

MOTIONS

In accordance with the TESA Bylaws – Article X, Section 6 – The TESA Executive Board will bring the following motions before the TESA general membership at the 2019 TESA Summer Work Conference Business Meeting at The Brazos Center, College Station, TX on Wednesday, June 19, 2019 at 9:45 am.

All motions are being made by the TESA Executive Board with ‘No Second’ required.

| # | Current By-Law | Motion (I move that...) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | A written or printed notice stating the place and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, either personally, by mail, by or at the direction of the president, secretary, officer, or person calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at the address as it appears on the membership rolls of the Corporation, with postage thereon prepaid. | <p>The TESA Bylaws be changed as follows: Article II, Section 3, Notice of Member's Meeting. Add the words, by electronic transmission, to the first (1st) sentence.</p> <p>A written or printed notice stating the place and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, either personally, by electronic transmission, or by mail, by or at the direction of the president, secretary, officer, or person calling the meeting, to each member entitled to vote at such meeting.</p> |
| <p>RATIONALE: TESA leadership is constantly reviewing and adopting (when possible) processes that either save funds or speed up administrative actions that benefit its member. Electronic transmission of information is vital to improve responsiveness. Currently this is not allowed. This proposal seeks to change that.</p> | | |
| 2 | Any member, or his/her agent or attorney may inspect all books and records of the Corporation, for any proper purpose between 9 a.m. and 1 p.m. on Monday, of each week or by prior arrangement by scheduling an appointment with the TESA Administrative Assistant. | <p>The TESA Bylaws be changed as follows: Article II, Section 5, Books and Records, Paragraph 2. Add the words, by scheduling an appointment with the TESA Administrative Assistant, to the first (1st) sentence and remove the words "between 9 a.m. and 1 p.m. on Monday, of each week or by prior arrangement".</p> <p>Any member, or his/her agent or attorney may inspect all books and records of the Corporation, for any proper purpose by scheduling an appointment with the TESA Administrative Assistant.</p> |
| <p>RATIONALE: To be more fiscally responsible, TESA leadership has changed (and will continue to adjust as needed) the hours the administrative assistant works, while still continuing to meet the needs of its members. This change reflects that.</p> | | |
| 3 | If the membership rolls are not closed and no record date is fixed for the determination of members entitled to notice of or vote at a meeting of members, the date on which notice of the | The TESA Bylaws be changed as follows: Article II, Section 6, Closing Membership Rolls. Add the words, electronically transmitted, to the fourth (4th) sentence and remove the word "mailed". |

