



## Friday, February 7, 2025 - Saturday, February 8, 2025

Agenda Items / Action Taken	Action Assignment / Next Step
<b>Received</b> a land acknowledgment from Board of Directors member Alex Rivera-Ortiz.	None Required.
<b>Received</b> a member acknowledgment from Board of Directors member Deb Gesualdo.	None Required.
<b>Received</b> Black History Month Acknowledgment from Board of Directors member Tracy Little-Sasanecki.	None Required.
<b>Approved</b> the Minutes of the Board of Directors meeting December 14, 2024.	Governance and Administration
<b>Approved</b> the recommendation of the Electoral Review Committee for the proposed regional and statewide allocation of delegate seats to the 2025 NEA Representative Assembly.	Governance and Administration
<b>Approved</b> recommendations of the Electoral Review Committee for the Electoral Region and District assignments for newly-affiliated locals.	Governance and Administration
<b>Approved</b> the Minutes of the 2024 MTA Annual Meeting.	Governance and Administration
<b>Approved</b> recommendation of the Bylaws and Rules Committee on 2025 Annual Meeting Special Rules to the Annual Meeting of Delegates.	Governance and Administration
<b>Received</b> the following reports: <ul style="list-style-type: none"> <li>• Financial Reports: Report of the Treasurer (FY 2024-2025) Financial Overview Comparative Statement of Financial Position and Balance Sheet Analysis Comparative Summary Statement of Operations and Analysis Detail Statement of Operations Comparative Analysis of Membership Totals MTA Membership</li> <li>• Field and Organizing Reports</li> <li>• Public Relations/Organizing Campaign Expense Report</li> <li>• Status of Donations Account</li> <li>• MTAB Financials</li> <li>• Legislation, Policy, and Political Action Report</li> <li>• Legal Report</li> </ul>	None Required



<ul style="list-style-type: none"> <li>• Training and Professional Learning Report</li> </ul>	
<p><b>Adopted</b> the recommendation from the Executive Committee: Taskforce Charge: Safe Schools for All Task Force Charge: That MTA will create a statewide "Safe Schools for All" <b>Task Force</b> <del>taskforce</del> program focusing on the mental health of staff and students <b>in our preK-12 public schools</b>. 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 sizes. The <del>the</del> goal is to pull all of the current and future resources for members to access in one place. Ultimately <b>any</b> trainings and/or a summit will be available to all <b>members</b>. <b>The Task Force will report each December to the Board and conclude its work and make final recommendations to the MTA Board of Directors at the December 2027 meeting. Motion passed</b></p>	<p>Governance and Administration</p>
<p><b>Adopted</b> the recommendation from the Executive Committee: Taskforce Charge: The Pension Task Force will monitor public sector pension systems and their investment practices to ensure <b>that they are consistent with MTA values as stated in MTA Resolutions so that</b> members within MA public sector pension 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 <b>but not limited to</b> monitoring PRIM, private equity, and advising union leadership around issues of COLA, Retirement+, <b>403B/457 plans, ESP and Adjunct retirement plans, and GPO/WEP. The Task Force will meet for 3 years, concluding in December 2027. Each year, in December, the Task Force will report to the Board of Directors with the final report being in December 2027.</b></p>	<p>Governance and Administration</p>
<p><b>Adopted</b> the recommendation from the Executive Committee: Taskforce Charge: MTA Climate Task Force Charge: The Climate Action Task Force supports and acts as a resource for the MTA, other MTA committees and MTA affiliates around issues related to the climate crisis. The Task Force advises and assists members and locals addressing the climate crisis, helps bring the organizing power of the MTA to bear on the crisis, and brings a labor perspective to the climate justice movement. The Task Force works with relevant MTA divisions and committees to educate members as to the causes, impacts and ways to address global warming. The Task Force encourages locals to establish climate committees and to bargain for contract language to promote climate-friendly school facilities and appropriate climate education in all public schools. The Task Force advises the President about how MTA can best work in the political arena and in coalitions to amplify MTA's impact.</p>	<p>Governance and Administration</p>



