

National Council for Higher Education

Policies and Procedures

I. Adoption

Policies and Procedures are adopted by the Executive Committee and may be changed by the Executive Committee.

Adopted October 28 and November 27, 1990.

II. Elections and Endorsements

A. Elections to NCHE Executive Committee

1. The Elections, Endorsements, and Credentials Committee shall consist of one (1) member of the Executive Committee who is not a candidate for NCHE office and four (4) Individual Members who are not actively working for a campaign of a candidate for NCHE office or for any candidate seeking NCHE Endorsement. If no minority is among those appointed, the Executive Committee shall designate an additional Individual Member who is a minority to serve on the committee.
2. Vacancies on the Executive Committee shall be announced no later than 60 days prior to the NCHE Regular Annual Meeting held in conjunction with the NEA Higher Education Conference.
3. Potential candidates for NCHE office will be permitted one candidate statement to be posted on the NCHE website. The statement shall consist of a maximum of one side of one letter size page with no links to other information. NEA staff will post the statement as soon as practicable after transmittal by the Elections, Endorsements, and Credentials Committee chair, who will vet each statement.
4. Candidates for NCHE office must be nominated from the floor during Session I of the Regular Annual Meeting. Nominations do not need a second.
5. Candidates for NCHE office will have three (3) minutes to address the Council during Session I of the Regular Annual Meeting when the meeting is held in person. Otherwise, the candidate statement referenced in subsection II.A.3 of this document will substitute for the three-minute oral statement.
6. Voting:
 - a. Elections, Endorsements, and Credentials Committee shall prepare voting credentials, consisting of the ballots for all organizational and individual member categories.
 - b. It shall be the responsibility of the Elections, Endorsements, and Credentials Committee Chair to ensure that each registered member receives the appropriate ballot.
 - c. Voting will begin at the close of Session I and will continue for 60 minutes, unless otherwise announced by the Elections, Endorsements, and Credentials Committee at least 60 days prior to the meeting.
 - d. Scheduling of voting, if needed at the Summer Meeting, will be determined by the Elections, Endorsements, and Credentials Committee.

- e. The Elections, Endorsements, and Credentials Committee shall count the ballots after the polls are closed. Each candidate shall be permitted one observer during the counting, but observers shall in no way assist in the tabulations.
- 7. Results:
 - a. The Elections, Endorsements, and Credentials Committee Chair shall announce the results.
 - b. The Elections, Endorsement, and Credentials Committee Chair shall ensure that tally sheets and other election materials are stored properly in NCHE files at the NEA.
- 8. Runoff Elections: Runoff election details shall be announced and conducted in accordance with the Constitution.

Adopted October 28, 1990; Revised January 20, 1992, November 20, 1994, December 6, 1998, March 10, 2019, August 10, 2019; February 21, 2021

B. Endorsement of NEA Candidates:

- 1. The Executive Committee shall charge the Elections, Endorsements, and Credentials Committee with reviewing candidates for NEA office as well as develop questions to be asked of the candidates.
- 2. Endorsement Procedure
 - a. The President, on behalf of the Elections, Endorsements, and Credentials Committee, shall send to each announced candidate information explaining the endorsement procedures.
 - b. Candidate responses shall be forwarded to the Elections, Endorsements, and Credentials Committee.
 - c. The Elections, Endorsements, and Credentials Committee shall ensure, when possible, that candidate statements are provided to registered members at NCHE meetings at which consideration of the endorsements will occur.
 - d. All declared candidates for NEA Office seeking the endorsement of NCHE shall be invited to address the Council during Session 1 of the Regular Annual Meeting or summer meetings as appropriate. Each candidate, upon acceptance of the invitation and provision of the candidate statement, may speak in person, provide a video, or send a surrogate to speak on their behalf at the meeting. In no event shall any presentation be longer than 3 minutes.
 - e. Voting for candidates seeking endorsement for NEA office shall occur at the Regular Annual Meeting in concert with the elections at the Regular Annual Meeting and at the summer meeting, as appropriate.
 - f. Each endorsed candidate shall be given up to 100 labels stating “Endorsed by NCHE” for use in campaigning.

