



LOCAL ASSOCIATION HANDBOOK

MISSION STATEMENT



We, The Members

Of the Maine Education Association, are the voice of education professionals in Maine. Our work is fundamental to the state, and we accept the profound trust placed in us.

Our Vision

Great public schools for every Maine student.

Our Mission

To advocate for education professionals and to unite our members and the people of Maine to fulfill the promise of public education to prepare every student to succeed.

Core Values

These principles guide our work and define our mission:

Equal Opportunity: We believe public education is the gateway to opportunity. All students have the human and civil right to a quality public education that develops their potential, independence, and character.

A Just Society: We believe public education is vital to building respect for the worth, dignity, and equality of every individual in our diverse society.

Democracy: We believe public education is the cornerstone of our state. Public education provides individuals with the skills to be involved, informed, and engaged in our representative democracy.

Professionalism: We believe the expertise and judgment of all education professionals are critical to student success. We maintain the highest professional standards, and we expect the status, compensation, and respect due all professionals.

Partnership: We believe partnerships with parents, families, communities, and other stakeholders are essential to quality public education and student success.

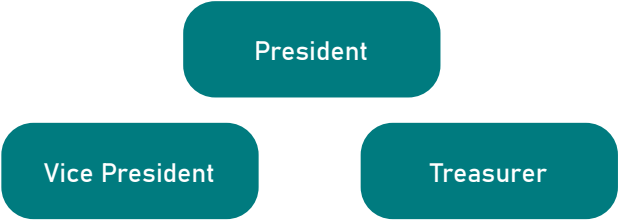
Collective Action: We believe individuals are strengthened when they work together for the common good. As education professionals, we improve both our professional status and the quality of public education when we unite and advocate collectively.

SUPPORTING MEMBERS

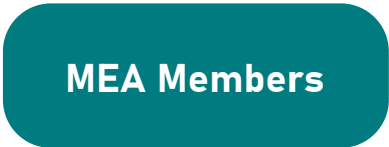
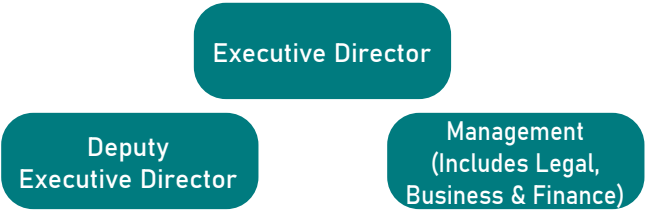
THE MAKE UP OF MEA



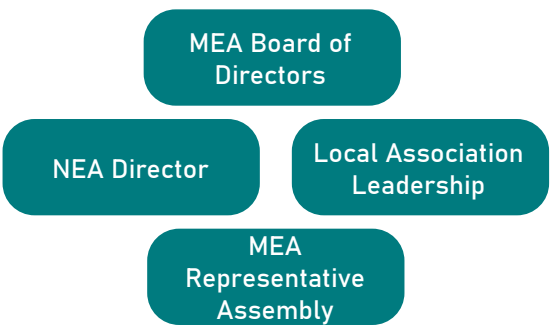
MEA OFFICERS



MEA MANAGEMENT



MEA LEADERSHIP



MEA STAFF



LOCAL ASSOCIATION

THE PRESIDENT



The president's responsibility is to oversee the operation of the local association. The president is the visible leader of the local association and the profession and serves as a spokesperson for the local with the school district, news media and other groups.

Successful local presidents work with their leadership teams to:

- Set the vision necessary for a relevant and thriving association.
- Advance the cause of public education through social justice and how it benefits our students and members' professional needs and rights.
- Advocate for quality inside our professions and promote our union's role in advancing public education transformation and student learning.
- Mobilize to influence successful organizing outcomes, strengthen internal and external relationships, and member capacity.
- Work with leadership team to accomplish the goals of the association through effective financial management.
- Engage members in order to create an inclusive association that reflects the values and interests of members.

