

# **Bylaws of the Fairfield-Suisun Unified Teachers' Association**

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I. Name and Affiliation

1. This organization has been established by a written Articles of Incorporation in the county of Solano, state of California, and is hereinafter known as Fairfield-Suisun Unified Teachers Association / CTA / NEA.
2. The Fairfield-Suisun Unified Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
3. The Fairfield-Suisun Unified Teachers Association shall be an affiliated local association of the National Education Association (NEA).

II. Purpose: The primary purposes of this Association shall be:

1. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To serve as the vehicle through which the membership can develop written policies and legislation goals for the best possible conditions of educational service and program within the Fairfield-Suisun Unified School District;
5. To promote professional attitudes and ethical conduct among members;
6. To encourage cooperation and communication among the profession, District management/Board of Trustees, and the community; and
7. To foster good fellowship among members.

III. Members

1. Eligibility

- a. Active membership shall be open to any person who is engaged in, or who is on limited leave of absence from, professional education work, is an employee of the Fairfield-Suisun Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.
- b. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for Active membership in the Association, or excluded by III.1.c. below. Persons whose eligibility for Active membership have been withdrawn because of holding a supervisory position or upon retirement may be enrolled as Associate members in accordance with policies adopted by the Representative Council. Rights and privileges in such cases shall be limited to continuance of economic benefit and insurance programs previously held as Active members.
- c. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.

2. Membership

- a. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Education Profession (UEP) dues appropriate to the class of membership.
- b. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.

- c. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
  - d. The membership year shall be that period from July 1 of any given calendar year through June 30 of the following calendar year, inclusive.
3. Dues, Fees, and Assessments
- a. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
  - b. The portion of the basic annual dues paid to the Association by members shall be established by action of the Representative Council at the last regular meeting of the school year.
  - c. Dues for Associate membership shall be apportioned on the same percentage basis as the full United Education Profession dues.
  - d. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category.
4. Disciplinary Action
- a. Discipline shall be limited to an action by a member that is contrary to or undermines a primary purpose of the Association as stated or implied in Article II of these Bylaws.
  - b. No member of the Association may be disciplined without a due process hearing that shall include the established appellate procedure.
  - c. The Executive Board shall preside at a due process hearing; the Representative Council shall preside at an appeal hearing.
  - d. Due process shall be defined as the opportunity for the accused party to be heard, to be informed of the matter, to choose to acquiesce or contest, and to assert the reasons for such choice.
  - e. By a 2/3 vote by secret ballot, the Executive Board may set a discipline up to and including the revocation of membership in the Association for the remainder of the workyear and two (2) additional years.
  - f. On appeal within twenty (20) workdays, and by a 2/3 vote by secret ballot, the Representative Council shall confirm the decision of the Executive Board or shall set a discipline up to and including the revocation of membership in the Association for the remainder of the workyear and two (2) additional years. The decision of the Representative Council shall be final.
  - g. By a majority vote, the Representative Council may direct the Executive Board to conduct a due process disciplinary hearing regarding an action of a member that is alleged to be contrary to or undermines a primary purpose or purposes of the Association as stated in Article II of these Bylaws.
5. Members shall adhere to the Code of Ethics of the Educational Profession.
6. Rights and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.

#### IV. Officers

1. The officers of the Association shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.
  - a. The officers shall be and remain currently paid-up members of the UEP as a condition for nomination to and service in their respective positions during their terms of office.

