

New York State Council of Educational Organizations
(NYSCEA)

Based on the Constitution October 13, 2006

Executive Board Handbook: A
Continually Evolving Document

Final Draft

May 7, 2010

Purpose: The New York State Council of Educational Associations (NYSCEA) Executive Board Handbook was developed to serve as a guide for members of the Executive Board and for other interested individuals such as those considering seeking office within NYSCEA. We stress that the handbook serves as a guide and not as a definitive statement of requirements and obligations. This handbook will be updated at least annually so that it continues to best reflect current practices and direction. It is the responsibility of the President-Elect to facilitate this review.

About the organization: The New York State Council of Educational Organizations (NYSCEA) is a representative organization that invites all New York State non-umbrella organizations that represent professional educators to participate as an affiliated member organization. Each year approximately 40 such organizations maintain paid affiliate status with NYSCEA and are allowed to assign two delegates as representatives.

NYSCEA customarily holds three meetings during the course of each school year and a two-day retreat for Executive Board members during the summer months. Typically, each of the Delegate Assembly meetings consists of presentations by State Education Department (SED) representatives that are aimed at updating the delegates on important requirements, initiatives, and new directions and a business meeting consisting of NYSCEA updates, standing committee reports, and other business related to the on-going work of NYSCEA. During the Delegate Assembly, delegates are permitted to address the assembly to share information, seek support, or present an initiative for consideration. The work of the committees as well as other NYSCEA-related business of the organization may be conducted between meetings.

NYSCEA is governed by an Executive Board, a Constitution, and By-Laws. Both the NYSCEA Constitution and By-Laws are available at the NYSCEA website which is located at www.nyscea.org. The members of the Executive Board invite interested individuals to contact them about NYSCEA business. The names, street and email addresses, and phone numbers for NYSCEA officers and the Executive Manager are located on the NYSCEA website.

The NYSCEA Executive Board

The Executive Board is responsible for making the day-to-day operational decisions for NYSCEA. It is customary for the members of the Executive Board to meet together at a time determined by the President on the day prior to each meeting of the NYSCEA Delegate Assembly. During Executive Board meetings, the President calls the meeting to order and conducts business as determined by a formal agenda that is prepared collaboratively and distributed by the President in advance. During Executive Board meetings, administrative responsibilities are attended to, organizational planning occurs, and the direction of the organization is maintained.

Members of the Executive Board are NYSCEA affiliate delegates who are elected to serve for a period of two years in the position for which they ran. Elected officers, with the exception of the President, may run again for the same position when their term of

office expires. Chairs of Standing Committees are members of the Executive Board. The Executive Manager, by custom, attends and participates as a resource at Executive Board meetings, as well.

The term of office begins at the end of the Spring Delegate Assembly.

The President-Elect automatically becomes the president at the end of the two-year term of office. The President automatically becomes the Immediate Past President after serving two years as President. Consequently, election to the position of President Elect carries with it a six-year service obligation as a member of NYSCEA's Executive Board.

Based upon the Constitution, the President shall:

- a. preside at meetings of the Executive Board and the Council
- b. act as chief spokesperson and representative of the Council to the public and to other organized bodies whenever necessary
- c. with the approval of the Executive Board, make any appointments, other than those provided for in the Constitution, that are necessary for the welfare of the Council
- d. be responsible for implementing the policies and programs established by the Council

Customary responsibilities include:

- a. conduct the Delegate Assembly meeting.
- b. making arrangements for all NYSCEA-related meetings in collaboration with the Executive Manager. This includes setting dates and contracting for hotel rooms, meeting rooms, and food and beverages.
- c. preparing agendas, arranging for speakers, introducing speakers, and conducting the business meeting of the Delegate Assembly.
- d. sending out a letter of invitation to all NYSCEA delegates prior to each meeting of the Delegate Assembly.
- e. reviewing and providing preliminary approval for the minutes of meetings and corresponding with the Secretary before they are disseminated.
- f. arranging for and conducting an Executive Board retreat each summer.
- g. initiating a review of the Constitution, By Laws, and the various NYSCEA handbooks.
- h. initiating a review of NYSCEA's financial situation at least annually and reviewing a budget prepared by the Treasurer.
- i. ensuring that the Election Board performs its duties in a timely fashion.
- j. overseeing all aspects of NYSCEA to ensure that the organization functions in an appropriate and timely manner.