Duties of the president shall include, but are not limited to:

- Attend MEA Local President trainings and meetings.
- Maintain regular contact with the MEA UniServ Director, MEA President, and your MEA Board Member.
- Share information from the MEA and the UniServ offices with the general membership.
- Share celebrations and concerns from your local with MEA.
- Seek opportunities for your local to be active on behalf of your members. This can include meeting with administration over workplace issues, following up issues from one-on-one conversations, encouraging members participate in MEA committees or attend MEA trainings.
- Work with leaders to develop an effective annual membership drive and annual early enrollment membership drive.
- Recruit and identify new members and potential leaders into the association; develop a membership committee to allow for this work to be successful.
- Schedule and chair all general association meetings.
- Communicate with other association leaders, association committees, staff, and the general membership.
- Make sure all MEA and UniServ reports and rosters are submitted when requested.
- Meet with school officials and the school board on a regular basis to improve communication and develop a collaborative relationship; ensure a local presence at school board meetings.
- Know the master contract, employee handbook, and board policy.
- Locate, read, update as appropriate, and ensure adherence to the local constitution and bylaws.
- Work to ensure a smooth transition to the next president.
- Work with local association in the development of a recommendation process for local elections. Ensure that all required association roles are filled.
- Ensure local association officer and delegate elections are scheduled and held in a timely manner.
- Encourage members to seek election to and participate in the annual MEA Representative Assembly.
- Encourage your local to elect and send a delegate/delegates to the NEA Representative Assembly, according to allocation set by NEA.

LOCAL ASSOCIATION

PREPARING FOR THE PRESIDENCY: A CHECKLIST



The following items are activities which may need to be adapted to fit your local association's needs.

- ☐ I will establish a relationship with the vice-president and local leaders to ensure good working relationships. I will work with the leadership team to build a communication strategy and implement goals.
- ☐ I will establish a list of people interested in participating in local association activities, keep a file of these people and call upon them as needed. I will also obtain a copy of the district's employee directory and list of newly hired employees with their contact information to recruit new members. The bargaining unit and new hire information obtained also needs to be shared with their MEA UniServ Assistant to keep system records updated.
- ☐ I will begin planning an effective membership recruitment program, select the right person in each building to be membership recruiter(s) and will work on a plan for connecting with all new hires at the new employee orientation.
- ☐ I have a copy of each of our local's important documents, i.e. Master Contract, Employee Handbook, Board Policy, local Constitution, local Bylaws, mission, core values and already established goals and share these documents with MEA.
- ☐ I have read our association's' governance documents carefully, and I am familiar with their major provisions.
- ☐ I have met with our Superintendent and school board chair/members to introduce myself and develop a relationship.
- ☐ I have checked on significant dates for MEA events (see the MEA Governance calendar, MEA Elections timeline, MEA District Wide meetings, training opportunities, conferences), and school board meetings and have shared these with members.
- ☐ I will meet with past leadership to identify issues or carry-over tasks which need to be completed.
- ☐ I will meet with the bargaining chair and begin discussion about the upcoming negotiations process.
- ☐ I will set a regular meeting schedule, prepare an agenda, and ask the treasurer to produce and present a financial report.
- ☐ I will visit with the treasurer and familiarize myself with the financial status of our local association and make sure that sufficient funds are available to support our budget.
- ☐ I will make sure our UniServ office and MEA are notified in writing of the results of our elections with changes to LEA dues amounts, local constitution & bylaws, and officer roles.
- ☐ I have invited our UniServ Director to our school district and spent time getting to know them.
- ☐ I will look for ways to be sure our association is visible, relevant, accessible and inclusive for all members.
- ☐ I will connect with my MEA Board Director about happenings in my local, for support in updating governing documents (constitution and bylaws), and MEA opportunities such as awards, grants, and governance opportunities.

LOCAL ASSOCIATION

THE PRESIDENT - CONDUCTING A BUSINESS MEETING



Experienced local presidents say the best run meetings are those that are well-planned in advance. Develop an agenda and send it out ahead of time along with minutes from the last meeting and any other materials that might be helpful to have ahead of time. Good meetings start on time, end on-time and do not get bogged down in the middle. Utilizing Robert's Rules of Order will help to ensure meetings run smoothly.

Parliamentary procedures for local presidents.

The following is a sample agenda.

1. Meeting called to order

The president calls the meeting to order and makes the opening remarks.

"The meeting will come to order." (Opening remarks)

2. Roll call, if necessary

3. Approval of minutes

Send out advance copies of the minutes so that all have a chance to look them over prior to the meeting.

Request any corrections to the minutes.

"Are there any corrections to the minutes?"

"If there are no (further) corrections, the minutes stand approved as read (as corrected)."

4. Treasurer's Report

No motion is needed to receive the treasurer's report unless the report is audited.

"We will have (name) give the treasurer's report."

"Are there any questions or observations? If not, the treasurer's report will be received."

5. Reports of officers

6. Reports of committees

Committee chairpersons who are to report should sit up front. No motion is needed for adoption of committee reports unless recommendations for association action are made.

"We will have the report of the (name) committee given by (name)."

"Are there any questions or discussion in regard to this committee's report?"

