

340.040 - GUIDELINES FOR OEA-R

ARTICLE I. - NAME

The name of this Division shall be the Ohio Education Association – Retired (hereafter OEA-R).

ARTICLE II. - GOVERNING AUTHORITY

- A. OEA-R shall be governed by these Guidelines and other such policies as the OEA Board of Directors may establish.
- B. OEA-R may annually adopt operational procedures which facilitate the purposes, objectives, and implementation of these guidelines.

ARTICLE III. – PURPOSES

OEA-R shall:

- A. Advance and promote the OEA programs for retired members and pre-retired subscribers;
- B. Provide a structure for participation within the framework of the Ohio Education Association;
- C. Identify the needs and concerns of retired members; and
- D. Encourage cooperation and communication among all segments of the public education profession.

ARTICLE IV. - OBJECTIVES

- A. Assist the OEA in the improvement of instruction and the advancement of the image of education in Ohio through utilization of the expertise and experience of retired members;
- B. Recommend programs and activities, which help meet the needs and concerns of the membership, to the OEA Board of Directors and the OEA Representative Assembly;
- C. Provide retired OEA members those services available to other membership classes of the Ohio Education Association; and
- D. Provide opportunities for as many members as possible to participate in OEA and OEA-R functions, projects, and activities.

ARTICLE V. - MEMBERSHIP

- A. Membership eligibility in OEA-R is open to any officially retired OEA member who:
 - 1. Has held active membership in the Association for at least one year and who has retired through a state retirement system in Ohio or,
 - 2. Is an OEA Life member; or,
 - 3. Is a Pre-retired OEA-R Life member; and,
 - 4. Pays dues and assumes responsibilities in accordance with these guidelines.
- B. Rights and Responsibilities
 - 1. OEA-R members shall, upon official retirement:
 - a. Have the right to vote;
 - b. Have the right to be a candidate for and to hold elective or appointive positions in the OEA-R, the OEA, the NEA-R and the NEA;
 - c. Be counted toward representation and entitlement for the OEA Representative Assembly as provided in the OEA Constitution and Bylaws; and,
 - d. Be counted toward representation and entitlement for the NEA Representative Assembly and the NEA-R Representative Assembly as provided in the OEA and NEA Constitution and Bylaws.

2. OEA-R members shall be eligible to receive benefits and services of the OEA which are authorized by the OEA Board of Directors.
3. OEA-R members who retired after 1985 shall be unified members of OEA-R and NEA-R.

ARTICLE VI. - DUES AND FINANCE

- A. Pre-retired Life membership in OEA-R shall be available to OEA members in advance of their eligibility for membership in OEA-R. They shall receive all OEA-R publications upon payment of dues with membership application.
- B. OEA Life members, upon official retirement, shall be Life members of OEA-R without payment of additional dues.
- C. Dues for membership in OEA-R are determined by the OEA Board of Directors annually. The OEA-R Delegate Assembly may make recommendations for changes to the OEA Board of Directors.
- D. Income for OEA-R programs shall come from within the OEA Programs and Budget.

ARTICLE VII. - OEA-R DELEGATE ASSEMBLY

- A. The OEA-R Delegate Assembly shall be composed of OEA-R Delegates determined by procedures set forth in the OEA Bylaws.
- B. The OEA-R Delegate Assembly shall be the highest decision-making body of the division of OEA retired and shall perform such functions as stipulated by the OEA-R guidelines.
- C. The meetings of the OEA-R Delegate Assembly shall be held prior to each OEA Representative Assembly.
- D. The OEA-R Delegate Assembly shall have final jurisdiction over the seating of its delegates to the OEA-R Delegate Assembly.
- E. The OEA-R Delegate Assembly shall adopt and publish standing rules, which govern its conduct and are consistent with the OEA Constitution and Bylaws and the OEA-R guidelines.
- F. The OEA-R Delegate Assembly shall:
 1. Convene to act on its items of new business, make recommendations related to OEA's legislative program, and, in even numbered years, approve the proposed budget to be submitted to the OEA Board of Directors for approval.
 2. Adopt rules and agenda governing each Delegate Assembly.
3. Establish OEA-R objectives.
 4. Recommend changes in the level of dues to the OEA Board of Directors.
 5. Recommend changes to the OEA-R guidelines to the OEA Board of Directors as provided herein.
 6. Enact such other measures as may be necessary to achieve the goals and objectives of the OEA-R so long as such measures are not in conflict with the OEA Constitution and Bylaws, the OEA-R guidelines, and other applicable policies of the OEA Board of Directors.
 7. Convene each OEA-R Delegate Assembly meeting.
 - a. The delegates may vote to take positions for action on business and issues at the OEA Representative Assembly, including presenting new business items.
 - b. The OEA-R Delegate Assembly may endorse candidates for any OEA office. All candidates may make presentations to the OEA-R Delegate Assembly.
- G. Meetings:
 1. The OEA-R Delegate Assembly shall organize with the chair of the OEA-R Advisory Council as presiding officer and shall immediately receive from the secretary a report on the number of OEA-R delegates elected and the number of OEA-R delegates whose attendance has been registered.
 2. A trained and experienced parliamentarian shall be in attendance at all meetings of the OEA-R