Based upon the Constitution, the President Elect shall:

- a. assume the duties of the President when such need arises;
- b. serve as chairperson of the Leadership Conference;

- c. perform any other duties, which may be assigned by the President, the Executive Board, or by the Council.

Customary responsibilities include:

- a. updating the Handbook by taking the minutes of the revision of the handbook, distribute electronically to the Executive Board for accuracy, then revising the Handbook.
- b. reviewing the Executive Board minutes of the meeting and correspond with the secretary before they are distributed.

Based upon the Constitution, the Secretary shall:

- a. take minutes at the meetings of the Executive Board and the Council's Delegate Assembly.
- b. distribute the minutes of the Delegate Assembly electronically to the delegates of the Council, the presidents of member organizations and the Executive Board within thirty days following such meeting.
- c. preserve the records of the Council, and receive minutes from the various committees of NYSCEA to be entered into the record and coordinate these activities with the Historian.

Customary responsibilities include:

- a. taking the minutes which include relevant dialogue between participants and background information on issues
- b. distributing the minutes electronically before each Executive Board and Delegate meeting.
- c. e-mailing SED representatives and delegates who spoke during a portion of the minutes to review for accuracy. Request the submission of corrections from these individuals within one week.
- d. e-mailing final draft of the minutes to the President for preliminary approval within 30 days following the meeting.
- e. e-mailing preliminary minutes to Executive Board Members
- f. distributing minutes electronically to the delegates, Presidents of each affiliate, Executive Board, and appropriate SED representatives.
- g. filing all papers distributed at the meeting in a loose leaf book and file box.
- h. maintaining an archive of minutes and important papers.
- i. updating, annually, a list of records that is currently archived and presents a list of what is included in the archive to the Executive Board.
- j. maintaining an electronic file of all minutes.
- k. creating a To- Do List after each Executive and Delegate meeting and emailing to Executive Board members and delegates who had something todo on the To Do list.

Loose leaf contents: all documents are in sheet protectors

Executive Board Directory

Directory of all Association delegates which includes Executive Board members

Meeting Agendas (Executive, Delegate and Business)

Meeting minutes

Meeting Attendance Lists

Financial Reports

Bank and Investment Portfolio Statements

Treasurer's Reports

Budget Reports

Correspondence

Constitution

NYSCEA Handbook

NYSCEA History, Purpose, Goals

Legal papers

Nomination Letter and Applications

Organization Forms

NYSCEA Letterhead

File Box contents:

All papers distributed at the meetings are filed according to date.

Based upon the Constitution, the Treasurer shall:

- a. disburse funds as authorized.
- b. compile a complete fiscal record of all receipts and debts incurred by the Council.
- c. provide for an annual audit of the treasurer's books.
- d. prepare and present to the Executive Board and then to the Council, the proposed annual budget.
- e. shall be bonded as authorized by the Executive Board/Board for the term of office.
- f. in the absence of the Executive Manager, the Treasurer shall oversee the distribution of notices and collect dues from affiliate organizations.
- g. in the absence of the Executive Manager, the Treasurer shall act as registrar for the Delegate Assembly and any other meetings of NYSCEA.
- h. serve as liaison and Treasurer for any NYSCEA conferences established by the Delegate Assembly.

Customary responsibilities include:

- a. developing and maintain a computerized record of multi-year financial information.
- b. providing an approved budget for dissemination. The vote takes place at the Spring Assembly meeting and is disseminated at the Fall Assembly meeting.
- c. providing quarterly (March, June, September, and December) reports for comparison across years to be distributed at the Delegate Assembly.

- d. providing a year-end (June 30) summary report for the Executive Board.
- e. reviewing the need for an Advisory Committee to maintain continuity of Treasurer's responsibilities and provide recommendations to the Executive Council and the Delegate Assembly.
- f. meeting at least yearly with the Executive Manager and financial planner(s) to review the status of investments.
- g. reviewing the Executive Board minutes of meetings and corresponding with the Secretary before they are disseminated.
- h. distributing a budget worksheet to the Executive Board in April.
- i. updating signature cards from the bank to add President-elect and drop Past President at the appropriate Spring Delegate meeting.
- j. acquiring the necessary bonding of the President, President-Elect, Treasurer and Executive manager.
- k. assisting the Executive Manager in the e-file of the return.
- l. assuring the appropriate compensations and filing the necessary tax forms.
- m. updating accounting records for the organization prior to each Delegate Assembly meeting and each Executive Board Retreat.
- n. presenting an updated summary of NYSCEA's financials at the NYSCEA Delegate meetings.
- o. maintaining copies of all important Treasurer-related documents and financial records and house a second copy of these materials with the Executive Manager. Update these records and materials during the course of each year.
- p. updating annually a list of records that relate to treasurer's info such as: Treasurer's reports, budgets, bank statements etc. and present a list of what is included in the archive to the Executive Board. Provide the Executive Manger with a copy of the Association's bank statements.

