

BYLAWS
Education Support Professional Council
Illinois Education Association – NEA

A. Composition

1. The Education Support Professional (ESP) Council will be made up of thirteen (13) voting persons.
 - a. All ESP Council members shall be active ESPs and will be elected by active ESP members in IEA.
2. Three (3) persons shall be ESP Sectional Representatives.
 - a. There shall be three (3) ESP Sectional Representative alternates that shall serve in the absence of their corresponding ESP Sectional Representative.
3. Ten (10) persons shall be at large members of the council to include the following:
 - a. A Chairperson and a Vice Chairperson
 - b. Two (2) ethnic minorities
 - c. Six (6) members at large

B. Parent Organization – These bylaws must be in accord with those of the IEA and NEA and will be amended if conflicting.

C. Rights and Responsibilities – The function of the ESP Council shall be to serve as the primary advisory body to the governance and staff of the IEA-NEA (through the ESP Council Chairperson) in regards to matters concerning Education Support Professionals.

D. Officers

1. Chairperson

- a. **Term/Election** – shall serve three-year terms with a limit of two consecutive full terms in the office to which elected and shall be elected by a plurality of votes cast. Such terms shall commence on July 15 following their election.
- b. **Duties** –
 - i. Shall preside at all meetings of the ESP Council.
 - ii. Shall be the chief officer of the Council and as such shall bring awareness of new ESP issues and concerns to the IEA-NEA Board of Directors (BOD) and the Representative Assembly.
 - iii. Shall serve as a voting member of the BOD.
 - iv. Shall review cost center 180 reports with the ESP Council.
 - v. Shall submit any request for ESP budget increases and the rationale to the IEA Budget Committee prior to the deadline.
 - vi. Shall develop and approve, with the ESP Council, the annual Council budget.
 - vii. Shall prepare the Council report to the BOD and submit it prior to the BOD meeting to the Executive Office.
 - viii. Shall appoint, with the advice and consent of the Council, all committees except as otherwise provided in the bylaws.
 - ix. Shall be an ex-officio member of all committees of the ESP Council.

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2. Vice Chairperson

- a. **Term/Election** – shall serve three-year terms with a limit of two consecutive full terms in the office to which elected and shall be elected by a plurality of votes cast. Such terms shall commence on July 15 following their election.
- b. **Duties** –
 - i. Shall perform all duties of the Chair in the absence or disability of the Chairperson, and when so acting, have all the powers of and be subject to all planning of the activities of the Council.
 - ii. Shall assist the Chair and Council, at their request, in the planning of the activities of the Council.
 - iii. Shall be Chairperson of the Bylaws Committee of the Council.
 - iv. Shall submit bylaws for review at the August meeting.
 - v. Shall be an ex-officio member of all committees.

3. Secretary

- a. **Term/Election** – shall serve a one-year term and shall be elected annually by a majority of the thirteen (13) members of the ESP Council at the first regularly scheduled ESP Council meeting. There is no term limit.
- b. **Duties** –
 - i. Shall take minutes of ESP Council meetings and distribute to the ESP Council.
 - ii. Shall take written attendance at all ESP Council meetings.

4. Treasurer

- a. **Term/Election** – Shall serve a one-year term and shall be elected annually by a majority of the thirteen (13) members of the ESP Council at the first regularly scheduled ESP Council meeting. There is no term limit.
- b. **Duties** – Shall be responsible for the receipt, safekeeping, accounting for and proper disbursement of ESP Council funds.

E. Other Council Members

1. Sectional Representatives

- a. **Term/Election** – Shall be elected by members within each of three (3) sections. The term of office and eligibility for election and/or re-election shall be the same as for the Region Chairperson in IEA Bylaws Article XII, Section 2C. (3-year terms with a limit of 2 consecutive terms in the office to which elected.)
- b. **Duties** –
 - i. Shall attend IEA Board of Directors meetings.
 - ii. Disseminate ESP specific information regarding training, events and conferences to the region chairs/ESP locals within the section they represent.
 - iii. Assist the officers in engaging current and new ESPs by providing information of the ESP role inside the classroom, with

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- administration and the community.
- iv. Advocate for all ESPs from across the state in both Regions and locals.
- v. Promote available education options through training, workshops and conferences.
- vi. Assist in the set up, management and functional performance of all Council sponsored activities.

2. Sectional Representative Alternates

- a. **Term/Election** – Shall be elected by members within each of three (3) sections. The term of office and eligibility for election and/or re-election shall be the same as for the Region Chairperson in IEA Bylaws Article XII, Section 2C. (3-year terms with a limit of 2 consecutive terms in the office to which elected.)
- b. **Duties** –
 - i. Serve as the official ‘ESP of the Year Award’ Committee.
 - ii. Assume the duties of their respective Sectional Representatives in their absence.
 - iii. Tally secret ballots for the purpose of appointing a member to the Council to fill a vacancy when more than one candidate is nominated for the vacant position.

3. Members at Large

- a. **Term/Election** – shall serve staggered three-year terms and be elected by IEA-NEA Education Support Professional members employed in a school district and/or combination of school districts. There are no term limits.
- b. **Duties** –
 - i. Assist the officers in engaging current and new ESPs by providing information of the ESP role inside the classroom, with administration and the community.
 - ii. Advocate for all ESPs from across the state in both Regions and locals.
 - iii. Promote available education options through training, workshops, and conferences.
 - iv. Assist in the set-up, management and functional performance of Council sponsored activities.