- Delegate Assembly at no cost to OEA.
3. In the event of an emergency, the OEA-R Advisory Council may postpone a meeting.

ARTICLE VIII. - ADVISORY COUNCIL

- A. The Advisory Council shall be composed of the Chair; the Vice Chair; the Secretary; the Immediate Past-Chair, one member representative from each of the ten (10) OEA Districts; a Higher Education representative; an At-Large representative; an Education Support Professional (ESP) representative; and the OEA-R representative to the OEA Board of Directors.
 1. All members of the Advisory Council shall be unified members of OEA-R and NEA-R, and of their District Retired group.
 2. There shall be an Advisory Council Cabinet to be composed of the Chair, the Vice Chair, the Secretary, the Immediate Past-Chair, and the OEA-R representative to the OEA Board of Directors.
- B. The Advisory Council shall:
 1. Develop and propose a biennial budget; for submission to and approval by the delegates of the OEA-R Delegate Assembly before the division's budget recommendations are provided to the OEA Board of Directors;
 2. Plan statewide and District meetings;
 3. Oversee the committees of the OEA-R;
 4. Recommend members for appointment to OEA committees and other appropriate OEA and NEA bodies as well as NEA-R bodies;
 5. Establish the duties and responsibilities of its officers and committees; and
 6. Provide leadership in carrying out the purposes and objectives of the organization.
- C. Terms of Office
 1. An elected term of office will begin on July 15 and terminate on July 14 three years later.
 2. An appointed term of office shall begin on July 15 and terminate on July 14 one year later.
 3. No OEA-R officer or member of the Advisory Council may serve more than two consecutive three-year terms in the position to which elected.
 4. No member may hold more than one elective office simultaneously at the OEA level, unless elected only as an alternate.
- D. Higher Education Representative
The Higher Education representative must have been an active member of the Higher Education Division at the time of their retirement and shall be elected by a statewide plurality.
- E. At-Large Representative
The election of the At-Large representative shall be by a statewide plurality vote except that, when the ethnic-minority membership of the Advisory Council falls below the proportion of ethnic-minority membership in the OEA-R Division, the ethnic-minority candidates for an At-Large position with the largest number of votes shall be elected.
- F. Education Support Professional Representative
The ESP representative must have been an active member at the time of his/her retirement and shall be elected by statewide plurality.
- G. Meetings
 1. The Advisory Council shall meet four (4) times each year and at such other times as may be called by the Chair or a majority of the council members.
 2. Advisory Council members or the cabinet shall be given advance notice of a special meeting and the issue to be voted upon five (5) days prior to the meeting. Necessary business that requires voting by the Advisory Council between meetings shall be conducted by (1) mail ballot, or (2) telephone conference call, or (3) electronic means [e-mail, fax, etc.]. A vote taken by telephone must be a roll call vote.
 - a. All ballots shall be retained for one (1) year; and

- b. The results shall be provided at the next meeting of the Advisory Council, for verification and inclusion in the minutes.
3. When the Advisory Council or the cabinet must call an emergency meeting, twenty-four (24) hour notice shall be given and state the business to be brought before the meeting.
4. A majority of the elected Advisory Council members shall constitute a quorum.
5. Minutes of each meeting shall be recorded, approved, and filed, including an electronic meeting.