| # | Current By-Law | Motion (I move that...) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | meeting is mailed shall be the record date for such determination of members. | If the membership rolls are not closed and no record date is fixed for the determination of members entitled to notice of or vote at a meeting of members, the date on which notice of the meeting is electronically transmitted shall be the record date for such determination of members. |
| RATIONALE: Electronic transmission will speed up the process. | | |
| 4 | The officer or agent having charge of membership rolls of the Corporation shall make upon the request of the Board of Directors, at least ten (10) days before each meeting of members, a complete list of the members entitled to vote at such meeting, or any adjournment thereof, arranged in alphabetical order, with the address of each, which list, for a period of ten (10) days prior to such meeting, shall be kept on file at the registered office of the Corporation and shall be subject to inspection by any member from 9 a.m. to 1 p.m. on Monday of each week or by prior arrangement. | <p>The TESA Bylaws be changed as follows: Article II, Section 8, Voting Lists. Add the words, by scheduling an appointment with the TESA Administrative Assistant, to the first (1st) sentence and remove the words "from 9 a.m. to 1 p.m. or by prior arrangement".</p> <p>The officer or agent having charge of membership rolls of the Corporation shall make upon the request of the Board of Directors, at least ten (10) days before each meeting of members, a complete list of the members entitled to vote at such meeting, or any adjournment thereof, arranged in alphabetical order, with the address of each, which list, for a period of ten (10) days prior to such meeting, shall be kept on file at the registered office of the Corporation and shall be subject to inspection by any member by scheduling an appointment with the TESA Administrative Assistant.</p> |
| RATIONALE: To be more fiscally responsible, TESA leadership has changed (and will continue to adjust as needed) the hours the administrative assistant works, while still continuing to meet the needs of its members. | | |
| 5 | All meetings of the Executive Board (annual, regular, or special) shall be held upon five (5) days written notice stating the date, place, and hour of meeting delivered to each board member either personally or by mail or at the direction of the president or the secretary or the officer or person calling the meeting. | <p>The TESA Bylaws be changed as follows: Article III, Section 9, Notice of Executive Board Meetings. Add the words, by electronic transmission, and, by, to the first (1st) sentence.</p> <p>All meetings of the Executive Board (annual, regular, or special) shall be held upon five (5) days written notice stating the date, place, and hour of meeting delivered to each board member either personally, by electronic transmission, or by mail, by or at the direction of the president or the secretary or the officer or person calling the meeting.</p> |
| RATIONALE: Electronic transmission will speed up the process. Also grammar cleanup. | | |
| 6 | The Nominations Committee shall present a slate of two (2) names for each place to be filled. After the slate is completed, the chairman of the Nominations Committee shall prepare a ballot. Elections shall be electronic, and a majority of votes cast shall be required for election. | <p>The TESA Bylaws be changed as follows: Article IV, Section 1, Officer Elections, Paragraph 1. Add the following sentence between the first (1st) and second (2nd) sentence:</p> <p>"In the event that there are not two (2) qualified individuals for each place, at least one (1) name shall be presented."</p> |
| RATIONALE: It is becoming more difficult to find willing and eligible candidates to serve on the Executive Board. | | |
| 7 | The president-elect, vice president, secretary/treasurer, and three (3) members-at-large shall be elected for one (1) year and shall assume office August 1 following the election. | The TESA Bylaws be changed as follows: Article IV, Section 1, Officer Elections, Paragraph 3. Add the following sentence after the first (1st) sentence: |

| # | Current By-Law | Motion (I move that...) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>"Elected board members, along with the Immediate Past President (if serving as the Marketing Chairman) will be the "voting members" of the Executive Board."</p> |
| <p>RATIONALE: Current bylaws does not designate who will be a "voting member" of the Executive Board. This change will fix it.</p> | | |
| 8 | <p>No more than two members of the Executive Board shall be from the same educational institution, except the president and president-elect cannot be from the same educational institution.</p> | <p>The TESA Bylaws be changed as follows: Article IV, Section 1, Officer Election, Paragraph 5. Add the word, three, to the first (1st) sentence and remove the word "two" and guidelines be adjusted accordingly.</p> <p>No more than three members of the Executive Board shall be from the same educational institution, except the president and president-elect cannot be from the same educational institution.</p> |
| <p>RATIONALE: It is becoming more difficult to find willing and eligible candidates to serve on the Executive Board.</p> | | |
| 9 | <p>The vice president shall act as editor of The TESA Connection, official publication of the Texas Educational Support Staff Association, Inc., planning the general content of the newsletter and making arrangements for commercial publication. The publication will be mailed to all names on the mailing list.</p> | <p>The TESA Bylaws be changed as follows: Article IV, Section 2c, Duties of Officers, Paragraph 1. Add the words, for publication, to the first (1st) sentence and the words, made available electronically and, and the words, paid subscription, to the second (2nd). Remove the word "commercial" from the first (1st) sentence and "mailing" from the second (2nd) sentence.</p> <p>The vice president shall act as editor of The TESA Connection, official publication of the Texas Educational Support Staff Association, Inc., planning the general content of the newsletter and making arrangements for publication. The publication will be made available electronically and mailed to all names on the paid subscription list.</p> |
| <p>RATIONALE: In order to save money TESA stopped mailing out the TESA Connection to all members and instead established a subscription list for members that wanted a hard copy. This change just formalizes this action. Also, by removing "commercial" we will not be limited in the future on how we prepare the publication.</p> | | |
| 10 | <p>The secretary/treasurer shall have available from the central office a copy of all receipts and deposits of the corporation. The president before payment shall approve all vouchers. All drafts exceeding \$1500.00 shall be co-signed by the secretary/treasurer or the president.</p> | <p>The TESA Bylaws be changed as follows: Article IV, Section 2d, Duties of Officers, Paragraph 4. Delete the last sentence "All drafts exceeding\$1500.00 shall be co-signed by the secretary/treasurer or the President".</p> |
| <p>RATIONALE: With the President and President Elect now having access to QuickBooks and online banking, along with the current voucher system, there is no need for the TESA Office Manager to send checks to two different locations for signature. This saves time and money.</p> | | |
| 11 | <p>The secretary/treasurer shall make TESA pins and Texas patches available to the membership and keep the necessary records of sales.</p> | <p>The TESA Bylaws be changed as follows: Article IV, Section 2d, Duties of Officers, Paragraph 5. Add the words, and other items, and the words, at any Summer or Fall Work Conferences, to the first (1st) sentence and remove the words "Texas patches" and guidelines be adjusted accordingly.</p> |