Based upon the Constitution, the Immediate Past President shall:

- a. serve as Parliamentarian for the Council.
- b. chair the Membership Committee.
- c. serve on any committee that substantially alters the Constitution or By-Laws of the Council.
- d. fulfill such roles, as the President and or Executive Board/Board may deem appropriate.

Customary responsibilities include: reviewing the operations of the organizations and inform the President and, when appropriate, the Executive Board when there is a need to attend to specific issues, job responsibilities, and/or topics.

- a. reviewing the Executive Board minutes and corresponding with the secretary before they are disseminated.
- b. recruiting new members and assisting in the membership application process.

The Nominations Chair shall

- a) announce at the Fall Delegate Assembly Meeting which office(s) will be open for election(s) in the spring
- b) at the Winter Delegates Meeting distribute a letter to the delegates presenting the responsibilities of each position that will be open. A nomination form is distributed, as well
- c) if there is more than one candidate, the chair will provide a list of candidates and their credentials at the Spring Meeting.
- d) during the Spring Meeting, if there is more than one candidate for a position, the election will take place by paper ballot. If there is only one candidate for a position, the Secretary will cast the ballot.

Customary responsibilities include:

- a) overseeing all aspects of the election process.
- b) conducting the elections and keeping an updated list of the officers and their terms of office.
- c) distributing the responsibilities for open positions.
- d) preparing the nomination forms.
- e) preparing the list of candidates and their credentials and the paper ballot if there is more than one candidate for a position.
- f) notification of candidates.

The Executive Manager shall:

Serve at the pleasure of the NYSCEA Executive Board as a consultant to the Association under specific terms and conditions that include a salary. The Executive Manager works closely with the President in support of the day-to day operation of NYSCEA.

Customary responsibilities include: overall yearly preparations, meeting preparation, financial support and management, and communication.

- a) Collecting information from organizations
- b) Updating the NYSCEA Directory
- c) Distributing the NYSCEA Directory
- d) Developing and mailing annual letter, affiliate organization dues invoices, and meeting registration materials
- e) Working on the annual budget development with Treasurer, President and Executive Board
- f) Reviewing meeting arrangements and contracts with President
- g) Working closely with SED liaison to NYSCEA
- h) Registering members for meetings
- i) Assisting with SED, Executive Board and Business Meeting agendas
- j) Preparing a list of delegate e-mail addresses to be distributed at each meeting to keep information current.

- k) Providing individuals who update listserv with current updates each year as needed.
- l) Preparing business meeting materials; sign in sheets, attendance roster, association signs, and name badges
- m) Coordinating with hotel by providing updated numbers for meal counts.
- n) Organizing, coping, and preparing meeting packets
- o) Collecting, recording and depositing dues and meeting registration funds.
- p) Assisting treasurer with financial reports
- q) Following up with affiliate members in arrears
- r) Providing dues and meeting registration updates and amounts to the treasurer
- s) Reviewing periodically NYSCEA investments with financial advisor and treasurer.
- t) Assisting president with updates
- u) Providing support for the Executive Board
- v) Providing assistance and information to member delegates
- w) Providing information and clarification about NYSCEA for new people.
- x) Working with SED liaison to maintain updated listserv
- y) Providing assistance to the Nominations Chairperson
- z) Reviewing the minutes of meeting and corresponding with the Secretary.
- aa) Providing the Secretary with copies of important documents as needed

NYSCEA's Organizational Components

Listsers: NYSCEA uses two different listsers. The SED Liaison to NYSCEA maintains a listserv of members of the Executive Board and the SED Liaison to NYSCEA. The address is NYSCEA@listserv.nysed.gov. The SED Liaison to NYSCEA also maintains a second listserv that includes the SED Liaison to NYSCEA, all members of the Executive Board, all delegates, all affiliate Presidents, and members of SED as determined by SED.