H. Vacancies and Succession

1. Definition of vacancy: Death, resignation, incapacity, judgment of recall, election to another office, when an Advisory Council member fails to attend two consecutive meetings without prior notification or other disqualification.
2. A vacancy in the office of Chair shall be filled immediately by the Vice Chair for the unexpired term.
3. A vacancy in the office of Vice Chair or Secretary, shall be filled by a majority vote of the Advisory Council until the next OEA-R election to fill the vacancy for the remainder of the unexpired term.
 - a. All persons filling a vacancy shall meet the requirements of membership for the Advisory Council.
 - b. The District Representative shall be appointed by the District to serve until a successor shall be elected at the next OEA-R election to fill the vacancy for the remainder of the unexpired term.
 - c. A vacancy in the seat of the Higher Education Representative, At-Large Representative or the ESP Representative to the Advisory Council shall be filled from the same constituency of such council member. The Advisory Council Chair will make an appointment with the approval of the Advisory Council to serve until a successor shall be elected at the next OEA-R election to fill the vacancy for the remainder of the unexpired term.
4. A vacancy in the seat of the OEA-R Representative to the OEA Board of Directors shall be filled in accordance with the OEA Constitution and Bylaws.
5. A vacancy may be filled as the last agenda item during the meeting at which the death, resignation, incapacity, recall, or other disqualification is announced; or at the second consecutive meeting at which the member is absent without notification.
 - a. If the Advisory Council does not agree on a replacement at the meeting at which the vacancy is announced, the vacant position may be publicized in the OEA-R newsletter, website and *Ohio Schools*, and a notice may be sent by any or all Retired Districts to their members.
 - b. Persons appointed or elected shall have their name (and proof of election), address, and phone number sent to the OEA-R Chair and the OEA-R staff liaison.

I. Recall

1. Recall – Officers/members of the Advisory Council may be removed from office for misfeasance/malfeasance, or nonfeasance in duty.
2. Recall Procedures – Proceedings against a member of the Advisory Council may be initiated by written petition listing the specific charge(s) and must be signed by at least 10 members.
3. Removal Procedures – A recall is initiated by a sitting member of the Advisory Council through a formal motion at the next scheduled Advisory Council meeting. Upon the motion receiving a second, a discussion of the motion will ensue, to include but not limited to any mention of reasons. At the conclusion of discussion, a vote will be taken and the recalled member will be removed from their seat upon receiving a two-thirds vote in favor of removal.

J. Duties of Elected Positions

1. Chair
 - a. Chair all meetings of the Advisory Council and be responsible for the preparation of the agendas.

- b. Call and chair all meetings of the Advisory Council Cabinet.
 - c. Chair meetings of the OEA-R Delegate Assembly and be responsible for the preparation of an agenda.
 - d. To the best of his/her ability, be responsible for the implementation of OEA-R Delegate Assembly actions.
 - e. Appoint OEA-R committee chairpersons and members of standing committees of the Advisory Council with the approval of the Advisory Council Cabinet.
 - f. Appoint Newsletter Editor, Webmaster, SERS observer, STRS observer, and any other appointed position with the approval of the Advisory Council.
 - g. Appoint Ad-Hoc Committees with the approval of the Advisory Council Cabinet.
 - h. Serve as an ex-officio member without vote on all OEA-R Committees.
 - i. Shall review OEA-R policies and recommend priorities to be considered by the Council.
 - j. Represent the OEA-R as spokesperson on matters of policy or whenever representation is called for.
 - k. Shall, upon being elected, be declared the first alternate to the OEA Board of Directors.
 - l. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.
 - m. Shall, upon being elected, be declared the first delegate to the NEA-R Annual Meeting and NEA Representative Assembly.
2. Vice Chair
- a. Attend all OEA-R Delegate Assemblies, Advisory Council and Cabinet Meetings.
 - b. Serve as Chairperson of the Program and Services Standing Committee.
 - c. Serve as Chair when the Chair is unable to perform his/her duties.
 - d. Assist the Chair in representing OEA-R interests and in carrying out such duties as the Chair may delegate.
 - e. Shall, upon being elected, be declared second alternate to the OEA Board of Directors.
 - f. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.
3. Secretary
- a. Attend, keep attendance, and record minutes of all Advisory Council, Cabinet, and OEA-R Delegate Assembly meetings.
 - b. Report the number of OEA-R delegates elected and the number of OEA-R delegates whose attendance has been registered during the Delegate Assembly.
 - c. Be responsible for proper distribution of minutes.
 - d. Be responsible for maintaining records of OEA-R during his/her years of office. Records should be forwarded annually to the OEA-R staff liaison.
 - e. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.
4. Immediate Past-Chair
- a. Attend all OEA-R Delegate Assemblies, Advisory Council and Cabinet meetings.
 - b. Work with the Advisory Council members and/or the liaison upon request.
 - c. Maintain records and history of OEA-R.
 - d. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.
5. OEA-R Representative to the OEA Board of Directors
- a. Attend all Delegate Assembly, Advisory Council, and Cabinet meetings.
 - b. Present OEA-R concerns to the OEA Board of Directors as instructed by the Advisory Council, and report immediately to OEA-R officers the reactions by the OEA Board of Directors to OEA-R concerns.
 - c. Attend all OEA Board of Directors meetings.
 - d. Serve on one or more OEA Board of Directors committee(s).
 - e. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly.
6. District Representative, Higher Education Representative, At-Large Representative, and ESP Representative who serve as Advisory Council Members