<p>The Task Force will be in place for three years after which the Board or Executive Committee will evaluate whether the formation of a policy or other committee is warranted. The Task Force will issue a report to the Board annually, with a final report at the end of its three-year term. The size and composition of the Task Force will be in line with MTA policies.</p>	
<p><b>Adopted</b> Agenda item 7.2.1 Amend Policy 50.05 Structure and Policies of MTA Committees (second read):</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>Governance and Administration</p>
<p><b>Adopted</b> Agenda item 7.2.2 Amend Policy 50.20 Committee Descriptive Narratives and Charges (second read):</p> <p><u>Presidents' Academy Planning Teams</u></p> <p>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. <b>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.</b></p>	<p>Governance and Administration</p>
<p><b>Adopted</b> Agenda item 7.2.3 Amend Policy 50. Committees – Housekeeping (second read):</p> <p>Attachment A</p>	<p>Governance and Administration</p>
<p><b>Adopted</b> Agenda item 7.2.4. Amend Policy 125.40.08 Major Event–Summer Conference (second read):</p> <p>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 conference would include tracks <del>to include</del> <b>Emerging for Local Leaders, New Presidents, and New Members</b> <del>which will begin the day before the conference begins.</del></p>	<p>Governance and Administration</p>
<p><b>Adopted</b> Agenda Item 7.2.5 Delete Policy 250 Related Organizations – Educational Management Organization (second read): <del>Educational Management Organization 250.20 Educational Management Organization</del></p>	<p>Governance and Administration</p>



<p>MTA established the Educational Management Organization (EMO) as a 501(c)(3) organization: Board of Directors: February 2011</p>	
<p><b>Adopted</b> Agenda Item 7.2.6. Amend Policy 200.70 Process for Expense Reimbursement for Attendance at the NEA-Retired Annual Meeting (second read): 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> <li>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.</li> </ol>	<p>Governance and Administration and Finance and Accounting</p>
<p><b>Adopted</b> Agenda Item 7.2.7. Amend Policy 95.30.10 Expense Reimbursement Policy (second read): MEALS: The maximum total daily meal expense per member <del>will be equal to</del> shall not exceed 1.25 times 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>Governance and Administration and Finance and Accounting.</p>
<p><b>First Read</b> of Agenda Item 7.2.8. Proposed Policy Change 10.55 Annual Meeting Preconvention Meetings (first read): The Annual Meeting Preconvention <u>meetings shall be held as virtual meetings (online), with a minimum of two Preconvention meetings held.</u> <del>concept shall be changed from six (6) preconventions (Cape and Islands, Central, Metro, Northeast, Southeast, Western-Berkshire) to five (5) preconventions (Cape and Islands, Central, Northeast, Southeast, and West).</del></p> <p>The second read will take place at the 2025 March Board meeting.</p>	<p>Governance and Administration</p>
<p><b>First Read</b> of Agenda Item 7.2.9. Proposed Policy Change 180.30.10 Salary of the President and Vice President (first read): The salary year for the President and Vice President shall be July 15 through July 14 of the following year. The salary of the President shall be \$268,728. The salary of the Vice President shall be \$223,940. The President’s and Vice President’s</p>	<p>Governance and Administration</p>



