



Operational Guidelines

CETPA Vision Statement

Shaping the Future of Education Through Technology

CETPA Mission Statement

Leading, partnering and supporting educational organizations to enhance learning outcomes.

Purpose

The purpose and goals of the regional group should be consistent with the CETPA mission and vision.

Requirements

The following requirements for regional group procedures were approved by the CETPA Board and are subject to change. Any questions should be directed to the CETPA Executive Director.

Chairpersons

Regional group officers must be CETPA Educational members. Initial chairpersons will be recorded on the application form. Subsequent chairpersons must be voted upon favorably by the active membership of the group. Each group will have at least the following leadership positions:

- Chair – develops the meeting schedule, arranges the locations, consistently communicates with the group and leads the meetings. The Chair also participates in required meetings with CETPA leadership at least once per year.
- Vice Chair – acts as the incoming Chair and assists the current Chair with meeting arrangements.
- Secretary – takes minutes of each meeting and distributes to the Chair.

Terms for these positions shall be one year. There are currently no term limits. The membership may choose to reinstate one or more officers via a favorable vote. Disputes will be settled by CETPA leadership.

Meetings

Each Regional Group is required to hold at least 4 meetings per year. The following are required for every meeting:

1. Attendees should be tracked via a sign in sheet or online process.
2. Unless otherwise approved by CETPA leadership, the meeting agenda will include at least 1 hour of “vendor free” discussion time. These discussions are open only to CETPA Educational Members or those nonmembers who are currently employed by a Local Education Agency.
3. The dates, times and locations of the group’s meetings must be sent to CETPA leadership for inclusion on the CETPA events calendar.
4. The following norms should be adhered to. Other norms may also be added by the group:
 - a. Start and End on time
 - b. Do not interrupt
 - c. Everyone gets a chance to speak but one speaker at a time
 - d. All ideas are valid

Optional agenda items may include a presentation by and discussion with vendors providing products and/or services for the K-12 community. No sales may take place at the meetings. Vendors may offer discounts to the group but may not require participation by all members. CETPA leadership will inform the chairs of CETPA sponsors but the group is not required to give time to any specific vendor.

Photos, quotes, or other information can be sent to CETPA leadership for inclusion on the CETPA social media sites and email blasts.

Members

Regional group members must be employed by a Local Education Agency (LEA). This includes public schools and county offices of education, private and charter schools, colleges and universities. CETPA membership is preferred but not required for members unless they are acting in a leadership position. Vendors cannot become members and are only allowed at meetings at the invitation of the chair and approval of the membership.

It is recommended that members travel no further than 70 miles for meetings unless there is no other more local group available.

Community Emails (formerly Listserv)

CETPA will provide an online community that allows the group to communicate with its members. The Chair (or delegate) will be given access as an administrator to the Community Emails and will be responsible for approving, changing, and deleting records. No vendors are allowed on the Regional Group Community Email list, however, vendors are permitted on the EdTech Community Emails. If an individual leaves an LEA to work in industry, they should be removed from the Regional Group list. Periodic checks should be done as members will have the ability to update their own logins.

Budget

The current stipend per group is \$700 per year. The stipend is budgeted on July 1. The group's chair will submit the approved expense form with receipts to the CETPA Treasurer. Approved items include:

- Food and/or drink at meetings
- Branded items like shirts, buttons, or pens
- Professional development if all members are included

The stipend may not be used to benefit less than the full membership. For example, the stipend may not be used to send the one member to a professional development event or to buy branded shirts for just the Chair.

Requests and questions concerning the budget should be addressed to treasurer@cetpa.net