

Rep Council Proceedings For Newbies

A Guide for New Reps

1. What's Rep Council?

Rep Counsel is a body of elected representatives of the association who meet on the second Wed of each month to discuss issues, receive information and announcements, vote on business items, hear committee reports and convey that information to the members in each building (preferable via building meetings).

2. What are your duties as Building Rep?

Take notes at rep council and convey information to the members in your building, reflect your building's feelings or concerns during discussions and votes, be an advocate for the members in your building, attend meetings or hearings with supervisors (principals) to insure the rights of members are upheld, whenever possible participate in informational workshops to deepen your understanding of your role and increase your comfort level and effectiveness.

3. What's the rep council format?

- Sign in upon arrival
- From the information table, pick up any informational flyers / handouts when you come in including: president's report, committee reports, brochures or handouts etc.
- Meetings follow a set agenda, copies of which are available on the information table
- Anyone is allowed to speak to any item – please don't hesitate
- One agenda item is entitled "Building Concerns". This is a time for you to bring up specific items of concern in your building. Each EANA president may have his or her own way of handling this. In some cases you may be asked to e mail the concern prior to the meeting so that an investigation can be conducted and an answer ready rather than be hit "cold" with something at the meeting. Others may allow concerns to be brought up at the meeting hearing it for the first time then. In any case, **before a concern is brought to rep council, it is expected that a solution has first been tried at the building level via the building committee or a meeting with the principal.** That's why it is essential for every building to get their building committee up and running ASAP. A definition of a building committee may be found in the policies handbook posted on our website: www.eana.info
- **Motions:** occasionally someone will make a motion that requires action. The motion is made (e.g. I move that EANA establish a car washing committee so that the president's car always looks spiffy). The motion is then seconded by anyone in the body, and discussion follows. When all information has been shared, a vote is taken – majority rules
- Please don't ever be afraid to ask a question about either a motion or a certain procedure. As you know, there are no dumb questions, and the one you ask may be the one someone else is unwilling to.
- Snacks are always provided – help yourself
- A raffle is always conducted at the meeting's conclusion and cool stuff is always given away – really...no...really...cool stuff!
- If you cannot attend a meeting, try to arrange for a sub. The sub will be paid \$10. If you attend all meetings, you will receive an honorarium of \$100 at the June meeting

Please feel free to ask questions so that this can become more clear. And thank you for your willingness to become part of EANA!