<p>salary shall be reviewed in 2027 and every three years thereafter at least 6 months prior to the end of the fiscal year by an ad hoc committee of five members elected by the Board of Directors. The committee shall elect its own Chair.</p> <p>The second read will take place at the 2025 March Board meeting.</p>	
<p><b>First Read</b> of Agenda Item 7.2.10. Proposed Policy – Acceptable Use Policy (first read): Attachment B</p> <p>The second read will take place at the 2025 March Board meeting.</p>	<p>Governance and Administration</p>
<p><b>First Read</b> of Agenda Item 7.2.11. Proposed Policy #165 National Education Association – NEA Resolutions Committee (first read): ELECTION OF NEA RESOLUTIONS COMMITTEE MEMBERS</p> <ol style="list-style-type: none"> <li>1. The term of service on the NEA Resolutions Committee shall be for two (2) years, from September 1 to August 31.</li> <li>1. The election of members of the committee will occur on a staggered basis, with half the seats to which the MTA is entitled elected every year. Per the NEA’s guidelines, no member may serve more than six (6) years. To comply with this rule, a two-year term may be adjusted to a one-year term to prevent a member from serving more than the maximum six (6) years.</li> <li>1. Resolutions Committee members will be elected by NEA-RA delegates in attendance at the second on-site caucus meeting of MTA delegates, wherein delegates may vote for a number of candidates up to the number of seats to be filled. Candidates shall be ranked in order of votes received, filling the seats subject to election in descending order of votes won until all available seats are filled.</li> <li>1. Alternate members of the committee will be elected at the following caucus meeting at the same RA, with alternates filling any seats vacated during the following year in descending order of votes won during the most recent vote. Members who ran for, but were not elected to, Resolutions committee seats may run as an alternate. Each alternate will be elected to a one-year term.</li> <li>1. As part of the transition, half the members of the resolutions committee elected in 2025 will serve a one-year term.</li> </ol> <p>The second read will take place at the 2025 March Board meeting.</p>	<p>Governance and Administration</p>



<p><b>Postponed Indefinitely</b> Agenda Item 7.3. Discussion and Update: Communications/BOD Passed Language: “That a new section in the BOD Agenda be added called Communications at every BOD meeting.”</p>	<p>None required.</p>
<p><b>Adopted</b> Agenda Item 7.4.1. NBI12.14.2024 NBI01 MCAS Opt Out: The MTA will organize to become a leading voice in the MCAS Opt-Out movement, whereby students do not take the MCAS. The MTA will engage in actions and discussion with a goal of completing a plan of action to empower students that will be presented to delegates at the 2025 Annual Meeting.</p> <p>This plan will be rooted in discussions among members, and with allies and potential allies such as leaders of the extant Massachusetts opt-out movements, leaders in successful opt-out movements in other states such as Long Island in New York, and interested organizations such as MEJA, AFT-Mass, and Citizens for Public Schools.</p>	<p>Governance and Administration, Legislation, Policy and Political Action, Field and Organizing</p>
<p><b>Approved</b> Agenda Item #8 Discussion and VOTE: Update from BOD Headquarters Working Group and Act on Proposed Charge: The working group, composed of volunteers from the Board and EC, will regularly meet with the EDT to receive updated reports on available real estate that could serve as the MTA headquarters. The group will develop a process to engage the broader membership, and will deliberate and make recommendations to the EC for the following considerations, and any others it considers important:</p> <ol style="list-style-type: none"> <li>1) Should MTA continue to rent or purchase a building?</li> <li>2) Where is the ideal location for the building? Should the headquarters be located in downtown Boston location to utilize public transportation and prominence of place?</li> <li>3) Will the headquarters serve primarily as working space which includes member spaces (e.g. conference rooms, training rooms, etc) like the previous headquarters at Ashburton Place and the current Quincy office or should it include much more union hall space including space for the public to learn about the history of education and MTA?</li> <li>4) Should MTA rent/buy with an allied union – perhaps Mass Nurses Association, AFT, SEIU?</li> <li>5) Should MTA acquire sufficient space to rent out to coalition partners or allied community organizations with reduced rent being a form of organizational support instead of PR&amp;O funding for the organization (e.g. MassCare, City Life/Vida Urbana, Mass Immigrant and Refugee Advocacy Coalition (MIRA) Progressive Mass, or others)</li> </ol>	<p>Governance and Administration</p>
<p><b>Received</b> Update on the Legislative Agenda.</p>	<p>None required.</p>



