



# Portland Association of Teachers NOMINATION FORM – 2021-2022

**\*\*\*Download and save this form before entering your information\*\*\***

Name: (legal name <u>and</u> nickname, if applicable)	Work Location:
Non-work Email:	Non-work Phone Number:

**\*By submitting this form, I authorize my name to be placed in nomination for the position of:**  
 \_\_\_\_\_  
 (A separate nomination form must be submitted for each position for which the candidate wishes to run.)

\_\_\_\_\_ **\*\*I have read the Nominations and Elections Handbook, including all sections related to running for elected office for PAT.** (Handbook can be viewed on the PAT website at [www.pdxteachers.org/pat\\_elections](http://www.pdxteachers.org/pat_elections))

\_\_\_\_\_ **\*\*I understand the timeline and process of this election, as described in the Nominations and Elections Letter to Members, dated 10/13/2021.** (N&E Letter can be viewed at [www.pdxteachers.org/pat\\_elections](http://www.pdxteachers.org/pat_elections))

\_\_\_\_\_ **\*\*I have read the duties and responsibilities of the position I listed above, and I am willing to perform those duties and responsibilities (which are listed on pages 3-7 of this form).**

**\*\*Place an "X" or your initials before each of the three statements above, to indicate that you have read, and agree to, each statement.**

**PLEASE ATTACH:**

**(1) A position statement supporting your candidacy**  
 - 100-word limit (see word count guidelines on page 2 of this form)

**(2) A statement of qualifications**  
 - (e.g., offices held, committees, task forces, building rep, bargaining organizer)  
 (Local (PAT), state (OEA), national (NEA) and/or personal qualifications – not to exceed 5 in total)

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**Word count guidelines are on page two. Statement and qualifications will be reproduced exactly as written; any portion exceeding the count limit will be deleted.**

**NOMINATIONS CLOSE AT 5:00 p.m. on Friday, January 7, 2022 for Executive Board and Officer candidates.**

**NOMINATIONS CLOSE AT 7:00 p.m. on Wednesday, January 12, 2022 for OEA RA and NEA RA candidates.**

*(Email to [Jennifer.Dixon@oregoned.org](mailto:Jennifer.Dixon@oregoned.org))*

See the **PAT Nominations & Elections Handbook** for guidelines on campaign activities.  
 The handbook can be viewed on the PAT website at [www.pdxteachers.org/pat\\_elections](http://www.pdxteachers.org/pat_elections)

# WORD COUNT GUIDELINES FOR CANDIDATE STATEMENTS

RA = 1 word                      Representative Assembly = 2 words

PAT = 1 word                      Portland Association of Teachers = 4 words

OEA = 1 word                      Oregon Education Association = 3 words

NEA = 1 word                      National Education Association = 3 words

OEA/RA = 2 words              Oregon Education Association/Representative Assembly = 5 words

OEA/NEA/RA = 3 words

Oregon Education Association/National Education Association/Representative Assembly = 8 words

NEA/RA = 2 words

National Education Association/Representative Assembly = 5 words

OEA/PAT/RA = 3 words

Oregon Education Association/Portland Association of Teachers/Representative Assembly = 9 words

PAT/RA = 2 words

Portland Association of Teachers/Representative Assembly = 6 words

VP = 1 word                      Vice-President = 2 words                      Vice President = 2 words

PAC = 1 word                      Political Action Contribution = 3 words

PPS = 1 word                      Portland Public Schools = 3 words

K-12= 2 words                      Kindergarten through twelfth grade = 4 words

CSC = 1 word                      Child Services Center = 3 words

**HYPHENATED WORDS:** Each word in the hyphenation is counted as one (1) word. Examples:

can-do = 2 words              OEA-RA = 2 words

long-time = 2 words              NEA-OEA-RA = 3 words

**CONTRACTIONS** = 1 word              Examples: can't = 1 word              she's = 1 word

**WEBSITE ADDRESSES:** www. = 0              .com = 0              Each word in between is counted as one (1) word

Examples: [www.samisthebest.com](http://www.samisthebest.com) = 4 words              [www.ain'tshegreat.org](http://www.ain'tshegreat.org) = 3 words

[www.SamJones4NEA/RA.org](http://www.SamJones4NEA/RA.org) = 5 words

### **Responsibilities: PAT OEA Representative Assembly Delegate**

- Three (3) year term: 2022, 2023, and 2024
- Attend pre-RA training, attend OEA RA, vote on OEA policies, budget, legislative program, and OEA officers.
- Under normal circumstances, OEA Representative Assembly Delegates attend the annual state convention held each spring. The OEA RA begins on a Friday evening and concludes late Saturday afternoon. A few weeks prior to the RA, delegates attend the Region 1 Mini RA (approximately 3 hours) to become prepared on the issues and procedures (date and location not yet determined). The 2022 OEA RA will either be held in person in Portland, or will be held virtually, April 29-30, 2022 (Subject to change).