- a. Attend all OEA-R Delegate Assemblies, OEA-R Advisory Council meetings and submit reports.
 - b. Serve on at least one Advisory Council Standing Committee.
 - c. Serve as a connecting link between the Advisory Council and their respective constituency. Submit activities within your District to the OEA-R Newslite as well as your District newsletter.
 - d. Attend District Board of Directors/Executive Committee meetings to report activities of local, state and national retired organizations.
 - e. Promote and encourage OEA-R/NEA-R memberships within your District.
 - f. Assist with the District retired organization and the continuing functions of the District organization. Attend all District OEA-R meetings, help plan and implement activities and/or workshops for retired members. Recruit new retired members.
 - g. Attend and help facilitate District and state OEA-R meetings. Help with fundraising at the District level. Attend UniServ Council meetings when invited/appropriate. Attend OEA-R sponsored conferences and the national spring conference if possible.
 - h. Shall serve as automatic delegate by virtue of office to the OEA Representative Assembly and attend his/her own District Representative Assembly.
 - i. Participate in fundraising.
7. Advisory Council Cabinet Shall:
- a. Act for OEA-R between Advisory Council meetings;
 - b. Develop a proposed biennial budget;
 - c. Consider and present issues to the Advisory Council;
 - d. Provide notification to members of the title(s) of newly approved amendment(s) to the OEA-R guidelines and inform members that the amendment(s) is posted on the OEA-R website.
 - e. Review affiliation requests;
 - f. Prepare recommendations to OEA Committees including the OEA Fund for Children and Public Education;
 - g. Prepare recommendations for representatives to OEA, NEA and NEA-R committees and other appointive positions;
 - h. Report all actions to the full Advisory Council;
 - i. Develop and follow action plans.

ARTICLE IX. - APPOINTMENTS BY THE ADVISORY COUNCIL

- A. OEA-R appointments by the Advisory Council
 - 1. The appointed positions are:
 - a. Newsletter Editor
 - b. Webmaster
 - c. SERS Observer—with preference given to the ESP Representative
 - d. STRS Observer
 - e. Any other as determined by the OEA-R Advisory Council.
 - 2. Advisory Council appointments shall consider applicants who have filed for the position and been recommended by the OEA-R Chair, subject to the approval of the Advisory Council at the spring meeting for a 3-year term. If no person is available, or if no one can be agreed upon by the Advisory Council, the appointment(s) may be made at the first fall meeting.
 - 3. Appointed positions have no delegate status to the OEA Representative Assembly unless elected as a delegate by a secret ballot of the membership.
- B. Duties of OEA-R appointments by the Advisory Council
 - 1. Newsletter Editor
 - a. Attend all Delegate Assembly and Advisory Council meetings.

