



CITE Regional Group - Operational Guidelines

CITE Vision Statement

Shaping the Future of Education Through Technology

CITE Mission Statement

To lead, develop, and support technologists and education organizations to inspire student success.

Purpose

CITE Regional Groups foster deeper engagement and mutual support among K-12 technologists at the local level.

Requirements

The following document contains requirements and supports for CITE Regional Groups. Any questions should be directed to CITE's Membership Team at membership@cite.org.

- Participants of the CITE Regional Group do not need to be CITE educational members, yet they do need to be employees of a local education agency (LEA) This includes public schools and county offices of education, private and charter schools, colleges, and universities.
- The Regional Group will be open to all employees of Local Education Agencies in the immediate and surrounding regions.
- The Regional Group will include a CITE Update section on every meeting agenda to provide members with information about CITE Resources, Educational Programs, Initiatives, and Annual Conference.
- The Regional Group will have a minimum of four (4) Meetings per Year. These can be in-person, online, or hybrid. One meeting may take place at the CITE Annual Conference.
- The Regional Group meeting promotion will include the following:
 - Providing meeting dates, locations, and other relevant details to post on the CITE Calendar by using the "Submit Meeting Information" form found in the online [Regional Group Leaders Online Community](#)
 - Send a notification about the meeting through the [Online Community for the Regional Group](#).
- Regional Group Leadership will participate in periodic conversations with the Member Engagement Team to help improve, sustain, and grow CITE's regional focus.

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- Regional Groups may host Special Interest Groups or job-alike meetings outside their regular meetings. These will be run under the Regional Group's Leadership structure and follow the same guidelines as Regional Groups. As with all Regional Group Leadership, these Special Interest Groups or job-alikes must be run by CITE Members and communications will be conducted through Regional Group's channels including the Online Community Group. CITE reserves the right to intervene with group operations as it sees fit.
- Requests to promote third party events (vendor programs, conferences, trainings) should be forwarded to membership@cite.org for follow-up.
- Any vendor invited to present at a Regional Group meeting must be introduced with the caveat that their participation does not serve as an endorsement by CITE nor as confirmation of any other business relationship with CITE.
- Vendors may not collect any data, including sign-in sheets, from any attendee at a CITE Regional Group without the express written permission of each individual. Therefore, if a vendor requires this in order to provide lunch, any form they create must have "opt-in" language.
- CITE reserves the right to intervene with group operations as it sees fit. This may include, but is not limited to, removing participants, appointing new leadership, etc.

Regional Group Officer Roles and Guidelines

- Regional group officers must be current CITE Educational members.
- When Leadership changes, it must be reported to CITE's Membership Staff.
- Chair must be appointed or voted upon favorably by the active membership of the group. Each Regional groups' leadership transition process should be consistent and documented. It is recommended that groups use a succession method for their leadership positions to provide stability and sustainability for the group. (i.e., Secretary automatically inherits the position of Vice Chair; Vice Chair automatically inherits the position of Chair at the end of the current Chair's lead)
- Terms for Regional Group Leadership positions shall be one year and not exceed 6 consecutive years in total. A former Regional Group Leader may join the leadership team again once 2 years have passed since they last served in any position.
- The membership may choose to reinstate one or more officers via a favorable vote, yet each leader should not exceed 6 years in any of the three key leadership roles as noted below.
- Disputes should immediately be reported to CITE's Membership Team. Any final determination will be made by the CITE Executive Director.
- Group leaders' contact information and photos will be listed on the CITE Regional Group page.
- Each group will have at least the following leadership positions:

Chair

- Develops the meeting schedule.
- Arranges the locations.

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- Sends meeting dates to CITE to have added to the Upcoming Events Calendar.
- Ensures every meeting includes a CITE Update.
- Consistently communicates with the group and CITE.
- Shares CITE communications with the group.
- Leads the meetings.
- Responsible for reimbursement paperwork.
- Chair can delegate as needed.
- The Chair will participate in required meetings with CITE leadership at least once a year.
- Monitors vendor relationships in accordance with expectations of CITE and attendees.
- Chairs elected to the CITE Board of Directors must vacate their regional group leadership position upon commencement of their term of office to the CITE Board of Directors.

Vice Chair/Chair Elect

- Acts as the incoming Chair.
- Assists the Chair, as needed, with
 - meeting arrangements.
 - group communications.

Secretary

- Takes minutes of each meeting.
- Keeps track of meeting attendance.
- Assists with group communications.
- Shares meeting attendance with CITE.

Other roles can be developed at the discretion of Regional Group Leadership. It is recommended that Regional Group Leaders consider some short duration / “micro” volunteer activities to engage additional members to the group and build a pipeline of potential new leaders. Some volunteer activities might include greeting attendees, leading a peer/job-alike discussions, outreach to other LEA Technologists, hosting at their LEA facility, etc.

NOTE: Should a Regional Group Leader, in any role, be elected to the CITE Board of Directors they should seek a replacement for their role with the Regional Group.