<b>Received</b> Update on BOD Priority: Developing a New Political Formation.	
<b>Refer</b> to MTA Executive Committee: Act on Recommendation from Going Public Committee for the public facing event to coincide with 2025 Annual Meeting of Delegates	Governance and Administration
<b>Received</b> Board of Directors At-Large Report from ESP Member Ethnic Minority Member Yahaira Rodriguez, At-Large ESP Executive Committee member.	None required.
<b>Received</b> Board of Directors At Large Report from Ethnic Minority Member Rosa Lopez-Whitehill, At Large Director for Ethnic Minority Membership, and Elizabeth Tyrell, At-Large Ethnic Minority Executive Committee Member.	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 from Christine Mulroney, NEA Director.	None required.
Executive Session: <b>Voted</b> to approve the 2025 Education Support Professional of the Year.	Governance and Administration and Field and Organizing.
<b>Adopted</b> Agenda Item 11.1 Early Enrollment Policy <b>Waived</b> by 2/3 vote the second read.  Attachment C	Governance and Administration, Field and Organizing and Finance and Accounting.
<b>First Read</b> of New Policy #20.25.15 Guest Speaker and Observer Norms: The Massachusetts Teachers Association is committed to providing a respectful and inclusive environment for all participants. We expect all attendees, presenters, exhibitors, and volunteers to abide by the following Code of Conduct:  Treat all individuals with respect, empathy, and kindness, fostering an environment free from harassment, discrimination, and offensive behavior. Encourage diverse perspectives, experiences, and ideas. Harassment of any kind, including but not limited to verbal, written, or physical conduct that is intimidating, offensive, or discriminatory, will not be tolerated. This includes offensive language, gestures, imagery, or unwelcome attention. Respect the privacy and boundaries of others. Participants who observe or are affected by any of these are asked to report such to either Board	



<p>member appointed by the Chair for this purpose. Any participant who violates these norms may be subject to sanction, including expulsion from the meeting.</p> <p>The second read will take place at the 2025 March Board meeting.</p>	
<p><b>First Read</b> of Proposed Amendment to Policy #20.25.17 Guidelines for Streamlining and Conduct of Board Meetings</p> <ol style="list-style-type: none"> <li>1. Board meetings will start on time. The purpose of Board meetings is to conduct the business of the Association for as long as it takes. Therefore, there is no set time for adjournment.</li> <li>2. Preparation (reading materials sent in advance) is the best vehicle to a more efficient meeting.</li> <li>3. When Board materials are received, there is an expectation that Board members will call their Executive Committee members for information. Executive Committee members should have meetings with the Board members in their region prior to each Board meeting.</li> <li>4. Specific issues germane only to individual locals should be dealt with away from the Board meetings.</li> <li>5. All written reports will be read by the Board in advance. Information in the written report will not be repeated verbally. There will be an opportunity for questions and answers for a few minutes on each report.</li> <li>6. The meeting will be conducted in accordance with <b>Roberts' Rules of Order, Newly Revised</b>, except where MTA has set other rules by policy or bylaw.</li> <li>7. The Vice President will maintain the speaking order for the President.</li> <li>8. <b>The President will appoint one Board Director and one Executive Committee member as the points of contact for guest conduct referrals or complaints.</b></li> <li>9. <b>The following statement will be on display prior to the Guest Speaker portion of the meeting:</b>  <p style="margin-left: 40px;"><b>At every board meeting we reserve 30 minutes for members of the MTA who may wish to speak either in person or by video testimony. All comments will be accepted as advice but may not be responded to tonight. If you request follow-up, provide your contact information and indicate in your remarks if you would like follow-up. Remarks including any personal attacks about anyone, including members of the MTA Staff or members of the board, will not be tolerated.</b></p> </li> </ol> <p>The second read will take place at the 2025 March Board meeting.</p>	
<p><b>First Read</b> of Proposed Amendment 20.02.14 Guest Speaker Recognition Procedure:</p>	<p>Governance and Administration.</p>