### **Responsibilities: PAT NEA Representative Assembly Delegate**

- One (1) year term: 2022
- Attend NEA RA, vote on NEA policies, budget, legislative program, and NEA officers.
- PAT delegates to the NEA RA join other delegates in representing Oregon at the National Education Association's Annual Meeting and Representative Assembly (RA). The NEA RA is the organization's highest decision-making body. With more than 8,000 delegates, it is also the world's largest democratic, deliberative body. Delegates debate issues impacting American public education, elect national officers, and set policy for the 3 million-member Association. The 2022 NEA RA will either be held in Dallas, Texas, or will be held virtually, on July 2 – July 6, 2022 (Subject to change).
- *Note: Election as a PAT NEA delegate does not guarantee a stipend from PAT to attend. As of this date, PAT will fund nine (9) of the delegates elected in this election. The elected delegates will be funded in order of number of votes received; the same process will apply if additional funded positions become available. Delegates who are funded will receive a stipend that covers flight, hotel, and some meals. Any elected delegate may choose to attend the NEA RA at his/her/their own expense.*

### **Responsibilities: PAT Executive Board, Directors-at-Large**

- Two (2) year term: July 1, 2022 - June 30, 2024
- Attend Summer retreat and training, monthly PAT Executive Board Meetings, monthly committee meetings, and the monthly PAT RA.
- Serve as a liaison to an assigned PAT committee (attend all committee meetings and report back to the Executive Board).
- Serve as a liaison to the reps to all the schools in an assigned Zone.
- Fulfill all obligations of the PAT Executive Board, as outlined in the PAT Bylaws (below):
  - Article 7- Directors-at-Large (*\*Please see text of Bylaw Article 7 at the end of this form*)
  - Article 8- Executive Board (*\*Please see text of Bylaw Article 8 at the end of this form*)

### **Responsibilities: PAT President**

- Two (2) year term: July 1, 2022 - June 30, 2024
- The PAT President is a full-time released officer, on leave from their regular assignment.
- Is the chief executive and administrative officer of the Association and its official spokesperson.
- Preside over all meetings of the Association and, with Executive Board approval, appoint all committee chairs and members of committees and task forces.
- Fulfill all obligations of the PAT President and of the Executive Board, as outlined in the PAT Bylaws (below):
  - Article 6- Officers (Section 2- Powers and Duties of the President) (*\*Please see text of Bylaw Article 6, Section 2 at the end of this form*)
  - Article 8- Executive Board (*\*Please see text of Bylaw Article 8 at the end of this form*)

## **Responsibilities: PAT Vice-President**

- Two (2) year term: July 1, 2022 - June 30, 2024
- Attend Monthly Executive Board and RA meetings, and other responsibilities described below.
- Chair the Program/Budget Committee.
- Serve as coordinator of all PAT committees.
- Serve as a member of the PAT Executive Board and expected to attend all Representative Assemblies.
- Assume the duties of the President in the President's absence.
- Fulfill all obligations of the PAT Vice President and of the Executive Board, as outlined in the PAT Bylaws (below):
  - Article 6- Officers (Section 3- Powers and Duties of the Vice-President) (*\*Please see text of Bylaw Article 6, Section 3 at the end of this form*)
  - Article 8- Executive Board (*\*Please see text of Bylaw Article 8 at the end of this form*)

## **Responsibilities: PAT Secretary**

- Two (2) year term: July 1, 2022 - June 30, 2024
- Attend Monthly Executive Board and RA meetings, and all meetings of PAT at which official minutes are to be recorded.
- Keep and publish accurate minutes of all official meetings of the Association, and maintain its official files.
- Serve as a member of the PAT Executive Board.
- Fulfill all obligations of the PAT Secretary and of the Executive Board, as outlined in the PAT Bylaws (below):
  - Article 6- Officers (Section 4- Powers and Duties of the Secretary) (*\*Please see text of Bylaw Article 6, Section 4 at the end of this form*)
  - Article 8- Executive Board (*\*Please see text of Bylaw Article 8 at the end of this form*)