- b. The officers shall be elected by and from the active membership of the Association. Such election shall be by open nominations and secret ballot. The Elections Committee of the Association shall conduct the vote, tally the ballots, and announce the results.
  - c. The President and Vice President shall be elected for a term of two years, commencing on June 1 of any odd-numbered calendar year. The Recording Secretary, Corresponding Secretary, and Treasurer shall be elected for a term of two years, commencing on June 1 of any even-numbered calendar year.
  - d. A person holding the office of President shall be limited to two (2) consecutive elected terms of two (2) years each. After a break in service of at least two (2) years, and fulfilling all of the conditions of the office, he/she again shall be entitled to serve as President.
2. The President shall:
- a. Be the chief executive officer of the Association and its policy leader;
  - b. Be the official spokesperson for the Association;
  - c. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board in consultation with the Vice President;
  - d. Preside at meetings of the Association, Representative Council, and Executive Board;
  - e. Appoint committee chairs and members of committees, excluding members of the bargaining team, with the majority approval of the Executive Board; and
  - f. Enact in a timely manner all valid petitions, policies, resolutions, objectives, and directives determined by the General Membership, the Representative Council, and/or the Executive Board.
3. The Vice President shall:
- a. Serve as assistant to the President in all duties of the President;
  - b. Assume the duties of the President in the absence of the President;
  - c. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board in consultation with the President; and
  - d. Serve as the coordinator of communications between, and activities of, all committees of the Association.
4. The Recording Secretary shall:
- a. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
  - b. Keep a careful and accurate record of attendance at each meeting, regular or special, of the Representative Council and the Executive Board;
  - c. Record the cause for absence of a member of the Executive Board from a scheduled meeting of the Executive Board; and
  - d. Supervise the membership chairperson's keeping of an accurate roster of the membership of the Association and of all committees.
  - e. In the absence of the Recording Secretary, the President or designee shall appoint a temporary Recording Secretary from the members of the quorum.
5. The Corresponding Secretary shall:
- a. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
  - b. Supervise the preparation of ballots for all elections by the Elections Chair.
6. The Treasurer shall:

- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
  - b. Pay out such funds upon orders of the President;
  - c. Have the funds of the Association audited in a manner to meet legal requirements;
  - d. Submit membership and financial reports to CTA, NEA, and other agencies as required by law; and
  - e. Act as Chair of the Budget Committee.
7. A vacancy shall be deemed to exist in the case of death, dismissal, recall, resignation, removal, revocation of membership, or inability to serve in any of the offices of the Association.
- a. In case of a vacancy occurring in the office of the President, the Vice President shall assume the office.
  - b. In the event that both President and Vice President cannot fulfill their terms of office, the Executive Board shall appoint a temporary President from the Executive Board by a majority vote and shall arrange for the election of a permanent President and Vice President to complete any unexpired term at the time of the next general election.
  - c. In the event a vacancy occurs in one of the other offices, the President shall appoint a replacement with the majority approval of the Executive Board and an election shall be held to elect a successor to fill any unexpired term at the next general election.
8. A disciplinary notice of "failure to satisfactorily perform the duties of the office" may be issued to any officer.
- a. A statement of the reason(s) for the proposed recall shall be part of the recall petition.
  - b. The notice may be initiated and served by any of the listed parties or methods:
    - (1) The President with the majority approval of the Executive Board;
    - (2) A two-thirds vote of the Executive Board;
    - (3) A two-thirds (2/3) vote of the Representative Council.

## V. Meetings

1. General Membership
- a. Meetings of the Association may be called by the President, the Executive Board, or by written petition by twenty percent (20%) of the membership.
  - b. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least three (3) workdays prior to the meeting except during crisis situations.
  - c. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
  - d. A majority of all ballots cast by those in attendance shall be required for decision-making at a meeting of the general membership except in the case of a contract ratification informational meeting. No proxy votes shall be allowed. The Elections Committee of the Association shall conduct the vote, tally the ballots, and announce the results.
  - e. Contract ratification informational meetings shall be called by a majority of the Executive Board.
    - (1) Written Information regarding proposed changes to the preceding or existing contract shall be provided to individual unit members three (3) workdays prior to the meeting date.

- (2) A vote on the terms of the contract shall commence one (1) workday after the meeting and shall conclude within five (5) workdays of the meeting. The Elections Committee of the Association shall conduct the vote, tally the ballots, and announce the results.
- (3) No proxy votes shall be allowed.