- b. Chair the Communications and Public Relations Standing Committee of the Advisory Council.
- c. Prepare the Newsletter for printing and distribution by OEA staff.
- d. Utilize the newsletter to:
 - i. Provide notification to members of elections, appointments, and results of elections.
 - ii. Provide notification to members of all OEA-R meetings, conferences and activities.
 - iii. Provide notification to members of amendments to the guidelines.
- e. Be responsible for regular articles and notices to *Ohio Schools* about OEA-R.
- 2. Other appointments by the Advisory Council
 - a. Attend all appropriate meetings as directed by the Advisory Council and represent the interests of the OEA-R.
 - b. Submit written reports to the Advisory Council's secretary in a timely manner.
- C. OEA-R Representatives to OEA Committees
 - 1. OEA Standing Committees
 - a. The Advisory Council Chair in consultation with the Advisory Council shall make recommended appointments to fill the vacancy for a term of three (3) years to the following OEA Standing Committees:
 - i. Legislative Committee
 - ii. Resolutions Committee
 - iii. Convention Planning Committee
 - iv. Collective Bargaining and Member Advocacy Committee
 - v. Professional Efficacy Committee
 - vi. Local Development and Training Committee
 - vii. Organizing Strategy Committee
 - viii. Human and Civil Rights Committee
 - b. A term begins when an individual is appointed.
 - c. No person shall serve more than two (2) terms.
 - 2. Duties of OEA-R Representatives to OEA committees
 - a. Serve as the OEA-R Representative to the OEA committees.
 - b. Attend all meetings of the OEA committees and shall represent the interests of the OEA-R.
 - c. Submit written reports to the Advisory Council's Secretary in a timely manner.
 - d. Shall attend Advisory Council meetings only as requested by the Chair.
 - 3. Appointed positions have no delegate status to the OEA Representative Assembly unless elected as a delegate by a secret ballot of the membership.
- D. OEA-R Representative and Alternate to the OEA Fund for Children and Public Education
 - 1. One (1) voting member and one (1) alternate member of the State Council shall be elected from OEA-R by members serving on the OEA-R Advisory Council as determined by Bylaw 2, 2.6 of the OEA FCPE Constitution and Bylaws.
 - 2. The OEA-R representative and alternate to the OEA Fund for Children and Public Education (OEA FCPE), shall meet the requirements of membership of both the Advisory Council and the OEA FCPE.
 - 3. The OEA FCPE representative and alternate shall represent the interests of the OEA-R to engage in political action to affect the implementation of the OEA policies for the improvement of education in the state of Ohio.
 - 4. Duties of the OEA-R representative and alternate to the OEA FCPE.
 - a. The FCPE Representative will attend all Advisory Council meetings and OEA-R Delegate Assemblies.
 - b. Co-Chair the Legislative/OEA FCPE Committee of the Advisory Council.
 - c. Report in timely fashion to the OEA FCPE State Council the concerns and needs of the OEA-R Advisory Council.

- d. Inform the Advisory Council of candidate information, political actions, and elected office-holder opinions and actions.
 - e. Stimulate and monitor the OEA FCPE contributions of OEA-R membership.
 - f. The term of office for the OEA-R representative to the OEA FCPE State Council shall begin on January 1 following the election in odd years and shall expire on December 31 two (2) years hence.
 - g. In the case of a vacancy during the term of office, the alternate shall fill the unexpired term. Members of the OEA-R Advisory Council in consultation shall elect a new alternate.
 - h. In the case of a vacancy where no alternate exists, the chair of the FCPE State Council shall appoint a new member until the OEA-R Advisory Council elects a new member to serve on the state council.
5. The FCPE Representative is a non-voting member of the Advisory Council and has no delegate status to the OEA Representative Assembly unless elected as a delegate.

ARTICLE X. - STANDING COMMITTEES

- A. The Standing Committees of the OEA-R Advisory Council shall be:
 - 1. The Communications/Public Relations Committee;
 - 2. The Membership/Guidelines Committee;
 - 3. The Program/Services Committee; and
 - 4. The Legislative/OEA-FCPE Committee.
- B. Standing Committee Membership
 - 1. Members of the Advisory Council shall annually indicate their preferences for committee service by ranking each committee.
 - 2. The members of the Standing Committees shall be appointed by the Chair, after consultation with the cabinet, for a one year term. They may be reappointed for no more than five times (a total of six years of service).
 - 3. The Chairperson of each Standing Committee shall be appointed by the Chair of the OEA-R Advisory Council at the time the committee members are appointed, including those required by office to chair a committee (Legislative, Newsletter, Program, etc.).
- C. Responsibilities
 - 1. The Communications/Public Relations Committee shall:
 - a. Submit articles and information for the newsletter;
 - b. Recommend articles for *Ohio Schools*;
 - c. Staff the table at the OEA Representative Assembly with the assistance of other OEA-R members;
 - d. Sell membership pins and any other related items; and
 - e. Develop and follow an action plan.
 - 2. The Membership/Guidelines Committee shall:
 - a. Provide a continuous renewal of the organization by sustaining diverse OEA-R membership among retired, pre-retired and such other classes as may be found in the guidelines.
 - b. Develop and update membership promotional materials to be used in membership recruitment.
 - c. Design and review membership recruitment activities.
 - d. Plan and coordinate annual membership drives.
 - e. Suggest and/or provide needed revisions of the OEA-R Guidelines to the Advisory Council;
 - f. Assist the Advisory Council Cabinet in reviewing the guidelines of affiliates to assure they meet approved standards;
 - g. Develop and follow an action plan.

