



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 educational technologists at the local level.

Requirements

The following requirements for Regional Group procedures were approved by the CITE Board and are subject to change. Any questions should be directed to the CITE Member Engagement Manager.

- 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 technologists in education in the immediate and surrounding regions.
- Vendors may attend as speakers by invitation of the Regional Group Chair.
- Vendors will not have access to the Regional Group email lists or CITE's Regional Group community.
- Selection of vendor/presenters will be made by the group's leadership based on the current interests and needs of group participants.
- 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.
- Requests to promote third party events (vendor programs, conferences, trainings) should be forwarded to membership@cite.org for follow-up.
- The Regional Group will have a minimum of 4 Meetings per Year. These can be in-person, online, or hybrid.
- The Regional Group will provide meeting dates, locations, and other relevant details

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using the online form found in the [Regional Group Leaders Online Community](#).

- Regional Group Leadership will participate in periodic conversations with the Member Engagement Team to help improve, sustain, and grow CITE's regional focus.
- 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 Groups may host Special Interest Groups or Job-a-Like 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-a-Likes 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.

Regional Group Officer Roles and Guidelines

- Regional group officers must be CITE Educational members.
- When Leadership changes, it must be reported to CITE's Member Engagement Manager.
- Chair must be appointed or voted upon favorably by the active membership of the group. 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 years. 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 Member Engagement Manager and will be settled by CITE leadership.
- 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
- Sends meeting dates to CITE to have added to the Upcoming Events Calendar
- 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.

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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.

Special Interest Group or Job-a-Like Leader(s)

Regional Group Leadership may choose to include Special Interest Group or Job-a-Like leaders on their leadership team.

- **Organizes Special Interest Group or Job-a-Like programing/events**
- **Communicates with sub-set of members about Special Interest Group or Job-a-Like programs or relevant information**

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 discussion, outreach to other LEA Technologists, hosting at their LEA facility, etc.

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.
- 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 Manager.
- 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
- 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.

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- 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 from all members.
- CITE will inform the chairs of CITE sponsors, should you wish to involve them in meetings, yet the group is not required to give time to any specific vendor.
- CITE Regional Groups are situated, so members will not have to travel further than 70 miles for an in-person meeting. Yet all members are welcome at any meetings; this could include online attendance and attendance at nearby meetings.
- 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

- Vendors cannot become members and are only allowed at meetings at the chair's invitation with the membership approval.
- Vendors will not be permitted to have access to the Regional Groups Community Emails or the Regional Group Online Community

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 Member Engagement Manager should be notified. Periodic checks should be done as members will have the ability to update their own logins.

Social Media

Any groups interested in running a social media account 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 \$1000 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 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 one member to a professional development event or to buy branded shirts for just the Chair. Stipends do not roll over year to year.

Requests and questions concerning the budget should be addressed to the Member Engagement Manager.

Resources

- [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 that you are a regional group leader and we can add you.
 - 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