- C. All election and endorsement materials, including ballots and papers used in tabulating results, shall be kept in the NCHE office until the term of those elected has expired.

Adopted November 27, 1990; Revised October 26, 1991, November 20, 1994, September 24, 1995, December 6, 1998, March 10, 2019, February 20, 2020

III. Meetings

A. Agendas

1. The agenda for the Regular Annual Meeting shall include but not be limited to:
 - a. Reports of the President, Treasurer, and Membership Chair
 - b. Election of Executive Committee Members, as appropriate
 - c. Approval of the NCHE budget for the next fiscal year.
 - d. Adoptions of official positions of NCHE
 - e. Consideration of proposed amendments to the Constitution and Bylaws.
2. Consideration of the endorsement of candidates for NEA office.
 - a. The agenda for the Summer Meeting shall include but not be limited to:
 - b. Development of strategies for the adoption of NCHE positions at the NEA RA, including establishment of a communication network for the RA floor and assignment of speakers on NCHE new business items and resolutions
 - c. Endorsement of NEA candidates, as appropriate
 - d. Schedule for reconvening during the NEA RA as needed to continue the business of the Council, including adjournment with the close of the RA.

Adopted October 28, 1990; Revised November 20, 1994, March 10, 2019

IV. Committees

- A. Standing Committees
 1. Elections, Endorsements, and Credentials Committee
 2. Awards Committee
 3. Financial Review Committee
 4. Other committees as deemed necessary
- B. Committee members shall attend all meetings. Absence from two (2) consecutive meetings may be considered cause for dismissal from the committee.
- C. Committees shall:
 1. Complete the charges assigned by the President or Executive Committee, as appropriate
 2. Report to the Executive Committee and Council, as appropriate.
 3. Meet only at the authorization of the President or Executive Committee, as appropriate.
 4. Operate within the budget provided by the President or Executive Committee, as appropriate.

Adopted October 28, 1990; Revised November 20, 1994, March 10, 2019

V. Executive Committee

The Executive Committee shall

- A. Discharge the duties specified in the Constitution and Bylaws
- B. Exercise the general authority of the Council between Council meetings
- C. Meet at a minimum:
 1. Prior to the Regular Annual Meeting
 2. Prior to the Summer Meeting
 3. By conference call or in person at least six (6) times annually

Adopted October 28, 1990; Revised November 20, 1994

VI. Newsletter

- A. Newsletter files shall be maintained in the Council's official files.

- B. The newsletter shall be published two (2) times annually

Adopted October 28, 1990; Revised November 20, 1994, March 10, 2019

VII. Fiscal Management

- A. NCHE shall work with NEA for the maintenance of appropriate accounts for NCHE for the collection of dues, payment of invoices, and maintenance of financial records.
- B. All Executive Committee and Standing committee member expenses shall adhere to NEA policies pertaining to expenses.
- C. All NCHE expenses of the Executive Committee and Standing committees must have prior approval of the President or Executive Committee, as appropriate.
- D. The President or designee, or the Executive Committee, as appropriate, may authorize vouchers for other Executive Committee Members and Standing committee members.
- E. The Vice President or Treasurer shall sign vouchers for the President.
- F. NCHE Executive Committee Members shall be reimbursed for expenses associated with attending the NEA Higher Education Conference and the NEA RA, up to an amount of \$750 for each meeting, if no other funding can be obtained and sufficient funding is available in the NCHE budget.
- G. Prior to the Regular Annual Meeting, the President shall appoint a Financial Review Committee consisting of the NCHE Treasurer and two (2) Individual Members who are not members of the Executive Committee, who shall:
 - 1. Review NCHE Policies and Procedures for the collection of receipts and payment of expenses
 - 2. Review the financial records of the Council for the previous fiscal year.
 - 3. Verify that the Treasurer's monthly and annual reports are an accurate reflection of the Council's financial transactions.
 - 4. Report the findings at the Regular Annual Meeting
- H. All financial records shall be kept in the NCHE files at the NEA for a period of seven (7) years.

Adopted October 28, 1990; Revised June 29, 1991; November 20, 1994;

March 4, 2005; March 11, 2019; August 10, 2019

- VIII. Union goods:** NCHE shall purchase goods and services and use union labels whenever feasible.