2. Representative Council

- a. The Representative Council shall be composed of the following active members:
  - (1) Executive Board, ex officio;
  - (2) Faculty Representatives or their elected alternates.
  - (3) Committee Chairs (ex officio, non-voting unless otherwise authorized).
- b. Faculty Representatives shall be elected by open nominations and secret ballot by and from the active members who are assigned to that faculty group.
- c. Each faculty group shall be entitled to at least one representative and shall have one representative for each twenty (20) Association members or fraction thereof.
- d. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- e. Faculty Representatives shall:
  - (1) Conduct constant and ongoing liaison between the Representative Council and the active members of the faculty unit;
  - (2) Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members; and
  - (3) Represent the views and input of the active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.
- f. Alternate Faculty Representatives shall be selected by and from the active members of each faculty group as necessary to serve as a replacement in case of absence or incapacity of the regular incumbent for any reason. In the case no Alternate Representative is available to fill a vacancy then an election by the members of the faculty group shall occur within thirty (30) days to fill the vacancy.
- g. A recall of any Faculty Representative may be initiated by the method used to recall officers with the following exceptions:
  - (1) The petition and voting requirements shall apply to the members of the faculty group.
  - (2) Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to the faculty group at least seven (7) days before the recall vote.
  - (3) Recall shall be by the faculty group; a two-thirds (2/3) vote shall be required to effect a recall.
  - (4) The Elections Committee of the Association shall conduct the recall vote, tally the ballots, and announce the results.
- h. A disciplinary notice of "failure to satisfactorily perform the duties of the position" may be issued to any Faculty Representative.
  - (1) A statement of the reason(s) for the disciplinary notice shall be part of the notice.
  - (2) The notice may be initiated and served by any of the listed parties or methods:
    - (a) The President with the majority approval of the Executive Board;

- (b) A two-thirds (2/3) vote of the Executive Board;
  - (c) A two-thirds (2/3) vote of the Representative Council;
  - (d) A two-thirds (2/3) vote of the represented faculty group.
- i. Authority
- (1) The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
  - (2) The Representative Council shall:
    - (a) Establish Association policies and objectives;
    - (b) Direct the Executive Board and/or the President to perform duties, enact policies, and pursue objectives;
    - (c) Establish or discontinue ad hoc committees;
    - (d) Appoint chairpersons and members to ad hoc committees established by the Representative Council;
    - (e) Approve the establishment or discontinuance of committees recommended by the Executive Board or the President;
    - (f) By a two-thirds (2/3) vote, remove a chair or member from any committee of the Association;
    - (g) Declare the condition of a "crisis situation";
    - (h) Establish the dues of the Association.
- j. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.
- k. A quorum for a meeting of the Representative Council shall consist of a majority of the representatives.
- l. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.

## VI. Executive Board

### 1. Composition

- a. The Executive Board shall be composed of the officers, the Past President, six members elected at large from the membership, and the CTA State Council of Education representative(s).
- b. All members of the Executive Board shall be and remain members of the UEP as a condition of nomination to and service in this position.
- c. The Past President shall begin service on the Executive Board on the first day of June.
  - (1) The current Past President shall continue to serve until a succeeding President steps down and assumes the position of Past President.
  - (2) A vacancy in the position of Past President shall remain until a President steps down and assumes the position of Past President
- d. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot. (*see Standing Rules for election procedures*)
- e. A vacancy in the position of at-large member of the Executive Board shall exist in the case of death, dismissal, recall, resignation, removal, revocation of membership, or inability to serve in this position. In case of a vacancy in this position, the President shall

appoint, with a two-thirds (2/3) approval of the Executive Board, an active member as a temporary replacement until the position can be filled at the next General Election.

