

SUMMARY OF SITE REP ROLES AND RESPONSIBILITIES

1. COMMUNICATION

- Attend Site Rep Council Meetings (send an Alternate if you can't attend)
- Distribute and/or post newsletters, flyers, etc. as soon as you get them (if needed, ask other staff members to help you take care of this promptly.)
- Maintain an up-to-date bulletin board.
- Conduct 10 minute informative meetings with staff.
- Keep at hand a copy of the Collective Bargaining Agreement (Contract)
- Guide co-workers to frequently visit the TRUE website and join the TRUE Facebook group.

2. TEACHER ADVOCATE

- Assist in resolving minor site-level complaints/issues.
- Handle informal level of grievances. Contact TRUE Grievance Team members for guidance and support.
- Encourage member attendance to School Board meetings and TRUE events.

3. UNION BUILDER

- Be helpful to all members of the staff.
- Promote TRUE/CTA/NEA membership.
- Help in identifying potential leaders.
- Recruit members to serve on TRUE committees.
- Ask for suggestions to improve the union.
- Mobilize faculty for collective action.

SITE REP CHECKLIST

- Keep an Association Bulletin Board
 - Keep your board current.
 - Post the names of the Site Reps.
 - Post immediately documents you receive from TRUE.

- Collect staff's home e-mail addresses & cell phone numbers so you can quickly and effectively communicate with them.

- Print a copy of your school's Staff Directory.
 - Put copy in your Site Rep Manual binder to have at hand.
 - Send a copy to the TRUE office.
 - Note any teachers who are new to the profession or who are new to the site and introduce yourself to them.

- Get a copy of your school's time/bell schedule (beginning and ending of school, lunch, breaks/recesses).
 - Send a copy to TRUE.

ABOUT SITE REPS & REP COUNCIL IN TRUE BYLAWS AND STANDING RULES



IN TRUE BYLAWS:

VIII. SITE REPRESENTATIVE COUNCIL

- A. The policy-making body of TRUE shall be the Site Representative Council. The Site Representative Council shall establish TRUE policies and objectives. The Site Representative Council derives its powers from, and shall be responsible to, the active membership.
- B. The Site Representative Council shall be composed of the following active members:
 1. Executive Board;
 2. TRUE Site Representatives or their elected alternate, elected on the basis of one-person one-vote;
 3. Any of the following officers as ex-officio, non-voting members: TRUE committee chairpersons, CTA State Council Representatives, or members holding a CTA/NEA office.
- C. Excepting matters requiring confidentiality such as member discipline, grievances, issues involving employees of TRUE, the Site Representative Council may, but is not limited to, provide advice and consent upon any of the following issues:
 1. Establish Association policies and objectives.
 2. The adopted dues and annual budget.
 3. Establishing or discontinuing association committees.
- D. The Site Representative Council shall meet at least every other month during each school year; the date, place and time of the meetings shall be published in an annual calendar.
- E. Special meetings of the Site Representative Council may be called by the President, the Executive Board, a quorum of the Site Representative Council, or by the petition of twenty percent (20%) of the membership. Special meetings of the Site Representative Council shall be called for a specific purpose, and no business other than that for which the meeting is called may be transacted.
- F. A quorum of the Site Representative Council shall consist of forty percent (40%) of the members of the Site Representative Council.
- G. Each TRUE Site Representative, or elected alternate, shall have one vote. Each elected alternate, acting in place of a TRUE Site Representative will be entitled to vote at the Site Representative Council. No proxy votes shall be allowed.
- H. Decisions of the Site Representative Council, unless otherwise specified, require a majority vote of the TRUE Site Representatives present and voting. The Site Representative Council shall encourage the active participation of a proportionate number of ethnic-minority representatives according to the ethnic-minority membership of TRUE.
- I. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- J. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- K. Representative Council meetings may be held in an electronic format, such as a webinar only for the purpose of dispensing information to members, provided that all bargaining unit members are invited to be a part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited.

ABOUT SITE REPS & REP COUNCIL IN TRUE BYLAWS AND STANDING RULES

- L. Representative Council meetings may be held virtually (i.e., Zoom) provided that all bargaining unit members are invited to be part of the virtual meeting with the ability to communicate verbally, ask questions, hear all responses, and vote via chat on action items. The voting process will consist of the representative typing their name and vote (allowing for verification that they are an elected representative) in the chat where it can be seen by all attendees.

IX. SITE REPRESENTATIVES

- A. TRUE Site Representatives, and at least one alternate per represented unit, shall be elected by and from the active membership, by September 1 of each school year. Such election shall be by open nominations and by secret ballot. Election results must be reported to the TRUE office immediately following the ballot count
- B. Each representative unit/school site shall be entitled to one (1) Site Representative for every twenty (20) active TRUE members or major fraction thereof. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- C. Vacancies shall be filled by a special election to fill the unexpired terms.
- D. The term of a TRUE Site Representative is one (1) year. A TRUE Site Representative may be elected without limit on the number of terms. A term commences on the first day of September and terminates on the last day of August.

IN TRUE STANDING RULES:

II. MEETING PROCEDURES

- A. In order to expedite the actions of both the Executive Board and Site Representative Council, each issue shall be limited to fifteen-minutes. If not resolved within the fifteen-minute period, the issue will be carried over to the end of the agenda of the next regularly scheduled meeting. The Parliamentarian will be the ultimate timekeeper.
- B. Every motion will have alternating pro and con position statements. No member of the body shall be permitted more than one opportunity to speak on any issue. Once all members of the body have had the opportunity to speak, if the fifteen-minute period has not elapsed, those having previously spoken may request from the presiding officer an additional opportunity to speak.
- C. The body will abide by Roberts' Rules of Order and generally utilize the simplified procedures found in Article I.
- D. All meetings will be held at a time agreed upon by the Executive Board, unless modified by vote of the body. Meetings of the Executive Board shall be held for no more than 2 hours on the designated days.