vote on.

***Annual Meeting of Delegates: May 2022***

Whereas the 2022 MTA Annual Meeting approved a Decarbonization Task Force to move the Massachusetts Teachers Association towards decarbonization by 2030; and whereas, the Decarbonization Task Force has submitted its report and recommendations to the membership that include hiring a consultant to provide a detailed plan with budgetary implications and a timeline; and whereas, the Decarbonization Task Force should monitor the development and implementation of detailed timelines,

Be it resolved: The MTA, in line with the 2021 Next Generation Roadmap for Massachusetts Climate Policy, and the Paris Agreement to keep global temperature rise well below 2 degrees Celsius, hereby reauthorizes the Decarbonization Task Force for another year.

***Annual Meeting of Delegates: April 2023***

Whereas the 2023 MTA Annual Meeting approved a Decarbonization Task Force to move the Massachusetts Teachers Association towards decarbonization by 2030; and whereas, the Decarbonization Task Force has submitted its report and recommendations to the board and membership which provided a detailed plan with budgetary implications and a timeline; and whereas, the recommendations are only now starting to be implemented; and whereas, the Decarbonization Task Force should monitor the implementation of detailed timelines and action steps to help the MTA to achieve carbon neutrality by 2030.

Be it resolved: The MTA, in line with the 2021 Next Generation Roadmap for Massachusetts Climate Policy, and the UN Paris Agreement to keep global temperature rise well below 2 degrees Celsius, hereby reauthorizes the Decarbonization Task Force for another year.

***Annual Meeting of Delegates: April 2024***



### **Policies and Procedures Task Force**

MTA will create a Task Force of members chosen in consultation with EMAC that will focus on MTA Policies and Procedures that are holding educators of color back. The Policies Task Force will consist of nine members (as well as the Director of Governance, General Counsel, and Executive Director-Treasurer) chosen by the President in consultation with EMAC and will review MTA Policies from an equity lens. The Task Force will review MTA Policies and make suggestions to the MTA Board to fix policies that create inequities and propose changes to expand access to opportunities for fuller engagement of members of color and other marginalized groups within the MTA. The Task Force will report recommendations to the Board of Directors by the June 2025 Board meeting.

*Board of Directors: October 2024; February 2024*

### **Local Office Support Task Force**

MTA will create a task force to review all Policies and procedures associated with the Local Office Support program and recommend amendments to align these policies with the following objectives: Increase access to Local Office Support funds for all locals to attend MTA Annual Meeting, Training and Professional Learning Conferences, and NEA Events; Support new member outreach; Expand access to funds for locals engaged in rank-and-file organizing; Reduce the burden of local bookkeeping and repeated exchange of funds between MTA and local affiliates; Support ESP leadership development.

The task force will consult with any existing body tasked with policy review before making recommendations for adoption by the delegates of the 2025 MTA Annual Meeting.

*Annual Meeting of Delegates, April 2024*

## **OTHER GROUPS**

### **Large Locals**

“Large Locals” is a coalition of the presidents of the MTA’s largest local associations.

### **Higher Education Leadership Council (HELIC)**

The Higher Education Leadership Council is a coalition of the presidents of MTA’s statewide higher education local associations and their representatives on the MTA Executive Committee and Board of Directors. Policy reference: see Policy 110.25.

### **Presidents’ Academy Planning Teams**

The Vice President oversees the planning teams that plan and present at the New Presidents’ Academy, the Presidents’ Forum, the New Presidents II, at the Summer Conference.

### **Public Relations/Organizing Campaign Committee**

The PR Campaign/Organizing Committee seeks to enhance the image of public education, including preK-12 educators, higher education and education support professionals.

Policy reference: *Policy No. 190.70.10. Public Relations/Organizing Campaign Criteria.*

### **Retirement Plan Committee**

The Retirement Plan Committee (aka the Pension Committee) administers the MTA’s Staff Retirement Plan, monitors



fund performance, adopts and implements an investment policy with the assistance of a financial advisor, and reports annually to the MTA Board of Directors.