<ul style="list-style-type: none"> <li>• A 30-minute period, prior to Action Items, shall be available for members (in the audience) to address the Board on specific agenda items or other issues that are of concern.</li> <li>• There will be a strict limit of two (2) minutes for each guest speaker.</li> <li>• A guest speaker who wishes to address the Board and cannot attend in-person due to religious observances or medical limitations may submit video testimony. Members are encouraged to send in written comment in the event of technical difficulty.</li> <li>• All members who wish to address the Board, whether in person or via video, must register with MTA Governance no later than noon on the Friday of the Board meeting. <ul style="list-style-type: none"> <li>◦ All videos must be submitted to MTA Governance by 1:00 pm on the Friday of the Board Meeting.</li> </ul> </li> <li>• <del>Persons wishing to make comments will register with the Vice President prior to the start of the meeting.</del> Speakers will be heard in the order in which they are registered.</li> <li>• The Vice President or designee will keep the time and the time limit will be strictly enforced.</li> <li>• Depending on the number of persons registered, speakers may be asked to limit their remarks in order to hear as many as possible within the time allowed.</li> <li>• If no speakers are registered, the order of business as adopted will continue.</li> <li>• No motions or debate shall take place during the guest speaker recognition period.</li> <li>• A copy of the policy will be mailed with the Board agenda to those who receive that agenda. The procedure will be explained at the commencement of each Board meeting.</li> <li>• This policy may be waived by a majority vote of the Board of Directors.</li> </ul> <p>The second read will take place at the 2025 March Board meeting.</p>	
<p><b>Recognition</b> of Guest Speakers: Robin Goldstein a retired member, Nancy Aykanian a retired member, Karen Burstein of Bedford Education Assn., Tom Meyers a retired member, Sue Doherty a retired member, Joanna Honig of Watertown Educators Assn., Aylat Lifshitz of Malden Education Assn., Cedric Cunningham, Board of Director member, read a statement for Ramsey Kurdi of Springfield Education Assn., Albert Leisinger a retired member, Kerry Costello of Andover Education Assn., Merrie Najimy of Concord Teachers Assn.</p>	None required.
<p><b>Received</b> Update and Discussion: Membership Campaign.</p>	None required.
<p><b>Received</b> Presentation of Local Office Support Task Force Policy Review.</p>	None required.



<p><b>Discussion</b> on the Political Landscape.</p>	<p>None required.</p>
<p><b>Adopted</b> Agenda Item 7.4.2 NBI12.14.2024 NBI02 Protecting Marginalized Students: The MTA, through its elected leadership, will prepare and issue a statement in support of our marginalized communities affirming that: The MTA and its member locals, in cooperation with other educator unions across the Commonwealth, will pursue all legislative measures possible to ensure the continued safety and protection of all students, educators, and their families in all educational settings, regardless of national origin, immigration status (real or perceived), sexual orientation, or gender identity.</p> <p>The MTA will also work closely with member locals and school administrative personnel to create concrete policies that protect our most marginalized communities.</p>	<p>Governance and Administration, Legislation, Policy and Political Action.</p>
<p><b>Approved</b> by 2/3 vote to hear New Business Item NBI02.07-08.2025 NBI03 Safe Schools submitted after the deadline.</p> <p><b>Adopted</b> New Business Item NBI02.07-08.2025 NBI03 Safe Schools: The MTA shall write an open letter to DESE and the Massachusetts Association of School Committees to appeal that all school districts across the commonwealth adopt a Safe Zone resolution and policy to protect the learning environment of students from aggressive enforcement by federal immigration authorities in or around school property or along bus routes. NEA president, Becky Pringle, provided a sample resolution text on her emergency call to members on 1/30. See the text here: <a href="#">NEA Safe Zone sample resolution</a> A resolution similar to this sample has no monetary implication, but can be easily edited to fit the needs of any school district, such as providing extra guidance counselors or social workers to help students in crisis.</p>	<p>Governance and Administration, Legislation, Policy and Political Action.</p>
<p><b>Adopted</b> Agenda Item 22.1 NBI02.07-08.2025 NBI01 Committee to review membership process: MTA will create a working group to review the membership process. The goal of this working group will be to streamline the process to add and delete members from local rosters to ensure accuracy and implementation. The working group shall consult with local leaders and staff and treasurers as needed to make recommendations. The working group will report recommendations to the Board of Directors at the June 2025 board meeting.</p>	<p>Governance and Administration, Field and Organizing and Finance and Accounting.</p>
<p><b>Rejected</b> Agenda Item 22.2 NBI02.07-08.2025 NBI02 Remove Resources on Israel and Occupied Palestine: The Resources on Israel and Occupied Palestine webpage on the MTA Website shall be removed.</p>	<p>None required.</p>



### ATTACHMENT A

#### CHANGE FROM FIRST READ IN GREEN FONT IN 50.05 I C

#### 50. COMMITTEES

##### **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, Ethnically Marginalized Affairs Committee, Personnel Selection Team, State Review Channel.