3. The Program/Services Committee shall:
 - a. Plan annual conference with the aid of OEA staff as needed;
 - b. Perform other assignments related to district/state/national programs; and
 - c. Develop and follow an action plan.
4. The Legislative/OEA FCPE Committee shall:
 - a. Work with OEA Vice President, OEA Legislative Committee and Governmental Services staff to promote OEA Legislative Agenda (including retirement issues);
 - b. Coordinate member lobby days;
 - c. Conduct OEA FCPE drives and other OEA Fund for Children and Public Education fund raisers;
 - d. Develop contacts and communicate with Association leaders to obtain Retired members' (a) position(s) on the OEA House and Senate District Committees and Congressional Contact Teams;
 - e. Assist Advisory Council members and their constituents in identifying and communicating with State and Congressional representatives from their OEA District area; and
 - f. Develop and follow an action plan.
- D. Ad-hoc (special) committees may be appointed in accordance with these guidelines as the need arises to carry out a specific task.
 1. The committee shall automatically cease to exist at the completion of its task.
 2. Ad-hoc committees may not be appointed to perform a task that falls within the assigned function of an existing Standing Committee, unless the committee requests such assistance.
- E. All actions of these committees shall be reported in timely fashion to the OEA-R Chair and to the Advisory Council at each meeting.

ARTICLE XI. - OEA AND NEA REPRESENTATIVE ASSEMBLIES

- A. OEA
 1. Representation: Members of OEA-R shall be represented at the OEA Representative Assembly in accordance with OEA's Constitution and Bylaws.
 2. Elections: OEA-R delegates shall be elected in accordance with OEA's Constitution and Bylaws.
 3. By virtue of office, the Chair, Vice Chair, Secretary, Immediate Past-Chair, ten (10) District Representative Advisory Council members, the Higher Education Representative, At-Large Representative, ESP Representative and the-OEA Board of Directors member shall be delegates to the OEA Representative Assembly.
 4. The OEA-R Delegate Assembly shall be held in conjunction with each OEA Representative Assembly meeting.
 - a. The delegates may vote to take positions for action on business and issues at the Representative Assembly, including presenting new business items.
 - b. The OEA-R Delegate Assembly may endorse candidates for any OEA office. All candidates may make presentations to the OEA-R Delegate Assembly.
- B. NEA
 1. Representation: Members of OEA-R shall be represented at the NEA-R Annual Meeting and the NEA Representative Assembly in accordance with NEA Bylaws.
 2. Elections: OEA-R members elected as delegates to NEA-R and NEA Representative Assembly shall be elected in accordance with NEA and NEA-R Bylaws.
 3. By Virtue of Office, the Chair of OEA-R shall be a delegate to the NEA-R Annual Meeting and to the NEA Representative Assembly.

ARTICLE XII. - AFFILIATIONS

A. Affiliation Standards

Each Affiliated Association shall:

1. Apply the one-member one-vote principle for representation on its governing body.
2. Conduct all elections in accordance with the guidelines set forth in the OEA Elections Manual, when applicable, and with the OEA Constitution and Bylaws and the OEA-R Guidelines.
3. Preserve for one (1) year all ballots, marked, unmarked and voided, and all other records pertaining to elections of delegates to District Representative Assemblies and make such records available to OEA/OEA-R officers (or designees) for inspection and report the results of the election to the candidates within five (5) calendar days following the election.
4. Have the same fiscal and membership year as OEA.
5. Have a dues structure similar to OEA-R.
6. Provide for regular meetings.
7. Provide for effective member communication.
8. Have an election of officers on a regular basis.
9. Provide for an effective committee structure.
10. Have guidelines consistent with OEA-R.
11. Have at least five (5) members.