Policy references:

*Policy No. 175.100. MTA Staff Retirement Plan*

*175.100.04. Fiduciary Responsibility of the MTA Staff Retirement Plan Committee*

*95.50.03. Finance: Socially Responsible Investments for the MTA Staff Retirement*

*(Note: The comprehensive MTA Staff Retirement Plan and its amendments reside in the office of MTA Human Resources.)*

## Proposed Policy Change 160.10 Minority Involvement Plan (first read)

**160.10 MTA ~~Ethnic Minority~~ Ethnically Marginalized Involvement Plan**

- I. THE POLICY STATEMENT
- II. MTA
- III. ~~ETHNIC MINORITY~~ ETHNICALLY MARGINALIZED AFFAIRS COMMITTEE
- IV. IDENTIFICATION OF ~~ETHNIC MINORITY~~ ETHNICALLY MARGINALIZED MEMBERS
- V. COMMUNICATION WITH ETHNIC-MINORITIES
- VI. TRAINING PROGRAM FOR ETHNIC-MINORITIES
- VII. MTA ANNUAL MEETING OF DELEGATES
- VIII. NEA BYLAW 3-1 (G)

**MTA ~~ETHNIC MINORITY~~ ETHNICALLY MARGINALIZED INVOLVEMENT PLAN****MTA ~~ETHNIC MINORITY~~ ETHNICALLY MARGINALIZED AFFAIRS COMMITTEE****I. THE POLICY STATEMENT**

The Massachusetts Teachers Association (MTA) reaffirms its commitment to represent and include its ethnic minority ethnically marginalized members in all phases of the Association. The MTA shall develop effective mechanisms for:

- the communication of the affairs and concerns,
- the promotion of participation in governance by elected and non-elected members, and
- the monitoring of this policy as it concerns the various ethnic and minority constituents (as defined by MTA Resolution F-33).

**Resolution F-32: Diversity**

The Massachusetts Teachers Association believes that the diversity of our society enhances the lives of all individuals. The similarities and differences among people in regard to race, color, ethnicity, national origin, religion, language, gender, sexual orientation, gender identity and expression, immigration status, age, physical and mental ability, size, occupation, marital or parental status or social class form the fabric of our society.

The MTA also believes that education should raise the awareness and understanding of the qualities that individuals and members of diverse groups possess. The MTA urges that inaccuracies and biases be identified and corrected.

The MTA further believes that basic education should reflect our multicultural society. In addition, the MTA believes that the contributions of historically marginalized groups should be recognized and become a part of the established curriculum.

**Resolution F-33: Non-Discriminatory Practices**

The Massachusetts Teachers Association believes that discrimination because of race, color, creed, size, national origin, religious belief, residence, physical disability, mental disability, political activity, professional association activity, age, marital status, family relationship, gender, gender identity or sexual orientation should be eliminated. The MTA supports the development and implementation of programs to eliminate such discrimination in public education at all levels.

*Annual Meeting of Delegates: May 1994*

*Edited: April 2002; December 2021, November 2022*

To accomplish these ends, the MTA commits to increases in administrative, technical, and financial resources to promote maximum ethnic minority ethnically marginalized participation within the organization in accordance with MTA Resolutions F-32 and F-33.

**~~ETHNIC MINORITY~~ ETHNICALLY MARGINALIZED PARTICIPATION IN GOVERNANCE**

The Massachusetts Teachers Association (MTA) reaffirms its commitment to the goal of maximum ethnic minority ethnically

marginalized participation in all levels of organizational governance. The MTA actively encourages and recruits ethnic-minority ethnically marginalized members to participate in committees, conferences, and workshops; and to become candidates for all elective positions. The MTA will include ethnic-minority ethnically marginalized members in all strategic actions, including but not limited to: Involvement in shaping budget priorities and implementation of the “Blueprint” Properties and/or other corresponding governmental documents about the goals or direction of the MTA. The MTA will encourage and support the involvement of a broad spectrum of ethnic-minority ethnically marginalized leaders as mentors and consultants at all levels of local, state, and national membership.