Meetings

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

- Attendees should be tracked via a sign-in sheet or online process. This sheet is not to be shared with vendors.
- Attendee lists should be shared with CITE. These can be tracked in the Regional Group’s CITE Google folder or sent to CITE’s Member Engagement Team.
- Unless otherwise approved by CITE leadership, the meeting agenda will include at least 1 hour of “vendor free” discussion time. These discussions are open only to CITE Educational Members or those nonmembers who are currently employed by a Local Education Agency.



Vendors may not “sit and listen in the back” during this time.

- The dates, times, locations, and other pertinent details of the group meetings must be submitted on the meeting form available on the Regional Group Leaders Online Community page.
 - The following norms should be adhered to. Other norms may also be added by the group:
 - Start and end on time.
 - Do not interrupt.
 - Everyone gets a chance to speak but one speaker at a time.
 - 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.
- All members are welcome at any meeting; this could include online attendance and attendance at meetings outside one’s nearest Regional Group location.
- Should multiple Regional Groups wish to co-host a program, please reach out the CITE’s Membership Team for additional information and supports.
- CITE Leadership encourages Regional Groups to share photos, quotes, or other information with their Online Community for inclusion on CITE social media accounts, marketing, 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.
- CITE membership is preferred but not required for members unless they are acting in a leadership position within the Regional Group.

Vendors

- CITE will inform the chairs of CITE Corporate Affiliate Program (CAP) sponsors for potential involvement in meetings, the Regional Groups are encouraged to review this list, yet the group is not required to give time to any specific vendor.
- Vendors cannot become members and are only allowed at meetings by invitation of the chair. Their attendance must be for a limited duration and not at repeated meetings.
- Any vendor/presenter’s invitations should be made by the group’s leadership based on the current interests and needs of group participants.
- Vendors will not be permitted to have access to the Regional Groups Community Emails or the Regional Group Online Community
- Vendors will not have access to the Regional Group email lists.
- Requests to promote third party events (vendor programs, conferences, trainings) are not automatically approved and should be forwarded to membership@cite.org for follow-up.

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- Vendors may offer discounts to the group but may not require participation from all members.

Logo Use

- CITE Regional Groups will be provided with a group specific logo by CITE. These logos have a consistent look for branding and ease of identification.
- Any swag or promotion of the event should use the regional group logo.
- Vendors are not allowed to use the CITE logo or the regional group logo in their advertisements, promotions, or presentations.

Community Emails

CITE will provide an online community that allows the group to communicate with its members. This **must** be the primary means of communication with Regional Group members. Outside services such as Slack, Google Groups, etc. will not be allowed, and the Chair will be asked to remove the group. No vendors are allowed on the Regional Group Community. If an individual leaves a LEA to work in industry, they should be removed from the Regional Group list and CITE's Membership Staff should be notified. Periodic checks should be done as members will have the ability to update their own logins.

Social Media

Any group interested in running a social media account for the group must reach out to CITE for approval. CITE will setup the account and share the login information or give the leadership team the necessary access. Each group must adhere to [CITE's style guide](#) when using CITE branding and logos for all social media posts. Please consult with CITE if you have any questions regarding social media content.

Budget

The current stipend per group is \$1,000 per year, The stipend is budgeted on July 1. The group's chair will submit the approved expense form with receipts via the form in the Regional Group Leaders Online Community. Approved items include:

- Food and/or drink (non-alcoholic only) at meetings.
- Branded items like shirts, buttons, or pens.
- Professional development if all members are included.

The stipend may not be used to benefit an individual or a small subset of the Regional Group (such as just benefiting the leadership team). For example, the stipend may not be used to send one member to a professional development event or to buy branded shirts for just the Chair or leadership team. Funds may also not be used on alcoholic beverages or gambling related items (such as lottery tickets). Stipends do not roll over year-to-year.

Requests and questions concerning the budget should be addressed to the CITE Membership Team.

Resources

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- Contact: CITE Membership Team can be reached at membership@cite.org. We are always happy to address questions, concerns, and schedule conversations to support your work. It is recommended that new Regional Group Leaders schedule an orientation with CITE staff.
- [Regional Group Leaders Online Community](#) – your hub for Regional Group Leader Information
 - o [How to access](#).
 - o If you do not see the Regional Group Leads Community on your page. Email Membership@CITE.org and let us know what group and role you are taking with a CITE regional group leadership.
 - o Share questions, ideas, and best practices.
 - o All the commonly used links and forms, such as the below can be found in the quick links in the Regional Online Group Leadership Community
 - Submitting Regional Group Meeting Information to the CITE Calendar.
 - Submitting a Regional Group Reimbursement Form.
 - Link to CITE Updates for your Regional Group Meeting.
 - Vendor training, presentation, and hosting offers.
 - [CITE CAP Sponsors list](#) for potential subject matter expert presentations

These guidelines are subject to change.