B. Affiliation Process

Each Association shall file an application for affiliation with the OEA-R Advisory Council Cabinet.

1. An Association shall be affiliated upon a majority vote by the Advisory Council.
2. Each Association shall be reviewed by the Advisory Council every five (5) years to determine compliance with above standards.
3. An Association meeting the affiliation standards shall be so identified in the OEA-R newsletter.

C. District Associations

1. Each OEA District shall have at least one Association of OEA-R.
2. Each District Association shall have at least twenty-five (25) members before creating additional District chapter(s).
3. Each District Association shall incorporate the name of the OEA District as part of the Chapter name (i.e. Western Ohio Education Association – Retired).
4. Each District Association shall report regularly to its District Board of Directors or Executive Committee.
5. Each District Association shall include the appropriate District Representative of the OEA-R Advisory Council as a full member.
6. District Association shall not restrict memberships to retirees' place of residence.

D. Local Associations

1. Each Local Association shall incorporate the name of the Local Association (i.e. Dayton Education Association – Retired).
2. Each Local Association shall report regularly to the Local Association Board of Directors or Executive Committee.
3. Each Local Association shall include the appropriate District Representative of the OEA-R Advisory Council on the mailing list to keep him/her advised of regular meetings and activities.

E. Membership

1. Each Local or District Association shall require membership, if eligible, in the Retired National, State, District and Local Associations.
2. Each Association shall include as eligible all retired persons, from all OEA jurisdictional categories, who were active OEA members for at least one year, or who are OEA Life members or who have pre-retired OEA-R memberships.
3. Each Association may provide for classes of membership, including Annual, Life, and Social or Associate memberships for spouses, public school volunteers, educational supporters, and others not eligible for unified membership.
4. Each Association shall have at least five (5) members.

5. The officers of each Association shall be unified members of OEA-R and NEA-R.

ARTICLE XIII. - OEA-R ELECTIONS

A. Requirements

1. OEA-R officers and the OEA-R Representative to the OEA Board of Directors shall be nominated by a written nomination or a Declaration of Candidacy form filed by the candidate and sent to the Secretary-Treasurer's office, complete with a resume of 35 lines or less of activities and/or qualifications for the position.
 - a. Their elections shall be by secret mail ballot of the members of the Retired Division and shall be held during the annual OEA-R elections, which are to begin in February and be completed by May 30 of each year.
 - b. These elections for these offices shall begin in 2012 and for the member of the OEA Board of Directors shall begin in 2010 and continue every three (3) years. (See Appendix A)
2. District Representatives, Higher Education Representative, At-Large Representative and the ESP Representative to the Advisory Council shall be nominated by a written nomination or a Declaration of Candidacy form filed by the candidate and sent to the Secretary-Treasurer's office, complete with a resume of 35 lines or less of pertinent activities and/or qualifications for the position.
 - a. Their election shall be by secret mail ballot of their respective District membership, and shall be held during the annual OEA-R elections.
 - b. Each year specified Advisory Council members shall be elected to serve a three-year term.
 - i. Capital District Inc., EOEA, NWOEA, and NCOEA elect beginning in 2012; NEOEA, SWOEA, WOE, Higher Education Representative, and ESP Representative beginning in 2010; and Central OEA/NEA Inc., ECOEA, SEOEA, and At-Large Representative beginning in 2011.
 - ii. This rotation shall be followed in succeeding years. (See Appendix A)
3. OEA Delegates from OEA-R
Delegates to the OEA Representative Assembly shall be nominated by a written nomination or a Declaration of Candidacy form filed by the candidate and sent to the Secretary-Treasurer's office, complete with a resume of 35 lines or less of activities and/or qualifications for the position.
 - a. These elections shall be by secret mail ballot of the members of the Retired Division and shall be held during the annual OEA-R Delegate elections.
 - b. Elected delegates shall be required to attend the OEA Representative Assembly to receive funding.
4. NEA Delegates from OEA-R
Delegates to the NEA-R Annual Meeting and NEA Representative Assembly shall be nominated by a written nomination or a Declaration of Candidacy form filed by the candidate and sent to the Secretary-Treasurer's office, complete with a resume of 35 lines or less of activities and/or qualifications for the position.
 - a. These elections shall be by secret mail ballot of the members of the Retired Division and shall be held during the annual OEA-R elections.
 - b. Elected delegates shall be required to attend both the NEA-R Annual Meeting and the NEA Representative Assembly to receive funding.
5. The Advisory Council may establish other rules and procedures consistent with the OEA Constitution and Bylaws and the OEA Election Manual, to insure the integrity of the election process.