NYSCEA also uses a third listserv that is maintained, at no cost to NYSCEA, as part of the New York State Middle School Association's website internet service. The listserv address is NYSCEA@nysmsa.org. The purpose of this listserv is to facilitate free flowing, two-way communication among NYSCEA delegates, Executive Board members, and affiliate Presidents. Everyone listed on this listserv is invited to use it to send out and respond to informational items, requests for support, discussion topics, etc. whenever they choose to do so. Individuals wishing to be removed from this listserv may do so by notifying the Executive Manager of this request at any time. The President assists the Executive Manager and the SED Liaison with any changes. A list of e-mail addresses are distributed at each meeting to update, add and/or correct. The Executive Manager is responsible for providing individuals who update each of these listserv with current updates each year as needed.

Ways Delegates can participate during a Delegate Meeting: Delegates and Board Members interested in addressing the Delegate Assembly are invited to contact the President at least three weeks before a meeting of the Delegate Assembly to request to be placed on the agenda. The President will determine if and when the request will be honored. The President may discuss a request with the Executive Board and/or the Delegates prior to responding to the individual making the request. However, delegates can raise a topic of concern without prior notice during the new business portion of the meeting.

“Take One” table: A “Take One” table will be available at each meeting of the Delegate Assembly. Delegates are invited to place materials of their choosing on the table as a way to distribute pertinent information to members of the Delegate Assembly.

How NYSCEA takes a position on a particular topic or issue: Delegates and/or the Executive Board may ask the Delegate Assembly to take an action that supports a particular topic, initiative, and/or a side of an issue. Such an action by NYSCEA may include supporting or developing a position paper, submitting a letter to SED or other governmental agency, request that affiliate organizations sign a document, post material on the NYSCEA website, establish a NYSCEA committee, and distribute material to affiliate memberships.

While Delegates may choose to raise such topics without pre-notice and request support from the organization as a “new business” item during a meeting of the Delegate Assembly, it is strongly recommended that a request be made to the President to have the topic and its purpose placed on the agenda and that pertinent information be distributed to the Delegates in advance of the meeting. Doing so will facilitate a speedier outcome.

The Delegate Assembly will eventually vote to support or not support a requested direction; however, it may also choose to establish a committee to further study or develop the topic. Another alternative is that a portion of the Delegate Assembly may choose to support the request direction independent of the full Delegate Assembly and then report back to the remaining delegates at future meetings.

While any individual or group may request support from NYSCEA, formal support will only occur through an affirming vote of the Delegate Assembly on the topic under consideration. This same process must be used to withdraw support that was previously granted.

Committees: NYSCEA Committees may be established on any topic at the discretion of the President and the Executive Board. The President is responsible for selecting the Committee Chair. If a committee is intended to be a standing committee, then it must be so designated. Chairs of standing committees become non-voting members of the Executive Board and at the request of the Executive Board or the President, they attend scheduled retreats and Executive Board meetings held on the day preceding Delegate Assembly meetings.

NYSCEA Website: The purpose of the NYSCEA website is to serve as a regularly updated, ongoing, interactive service to all NYSCEA-affiliated organizations and their memberships. The site is open to the public at large and, consequently, serves as both the public face and voice of NYSCEA.

The NYSCEA Webmaster is responsible for the maintenance of the website and does so under the direction of the NYSCEA Executive Board. The website offers information about NYSCEA; its mission, its members, its activities and its ongoing activities and actions. It also provides an interactive forum for extending NYSCEA's workflow and information exchange.

Member organizations are invited to submit a request to the President that appropriate informational items are posted on the NYSCEA Website that are likely to be of interest to members of other member organizations. Delegates can request to have initiatives supported by NYSCEA be put on the NYSCEA website.

The Webmaster will make ongoing determinations as to the use of the website including how long particular information should remain posted. Ultimate responsibility for all aspects of the NYSCEA Website, including NYSCEA related listservs, rests with the NYSCEA Executive Board.

The Webmaster serves at the pleasure of the NYSCEA Executive Board as a paid consultant to the Association under specific terms and conditions that include a salary. The Webmaster works closely with the President in support of the day-to-day operations of NYSCEA.

The job of the Webmaster is to facilitate the digital presence of NYSCEA as defined by the Executive Board. The Webmaster does not make policy.

The Executive Board will maintain a short guidelines document that outlines what is appropriate to be posted on the website and where and how it will be posted.

Creation of new, topic-specific listservs: Special listservs can be created to accommodate various needs relating to various endeavors such as committees, topics of special interest to certain groups of delegates, etc. The new listservs may be formed using resources available through member organizations such as NYSMSA, SED etc. NYSCEA may be able to initiate these additional listservs through its web service.

