

TVEA/PAC STANDING RULES Approved 5/11/2024

CTA

1) PAC Committee

- a) The Chair, working in conjunction with the President, shall help recruit members for the Committee. A good faith effort will be made to assure the committee is representative of the overall membership. This shall include an effort to represent the various school sites, departments or grade levels, gender, age, seniority, and ethnicity.
- b) The size of the committee shall be up to the Chair, but it is suggested that it be an odd number no less than 5 members.
- c) Members of the Political Action Committee shall be appointed by the President and approved by the Executive Board by the first Executive Board meeting of the year.
- d) New Political Action Chair and Treasurer are encouraged to attend the CTA Sponsored PAC workshops or trainings.

2) Responsibilities

- a) Chair
 - i) Schedule and create agenda for Committee meetings
 - ii) Oversee and delegate the actions of the committee
 - iii) Confer with the Chair and TVEA President
 - iv) Attend Leadership Council Meetings and report PAC committees activities, and share recommendations to the Executive Board.
- b) Treasurer
 - i) Report PAC Contributions
 - ii) File Reports with the county/state
 - iii) Pay fees and report to the Secretary of State
 - iv) Present PAC Treasurer Report at Committee Meetings and Leadership Council
 - v) Pay the bills and account for the spending of the TVEA PAC account
- c) Committee Members
 - i) Attend PAC meetings
 - ii) Perform duties as tasked by the chair
 - iii) Designated positions on the committee may
 - (1) Secretary - Take minutes at meetings
 - (2) Organizing Team Liaison: Communicate with the Organizing team activities planned by the committee
 - (3) Candidate Liaison: The responsibility will be to communicate with endorsed candidates in order to support and plan election details.
 - (4) Canvassing Organizer: This person will help organize walking events to support our candidates. It will likely be done in conjunction with the TVEA Organizing Committee
 - (5) CTA Correspondent: Stay informed about what is happening at the state level including propositions and legislation.
 - (6) Interview Panel: Team of people to develop questions and interview potential candidates.

3) Recommendation Procedures

- a) CTA Endorsements
 - i) The Chapter may adopt endorsements for other state and local races of shared interest with CTA and/or any of its affiliates without the need to conduct separate candidate interviews. This will allow all CTA and CTA-affiliate endorsed candidates to list the Chapter as a recommending organization.
- b) TVEA Endorsements
 - i) TVEA PAC can initiate a process to recommend a position of endorse, oppose, no position, or recall for a candidate or issue.

4) **School Board Election Timeline**

- a) One year preceding an election the Political Action Committee should determine whether TVEA should take a position on candidates in the next school board election. If they determine they should, a timeline is prepared for Executive Board approval.
- b) The Committee should consider conducting interviews and endorsing prior to the candidate filing process if the Chapter has either recruited candidates, a field of candidates is available, or would like to recommend incumbents who have been rated as "friendly".
- c) Timelines to consider
 - i) January:
 - ii) 24 Hour reporting windows
 - iii) February/March: (should be winter Nov-Dec)
 - (1) Assess climate for school board election and number of seats open for Governing board
 - (2) Develop process and procedures for election cycle
 - (3) Assign campaign and endorsement team
 - (4) Reach out to all incumbents and allies
 - (5) Advertise to potential candidates seeking TVEA endorsement
 - (6) Begin informal process with candidates
 - (7) Begin narrowing lists
 - iv) April: (Feb/March)
 - (1) Finalize interested list of candidates
 - (2) Review and update materials for interview and endorsement
 - (3) Plan preliminary budget
 - (4) Submit ABC Application Deadline April 29th
 - v) May : Early Candidate Recommendation (April)
 - (1) Schedule / endorsement interviews
 - (2) Invite all interested candidates
 - (3) Finalize early endorsement (+ May get approval from Executive Board and Leadership Council, announce to TVEA members)
 - vi) June/July: Campaign plan with candidate
 - (1) Coordinate efforts with endorsed candidates
 - (2) Finalize campaign plan
 - (3) Order yard signs, postcards and print literature
 - vii) Aug: Member to Member Contact
 - (1) Communication to members regarding election events
 - (2) Train volunteer leaders on all data and applications
 - (3) Assign big multi campaign weekend walk-routes and organize volunteers
 - viii) Sept/Oct: Direct Voter Contact
 - (1) Assign big multi campaign weekend walk-routes and organize volunteers
 - (2) Get out the vote

5) **School Board Candidate Endorsement Process**

- a) The Committee may recommend to TVEA Executive Board an endorsement of candidates for school board after the endorsement process has been completed.
 - i) Develop timeline for endorsement process
 - (1) Notification of TVEA Endorsement for School Board
 - (2) Notify membership TVEA PAC is seeking candidates for endorsement
 - (3) Notify community via (Letter/Publication/Press Release etc) TVEA PAC is seeking candidates for endorsement
 - (4) Notify incumbents should be invited to endorsement process
 - ii) Interview Process Completed
 - (1) Candidate questionnaire prepared and made available to all candidates seeking interview
 - (2) Determine members of the Interview panel
 - (3) Develop Interview questions

- (4) Finalize Interview Details
 - i) How, When and Where
 - ii) Schedule interviews
 - iii) Determine whether interviews will be recorded or guests allowed to view
 - iv) All known, viable candidates, including incumbents up for reelection, shall be invited to interview.
 - v) Determine minimum qualifications for endorsement
- (5) Interview Candidates
 - i) Candidates shall be interviewed using identical questions developed by the Committee. Incumbents may have a different set of questions.
- (6) Interview panel decides on candidate endorsement
 - i) The Committee is encouraged to operate on a consensus basis. Only candidates that receive a consensus of support will receive a recommendation from the Committee to be moved to the next meeting of the Exec Board and/or Rep Council.
 - ii) The Committee may recommend one of the following positions regarding candidate recommendations:
 - (i) No Recommendation – None of the candidates were worthy of recommendation
 - (ii) Recommendation – one or more candidates warrant recommendation
 - (iii) Neutral – This keeps the Chapter out of the race, but allows for individual Chapter members to recommend if they so choose
 - iii) Under no circumstances shall the chapter recommend more candidates than there are available seats.
 - iv) Reporting of Endorsement
 - (i) The Committee will report recommendations to the Executive Board following the interview process. A supermajority (60%) of the Executive Board and/or Rep Council will be required to adopt the report of the Committee. Every attempt shall be made to finalize this process by the May meeting or the first Leadership Council of the academic year.

6) **School Board Candidate Election Support**

- a) PAC Funds will not be allocated for any candidate without an official endorsement vote of the Executive Board and/or Leadership Council
- b) **Upon the Recommendation and Approval of Endorsement the Political Action Committee Shall:**
 - i) Develop a recommended Budget Plan to:
 - (1) Support endorsed candidates.
 - i) Meet with candidates to determine needs
 - ii) Review Political Action account fund to determine amount that can be budgeted and allocated for a candidate
 - (2) Promote endorsement of Candidates
 - i) Internal Messaging
 - ii) External Messaging
 - (i) Mailers, Postcards, Door Hangers etc
 - (ii) Fund Campaign Activities
 - (3) Fund Campaign Activities
 - (i) Events, Fundraisers, Forums etc
 - (4) Fund Canvassing Activities
 - (i) Supplies
 - ii) Work with the Organizing Committee to develop a Campaign plan which should consist of:
 - (1) Communication to Membership
 - (2) Communication to the Community
 - (i) Newspaper, Publications, Press Release, Social Media etc
 - (3) Canvassing Activities

7) The campaign plan, timeline and budget shall be approved by the Executive Board.