###### **C. Program Committees**

There are ~~five~~ **four** 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.*

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

The Ethnically 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 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 final candidate selection.

(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.) Motion passed*

## **ATTACHMENT B**

Proposed Policy – Acceptable Use Policy (first read):

### **IT RESOURCES AND COMMUNICATIONS SYSTEMS POLICY FOR NON-EMPLOYEE USERS**

Massachusetts Teachers Association's (MTA) computers, networks, communications systems, and other information technology (IT) resources are intended for business purposes only to assist non-employees with the performance of their duties as leaders of the Massachusetts Teachers Association. To protect the MTA and its board of directors, it is the MTA's policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner and in a manner in compliance with the MTA Board Policy and MTA Bylaws.

The MTA's policies prohibiting harassment, namely Policy 175.110 - Workplace Equity Committee Policy, and all other applicable policies apply to the use of the MTA's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law or MTA Board Policy or Bylaws.

The use of MTA's IT resources and communications systems by a non-employee or board member shall signify their understanding of and agreement to the terms and conditions of this policy, as a condition of their service to the MTA in whatever non-employee capacity they may have.

#### **Administration of This Policy**

The Division of Governance is responsible for the administration of this policy. If you have any questions regarding this policy, please contact the Director of Governance and/or their designated division member.

#### **Security, Access, and Passwords**

Security of MTA's IT resources and communications systems is the responsibility of Information Technology Services (ITS), including approval and control of non-employees' and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer eligible to use the systems.

It is the responsibility of each non-employee user under this policy to adhere to ITS security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All usernames, pass codes, passwords, and information used or stored on the MTA's computers, networks, and systems are the property of MTA.

No non-employee user shall share usernames, pass codes, or passwords with any other person. A user shall immediately inform the IT Department if they know or suspect that any username, pass code, or password has been improperly shared or used, or that IT security has been violated in any way.

All users will be required to utilize Multi-factor Authentication (MFA) and will need to install an application on their cell phone in order to enter the codes into the service.

All users will need to complete an initial online security awareness training, and bi-annually thereafter. Periodically users will receive "test" phishing emails and enroll in training if they open attachments or click on links in such tests.

**Resources and Systems Covered by This Policy.** This policy governs all IT resources and communications systems owned by or available at MTA, and all use of such resources and systems when accessed using a non-employee user's own resource, including but not limited to:

- Email systems and accounts.

**No Expectation of Privacy.** All contents of the MTA's IT resources and communications systems are the property of the MTA. Therefore, non-employee users should have no expectation of privacy whatsoever in any message, file, data, document or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the MTA's electronic information and communications systems.

You are expressly advised that to prevent misuse, **MTA reserves the right to monitor, intercept, and review, without further notice, every user's activity using the MTA's IT resources and communications systems.**

The MTA may also store copies of such data and communications for a period of time after they are created and may delete such copies from time to time without notice.

Do not use the MTA's IT resources and communications systems for any matter that you desire to be kept private or confidential from the MTA.

**Network Systems.** MTA maintains integrated computer and data communications networks to facilitate all aspects of its business. You may never sign-on to any network equipment using the password or username of another user, whether they be an employee or non-employee. No non-employee users should access, attempt to access, alter, or delete any network document except in furtherance of authorized MTA business.

**Downloading and Installing Software/Website Agreements.** Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, users should avoid downloading or installing any software or shareware to their hard drive or personal device that is not expressly authorized or approved by the IT Department. In addition, non-employee users should not accept the terms or conditions of website agreements without first obtaining approval from the Director of the Division of IT Services in order to avoid infecting their own computer should there be a breach of some kind. The MTA is not responsible for problems that may arise due to downloading viruses or other malicious software or spyware on user's private computers.