Distribution of materials to NYSCEA Delegates and member organizations: Typically, different print materials are distributed to Delegates during NYSCEA meetings. To the degree practical, the Executive Manager will mail materials not posted on the website or distributed via a listserv to those delegates who were unable to be in attendance.

All handouts and other print materials, including PowerPoint presentations, referenced by presenters are to be made available electronically to our Webmaster so that they can be

posted on the NYSCEA website. It is our goal to eliminate the need to mail these materials by making these resources available to interested parties on the NYSCEA website. Requests from presenters to have their presentations posted, but not downloadable or in a form that cannot be altered to avoid theft, such as a pdf document, will be honored.

Materials to be distributed to the NYSCEA Delegates and their respective organizations may be distributed at any time as attachments using a NYSCEA Listserv.

Membership: Membership brochure is updated annually. It provides information regarding: What does NYSCEA Do When We Meet?, When and Where Does NYSCEA Meet?, How Does NYSCEA Benefit Member Associations?, What Are The Delegate's Responsibilities?, Membership Eligibility?, NYSCEA's Mission Statement?, How Does NYSCEA Work?, the Membership Organizations, list of current board members, and Listserv and website addresses.

Annual Time Line of Events and Related Responsibilities Checklist

July

- Executive Board Retreat (new President presides over meeting every two years)
- The Executive Manager will review the membership list and follow up on organizations that have not maintained their membership in NYSCEA
- The President with input from the Executive Board will request presenters for the October meeting
- The Treasurer will reconcile the checkbook with the monthly bank statement

August

- The President, with input from the Executive Board will arrange for presenters for the October meeting
- The Executive Manager will send out reminder letters to organizations that have not maintained their membership
- The Executive Manager will send out notification of NYSCEA meeting dates for upcoming school year
- The Executive Manager will check that the list of delegates and email addresses are up-to-date and accurate
- The Treasurer will check that finances are in order and review any concerns with the President
- The Web Master will post the meeting dates on the website
- The Web Master will post/update contact information for SED and other governmental leadership offices/people on the website
- The Web Master will post a letter from the President on the website
- The Executive Manager deposits member dues and registration fees received

- The Executive Manager updates the Directory
- The Treasurer will reconcile the checkbook with the monthly bank statement

September

- The President will invite Executive Board members and delegates to submit agenda items for respective agendas
- The Executive Manager will send out a reminder to make room reservations (provide needed contact information)
- The Executive Manager will send out Executive Board and Delegate assembly agendas (with times) and a letter from the President (two weeks before meetings)
- The Executive Manager make telephone calls to organizations that are in arrears with their dues
- The Executive Manager will confirm that all needed accommodations (rooms, AV, food and drink, lunch) for the upcoming meeting are in order
- The President will prepare welcome/opening remarks, introductions of NYSCEA dignitaries
- The President will request brief introductions for presenters
- The Executive Manager will update listservs
- Executive Manager will deposit member dues and meeting registration fees received
- Executive Manager updates the Directory and listserv
- Executive Manager sends updated listserv information to SED liaison
- Executive Manager confirms hotel meeting arrangements.
- The Treasurer will reconcile the checkbook with the monthly bank statement
- The Treasurer will prepare the Treasurer's report.

October

- Secretary electronically sends a copy of Delegate minutes of May meeting to Delegates and copy of Executive Board minutes to Executive Board meeting participants one or two weeks before the Delegate Meeting.
- ***Hold Delegate Meeting in Albany***
- The Executive Manager will run paper copies of materials needed for upcoming meetings
- The Executive Manager will check that needed AV equipment is available
- Have first meeting of the Executive Board
- Executive Board members will submit receipts/mileage/tolls for travel, etc. to the Treasurer following the meeting.
- The Secretary will send a draft of the Executive Board and Delegate Assembly minutes including "to do" lists to the President for review and comment after the meetings
- The Secretary will send out final minutes to Executive Board and Delegates to be approved at next meeting
- Nominating Committee Chair will announce which offices will open for election in the spring.
- The Secretary:

- a. takes minutes of Executive Board and Delegate meetings.
 - b) E-mails draft of Executive Board minutes to Executive Board members for review.
 - c) Calls attendance roll at the beginning of the Delegate meeting
 - d) Types minutes
 - e) Sends portions for clarification to speakers
 - f) E-mails minutes to President for preliminary approval
 - g) Files papers in loose-leaf and File Box
 - h) E-mails preliminary approved minutes to Executive Board Members and the Executive Manager
 - i) E-mails Delegate minutes to delegates using a NYSCEA listserv.
- The Executive Manager updates the Listserv to accommodate late memberships after the meeting and sends info to the SED liaison
 - The Executive Manager deposits on site dues and meeting registration fee received
 - The Treasurer will reconcile the checkbook with the monthly bank statement