| # | Current By-Law | Motion (I move that...) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>The secretary/treasurer shall make TESA pins and other items available to the membership at any Summer or Fall (if an invitation to host one has been approved by the Executive Board) Work Conferences and keep the necessary records of sales.</p> |
| <p>RATIONALE: TESA stopped offering patches. Instead, other unsold or undistributed TESA items are offered for sale at a Work Conference.</p> | | |
| 12 | <p>All committee chairmen will be members-at-large and elected by the membership with the exception of STEM, Fall Work Conference, Marketing Committee, Summer Work Conference, Advisory Committee, and Web Advisor. The president shall appoint the chairman of the Marketing Committee, STEM, and Summer Work Conference.</p> | <p>The TESA Bylaws be changed as follows: Article VIII, Section 1, Standing Committees, Paragraph 2. Add the words, and Fall Work Conference (if an invitation to host one has been approved by the Executive Board), to the first (1st) sentence and remove the words "Fall Work Conference" and guidelines be adjusted accordingly.</p> <p>All committee chairmen will be members-at-large and elected by the membership with the exception of STEM, Marketing Committee, Summer Work Conference, Advisory Committee, Web Advisor, and Fall Work Conference (if an invitation to host one has been approved by the Executive Board).</p> |
| <p>RATIONALE: As written, the President must approve a chair for the Fall Work Conference and appoint members, even if no approved work conference exists. This just clarifies when one will be filled.</p> | | |
| 13 | <p>The Nominations Committee shall consist of three (3) members in addition to the chairman. Each of the committee members shall be active or retired from different educational institution. In all cases preference to active members will be considered. Two of the members shall be past presidents. One of the members shall be the president-elect. It shall be the duty of this committee to prepare a slate of two (2) names for each office and each of the three (3) members-at-large positions to be selected for a specific year. It shall be a duty of the chairman to prepare a ballot and upon approval by the president-elect will be posted to the active membership by February 15.</p> | <p>The TESA Bylaws be changed as follows: Article VIII, Section 2, Duties of the Committees, Paragraph 2. Add the following sentence before the last sentence:</p> <p>"In the event that there are not two (2) qualified individuals for each position, at least one (1) name shall be presented."</p> |
| <p>RATIONALE: It is becoming more difficult to find willing and eligible candidates to serve on the Executive Board.</p> | | |
| 14 | <p>The Awards/Scholarship/Journalist Committee shall consist of two members in addition to the chairman.</p> <p>It is also the duty of this committee to develop a scrapbook to be presented to the current president at the SWC Board Meeting.</p> | <p>The TESA Bylaws be changed as follows: Article VIII, Section 2, Duties of the Committees, Paragraph 5. Add the word, three, to the first (1st) sentence and remove the word "two". Add the word, Spring, to the fifth (5th) sentence and remove the word "SWC".</p> <p>The Awards/Scholarship/Journalist Committee shall consist of three members in addition to the chairman.</p> <p>It is also the duty of this committee to develop a scrapbook to be presented to the current president at the Spring Board Meeting when he/she would be Immediate Past President.</p> |

