

# Nevada State Education Association Caucus Recognition Guidelines

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3511 E. Harmon Avenue  
Las Vegas, NV 89121  
702-733-7330  
January 2020

The Board of Directors of the Nevada State Education Association encourages communication and participation of its recognized caucuses. The function of NSEA “recognized” caucuses is to “advise, educate, or lobby the NSEA Board of Directors on recognized societal issues which deserve to be actively pursued and/or studied within the NSEA.”<sup>1</sup> Any member of NSEA may form a caucus, apply for recognition, and invite other members of NSEA to join the caucus at Delegate Assembly.

Members seeking caucus recognition shall abide by the guidelines contained within this document and must petition the NSEA Board of Directors for recognition.

Caucus recognition is granted to groups that:

1. Are comprised entirely of NSEA members.
2. Purpose of caucus is consistent with NSEA Articles of Incorporation, Bylaws, Policies, and Mission Statement.
3. Complies with the procedural requirements and rules governing caucus activities as set forth in this document.

Continuing recognition is subject to approval by the NSEA Board of Directors, previously recognized caucuses which desire to have their recognition continued shall register names and addresses of leaders or elected officers with the NSEA President prior to October 1 of each year.

The NSEA Board of Directors has the authority to rescind or suspend the recognition of any NSEA caucus. The following actions are grounds to rescind or suspend recognition:

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<sup>1</sup> NSEA Policies Caucus Recognition (DA 5/96)

1. The use of caucus recognition, association, and connection with NSEA for any purpose other than attempting to influence NSEA governance.
2. Any caucus that purports to speak for, or act on behalf of, NSEA; or its affiliates.
3. Failure to comply with the provisions of these Guidelines.

Any NSEA member may file a request to have caucus recognition rescinded or suspended for one or more of the above reasons. If a caucus is denied recognition by the NSEA Board of Directors, the caucus may appeal the Board's decision to the Delegate Assembly at which the appeal is to be heard. Applications for appeal to the Delegate Assembly must be received by March 1 preceding Delegate Assembly.

These Guidelines contain the following information and documents:

1. Rules Governing Recognized Caucus Activities
2. Caucus Recognition Petition
3. Application to Appeal Caucus Recognition
4. List of NSEA Recognized Caucuses

NSEA provides the following services for caucuses at Delegate Assembly:

#### *Logistical Assistance*

NSEA staff will assist in arrangements for caucus meetings held prior to or in conjunction with Delegate Assembly. Prior to the opening of Delegate Assembly, matters relating to meeting room assignments, meeting announcements, and other support services in connection with Delegate Assembly should be directed to, NSEA, 3511 E. Harmon Avenue, Las Vegas, Nevada 89121, (702) 733-7330 or (800) 248-6732.

#### *Meeting Space*

Upon request by the caucus chairperson, a meeting room shall be provided at Delegate Assembly. All expenses, incidental to caucus organization, activities or meetings shall be assumed by the Association. Caucus meetings shall not be scheduled to conflict with Delegate Assembly general business meetings. Assigned meeting rooms may not be used for caucus offices or headquarters.

#### *Typing and Copying Service*

Copying services for caucuses will be handled up to a reasonable limit. The reasonable limit will be determined by the Production Office, taking into consideration the number of pages and copies at the time the request is made. Work orders, however, shall not exceed 1,000 sheets per day. It must be understood that should unforeseen official business put an additional burden on the Production Office staff, caucus work orders may be delayed.

## RULES GOVERNING RECOGNIZED CAUCUS ACTIVITIES

- Unless recognized pursuant to the Caucus Recognition Guidelines, a caucus may not include a reference to NSEA in its name.
- The use of the acronym “NSEA” in connection with a recognized caucus name designates that the group is made up of NSEA members, and does not in any way indicate that the caucus speaks for, or acts on behalf of, NSEA.
- A recognized NSEA caucus shall include on all written material (including information published on the NSEA website or any other website published associated in anyway with a recognized caucus) the following disclaimer:

*THE VIEWS EXPRESSED IN THIS DOCUMENT ARE THOSE OF THE CAUCUS.  
THE CAUCUS HAS NO AUTHORITY TO SPEAK FOR, OR ACT ON BEHALF OF,  
NSEA.*

- NSEA, local associations, and NEA staff may provide support and assistance to a caucus, but may not be voting members or participate in the governance of a caucus.
- NSEA recognized caucuses must be comprised entirely of NSEA members.
- Upon request by the caucus chairperson to the NSEA President, **a meeting room space or table shall be provided at Delegate Assembly.**
- Caucus meetings shall not be scheduled to conflict with Delegate Assembly general business meetings.
- NSEA recognized caucuses shall not make NSEA policy or speak on behalf of NSEA, as these functions are reserved for elected officials of NSEA in accordance with written and duly adopted NSEA governance documents.
- NSEA recognized caucuses shall have no cause that is inconsistent with the goals, Articles of Incorporation, Bylaws, Policies, and Mission Statement of NSEA.
- NSEA recognized caucuses electing representation on the NSEA website are responsible for providing content and updates. NSEA reserves the right to remove or reject any material in opposition to NSEA’s goals, Articles of Incorporation, Bylaws, Policies, and Mission Statement. NSEA will provide website framework.
- All NSEA recognized caucuses shall comply with the procedural requirements set forth in these Guidelines.

**NEVADA STATE EDUCATION ASSOCIATION  
CAUCUS RECOGNITION PETITION**

A “recognized NSEA caucus” is an internal entity that is recognized by NSEA for the sole purpose of attempting to influence NSEA governance in the development of NSEA policy. Toward this end, caucus may advise, lobby, and/or otherwise communicate with NSEA governance. Any group wishing to be recognized as an NSEA caucus may request recognition by filing this form with, NSEA, 3511 E. Harmon Ave., Las Vegas, NV 89121.

Date of Application: \_\_\_\_\_

Name of Caucus: \_\_\_\_\_

Purpose of Caucus: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the names and address of leaders and/or officers:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide a projected plan for meetings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of caucus members.

_____	_____
_____	_____
_____	_____

We understand that status as a recognized NSEA caucus is subject to the provisions of the Guidelines for Recognized Caucuses.

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**FOR NSEA USE ONLY:**

**Granted:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

\_\_\_\_\_  
**For NSEA Board of Directors**

\_\_\_\_\_  
**Date:**

**NEVADA STATE EDUCATION ASSOCIATION  
APPLICATION TO APPEAL CAUCUS RECOGNITION**

Basis for appeal of caucus status: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_



# **NSEA Recognized Caucuses**

**January 2020**

NSEA Asian Pacific Islander Caucus (APIC)

NSEA BAT Caucus

Republican Caucus

Special Education Education Caucus

Women's Caucus

NSEA Veteran's Caucus