November

- Executive Manager follows up with affiliate organizations regarding dues owed
- The Treasurer will reconcile the checkbook with the monthly bank statement

December

- The President will arrange for presenters for the February meeting
- The Executive Manager follows up with affiliate organizations owing dues
- The Treasurer will reconcile the checkbook with the monthly bank statement

January

- The President will ensure that the Nominations Chair is preparing for the spring elections.
- The President will prepare a letter to be sent to the membership that announces the February Meeting, updates the membership, speaks to the upcoming elections, and solicits candidates.
- The President will determine if there will be an Executive Board retreat and if so, consider who is invited, where and when.
- The Treasurer will prepare the Treasurer's report
- The Treasurer will reconcile the checkbook with the monthly bank statement
- Executive Manager contacts any organizations in arrears
- Executive Manager sends reminder re: motel reservations
- Executive Manager collects and deposits dues and meeting registration fees for the February meeting
- Executive Manager confirms meeting arrangements with hotel--provides meals counts 3 days before meeting

February

- Secretary electronically sends a copy of Delegate minutes of February meeting to Delegates and copy of Executive Board minutes to Executive Board meeting participants one or two weeks before the Delegate Meeting.
- *****Have Delegate Meeting Albany*****
- The Executive Manager will begin to explore meeting facility options for following year
- The Executive Board will determine a date for the summer Executive Board Retreat
- Distribute a letter during the Delegate meeting presenting responsibilities of positions that will open and a nomination form is distributed as well.
- Send election materials with deadlines to all affiliate Presidents and delegates by email.
- Executive Manager updates Directory and listserv, then sends listserv update to SED liaison
- Executive Manager deposits dues and meeting registration fees received at meeting
- The Treasurer will reconcile the checkbook with the monthly bank statement

March

- The President will arrange for presenters for the May meeting
- The President will work through emails to tentatively set a retreat agenda.
- The Treasurer will reconcile the checkbook with the monthly bank statement

April

- The Nomination Committee Chair will send out a list of candidates with their respective credentials to the delegates eligible to vote at least thirty days before the Spring meeting,.
- The Executive Manager, with input from the President and the Treasurer, will negotiate contracts for meeting locations, food, and sleeping accommodations for next year.
- The Treasurer will reconcile the checkbook with the monthly bank statement
- The Treasurer will prepare the Treasurer's report
- The Treasurer will prepare the proposed budget for discussion at May meetings

May

- Secretary electronically sends a copy of Delegate minutes of February meeting to Delegates and copy of Executive Board minutes to Executive Board meeting participants one or two weeks before the Delegate Meeting.
- *****Delegate Meeting Albany*****
- The Chairman of the Elections Committee will oversee the election of officer(s) by paper ballot during the Spring meeting of delegates.

- The Executive Manager will sign the contract for facilities and food for upcoming year
- The President will appoint two representatives to count votes and the Nomination
 - Committee Chair will announce the newly elected officers.
- The President, with input from the Executive Board, will determine if there will be an Executive Board retreat during the summer.
- The Treasurer will reconcile the checkbook with the monthly bank statement

June

- The Treasurer will reconcile the checkbook with the monthly bank statement
- The Executive Manager sends letter, meeting dates and registration fees for the next year, dues invoice and officer update sheet to each organization

Timeline for the Executive Board and Delegate Assembly Meetings

Five weeks prior to the meeting:

- a. The President requests by email that the SED Liaison to NYSCEA prepare an agenda composed of SED presenters for the upcoming Delegate Assembly.
- b. The Executive Manager uses the NYSCEA listserv to send out an email to the Executive Board reminding them of the upcoming meeting.

Four weeks prior to the meeting:

Three weeks prior to the meeting:

- a. The SED Liaison emails the President the agenda listing the presenters for the meeting.
- b. The Executive Manager uses the NYSCEA listserv to send out an email to each delegate, the Executive Board, the Executive Manager, and the Presidents of affiliated organizations that speak in general terms about the upcoming meeting and provides information regarding fees, location, hotel contact information, the last date to make reservations under the NYSCEA rate, etc. This email also notifies these individuals that the agenda will be sent out the following week.
- c. The President and/or the Executive Manager arranges for needed equipment to be on hand - - mike, in-focus, podium, etc.