2. Authority: The duties of the Executive Board shall be to:
  - a. Coordinate the activities of the Association;
  - b. Approve committee appointments and/or removals by majority vote unless otherwise specified;
  - c. Declare a “crisis situation” with the majority approval of the Representative Council;
  - d. Direct the grievance processing of the Association;
    - (1) In determining whether a grievance shall be carried to arbitration, the aggrieved will be given an opportunity to support his/her position.
    - (2) Should the Executive Board vote not to proceed to arbitration, the aggrieved will be notified of the reasons for the action and apprised of his/her rights under this section, the Agreement, and the EERA.
  - e. Direct the bargaining activities of the Association;
    - (1) The Executive Board shall determine qualifications for and method of selection for membership on the bargaining team;
    - (2) The Executive Board shall appoint and/or remove the Bargaining Team Chair;
    - (3) The Executive Board shall appoint and/or remove members of the bargaining team by a two-thirds (2/3) vote.
  - f. Act for the Representative Council when school is not in session;
  - g. Recommend a budget for the Association to the Representative Council;
  - h. Spend budgeted funds; and
  - i. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws and standing rules, subject to any restrictions that may be imposed by the Representative Council.
3. If, during the course of a year, an Executive Board member shall miss two regular monthly meetings without an excuse, the validity of which shall be determined by a two-thirds (2/3) vote of the Executive Board, that member’s seat shall become vacant.
4. A leave of absence of specified duration may be granted to a member of the Executive Board by a (2/3) vote of the Executive Board.
5. A quorum of the Executive Board shall consist of a majority of the member of the Executive Board.
6. A disciplinary notice of “failure to satisfactorily perform the duties of the position” may be issued to any member of the Executive Board.
  - a. A statement of the reason(s) for the disciplinary notice shall be part of the notice.
  - b. The notice may be initiated and served by any of the listed parties or methods:
    - (1) The President with the majority approval of the Executive Board;
    - (2) A two-thirds (2/3) vote of the Executive Board;
    - (3) A two-thirds (2/3) vote of the Representative Council.

## VII. Committees

1. Bargaining Team
  - a. The Executive Board shall appoint members of the Bargaining Team, its chairperson, and such alternates as deemed necessary to represent and to bargain for the bargaining unit.

- b. Vacancies created for any reason may be filled by an appointment by the Executive Board.
  - c. The Executive Board, by a two-thirds (2/3) vote, may remove any member of the bargaining team.
  - d. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to direction established by the membership.
  - e. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
  - f. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
  - g. Agreements reached between the Bargaining Team and the School Board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership.
2. Grievance Committee
- a. The President shall appoint, with the majority approval of the Executive Board, members of the Grievance Committee to carry out the procedures for grievance processing.
  - b. Vacancies created for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
  - c. Grievance Committee procedures shall include, but not be limited to, the following:
    - (1) Providing for representation to assist all members of the bargaining unit in processing grievances;
    - (2) Training for handling grievances;
    - (3) Evaluation of the Association's grievance procedure; and
    - (4) Keeping the Executive Board fully informed regarding the operation of the grievance program and making recommendations to the Executive Board regarding submission of any grievance to arbitration as indicated below:
  - d. Whenever a grievance submitted by a unit member is to be considered for arbitration, the following shall apply:
    - (1) The Grievance Committee shall meet to make a recommendation to the Executive Board as to whether a grievance shall be taken to arbitration. The grievant(s) shall be given an opportunity to meet with the Grievance Committee for giving input before the Grievance Committee's vote on its recommendation.
    - (2) The Executive Board shall meet to act on the Grievance Committee's recommendation as to whether a grievance shall be taken to arbitration. The grievant(s) shall be given an opportunity to meet with the Executive Board for giving input before the Executive Board's vote on whether or not a grievance shall be taken to arbitration. The decision of the Executive Board shall be final.
  - e. Whenever a grievance filed by the Association is to be considered for arbitration, then by order of the President or the Executive Board, the grievance may be directly submitted to the Executive Board for an arbitration decision.
  - f. In deciding whether a grievance shall be taken to arbitration, the Grievance Committee and/or Executive Board actions shall be guided by the following criteria:

