Operational Guidelines

CITE Vision Statement
Shaping the Future of Education Through Technology

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

Purpose
The purpose of CITE Regional Groups is to foster deeper engagement and mutual support among educational technologists at the local level.

The purpose and goals of the Regional Group should be consistent with the CITE mission and vision.

Requirements

The following requirements for Regional Group procedures were approved by the CITE Board and are subject to change. All CITE Regional Groups are chartered by CITE. The CITE Board of Directors and Staff may intervene as necessary to ensure operating guidelines are actively in practice. Any questions should be directed to the CITE Community Engagement & Publications Specialist, Touda Bentatou and Resource Program Specialist, Libbi Garrett.

- Participants of the CITE Regional Group do not need to be CITE educational members
- The Regional Group will be open to all K-20 educational technologists in the region
- CITE affiliate members and other vendors may attend, but only by invitation of the chair with the approval of the membership, and they will not have access to the Regional Group community emails.
- Selection of vendor/presenters will be made based on the current interests and needs of group participants. Member surveys can be very helpful in this regard.
- The Regional Group will include a CITE Update section on every meeting agenda to provide members with information about the Annual Conference and other CITE initiatives
- Regional Groups are invited and encouraged to participate in a Regional Group Meeting at CITE Annual conference
- The Regional Group will have a minimum of 4 Meetings per Year
- The Regional Group will provide the CITE Community Engagement & Publications Specialist, Touda Bentatou and Resource Program Specialist, Libbi Garrett with regional meeting dates and locations

- Regional Group Leadership will participate in periodic conversations with the CITE Community Engagement & Publications Specialist, Touda Bentatou and Resource Program Specialist, Libbi Garrett and other regional group officers to help improve, sustain and grow CITE's regional focus. These may be held in person or via telephone or video conference and will occur no less than twice a year.

Regional Group Officer Roles and Guidelines

- Regional group officers must be CITE Educational members.
- When Leadership changes it must be reported to CITE Resource Program Specialist
- Chair must be 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. (ie. Secretary automatically inherits the position of Chair-Elect, Chair Elect 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
- There are currently no term limits
- The membership may choose to reinstate one or more officers via a favorable vote
- Disputes should immediately be reported to CITE Community Engagement & Publications Specialist and will be settled by CITE leadership
- Each group will have at least the following leadership positions:

Chair

- Develops the meeting schedule
- Arranges the locations
- Updates the CITE Event Calendar
- Consistently communicates with the group and CITE
- Shares CITE communications with the group
- Leads the meetings
- Responsible for stipend paperwork
- Chair can delegate as needed
- The Chair will participate in required meetings with CITE leadership at least twice per year

Chair Elect

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

Secretary

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

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
- 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 and locations of the group's meetings must be sent to CITE Community Engagement & Publications Specialist and Resource Program Specialist
  - 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
- Documentation for each meeting should be housed in the group's Google folder provided by CITE (meeting minutes, sign in sheets, etc.)
- 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.
- CITE will inform the chairs of CITE sponsors but the group is not required to give time to any specific vendor
- It is recommended that members travel no further than 70 miles for meetings unless there is no other more local group available.
- CITE Leadership encourages Regional Groups to share photos, quotes, or other information for inclusion on the CITE social media sites and email blasts

Meeting Minutes & Artifacts

- Regional group leadership must ensure meeting minutes and meetings artifacts are recorded and housed somewhere accessible by CITE.
- Meeting minutes must include but are not limited to:
  - Roll call - a recording of all present
  - Presenters
  - Presenter artifacts
  - Questions and answers
  - General discussion topics
  - Issues to escalate to CITE staff or leadership
- Regional group leadership will use a CITE provided Google Folder to house their meeting minutes and artifacts. CITE will provide an email for each regional group to use with Google and CITE Group social media accounts.
- Agendas must include monthly CITE Updates that are provided by CITE staff.
- Meeting minutes are required to be submitted after every meeting.

- It is also recommended that photos and/or videos be taken at meetings and provided to CITE leadership for use in publications and social media.

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

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

Community Emails (formerly Listserv)
CITE will provide an online community that allows the group to communicate with its members. The current tool being used is Higher Logic. The Online Community can be found at https://community.cite.org. 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 CITE_EDU 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.

Social Media
Any groups that choose to run a social media account must use the CITE provided email address for their account. Any groups with existing social media will update the login information to include the CITE provided email address. Logos and icons will be provided by CITE for group social media accounts. All groups who would like to set up social media, please contact Touda Bentatou and she will set up your account using your group's CITE provided email.

Each group must adhere to CITE's Style Guide when using CITE branding and logos. If you have questions regarding branding guidelines, please contact Touda Bentatou at touda.bentatou@cite.org.

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 CITE 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@cite.org