## **Responsibilities: PAT Treasurer**

- Two (2) year term: July 1, 2022 - June 30, 2024
- Attend Monthly Executive Board and RA meetings.
- Responsible for the funds of the Association, and signs disbursements identified within the program/budget or as authorized by the Executive Board.
- Keep accurate records of finances, and prepare a monthly financial report for the Executive Board.
- Work with Bookkeepers and Auditors to provide documentation for yearly reports.
- Serve as a member of the Program/Budget committee.
- Fulfill all obligations of the PAT Treasurer and of the Executive Board, as outlined in the PAT Bylaws (below):
  - Article 6- Officers (Section 5- Powers and Duties of the Treasurer) (*\*Please see text of Bylaw Article 6, Section 5 at the end of this form*)
  - Article 8- Executive Board (*\*Please see text of Bylaw Article 8 at the end of this form*)

## **\*TEXT OF REFERENCED BYLAW ARTICLES**

### **ARTICLE 6- OFFICERS (*re PAT President*)**

#### **Section 2 Powers and Duties of the President**

- a. The president shall be the chief executive officer of the Association.
- b. The president shall serve as the president of the UniServ Council.
- c. The president shall be a full-time officer of the Portland Association of Teachers, on leave of absence from regular assignment with the school district and shall be placed on the highest column, highest step of the salary schedule, plus 21%, in recognition of the additional days, hours and responsibility of the office.

- d. The president shall call and preside at meetings of the Executive Board and of the Representative Assembly. With the approval of the Executive Board, the president may call special meetings of the Representative Assembly and of the general membership. The president shall preside at these meetings. In the event of the president's absence, the vice-president shall perform these responsibilities.
- e. The president shall supervise the business affairs of the Association, including the receipt and disbursement of all funds of the Association, and affix their signature to disbursements identified within the program/budget or as additionally authorized by the Executive Board. In consultation with the treasurer, the president shall direct the investments of the Association, consistent with policies established by the Executive Board; and shall direct the expenditures of the Association, consistent with the approved budget of the Association and with policies established by the Executive Board. The President shall ensure that PAT officers are insured through OEA's bond program
- f. The president shall, with the approval of the Executive Board, sign contracts and other legal documents on behalf of the Association in its corporate name.
- g. The president shall supervise the professional activities of the Association.
- h. The president shall be the official representative and spokesperson for the Association. The president may designate another to speak on their behalf.
- i. The president shall appoint the chairs of committees and task forces (except the Program/Budget Committee); these appointments shall be subject to the approval of the Executive Board. The president shall appoint the members of the Advocacy Committee and of the collective bargaining teams; these appointments shall be subject to the approval of the Executive Board. The president shall appoint the Trustees to the Health and Welfare Trust; these appointments shall be subject to the approval of the Executive Board. The president may rescind appointments of chairpersons and members of all committees, task forces, and the Health and Welfare and Trust.
- j. The president may designate local members to represent the Portland Association of Teachers at community organizations and coalitions.
- k. The president, or a designee, shall be the voting delegate at meetings of NCUEA.
- l. The President has the authority to release members to work on special projects, in accordance with existing policies.

## **ARTICLE 6- OFFICERS (re PAT Vice-President)**

### **Section 3 Powers and Duties of the Vice-President**

The vice-president shall perform the functions attributed to that office by the most recent edition of *Roberts Rules of Order Newly Revised*, except as determined by the Bylaws and policy of the Association; shall chair the Program/Budget Committee, shall serve as coordinator of all committees and task forces and shall assume the duties of the president in the absence of the president. The vice-president shall affix their signature to disbursements identified within the program/budget or as additionally authorized by the Executive Board in the absence of the president or the treasurer.

## **ARTICLE 6- OFFICERS (re PAT Secretary)**

### **Section 4 Powers and Duties of the Secretary**

The secretary shall keep and publish accurate minutes of the Executive Board and of the Representative Assembly, and of other official meetings as directed by the Executive Board. Once approved, the minutes shall constitute the official records of the meetings. The secretary shall maintain a file of these official minutes to include a signed hard copy. The secretary will provide a written summary of Executive Board business to be available to the Representative Assembly, and a written summary of Representative Assembly business to be available to the general membership.