## II. MTA

1. Ongoing Responsibilities
  - A. To monitor and update the Minority-Ethnically Marginalized Involvement Plan and monitor and help implement the Ethnically Marginalized-Minority Action Plan.
  - B. Identify ethnic-minority ethnically marginalized members within the MTA.
  - C. Demonstrate ethnic-minority ethnically marginalized involvement in MTA organizational activities (local and state).
  - D. Monitor and encourage MTA participation in conferences supported by NEA/MTA and local funds to assure the 24.2% ethnic-minority ethnically marginalized participation required by NEA.
  - E. Monitor and share educational reports for impact on minority educators and students.
  - F. Communicate with/to the membership via mass and social media.
  - G. To create new and utilize existing training programs to address ethnic-minority ethnically marginalized issues, including affirmative action and affirmative retention, to be used by local associations.
  - H. Involve EMAC Chair to develop program budget recommendations.
  - I. To communicate MTA’s position on affirmative action and affirmative retention.
  - J. To communicate an interest in and support of the MTA Equal Employment and Affirmative Action Policy.
  - K. Encourage local associations to provide funding for ethnic minorities training/workshop programs.
  - L. Will hire people from diverse and underrepresented backgrounds.
  - M. Have a structured onboarding process for appointed committee members, which will include but is not limited to what/who is EMAC, history of the committee, MIP, expectations of appointed members, some of the resources available within and outside the organization.
  - N. Update process on how ethnic members are recruited and selected to serve on the committee and ensure those that are appointed have the will and ability to actively support the work at hand.
  - O. Annual report/discussion/update on numbers within the MTA from membership.
  - P. Assist locals who want to establish committees or task forces at their locals.

## III. ETHNIC-MINORITY-ETHNICALLY MARGINALIZED AFFAIRS COMMITTEE

### 1. Mission Statement

The Ethnic-Minority-Ethnically Marginalized Affairs Committee (EMAC) is established to advise the MTA Board of Directors as to the status, concerns, and affairs of ethnically and racially marginalized minority groups in the United States on a local, state, and national level. EMAC advocates for the identification, development, and empowerment of MTA’s American Indian/Alaska Native, Indigenous, Asian, Native Hawaiian or other Pacific Islander, Asian, Black, Hispanic, Latino/a, Middle East and North African (MENA) and other racial or ethnic minority ethnically and racially marginalized (includes Cape Verdean) members. We also recognize that more ethnic groups identify as ‘minorities’ since the founding of EMAC. They include but aren’t limited to Arab, Muslim, Middle Eastern. EMAC will include these groups in its work.

### 2. Purpose of the Ethnic-Minority-Ethnically Marginalized Affairs Committee

The Ethnic-Minority-Ethnically Marginalized Affairs Committee (EMAC) is comprised of multiethnic/multiracial educators.

It exists to advise the MTA Board of Directors, ~~and to be~~ advocating for ~~ethnic minority ethnically and racially marginalized~~ constituents within the Association. Specifically, EMAC ~~will~~ monitors the implementation of the MTA's ~~Ethnic-Minority-Ethnically Marginalized~~ Involvement Plan.

### 3. Composition of the EMAC

EMAC shall consist of 11 members which should include, when possible, the following representatives: at least one representative from each of the four (4) ~~ethnic minority ethnically marginalized~~ groups defined by the NEA: American Indian/Alaska Native, Asian, Native Hawaiian, or other Pacific Islander; Black; Hispanic; and other racial or ~~ethnic minority ethnically marginalized groups~~ (includes Cape Verdean); and at least one ~~ethnic minority ethnically marginalized member~~ from higher education (not one of the four defined groups), one ESP, one non-minority member, one member from the MTA Board, one EOC chair/designee (ex-officio). An effort will be made to have representation from each Executive Committee region. The At-Large Director to represent ~~ethnic minority ethnically marginalized~~ membership and the At-Large Executive Committee member to represent ~~ethnic minority ethnically marginalized~~ membership shall each serve ex-officio. Ex-officio seats are in addition to the 11 committee members specified above.

### 4. Ongoing Responsibilities

- A. To advise and assist the Board and locals regarding ~~minority ethnically marginalized~~ affairs.
- B. Assist the EOC in monitoring MTA's employee recruitment efforts.
- C. Monitor the MTA's ~~Ethnic-Minority-Ethnically Marginalized~~ Involvement Plan
- D. Monitor aspects of ongoing ~~ethnic minority ethnically marginalized~~ interests and facilitate dialogue of minority interests in all MTA conferences and Juneteenth.
- E. Provide leadership training for ~~ethnic minority ethnically marginalized~~ members.
- F. Assist the MTA president in the distribution of funds for statewide and national ethnic minorities conferences.
- G. Work with Governance and Membership to explore the possibility of expanding the demographic information that the MTA collects about our members so that we can better understand and organize our members. This demographic data will include categories such as ethnicity within and beyond the four traditional categories or gender identity, LGBTQ+, pronouns.