| # | Current By-Law | Motion (I move that...) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RATIONALE: This was changed on the guidelines, but not on the Bylaws. | | |
| 15 | The Advisory Committee shall consist of four (4) members. All members shall be active or retired TESA Past Presidents. All appointed members shall serve two (2) consecutive years with two (2) members being replaced each year. This committee shall serve in an advisory capacity, reviewing all business and personnel related matters to maintain continuity. No monetary compensation being given for work on this committee. | <p>The TESA Executive Board moves that the TESA Bylaws be changed as follows: Article VIII, Section 2. Duties of Committees. Add the words, at the discretion of the President, to the fourth (4th) sentence and remove the word "all".</p> <p>The Advisory Committee shall consist of four (4) members. All members shall be active or retired TESA Past Presidents. All appointed members shall serve two (2) consecutive years with two (2) members being replaced each year. This committee shall serve in an advisory capacity, reviewing business and personnel related matters at the discretion of the President to maintain continuity. No monetary compensation being given for work on this committee.</p> |
| <p>RATIONALE: The membership elects the TESA President who has the authority at her/his discretion to seek assistance from the Advisory Committee on behalf of all members for business or personnel related matters.</p> <p>The current sentence in the Bylaws states the Advisory Committee reviews "all" business and personnel related matters which requires the approval of each of the four Advisory Committee members before business can be conducted by the TESA Board.</p> | | |
| 16 | After the proposed amendments have been submitted to and approved by the Executive Board and proper notice given, they may be amended, altered, or rescinded by a vote of two-thirds (2/3) of the votes cast by the membership at any regular meeting or any special meeting called for that purpose. | <p>The TESA Bylaws be changed as follows: Article X, Section 6, Amendments. Add the word, present, and the words, or by electronic vote, in the first (1st) sentence.</p> <p>After the proposed amendments have been submitted to and approved by the Executive Board and proper notice given, they may be amended, altered, or rescinded by a vote of two-thirds (2/3) of the votes cast by the membership present at any regular or special meeting, or by electronic vote called for that purpose.</p> |
| RATIONALE: This clarifies when and how changes are approved and allows for electronic voting for changes. | | |
| 17 | That this Association shall affiliate annually with the Texas Association of School Administrators, in accordance with the minimum requirements of the Texas Association of School Administrators to stay within the guidelines of TASA policy and be financially responsible to TESA. | The TESA Standing Rules be changed as follows: Paragraph 3, TASA Affiliation. Delete the paragraph and guidelines be adjusted accordingly. |
| RATIONALE: TESA has not affiliated with TASA since June 2006. Prior to that TESA affiliated with them because we rented an office in their building. | | |
| 18 | That the president and president-elect shall be sent by the Association to the NAEOP Annual Conference. | <p>The TESA Standing Rules be changed as follows: Paragraph 6, NAEOP Travel. Add the words, if funds are available, to the end of the first (1st) sentence.</p> <p>That the president and president-elect shall be sent by the Association to the NAEOP Annual Conference, if funds are available.</p> |

| # | Current By-Law | Motion (I move that...) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RATIONALE: In an effort to reduce expenses within the TESA budget, over the past few years funds have been limited to covering registration only. | | |
| 19 | That the TESA immediate past president be the nominee for NAEOP Educational Office Professional of the Year. | <p>The TESA Standing Rules be changed as follows: Paragraph 8, NAEOP EOP. Add the words, if they accept the nomination, to the end of the first (1st) sentence.</p> <p>That the TESA Immediate Past President be the nominee for NAEOP Educational Office Professional of the Year if they accept the nomination.</p> |
| RATIONALE: As written, TESA must submit their nomination. However, in the past some immediate past presidents did not want to be submitted so TESA honored their wishes. This helps us not violate the requirement. | | |
| 20 | That the TESA Administrator of the Year from the previous year be the nominee for NAEOP Administrator of the Year. | <p>The TESA Standing Rules be changed as follows: Paragraph 9, NAEOP AOY. Add the words, if they accept the nomination, to the end of the first (1st) sentence.</p> <p>That the TESA Administrator of the Year from the previous year be the nominee for NAEOP Administrator of the Year if they accept the nomination.</p> |
| RATIONALE: As written, TESA must submit their nomination. However, in the past some Administrators did not want to be submitted so TESA honored their wishes. This helps us not violate the requirement. | | |