## **ARTICLE 6- OFFICERS (re PAT Treasurer)**

### **Section 5 Powers and Duties of the Treasurer**

The treasurer shall secure the assets of the Association; receive and secure the income of the Association; ensure that accurate accounts of receipts and disbursements are kept; affix their signature to disbursements identified within the program/budget or as additionally authorized by the Executive Board; submit monthly financial reports to the Executive Board and to the Representative Assembly; prepare the financial records for the annual audit; and join the Program/Budget Committee in preparation of the annual budget.

## **ARTICLE 7- DIRECTORS-AT-LARGE (re PAT Executive Board Directors-at-Large)**

### **Section 1**

Portland Association of Teachers Executive Board directors shall be elected for two-year terms and may be reelected.

### **Section 2**

In addition to those responsibilities of members of the Executive Board listed in Article 8, Section 4 of these Bylaws, the specific responsibilities of Portland Association of Teachers directors shall be to:

- a. Establish contact with Association representatives as designated and assigned by the president;
- b. Develop and utilize a system for regular communication with their assigned Association representatives;
- c. Assist Association representatives upon request;
- d. Contact Association representatives absent from meetings of the Representative Assembly;
- e. Serve as a liaison to committees and task forces as assigned by the president;
- f. Hold meetings with members in conformity with action by the Executive Board and/or Representative Assembly;
- g. Hold building meetings with members as needed; and
- h. Regularly attend meetings of the Executive Board, Representative Assembly and other Association sponsored meetings.

## **ARTICLE 8- EXECUTIVE BOARD (re PAT Executive Board Directors-at-Large; PAT President; PAT Vice-President; PAT Secretary; PAT Treasurer)**

### **Section 1**

The Executive Board shall consist of the officers, the OEA directors, and nine directors elected at-large. In addition, the Portland Metro Area Educators - Retired president, or their designee, shall serve as a non-voting member of the Executive Board; such representative must be a former Portland Association of Teachers member. In the event that no member of the Executive Board is a person of color, an additional director who is a person of color shall be appointed by the President and approved by the Executive Board.

### **Section 2**

- a) The Executive Board shall be the executive authority of the Association. Between regular meetings of the Representative Assembly, the Executive Board may act on behalf of the Representative Assembly.
- b) The Executive Board shall be responsible for the achievement of the general purpose and specific objectives of the Association. The Board shall implement plans to achieve this purpose and these objectives, and it shall evaluate the success of the Association in this effort.

### **Section 4 Responsibilities of the Executive Board**

- a) The Executive Board shall meet regularly, on a schedule approved annually. The Executive Board shall also approve an annual schedule of meetings of the Representative Assembly.

- b) The Executive Board shall advise the president on the management of the Association; participate in the selection of professional staff in accordance with OEA policies; recommend to the Representative Assembly a balanced budget for each new fiscal year; approve all major expenditures not in the adopted budget; establish policies governing the assets of the Association; require an annual audit; and carry out policies established by the Association.
- c) Meetings of the PAT Executive Board may be held at the call of the President. Upon receiving a written request from at least three members of the Board stating the purpose of the meeting, the president shall call a special meeting of the Executive Board.
- d) The Executive Board shall oversee workshops and trainings offered by the Association.
- e) The Executive Board shall assist the president in identifying members for committees and task forces. It shall define the committees' immediate and long-range objectives. It shall review committee plans, receive committee reports and act on recommendations, and decide any jurisdictional disputes between committees.
- f) The Executive Board shall report its transactions to the Representative Assembly, and recommend policies for approval by the Representative Assembly.
- g) The Executive board shall approve the membership of the collective bargaining teams as recommended by the president. The Board shall direct and support the collective bargaining teams in preparation for and negotiations with School District No. 1.
- h) The Executive Board shall approve the membership of the Advocacy Committee as recommended by the president. The Executive Board shall hear and shall decide all appeals of the Committee's decisions by members of the Association.
- i) The Executive Board shall also operate as the Portland UniServ Council, under guidelines established by OEA-NEA.
- j) The Executive Board shall enforce provisions in the OEA and NEA Constitutions, Bylaws, and Standing Rules that require representation of people of color in appointments to offices, committees, and representative bodies.
- k) All actions of the Board shall be reported to the members of the Representative Assembly by the Secretary. Such actions may be reviewed by the next Representative Assembly upon request of fifteen (15) representatives. The decision of the Representative Assembly shall be final and binding, subject to Article 9.