### **Confidentiality and Proprietary Rights**

MTA's confidential information and intellectual property (including trade secrets) are extremely valuable to MTA. Treat them accordingly and do not jeopardize them through

your business or personal use of electronic communications systems, including email. Disclosure of the MTA's confidential information to anyone outside MTA and use of the MTA's intellectual property is subject to the MTA's Board Policy and Bylaws. Ask the Division of Governance if you are unsure whether to disclose confidential information to individuals or how to safeguard the MTA's proprietary rights.

Do not use MTA's name, brand names, logos, taglines, slogans, or other trademarks without written permission from the MTA Division of Governance. This is also in accordance with MTA BOD policy and Bylaws.

This policy also prohibits use of the MTA's IT resources and communications systems in any manner that would infringe on or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or trade secret law. You should not knowingly use or distribute any such material downloaded from the internet or received by email without the prior written permission of the Division of IT Services.

### **Spam and Email Etiquette**

MTA provides certain non-employee users with access to email for use in connection with performing their BOD or other leadership duties. MTA seeks to provide stable and secure email with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of the MTA's email systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

**Spam.** Unfortunately, non-employee users of email and text messaging will occasionally receive unsolicited commercial or bulk messages (spam) which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious messages to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact the email administrator who will block any incoming messages from that address.

Non-employee users should be aware that spammers have the ability to access email addresses that are listed as senders or recipients on email messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your MTA email address. If you use email for information gathering purposes, we strongly recommend that you not use your MTA email address but rather establish a separate email account for that purpose with a free email service, such as yahoo.com or google.com.

**Etiquette.** Proper business etiquette should be maintained when communicating via email. When writing business email, be as clear and concise as possible. Sarcasm,

poor language, inappropriate comments, attempts at humor, and so on, should be avoided. When communicating via email, there are no facial expressions and voice tones to assist in determining the meaning or intent behind a certain comment. This leaves too much room for misinterpretation. Email communications should resemble typical professional and respectful business correspondence.

#### **Personal Use of MTA-Provided Email.**

Personal use of MTA-provided email is never permitted.

#### **Prohibited and/or Inappropriate Use of MTA IT Resources and Communications Systems**

You are never permitted to use the MTA's IT resources and communications systems, including email, for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting yourself as another individual or MTA.
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual, racist, or religious content.
- Revealing MTA's proprietary or confidential information, or intellectual property without authorization.
- Conducting or soliciting illegal activities.
- Representing your personal opinion as that of the MTA.
- Interfering with the performance of your responsibilities or the jobs/responsibilities of other MTA non-employee users; both non-employees and employees.
- For any other purpose that violates MTA's BOD policies or practices.
- State law prohibiting public employees from engaging in activity such as solicitation of contributions for certain political activity, etc. are still applicable and in effect - even when using MTA issued email. Follow all laws, rules and regulations related to such activity.
- Further, MTA email may not be used for campaigning related to any Local, MTA or NEA position.
- Finally, users are prohibited from representing themselves as MTA employees and are also prohibited from entering any contracts, to make purchases, or to engage outside vendors in any way.

#### **Discipline**

Non-employee users who violate any provision of this policy are subject to discipline, up to and including termination of membership in accordance with MTA BOD Policy and Bylaws.

# ATTACHMENT C

## Early Enrollment Policy

### Adopted Agenda Item 11.1 Early Enrollment Policy

Waived by 2/3 vote the second read.

#### Early Enrollment Policy

1. MTA will annually promote and recruit new members through an Early Enrollment incentive program beginning each April 1<sup>st</sup>.
2. Early Enrollees will not be required to pay dues from April 1<sup>st</sup> through August 31<sup>st</sup>.
3. Early Enrollees must sign a membership enrollment form which includes a dues authorization payment which will become effective the following September 1<sup>st</sup>.
4. Early Enrollees will be eligible for select benefits as determined annually by NEA Member Benefits and MTA Benefits from April 1<sup>st</sup> through August 31<sup>st</sup>.
5. Early Enrollees will not be eligible for NEA or MTA Legal Services.
6. Early Enrollees will be considered non-members for all NEA and MTA governance purposes and membership counts until the next membership year and the obligation to pay dues has commenced.
7. Early Enrollment is only available to:
  - a. First time enrollees
  - b. Aspiring Educators who have paid Aspiring Educator dues for that year
  - c. A one-time exception may be granted to a returning member who was not previously an Early Enrollee
8. Allow early enrollees to attend MTA events and, if they attend tracks with a cost, that MTA covers those costs.
9. The MTA BOD may modify the terms, conditions and benefits of the program annually.