- (1) The facts of the case and contract interpretations that may dictate whether the case can be won;
  - (2) The impact of either a favorable or adverse arbitration decision on the entire bargaining unit;
  - (3) Reasonable offers of a fair settlement to the grievance presented to the Association; and
  - (4) The cost of the arbitration. Cost shall not be the sole criterion.
3. Political Action Committee
    - a. The President shall appoint, with the majority approval of the Executive Board, members of the Political Action Committee to organize and inform the membership regarding legislative issues and to pursue political ends.
    - b. Vacancies created for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
    - c. The Political Action Committee shall regularly report activities and initiate policies subject to the majority approval of the Executive Board.
    - d. Political policies shall require the majority approval of the Representative Council.
  4. Elections Committee
    - a. The President shall appoint, with the majority approval of the Executive Board, members of the Election Committee.
    - b. The President shall appoint, with the majority approval of the Representative Council, members of the Election Committee to supervise the voting operations of Association general elections, special elections, the recall of Faculty Representatives, and to provide adequate controls over the form, distribution, return, counting, and disposition of ballots.
    - c. The Elections Committee shall be composed of at least three members who are not on the Executive Board. Members of the Elections Committee cannot serve on the Executive Board.
    - d. Members of the Executive Board cannot serve on the Elections Committee.
    - e. A member shall abstain from participation in Elections Committee activities during the period in which she/he or her/his immediate family member is a candidate.
    - f. Vacancies create for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
    - g. The Election Committee shall serve as tellers (*vote counters*) for the Association.
    - h. In the case of any recall, the Election Committee shall tally and verify the recall petition(s) to determine compliance with recall requirements.
  5. Organizing Committee
    - a. The President shall appoint, with the majority approval of the Executive Board, members of the Organizing Committee to carry out the procedures for facilitating communication and participation throughout the Association.
    - b. Vacancies created for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
    - c. During crisis situations, and with the majority approval of the Executive Board, the Organizing Committee shall plan and execute events, actions, and activities in response to the demands of the crisis.

6. Budget Committee

- a. The President shall appoint, with the majority approval of the Executive Board, members of the Budget Committee to monitor budget expenditures, prepare a budget for presentation to the Representative Council, and to arrange for a yearly audit of Association accounts.
- b. Vacancies created for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
- c. The fiscal year shall be defined as the period of time between September 1 and the following August 31.

7. Special (Ad hoc) Committees

- a. A special committee may be established by any of the following methods:
  - (1) The President may establish a special committee and assign members thereto, with the majority approval of the Executive Board, to carry out a single function.
  - (2) The Executive Board, by a majority vote, may establish a special committee and assign members thereto, with the majority approval of the Representative Council, to carry out a single function.
  - (3) The Representative Council, by a majority vote, may establish a special committee and assign members thereto to carry out a single function.
- b. A special committee shall be authorized for a specified time not to exceed six (6) months.
- c. The body that established the special committee may discontinue the committee and may add or remove members subject to the conditions under which the committee was created.

8. Collective Bargaining Agreement Committees

- a. Committees authorized by the Collective Bargaining Agreement shall be established and staffed by the President with the majority approval of the Executive Board.
- b. Vacancies created for any reason may be filled by an appointment by the President with the majority approval of the Executive Board.
- c. Committees authorized by the Collective Bargaining Agreement shall stand for the duration of that authorization.

9. A member of a committee, either standing or special, shall serve at the discretion of the authority and/or body that created the committee and assigned members thereto.

10. Each committee shall submit periodic reports to the Executive Board and/or Representative Council as appropriate.

11. Each committee shall submit periodic and timely written information to the Vice President regarding the activities of the committee. The information shall include an agenda prior to a meeting and minutes of the meeting.

VIII. Elections (see *Standing Rules*)

IX. Parliamentary Authority

1. Robert's Rules of Order, newly revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

X. Amendments

1. These bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council provided notice in writing of a

proposed bylaws amendment shall have been made available to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

## Standing Rules of the Fairfield-Suisun Unified Teachers' Association

### I. Name and Affiliation

1. Copies of the governance documents and record of proceedings (Minutes) of the governance bodies shall be readily available to members at the organization's principal office of business. Copies of the governance documents shall be furnished to each Faculty Representative at the start of each membership year.