## IV. IDENTIFICATION/PARTICIPATION OF ~~ETHNIC-MINORITY-ETHNICALLY MARGINALIZED~~ MEMBERS

### 1. MTA

A. The MTA will obtain official census and employment data from:

1. Federal
2. State
3. Massachusetts Department of Education
4. MTA and NEA sources

*These statistics will be provided to EMAC and local presidents.*

- B. MTA publications will be used to ask ~~ethnic minority ethnically marginalized~~ members to self-identify annually and to get involved in organizing activities.
- C. MTA will conduct an identification survey of ~~ethnic minority ethnically marginalized~~ members and their concerns and issues by group.

EMAC recommends the following steps to meet the objective:

- D. EMAC will host regional forums for ~~ethnic minority ethnically marginalized members~~ and other members to discuss their concerns and issues.
- E. Encourage self-identification through the statewide membership drive. Identified ~~ethnic minorities ethnically marginalized members~~ will be reported to the MTA President and EMAC through the regular annual membership reporting process.
- F. MTA to provide updated reports on ~~ethnic minority ethnically marginalized~~ numbers to the committee annually and in

a timely manner. This will help with the identification of ethnic members.

- G. MTA membership department to discuss membership issues with EMAC (where are our members, ways in which MTA can efficiently help us identify minority members through sources like the state, federal, DESE) to ensure we are exploring most if not all avenues to look for our minority members as outlined in the MIP.

## 2. Local Association

- A. The local presidents will be asked to identify ethnic minority-ethnically marginalized members within their membership.
- B. The local presidents will be asked to distribute materials and share information when asked by MTA or EMAC.

## V. COMMUNICATION WITH ETHNIC MINORITIES

- 1. Improve communication between the MTA and NEA and ethnic minority-ethnically marginalized members by utilizing current means of communication, such as *MTA Today*, web pages, survey and social media.
- 2. Update and publish EMAC brochure for ethnic minority-ethnically marginalized member involvement; include brochure in Professional Development, Summer Conference, and other conference packets.
- 3. Special communications may be sent from time to time to the ethnic minority-ethnically marginalized membership.
- 4. To make maximum use of local newsletters.
- 5. Show the involvement of ethnic minorities in the general activities of MTA in *MTA Today* and other media outlets used by MTA.

## VI. TRAINING PROGRAMS FOR ETHNIC MINORITIES

- 1. Continue Minority Leadership Training conferences and other specialized training programs.
- 2. Continue ethnic minority-ethnically marginalized leadership activities at Summer Conference.
- 3. Facilitate and encourage ethnic minority-ethnically marginalized member participation at MTA/NEA conferences, meetings and workshops.
- 4. Provide information to ethnic minorities ethnically marginalized members on the process of becoming candidates/delegates on local, state and national levels to encourage their candidacy.
- 5. Continue to increase the utilization of the ethnically marginalized minorities, tapping a broader spectrum of seasoned experienced ethnic minority-ethnically marginalized members.
- 6. Mentorship programs for ethnic minorities for navigating the NEA-RA and Annual Meeting.

## VII. MTA ANNUAL MEETING OF DELEGATES

- 1. The MTA President, EMAC, and MTA Board members will communicate with local presidents to emphasize the importance of encouraging ethnic minority-ethnically marginalized members to become delegates to the Annual Meeting.
- 2. The MTA President and EMAC will jointly correspond with all identified MTA ethnic minority-ethnically marginalized members, urging their candidacy for delegate to the Annual Meeting.

## VIII. NEA BYLAW 3-1(g)

The plan below reflects an attempt to use more one-to-one member outreach to members who are choosing to attend EMAC sponsored events with the direct goal of encouraging them to consider nominating themselves as delegates to the NEA RA. We believe that if we reach out to members who have already shown an interest in union activities, we will have a greater chance of success.

The following plan is set forth to encourage ethnic minority-ethnically marginalized members to become delegates to the NEA Representative Assembly. The Executive Director-Treasurer will assign staff as need to work with NEA for implementation of Bylaw 3-1(g).