#### Program Description

##### Early Enrollment Incentive Program

MTA is participating in The Early Enrollment campaign initiated by NEA. Early Enrollment is a **state-based** initiative that invites potential members to experience the transformative impact of being part of the union for no immediate cost. Early Enrollees will gain access to NEA professional learning resources and select MTA and NEA benefits as described below.

##### Early Enrollment Terms, Conditions and Benefits

###### 1. No Cost

Between April 1 and August 31 an individual enrolling through the *MTA/NEA Early Enrollment Membership* program shall not be required to pay any dues. Enrollees commit to joining and paying dues effective at the beginning of the next academic/membership year. (Though the MTA membership year begins on July 1<sup>st</sup>, PK12 locals may not begin dues deductions until September.)

## 2. Limited Eligibility

Early enrollment is limited to recruits for a membership year who are either:

- a. Individuals who sign up and pledge to pay unified Active membership dues as a first-time Active member beginning September 1, of the following year, or
- b. An MTA/NEA Aspiring Educator (Student) Program recruit who signs up and fully pays NEA Aspiring Educator (Student) Program dues for the current membership year at the time of enrollment.

## 3. One time Exception

Returning members get a one-time in their career opportunity to join through Spring Early Enrollment. If an individual was a member previously (did not join as an early enrollee then) and cancels for some reason, he/she is eligible to join back through the early enrollment process and be eligible for the benefits.

## 4. Governance Standing

For all purposes, *including membership counts and governance representation*, early enrollees are non-members until the membership year which begins on September 1<sup>st</sup> of the next membership year.

## 5. Benefits

- a. The *Early Enrollment Membership Incentive Plan* offers eligible recruits no-cost access as “Insureds” in the NEA Educators Employment Liability (EEL) Program and access to select NEA and MTA Member Benefits programs. Said benefits will be publicized annually during the Early Enrollment period.

(Without the *NEA Early Enrollment Membership Incentive Plan*, first-time Active members who sign up during a school year would have to pay prorated NEA and MTA dues to receive these membership benefits.)

- b. **Start Date for Benefits**

Access to the EEL program and other MTA/NEA Benefits will begin no earlier than April 1<sup>st</sup>. The Early Enrollment date is the date that the individual signs the MTA Early Enrollment Form and the authorization form for payment of dues commencing the following membership year. Early Enrollment forms signed on or before March 31<sup>st</sup> will become effective on April 1<sup>st</sup>. Though MTA membership year begins on July 1<sup>st</sup>, dues deductions may not begin until September at which time these membership will become fully activated.

- c. **Select Benefits**

NEA Benefits (NEAMB) and MTA Benefits (MTAB) may limit access to certain benefits. For example, SAVI Student Loan Navigator, and the NEA Complimentary Life Insurance

and Introductory Life Insurance programs are not available to Early Enrollees until their memberships are fully activated in September.

## 6. Caveats

- a. Early Enrollees may not attend the NEA RA or MTA Annual Meeting as delegates.
- b. Early Enrollees may not run for, or hold, NEA or MTA elected offices.
- c. Early Enrollees **are not eligible for MTA or NEA Legal Services** until the following membership year.
- d. Before being granted access to qualified MTA/NEA Member Benefits Benefits, the MTA must process the Early Enrollment form and add the new enrollee to the membership database.
- e. Early Enrollees will not be eligible for employment with MTA as Summer Member Organizers.
- f. Early enrollees will not be counted for Local Support until the following membership year when they are full dues paying members.