### II. Purpose

### III. Members

### IV. Officers

1. The President shall:
  - a. Call meetings of the Association and the Executive Board;
  - b. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
  - c. Attend meetings of the Service Center Council of which the Association is a part;
  - d. Attend other CTA/NEA meetings as directed by the Representative Council;
  - e. Attend all public meetings of the Fairfield-Suisun Unified School District School Board or shall assign a designee to attend in his/her stead; and
  - f. Be familiar with the governance documents of the Association, CTA, and NEA.
2. The Vice President shall:
  - a. Formulate and distribute the Association's calendar of activities.
3. The Recording Secretary shall:
  - a. Maintain audio records of the proceedings of each meeting, regular or special of the Association, Representative Council, and the Executive Board; and
  - b. Distribute the minutes for all meetings to members of the Representative Council, Executive Board, and to the membership when appropriate.
4. The Corresponding Secretary shall:
  - a. Distribute notices of meetings and agendas for all meetings to members of the Representative Council, Executive Board, and to the membership when appropriate.
5. The Treasurer shall:
  - a. Prepare a written financial report every quarter for the Representative Council and Executive Board.

### V. Meetings

1. General Membership
  - a. A vote to ratify contract provisions shall be held at a high school site, a middle school site, and an elementary school site on separate days as directed by the Executive Board.
2. Representative Council
  - a. Elections of the faculty group site representative(s) and alternates for the ensuing school year shall be held in April / May of each year.
  - b. Members of the Representative Council shall serve a term of one (1) year from June 1 to May 31 of the following year.
  - c. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

3. Authority

- a. The Representative Council shall adopt the annual budget of the Association on or before the first meeting of the school year;
- b. The Representative Council shall meet at least eleven (11) times during each year; the number, place, and time of meetings to be decided by the Executive Board.
- c. Notices and agenda for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days before the date of the meeting.

VI. Executive Board

1. Composition

- a. The at-large members of the Executive Board shall be elected for a term of two (2) years, commencing on June 1 of any calendar year. One-half (½) of the Directors-at-large shall be elected in a general election in April of each odd-numbered year and shall take office on June 1 following their election. The remaining Directors-at-large shall be elected in a general election in April of each even-numbered year and shall take office on June 1 following their election.

2. Authority

- a. The Executive Board may spend unbudgeted funds to a limit of \$2,500 per project.

3. Meetings

- a. The Executive Board shall meet at least eleven (11) times during each year and at such other times as the President may deem necessary, or upon written petition to the President by a majority of the members of the Executive Board.

VII. Committees

1. Standing

a. Bargaining

- (1) Employees in the bargaining unit shall be surveyed to determine contents of the contract proposal.

b. Budget

- (1) Adoption and Annual Budget. The preliminary annual budget shall be submitted to the Representative Council by action of the Executive Board at the regular meeting prior to the May Representative Council meeting, and shall include the recommended dues level needed to fund the budget. Final refinement and adoption shall be the responsibility of the Council at the time of its May meeting. Changes in category amounts not to exceed ten percent (10%) of the total for the given category may thereafter be made during the fiscal year by action of the Executive Board; changes in excess of this percentage shall be made only with the approval of the Representative Council.

VIII. Elections

1. An open nomination procedure will be used for elections. (i.e., any member may nominate any member, including himself or herself).
2. Membership in the Association is the sole criteria for holding office.
3. Voting shall be by secret ballot.
4. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
5. There shall be an all member vote. A member who is off-track shall be sent information by mail to his/her last known residence.