## SEPTEMBER-OCTOBER

Update on identification of ethnic minorities

## 1. MTA

a. The MTA will obtain official census and employment data from:

- i. Federal
- ii. State
- iii. Massachusetts Department of Education
- iv. MTA and NEA sources

These statistics will be provided to the EMAC and local presidents.

b. MTA publications will be used to ask ethnic minorities to self-identify annually.

c. MTA will conduct an identification survey of ~~ethnic minority ethnically marginalized~~ members and their concerns and issues.

d. MTA will encourage self-identification through statewide membership drive. Identified ethnic minorities will be reported to the MTA President and EMAC through the regular annual membership reporting process.

## 2. Local Association

a. The local presidents will be asked to identify ~~ethnic minority ethnically marginalized~~ members within their membership.

b. The local presidents will be asked to distribute materials and share information when asked by MTA or EMAC

c. The local presidents will be asked to encourage members to attend events like the EMAC Winter Conference.

EMAC assists MTA President in identifying ~~ethnic minority ethnically marginalized~~ members to send to the NEA Minority and Women's Leadership Training.

### **OCTOBER-NOVEMBER**

Publicize in *MTA Today* date of nomination period, election procedures, nomination forms, eligibility requirements, offices to be filled, and procedure for the election of MTA delegates to the NEA Regional Assembly, (including MTA's policy statement).

The MTA President and Vice President will meet with the large local presidents to distribute lists of self-identified ~~ethnically marginalized members-minorities~~ and encourage these presidents to reach out to these individuals as potential candidates for the NEA Representative Assembly.

Submit an article in *MTA Today* in support of ~~ethnic minority ethnically marginalized~~ nominations and MTA's policy.

### **DECEMBER-JANUARY**

MTA will communicate through email and publish on the MTA website by December 1 the procedure for the election of MTA delegates to the MTA Annual Meeting and to the NEA Representative Assembly and all other open elective positions within the MTA or NEA, including the date of nomination period, election procedures, nomination forms, eligibility requirements, offices to be filled, and procedure for the election of delegates (including MTA's policy statement).

At Annual EMAC Winter Conference, Chair will review date of nomination period, election procedures, nomination forms, eligibility requirements, offices to be filled, and procedure for the election of MTA delegates to the NEA Representative Assembly.

EMAC will provide copies of election procedures and nomination forms at annual EMAC Winter Conference.

EMAC will distribute and collect demographics cards that members can use to self-identify, and committee can use cards to reach out to these members as potential candidates for the NEA Representative Assembly.

EMAC will review and make changes in Ethnically Marginalized-Minority Involvement Plan to be ready for presentation at the February Board Meeting.

EMAC Retreat - This will be a two-day retreat. (if needed) this will require funds to support EMAC members' possible overnight stays. exceptions to the overnight stay for committees can be waived by the executive director-treasurer.)

### **MID-DECEMBER**

MTA President and EMAC jointly correspond with every identified MTA ~~ethnic minority ethnically marginalized~~ member urging candidacy and directing them to MTA article on NEA/RA Elections and emailing nomination forms.

MTA President and EMAC jointly correspond with every local president regarding NEA/RA Statewide and Regional Delegate

Elections; enclose copy of memo to ethnic minority ethnically marginalized members and request their encouragement of ethnic minority ethnically marginalized participation.

EMAC communicates need for support from MTA Board of Directors and Executive Committee to carry out the adopted procedure to promote the election of ethnic minority ethnically marginalized delegates to the NEA/RA.

### **JANUARY**

EMAC plans for Spring forums to discuss race, ethnicity, and public education or educational training summits to support diverse learners.

### **FEBRUARY**

Publish an article in MTA Today to encourage voter participation. Include MTA's policy statement on ethnic minority ethnically marginalized involvement in the article.

EMAC solicits the support of MTA Board of Directors and Executive Committee to carry out the adopted procedure to promote the election of ethnic minority ethnically marginalized delegates to the MTA Annual Meeting and the NEA-RA.

### **MARCH**

Election ballots mailed with accompanying photo and bio statements. Candidates will have been given the option of declaring their ethnic background in the bio statement.

~~Spring Forum/Summit to discuss current events as it pertains to race, ethnicity, and public education. Collect member identification with demographics and contact information from attendees to be used for fall follow-up regarding nominations for NEA-RA.~~

### **APRIL-JUNE**

MTA will communicate through email and publish on the MTA website by June 30 the procedure for the election of MTA delegates to the MTA Annual Meeting and to the NEA Representative Assembly and all other open elective positions within the MTA or NEA, including the date of nomination period, election procedures, nomination forms, eligibility requirements, offices to be filled, and procedure for the election of delegates (including MTA's policy statement).