Two weeks prior to the meeting:

- a. The President sends the Delegate Assembly Agenda and a letter to the delegates to the Executive Manager.
- b. The Executive Manager reviews the agenda and the letter for errors and then uses the NYSCEA Listserv to email the Delegate Assembly Agenda and the President's letter to each delegate, the Executive Board, the Presidents of affiliated organizations, and the SED Liaison to NYSCEA.

- c. The President sends out an email asking the members of the Executive Board for suggested topics for the Executive Board Agenda. A list of topics remaining from previous meetings and new topics are included.

One week prior to the meeting:

- a. The President sends out the Executive Board Agenda.
- b. Executive Manager verifies arrangements with hotel and provides meal counts
- c. Secretary electronically sends a copy of Delegate minutes of May meeting to Delegates and copy of Executive Board minutes to Executive Board meeting participants one or two weeks before the Delegate Meeting.

Day of meeting:

- a. All NYSCEA officers arrive at the meeting room by 7:30 a.m. to assist that a registration table is set-up. Set up a registration table with copies of the agenda and other meeting-related materials available.
- b. Set up a “Take One” table to be used by delegates to distribute free materials, handouts, etc.
- c. Ensure that the room setup and presentation equipment are appropriated and ready to go.
- d. Ensure that food and drink are available.
- e. Welcome presenters individually and ensure that morning presenters are on hand as the meeting progresses.
- f. Begin the meeting with a welcome by the president and a roll call by inviting delegates to say their name and organization.
- g. As part of the Business Meeting, the Secretary has the minutes from the previous meeting approved and the Treasurer gives the Treasurer’s report.
- h. As part of the Business meeting, the Executive Manager is provided a time to address those assembled.
- i. The Nominations Chair will be provided an opportunity to address the delegates during the February business meeting regarding the election process and to distribute nomination materials (which will also be posted on the website). The Nominations Chair will conduct the elections required by the Constitution during the May meeting.

One week following the meeting:

- a. The Secretary sends a copy of the Executive Board minutes and the Delegate Assembly minutes to the President for review, comment and approval.
- b. The Executive Manager follows up on any late meeting registration fees.

Two weeks following the meeting:

- a. The President returns the approved minutes to the Secretary.
- b. The Secretary uses the NYSCEA listserv to send out the approved Delegate Assembly minutes to each delegate, the Executive Board, the Executive Manager, and the Presidents of affiliated organizations within 30 days.
- c. The Secretary sends the Executive Board minutes to the members of the Executive Board.
- d. The Delegate Assembly minutes are posted on the NYSCEA website.

Within 3 weeks of the Delegate Meeting:

- a. The Secretary shall send Delegate minutes to the President for review

Within 30 days of the Delegate Meeting:

- a. The Secretary will email the Webmaster to add the Delegate minutes to the NYSCEA website.

Typical Agenda and Meeting Minutes Formats

Below are two typical Delegate Assembly agendas which have been used:

New York State Council of Educational Associations Agenda

**February 6, 2008, Holiday Inn Wolf Road
Friday, February, 6, 2009**

8:00 – 8:30	Registration and Greetings
8:30 – 8.50	Call to Order, Welcome, Roll Call, Distribution of Surveys Dennis Tosetto, President, Joan Davidson, Secretary, and Grace Wilkie, President-Elect
8:50 – 9:50	Office of ETV & Public Broadcasting, NYS Education Department Elizabeth M. Hood, Director, Office of ETV & Public Broadcasting, NYS Education Department
9:50 – 10:50	Office of Curriculum and Instructional Support Tom Orsini, Team Leader Adult Education and Workforce Development Team
10:50 – 11:00	Break
11:00 – 12:00	Office of School Improvement and Community Services (Reg.)

Mark Barth, Associate, Office of Student Support Services

- 12:00 – 1:00 **Lunch**
- 1:00 – 1:10 **Acceptance of October 3 minutes and Treasurer’s Report**
Joan Davidson, Secretary and Susan Hildebrandt, Treasurer
- 1:10 – 1:15 **Executive Manager’s Report**
Robin Wheeler, Executive Manager
- 1:15 – 1:25 **NYSCEA’s Spring Elections (Call for Candidates)**
George Raneri, Nominations Chair
- 1:25 – 1:50 **Today’s survey and planning for the 2009-1010 school year**
Grace Wilkie, President-Elect
- 1:50 – 2:20 **Discussion: PD hours for Membership in Professional Organizations**
Kathie DeKalb, Interim Co-President,
Business Teachers Association of NYS
- 2:20 – 2:50 **NYS Model for Comprehensive K-12 School Counseling Program:
An Overview**
Sal Emauele, Sandy Braun, and Bob Rotunda (NYS School
Counselor Assoc.)
- †
2:50 – 3:00 **NYSCEA Website update**
Patricia Barbanell, NYSCEA Webmaster
- 3:00- 3:30 **New Business** (if any)
- 3:30 **Adjourn**