F. Vacancies

- a. **Definition** – a vacancy shall be deemed to exist in case of death, resignation, inability to serve, or failure to maintain the qualifications for office.
- b. All Council affiliated resignations may be sent to the Council Chairperson and/or the ESP Program’s office. A courtesy copy will be sent to each Council member. This is to include special appointment and/or committee resignations, as well as Council position resignations.
- c. **Chairperson** – in the event of a vacancy, the Vice Chairperson shall serve the remainder of the term.
- d. **Vice Chairperson** – in the event of a vacancy, the position shall be filled by

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a majority vote of the members of the Council at its next regularly scheduled meeting and the elected individual shall serve until the next regular spring election is conducted to fill the remainder of the unexpired term.

- e. **Section Representative** – the vacancy shall be filled by the ESP Section Representative Alternate as determined by election procedures.
- f. **Section Representative Alternates** – the vacancy shall be filled by the IEA board as determined by election procedures.
- g. **Members at large** – shall be filled by a majority vote of the members of the Council at its next regularly scheduled meeting and the elected individual shall serve until the next regular spring election is conducted to fill the unexpired term.
- h. **Nominations** – In the event of a vacancy of a member of the ESP Council, the Council Chairperson will contact Council members for nominations. Nominations may be submitted to the ESP Program’s office or proposed by an individual Council member at the next regularly scheduled council meeting. If there is more than one candidate, a secret ballot vote will be taken.

G. **Elections** – All elections for open positions on the ESP Council occur in the Spring by secret ballot of active ESP members of IEA-NEA according to the election calendar of IEA-NEA for each year. Members are elected by a plurality of votes.

H. Recall

- 1. **Section Representatives and Section Representative Alternates** may be initiated by one of the following methods:
 - a. by petition filed with the IEA-NEA President and signed by at least thirty (30) percent of the active members within the section.
 - b. by a three-fourths ($\frac{3}{4}$) vote of the ESPs in the Region Councils within the section.
- 2. **Chairperson, Vice Chairperson and Council Members at large** may be initiated by one of the following methods:
 - a. by petition filed with the Association IEA-NEA President and signed by at least thirty (30) percent of the active members represented by the person subject to recall.
 - b. by a three-fourths ($\frac{3}{4}$) vote of the Council.
- 3. **Recall Election** – shall be conducted within sixty (60) days and be called by the IEA-NEA President or his/her designee. A majority of those voting shall determine whether the Chairperson, Vice-Chairperson or Council member in question is recalled. If the person is recalled, the membership shall proceed immediately to fill the vacancy in the manner of original election.

I. Committees

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1. Bylaws Committee

- a. Shall be chaired by the Vice Chairperson.
- b. Shall be a Committee-of-the-Whole with input to be accepted from official and unofficial committee members.
- c. Amendments to these guidelines shall require a two-thirds (2/3 [9]) majority of the Council members.

2. ESP of the Year Committee

- a. Shall be comprised of the Section Representative Alternates.
- b. The Council as a whole, will annually review and update the application and selection process.
- c. The ESP Program Paraprofessional will check the eligibility of all candidates.
- d. ESP Council members shall not be eligible for nomination.
- e. The ESP Program Paraprofessional will distribute applications and supporting paperwork to Council members for review.
- f. Selection process shall be done according to the Likert Survey set in place by the Council in the Fall of 2000.
- g. Tally votes cast by Council members in the election of the ESP of the Year and report the results to the Council.

3. ESP Insider Electronic Newsletter

- a. Shall generate articles and photos from Council members and other sources.
- b. Shall submit articles to the ESP Program Paraprofessional.

4. Ad Hoc Committees

- a. Chairperson of Ad Hoc Committees shall be appointed or elected by the Council.
- b. Chairperson of Ad Hoc Committee should not be up for re-election during the duration of Chairmanship of the Committee.

J. Meetings

1. General meetings

- a. There shall be at least four meetings each year. Dates and time of meetings for the upcoming year will be established by the Council at the last regularly scheduled meeting of the year.
- b. Council meetings will follow standard parliamentary procedures with Roberts Rules of Order, Rev., as a general guide. A majority + 1 of Council members shall be required for all matters of business.
- c. An official meeting will be conducted with a majority (7) of duly elected and seated Council members in attendance. Only duly elected and seated members of the ESP Council shall be involved in the voting process.
- d. Meetings shall be chaired by an officer of the Council if the Chairperson and Vice Chairperson are unable to attend the meeting.
- e. Council members who are unable to attend a meeting shall inform the

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Chairperson or ESP Program office prior to the scheduled Council meetings. Such absences shall be duly recorded in the minutes of all Council meetings.

- f. Nonattendance of a member to two (2) meetings within a year shall result in a review by the Council with possible recall consequences.

- 3. **Special meetings** – upon written notice to the active members twenty (20) days in advance, a special meeting of the Council may be called by written request of two-thirds (2/3 [9]) of the ESP Council members.

- K. **Amendments** – Amendments to these bylaws will require a two-thirds (2/3 [9]) majority of the Council membership.

REVISED and approved as amended: 11.14.2020