7. Unfinished business (old business)

Unfinished business from the last meeting is brought to the floor for action.

"Is there any unfinished business?"

8. New business

"Is there any new business?"

9. Other items for discussion or program (if any)

10. Announcements

"Are there any announcements?"

11. Adjournment

The president automatically adjourns the meeting, except when there is unfinished business. Then a motion for adjournment must be made and voted on.

"If there is no further business, the meeting will stand adjourned." (Gavel tap.)

LOCAL ASSOCIATION

THE PRESIDENT - CONDUCTING A BUSINESS MEETING

FUNDAMENTAL PRINCIPLES AND SPECIAL RULES



A meeting as conducted in parliamentary fashion is based upon six ideas:

1. The members are equal: in rights, privileges, and duties.
2. Order must be preserved.
3. Members must be courteous in their remarks and actions.
4. Members are free to express their opinions, even if they are in a minority in their views.
5. Business must be conducted efficiently, so that important matters are taken up, discussed, and disposed of within a reasonable time.
6. Everyone gets an opportunity to speak and vote.

Guide: Motions and Votes	
1	"Is there a motion?"
2	"Is there a second?"
3	"Is there a discussion on the motion?"
4	"All those in favor of the motion, say yes."
5	"All those opposed to the motion, say no."
6	"Are there any abstentions?"
7	"The motion passes/fails."

LOCAL ASSOCIATION

THE PRESIDENT - CONDUCTING A BUSINESS MEETING MOST FREQUENTLY USED PARLIAMENTARY MOTIONS



You Want:	You Say:	Interrupt?	2nd?	Debate?	Amend?	Vote?
Close Meeting	I move to adjourn	No	Yes	No	No	Majority
Take Break	I move to recess for...	No	Yes	No	Yes	Majority
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous motion	No	Yes	No	No	2/3
Limit or extend debate	I move that the debate be limited to...	No	Yes	No	Yes	2/3
Postpone to certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move to postpone the motion indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that (or-to)...	No	Yes	Yes	Yes	Majority

LOCAL ASSOCIATION

THE VICE PRESIDENT



The vice president is a trustworthy, confidential, sounding board for the president and works to ensure a highly functioning local association.

The following are essential duties of the vice president:

- Support the president in all of their duties.
- Be ready to assume the role of president.
- Recruit and identify new members and potential leaders into the association.
- Work with the president and other leaders to seek opportunities for your local to be active on behalf of your members.
- Attend regional trainings and conferences that will help you in your work as a local leader.
- Serve as a trustworthy and confidential “sounding board” for the president.
- Know the master contract, employee handbook and board policy and be familiar with the local association's constitution and bylaws.
- Listen for common themes and concerns from members and lend a sympathetic ear when they arise. Communicate these concerns with the president.
- The president may assign other responsibilities as appropriate.

LOCAL ASSOCIATION

BUILDING REPRESENTATIVES (BRs)



Building representatives are key to a local association's internal communication system making sure members and local leaders receive information on a regular basis. BRs are also the initial advocate for members in the building.

Successful building representatives work with their members and leaders to:

- Educate members on their rights, benefits and supports provided to them by being a union member.
- Advocate for quality inside our professions and promote our union's role in providing a safe and successful working and learning environment.
- Organize members around issues to help influence decisions at the building and district level.
- Increase member capacity by building strong relationships with members in your worksite.
- Focus on membership gains, understanding that more members mean a greater voice in your workplace.

The following are essential duties of association representatives:

- Maintain an active, up-to-date list of members and non-members in the building and must be turned in to your MEA regional office.
- Maintain a membership roster which consists of the previous year's active members and their contact and membership type information that needs to be verified through one-on-one conversations in the fall. Corrections are noted on the roster and turned into MEA so updates can be made in the system.
- Represent members in meetings with administrators and keep confidentiality of the conversations.
- Foster a relationship with building administrators through regular meetings and communication.
- Know the grievance procedure and contract.
- Check-in with members in your building to understand what issues/concerns they may have. This can be done with regular 10-minute building meetings. Information gathered during your check-ins should be shared with your local association president/executive team.
- Know and educate building members about Weingarten Rights. (see box on next page)
- Work with the local association executive team to solve problems and to resolve potential grievances and contractual/non-contractual issues in a building.
- Keep members informed of activities, events, problems, and accomplishments through the use of bulletin boards and other methods.
- Work with the executive team and/or membership chair on the building membership recruitment plan including creating a plan and team of members to have one-on-one conversations with every potential member.
- Attend local association meetings.