New York State Council of Educational Associations Agenda

**February 5, 2010
Holiday Inn
205 Wolf Road, Albany, NY
Phoenix Ballroom (left side of main hotel entrance)**

- 8:00 – 8:30 **Registration and Greetings**

- 8:30 – 8:50 **Call to Order, Welcome, Delegate Introductions**
 Grace Wilkie, President
Executive Manager’s Report
 Robin Wheeler, Executive Manager
Approval of October 2, 2009 Minutes
 Joan Davidson, Secretary
Treasurer Report
 Susan Hildebrandt, Treasurer
- 8:50 – 9:30 **UPDATE: Regents Statewide Learning Technology Plan
 And Planning Committee**
 Lawrence Paska, Coordinator
 Office of Technology Policy and Programs
 NYS Education Department
 Patricia Barbanell
 NYS Association Art Teachers Association
 NYSCEA Webmaster
- 9:35 – 10:15 **WHAT’S NEXT?**
 Grace Wilkie, President of NYSCEA
 Discuss how the groups will work and report to the group at large
 Group Activity for Groups A-D:
 Group A: What would be the most effective way for our associations to
 share information regarding keynote speakers, attendance at
 conferences, conference contracts and what works? (group leader: Ellen
 Sicluna)
 Group B: Commissioner Steiner had Joe Frey review the draft
 regulation regarding the 175 hours and conferences. What, if any,
 should the next step be? (group leader: Elizabeth Sheffer)
 Group C: Commissioner Steiner has asked that the NYSCEA
 membership develop a series of key questions they would like him to
 address at the May meeting. This group will develop the key questions
 that NYSCEA should pose to the new Commissioner. (group leader:
 David Payton)
 Group D: How are educational organizations sharing information about
 the instructional opportunities and challenges of working with the
 disconnected youths? (group leader: Jim Viola)
- 10:20 – 10:30 **Break**
- 10:35 – 11:25 **UPDATE: School Library Media Program Evaluation Rubric**
 John Brock, Associate
 Office of Curriculum, Instruction and
 Instructional Technology
- 11:30 – 12:20 **UPDATE: Career and Technical Education (CTE) Future
 Directions and Initiatives and Next Steps**
 Howard Goldsmith, Executive Coordinator
 Office of Curriculum and Instructional Support
 NYS Education Department

- 12:20 – 1:20 **LUNCH**
- 1:20 – 2:20 **UPDATES on ASSESSMENTS & REPORTING**
 David Abrams, Assistant Commissioner
 Office of Standards, Assessment and Reporting
 NYS Education Department
- 2:20 – 3:20 **INTRODUCTION**
 Dr. John B. King, Senior Deputy Commissioner
 Education P-12
 Office of Elementary, Middle Secondary and Continuing
 Education
 NYS Education Department
- 3:20- 4:00 **New Business** (if any)
- 4:00 **Adjourn**

Below are a sample Executive Board agenda which have been used:

NYSCEA Executive Board Meeting

Thursday, October 2, 2003

Holiday Inn Wolf Road

- 3:00 – 3:45 Discussion: Laura’s template and related topics
- 3:45 – 4:30 Discussion with Laura about template, related topics, and what NYSCEA is and what it does. We will also discuss what SED needs from NYSCEA and what NYSCEA needs from SED.
- 4:30 – 5:00 Review where we are with the Executive Board Handbook (including the time line) and the Delegate brochure.
- 5:00 – 5:30 Determine how we will approach updating the Constitution and by-laws so that they conform with current practices and/or update areas where we agree that processes or practices need to change for the good of the organization
- 5:30 – 5:50 Review our financial situation. (Sue will provide us with whatever data she deems appropriate.)
- 5:50 – 6:00 Robin will update us on membership-related issues

- 6:00 – 6:15 Review Friday’s agenda and determine that everything is taken care of to make it a successful meeting.
- 6:15 – 6:30 New Business (If there is any.)
- 6:30 Adjourn