Planning for ethnic minority ethnically marginalized member training at the MTA Summer Leadership Conference and for the EMAC Winter Conference

Juneteenth event

Mentor ethnic minority ethnically marginalized delegates for RA (late May)?

Hold workshops for MTA Annual Meeting and NEA RA Annual Meeting

### **AUGUST**

MTA Summer Conference with ethnic minority ethnically marginalized leadership training. Collect member identification with demographics and contact information from attendees to be used for fall follow-up regarding nominations for NEA RA.

EMAC Retreat -This will be a two-day retreat, (if needed) this will require funds to support EMAC members' possible overnight stays, exceptions to the overnight stay for committees can be waived by the executive director-treasurer.)

***Adopted by MTA Board of Directors: December 1979***

***Amended: November 1991***

***Reaffirmed: November 1991, 1992, 1993***

***Amended: December 1994***

***Reaffirmed: December 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003***

***Reaffirmed: January 2004***

***Amended and Reaffirmed: December 2005, 2006***

***Reaffirmed: December 2007, 2008***

***Reaffirmed: November 2009***

***Amended & Adopted: December 2010, 2011***

*Reaffirmed: December 2012, December 2013, December 2014, December 2015*

*Amended & Adopted: February 2018, February 2019    Reaffirmed: December 2019*

*Amended: December 2021, November 2022*

## ATTACHMENT D

### Policy 50 EMAC Name Change:

#### **Ethnically Marginalized Affairs Committee (EMAC)**

The Ethnically ~~Minority~~-Marginalized Affairs Committee provides opportunities for pro-active leadership for the identification, development and empowerment of ethnic minority membership at all levels of the MTA.

Board of Directors: Amended December 2004 – name change

Policy reference: Policy No. 160.10. MTA Ethnically ~~Minority~~ Marginalized Involvement Plan (MIP)

#### **Personnel Selection Team**

The Personnel Selection Team interviews and recommends candidates for management and professional staff positions. An annual training program is required by the Hiring Policy.

(1) Reviews documentation related to candidates recommended by the hiring manager.

(2) Interviews recommended candidates.

(3) Recommends a candidate for approval by the Executive Committee or Board of Directors, as appropriate for the position vacancy.

(4) Ranks candidates if more than one is acceptable.

(5) Completes Recruitment Report (President or designee) and forwards to the Personnel Officer upon selection of the final candidate.

(6) Informs Personnel of the selected candidate.

Policy reference: Policy No. 175.45. Hiring Policy and Procedure for Management and Professional Staff.

#### **State Review Channel**

The State Review Channel is responsible for appellate review of challenges to statewide, regional, retired, student and local NEA delegate elections, and for challenges to elections for MTA elective office.

Policy reference:

Policy No. 70.40. State Review Channel Procedures for Appellate Review of Challenges to Statewide, Regional, Retired, Student and Local

NEA Delegate Elections and Challenges to Elections for MTA Elective Office.

#### **PROGRAM COMMITTEES**

##### **Full Capacity Local Training Committee**

Review and restructure MTA leadership and professional training programs and delivery systems to align with the Strategic Action Plan to ensure membership participation and efficient use of organizational resources (i.e. trainings are aligned with the stated needs of locals,

chapters and members and impart skills and knowledge necessary to strengthen local capacity and expand professional skills).

- Create a common curriculum for all leadership and professional training programs aligned with skills and knowledge desired for each capacity (leadership, communication skills, political action, professional standards, regulatory requirements, external messaging, member-generated public relations and media outreach, etc.
- Develop online training modules, webinars and narrated PowerPoints in addition to live trainings.
- Annually disseminate a catalog that describes offerings, along with knowledge and skills to be learned, a schedule of trainings and information on scheduling training programs locally.
- Develop training evaluations to capture data necessary to assess and improve content and delivery.
- Fold in duties of the Affiliate Services Committee and Summer Conference training.

Board of Directors: December 2010

**Government Relations Committee**

The Government Relations Committee develops and recommends to the Board of Directors the adoption of the MTA's Legislative Program, support and opposition statements, and monitors the ongoing progress.