B. Process

1. Elections of officers, Advisory Council members, and other elected positions shall be conducted by mail, including electronic mail, ballot election.

2. In the event that after nominations are closed there is only one candidate on the ballot for an office, the secret ballot election shall be dispensed with and the unopposed candidate shall be declared elected to the office. Write in voting shall be prohibited.
3. The ballot election for Advisory Council positions shall be decided by a plurality vote.
4. The ballot election for the OEA-R representative to the OEA Board of Directors must be decided by a majority vote.
5. The OEA shall report the results of the election to the OEA-R candidates within five (5) calendar days following the election. Election results will be posted on the OEA/OEA-R web site and published in the first newsletter after the election.
6. All ballots (marked, unmarked, and voided) and all other records pertaining to the election of officers, Advisory Council members, and OEA and NEA delegates and alternates shall be preserved for one (1) year from the date the election was held.
7. Newly elected officers shall be installed and assume their offices on July 15 and shall serve the regular term established for that unit.

ARTICLE XIV. - AMENDMENTS TO THE GUIDELINES

- A. Amendments shall be in compliance with the OEA Constitution and Bylaws.
- B. Notice of all amendments approved shall be posted on the OEA-R web site and published in the newsletter following approval by the OEA Board of Directors. Individual members may request a copy from the OEA-R staff liaison.
- C. Changes required by amendments to the OEA Constitution and Bylaws shall be made by the Advisory Council and reported to the membership.
- D. Amendments shall become effective upon approval by the OEA Board of Directors.
- E. Amendment Process if Originated by the OEA-R Division
 1. Recommended amendments may be proposed in writing to the OEA-R Chair at least 30 days prior to the Delegate Assembly at which a vote is expected to take place:
 - a. By a majority vote of the Advisory Council; or
 - b. By petition signed by at least 5 or more certified delegates to the Delegate Assembly; or,
 - c. By petition signed by a total of 5 members or more from at least two (2) districts.
 2. Submitting Proposals
 - a. The text of the proposed amendment shall be distributed by email and also enclosed in the delegate credential mailing to all delegates and alternates within fifteen (15) days of the Delegate Assembly at which the amendment will be considered.
 - b. The Guideline Committee shall review all proposed amendments in preparation for the debate at the Delegate Assembly.
 - c. A proposed amendment to the guidelines may be debated, refined and/or recommended for amendment by the OEA Board of Directors by the delegates at the delegate assembly succeeding the delegate assembly at which it was presented.
 3. Voting on Amendments
 - a. The OEA-R may recommend to the OEA Board of Directors amendments to the guidelines, if approved by a majority vote of the delegates present and voting at the Delegate Assembly.
 - b. Proposed amendments that are passed by delegates' vote shall be submitted to the OEA Board of Directors for final approval.

ARTICLE XV. - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall prevail except as provided in these guidelines and/or other divisional rules of order.

APPENDIX A: Election Schedule

- A. Officers: 2021; 2024; 2027; 2030; 2033
- B. District Representatives, Higher Education Representative, At-Large Representative, and ESP Representative:
 - Capital District Inc., EOE, NWOEA, and NCOEA in 2021; 2024; 2027; 2030; 2033
 - NEOEA, SWOEA, WOE, Higher Education Representative, and ESP Representative in 2022; 2025; 2028; 2031; 2034
 - Central OEA/NEA Inc., ECOEA, SEOEA and At-Large Representative in 2020; 2023; 2026; 2029; 2032
- C. OEA-R Representative serving on the OEA Board of Directors: 2022; 2025; 2028; 2031

(Am: 9-16-06, 4-18-07, 8-7-09, 5-8-14, 8-6-15, 5-12-16, 8-3-16, 5-11-17, 9-16-17, 6-1-19, 12-6-19, 7-25-21)