

March 15, 2023

Hello Lead Rep!

Here are the materials for your 10 minute meeting with your members. *On reverse* are the directions for each piece of material you have in this envelope. **Some of these materials are intended to be POSTED on your PAT Board in a staff-only area** (i.e. Staff Lounge), and **some should be shared with all members at your site**. You may need to make copies of some of these pieces at your site or use TWO copies to post any double sided documents. Please let us know if you have any issues.

Your packet should include:

- Instructions for Each Document (this sheet)
- Bargaining Platform with QR Code (5 per site for copying)
- 3/15/2023 RA Agenda and 2/15/2023 RA Minutes (2 sheets)
- Legislative Post Cards and Instruction Sheets (1 postcard/member, 1 info sheet/member)
- Bargaining Organizing Rap (1 per site)
- PAT Future Educator Student Scholarship Flyers (2 per site for copying & posting)
- PAT BIPOC PPS Employee Scholarship (2 per site for copying & posting)
- Membership Building Rosters and Instructions (1 per site)
- Membership Application and Instructions (1 per site)
- Top Reasons to be a Substitute Member & Elements of a Strong Ask (1 per member)
- PMAE-Retired Bylaw Amendment Proposal (1 per site)
- Bylaw Change Proposals (1 per site)

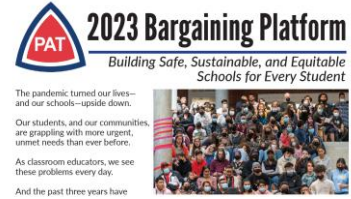
Take Care,

Angela Bonilla, Jacque Dixon, Jennifer Dixon, and Kelly McKenna
PAT President, PAT Vice President and OEA Associate Staff

INSTRUCTIONS FOR EACH DOCUMENT

Bargaining Platform with QR code (Full page)

- Where: Give each member a sheet.
- What: Read and share with building Members. Practice one-on-one convos about bargaining!



3/15/2023 RA Agenda and 2/15/2023 RA Minutes (2 sheets)

- Where: Head Rep keeps for reference.
- What: Use to explain what is going on at PAT and what happened at the last meeting.

PAT Rep Assembly Agenda Wednesday, September 21st, 4:30pm-6:30pm

1. Welcome & Inclusive Opening (5 min)
2. Agenda & Approve Last RA's Minutes (5 min)
3. Standing Rules (2 min)
4. PAT President's Report (5 min)
5. PAT Vice President's Report (5 min)
6. PAT Treasurer's Report (10 min)
7. Committee Updates (30 min)
8. On the Horizon/ FYIs (15 min)
9. Bargaining Update (15 min)
10. Internal & External Organizing (10 min)
11. Break out (15 min)
12. Optimistic Closure (3 min)

Legislative Postcards and Instruction Sheet (1 card & 1 sheet per member)

- Where: At the next 10 minute meeting, hand out the postcards and instruction sheet. Use the slides
- What: Ask members to write the card during the meeting. Reps should collect & PONY the postcards to PAT office by **MARCH 23RD**. Members can also mail them themselves.



Bargaining Organizing Rap (1 sheet)

- Where: Share with other reps at your site.
- What: Reps should review and use to talk with your members about bargaining.



PAT Future Educator Student Scholarship Flyers (2 sheets)

- Where: Hang them up on the PAT Board.
- What: Read and share with building Members.



PAT BIPOC PPS Employee Scholarship (2 sheets)

- Where: Hang them up on the PAT Board.
- What: Read and share with building Members.



Membership Building Rosters and Instructions (length varies)

- Where: Head Reps keep this information.
- What: Share with your 1:10 structure to ensure reps have had *at least one conversation* about joining PAT with *every non-member* at your site.

Member List/Building Roster: Instructions for Reps

- **Make sure reps have had at least one conversation about joining PAT with every non-member at your site****

• If you have questions about the membership status of anyone on your list, please reach out to Jennifer.Dixon@oregoned.org
**People who may not realize they are a non-member and need to sign up for need to re-sign up include: new hires, transfers from other districts, people returning from leaves of absence (LOAs), people hired last year (who didn't already sign up), etc.
There could be people missing from your list- please still check in with them about their membership status.
When in doubt about someone's membership status, ask them to sign up!
(This list reflects the data we have as of 3/9/2023)

Last Name	First Name	Work Location	Membership Status?
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Membership Application and Instructions (1 sheet)

- Where: Reps keep this information.
- What: Share with your 1:10 structure and use to help all non-members join PAT.

Info and Tips for Filling Out the PAT/OEA Membership Form



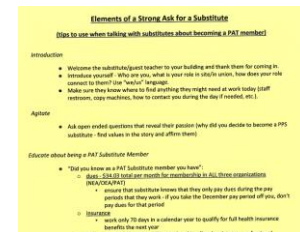
Scan QR code, or go to:

www.oregoned.org/member-resources/become-a-member

Please submit the paper Membership Form for review only. If you are unable to

Top Reasons to be a Substitute Member & Elements of a Strong Ask (1 per member)

- Where: Give one to each member.
- What: All members should have so they can talk to the substitutes they hire about joining PAT.



PMAE-Retired Bylaw Amendment Proposal (1 per site)

- Where: Share with your reps.
- What: Reps should review; will be voted on at next RA.

Article 4 Membership

A) Current Language

1. b) Retiree Membership

Retiree membership shall be open to any person retired from employment in the Portland Public Schools, who was a member immediately prior to retirement, who maintains retiree membership in the OEA and NEA, and who is no longer eligible for active membership. Retiree membership shall not include the right to vote, the right to be included in the count for determining the quota for representation to the Representative Assemblies, or the right to hold elective office. Retiree membership shall include the right to hold PAT appointed positions.

B) PAT E-Board change

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Bylaw Change Proposals (1 per site)

- Where: Share with your reps.
- What: Reps should review; will be voted on at next RA.

Representative Assembly

March 13th, 2023

Bylaw Change Proposals with Executive Board Recommendations

Old Language	New Language (Bolded & Underlined)
Article 6, Section 3 Powers and Duties of the Vice President The vice-president shall perform the functions assigned to that office by the most recent edition of <u>Roberts Rules of Order Newly Revised</u> , except as determined by the Bylaws and policy of the Association. shall that the Program/Budget Committee, shall serve as coordinator of all committees and task forces and shall assume the duties of the president in the absence of the president. The vice-president shall affix their signature to documents submitted within the program budget or as additionally authorized by the Executive Board in the absence of the president or the treasurer.	Article 6, Section 3 Powers and Duties of the Vice President The vice-president shall perform the functions assigned to that office by the most recent edition of <u>Roberts Rules of Order Newly Revised</u> , except as determined by the Bylaws and policy of the Association. shall that the Program/Budget Committee, shall serve as coordinator of all committees and task forces and shall assume the duties of the president in the absence of the president. The vice-president shall affix their signature to documents submitted within the program budget or as additionally authorized by the Executive Board in the absence of the president or the treasurer. <u>The vice-president shall be paid their member salary plus 21% as recognition of the additional duty, hours and responsibility of the office.</u>
Article 6, Section 2 Powers and Duties of the President The president shall appoint the chairs of committees and task	Article 6, Section 2 Powers and Duties of the President The president shall appoint the chairs of committees, <u>language</u>