LOCAL ASSOCIATION

BUILDING REPRESENTATIVES (BRs) CALENDAR CHECKLIST



- ☐ **May-August:** Work with leaders on back-to-school membership and new employee orientation engagement.
- ☐ **September-October:** Ask all non-members in your building to join (don't do this all by yourself-recruit others to help-many hands make light work!), by engaging in conversations to learn more about each non member and their interests.
- ☐ **September-October:** Check with all existing members to ensure their addresses and contact info is correct on your roster, correct errors, and update information.
- ☐ **By October 15th:** Turn in your roster, with all changes, to your local MEA office. The roster should go directly to your UniServ Assistant. ([numbers and offices on back page.](#))
- ☐ **March:** Work with leaders on an early enrollment membership plan.
- ☐ **On April 1st and through end of the year:** Identify employees who are not yet members and ask them to join during early enrollment (no dues are paid until September 1st of the following school year. FMI: <https://maineea.org/early-enrollment/>)

Weingarten Rights-THESE ARE CRUCIAL TO REMIND YOUR MEMBERS DURING ANY MEETING WITH ADMINISTRATION

Your Right to Union Representation

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at the meeting. Without union representation, I choose not to answer questions."

This is your right under the 1975 U.S. Supreme Court
Weingarten Decision

LOCAL ASSOCIATION

THE SECRETARY



The secretary is the keeper of all records, minutes and correspondence of the association. A well-organized secretary will be of great assistance to the other officers, the board of directors and the committees of the association.

The following are essential duties of the secretary:

- Take the minutes at all meetings of the association. The minutes should be an accurate reflection of what goes on in meetings.
- Recruit new members.
- Work with other leaders to seek opportunities for your local to be active on behalf of your members.
- Attend regional trainings and other pertinent opportunities related to your role and work.
- Make the minutes the permanent record of association business and activities and keep a permanent record of all minutes. Transfer all records at the end of the term.
- Keep records of correspondence, association records and minutes, and membership roster. Ensure members have access to treasurer's reports, constitution and bylaws, committees, committee members, and committee reports. Keep all dates and times accurate.
- Send out notices of regular and special meetings of the association. Notify the UniServ office of meetings.
- Work in a collaborative manner with the president, vice president, treasurer and other leaders.
- Provide sign-in sheets for meetings or record attendance.
- Work with the president to transmit the minutes of meetings to the general membership.
- Support electronic, web and social media communications.
- The president may assign other responsibilities as appropriate.

Meetings:

1. Before the meeting

The president and the executive board generally develop the meeting agenda, though suggestions may also come from members, committee chairs, etc. The agenda should be sent out in advance of the meeting and it's a good idea to send it out when you send out notice of the meeting. You may also want to include copies of the minutes from the last meeting as well.

Confirm the time, place and special equipment needs prior to the meeting. Remind any special guests of the meeting and provide directions, etc.

Have a roster of attendees. If your association uses a sign-in sheet to record attendance, have that prepared in advance of the meeting. Bring multiple copies of the minutes and other reports or information that will be covered at the meeting.

2. During the meeting

The secretary's job is to keep an accurate, permanent record of what transpired during the course of the meeting (minutes).

3. After the meeting

Work with the president to ensure that thank-you notes are sent to speakers, guests and others. Send reminders to members assigned special duties. Notify persons and committees affected by any actions taken at the meeting. File what needs to be filed and place dates decided upon in the calendar.

LOCAL ASSOCIATION

THE TREASURER



The Treasurer serves as the chief financial steward of the association, ensuring transparency, accountability, and compliance in all financial matters. This role is essential to maintaining the fiscal health and integrity of the organization.

The following are essential duties of the treasurer:

1. Financial Oversight

- Monitor cash flow, reconcile bank statements, and ensure solvency.
- Ensure compliance with federal, state, and local financial regulations.

2. Budgeting

- Develop and present the annual budget.

3. Record-Keeping

- Maintain accurate and up-to-date financial records.
- Ensure proper documentation of all financial transactions.
- Implement and enforce internal controls.

4. Reporting

- Prepare and present regular financial reports to the leadership/e-Board & members of the Local Association.
- File required forms such as IRS Form 990 or 990-EZ.
- Assist with audits and financial reviews.

5. Policy Development

- Help establish financial policies (e.g., check signing, reimbursements).
- Ensure policies are followed and updated as needed.
- Serve as the point of contact for financial institutions, auditors, and regulatory bodies.

6. Fiduciary Responsibility

- Act in the best interest of the organization and its members.
- Ensure transparency and accountability in all financial dealings.

MEA OFFICES

CONTACT INFORMATION



WEBSITE: maineea.org

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