6. The Association shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if she/he desires a ballot at a site other than the regularly scheduled voting place.
7. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
8. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
9. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two (2) candidates receiving the highest number of votes.
10. Special Elections. Special elections for NEA Delegate(s), CTA State Council Representative(s) , and any others deemed necessary by the President, shall be conducted according to appropriate calendar deadlines, as determined by NEA guidelines, CTA guidelines, or in the case of local special elections, by the President. All active Association members shall be eligible to vote in such elections.
11. Special Bargaining Unit Election. Teacher members of the Mentor Selection Committee shall be elected in an election conducted by the Association in May of each year. All bargaining unit members are eligible to vote in this election. Six (6) teacher members shall sit on the committee. Two (2) committee members shall be elected each year, each for a term of three (3) years. Vacancies shall be filled by special election for the balance of that member's term.
12. For general elections, names shall be placed in nomination from the floor of the Representative Council by notification to the President. Nominations will be opened at the March Representative Council meeting and will be closed at the April Representative Council meeting.
13. For special elections, nominations will be received by the Election Committee Chair for placement on the ballot if he/she determines that qualifications for the given position have been met.
14. The President or designee shall provide verified notification of election results to all candidates in contested general elections. Notification shall occur within twenty-four (24) hours of the tallying of the vote.
15. Announcement
  - a. Notification of offices open for election, nomination procedures, and election timelines shall be distributed to all members and posted in all customary and appropriate locations.
    - (1) The announcement of election shall include the offices, length of terms, and the election timeline.
    - (2) The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.
16. Timeline
  - a. Schools on alternative calendars shall be considered when setting election timelines.
  - b. The timeline for the election shall include dates for:
    - (1) Time, date, and place where declarations of candidacy are to be received. Literatures shall include information that date is receipt date and not postmark date.
    - (2) Date for acknowledgment of declarations from candidates.
    - (3) Date for preparation of ballots.
    - (4) Date on which ballots will be distributed.
    - (5) Date(s) when voting will take place.

- (6) Deadline date for requesting absentee ballot.
  - (7) Deadline date, time and place for return of ballots, including absentee ballots.
  - (8) Date, time and place where ballots will be counted.
  - (9) Date(s) that announcement of results will be made to leadership, candidates and members.
  - (10) Dates and timelines for run-off election, if necessary.
  - (11) Deadline for filing of challenges.
17. Finances
- a. Chapter moneys received through dues, assessment, or similar levy shall not be used to promote any candidate.
  - b. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will, and credit.
18. Rights of the Candidate
- a. Privileges extended to one candidate shall be extended to all candidates.
  - b. Each candidate shall receive a copy of the election timeline, procedures, and guidelines.
  - c. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
  - d. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
19. Ballot
- a. The names of the candidates shall be printed on the ballot in CTA election order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
  - b. The ballot shall state the name of the office, the term and the names of the candidates.
  - c. The ballot shall include space for a write-in candidate, except in run off elections.
20. Distribution of Ballots and Method of Voting
- a. Each member shall receive a ballot.
  - b. Voting shall be by one or a combination of the following methods:
    - (1) At school site (see Appendix A);
    - (2) At specified voting site;
    - (3) By mail (see Appendix B).
21. Counting of Ballots
- a. A preliminary count may take place at the voting sites.
  - b. Upon receipt of ballots, tally sheets, and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
  - c. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
    - (1) Blank ballot
    - (2) More ballots than signatures
    - (3) Ballot submitted after deadline

- (4) Voter not a member
  - (5) Voter's intent unclear
  - (6) Votes cast for more than number allowed
  - (7) Vote cast on unofficial ballot
  - (8) Vote cast for ineligible candidates.
- d. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
  - e. The Elections Committee shall prepare the Final Report, recording the following information:
    - (1) Total number of ballots cast
    - (2) The number of set aside ballots with an explanation for each category of ballot not counted.
    - (3) The number needed to win or pass
    - (4) The number of votes received by each candidate or issue
    - (5) A notation whether the set aside votes would affect the outcome
    - (6) Signature of each Elections Committee member present during the preparation of the report.
  - f. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
  - g. The President shall announce the results as prescribed by the timelines.
  - h. If the votes set aside would affect the outcome of the election, the Executive Board shall decide: (Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.)
    - (1) To count the votes which have been set aside
    - (2) Not to count the votes which have been set aside, or
    - (3) If the election should be conducted again.
  - i. The ballots and voter sign-up sheet shall be retained for one year after the election.
22. Observers
- a. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before Counting.
  - b. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.
23. Challenge Procedure
- a. Any member observing a violation of election procedures shall notify the chapter President and the chair of the Elections Committee, in writing, within five (5) workdays of the announcement of results. The notification must:
    - (1) Specify which requirement has been violated,
    - (2) Include supporting information,
    - (3) List names of parties who can provide information.
  - b. The Elections Committee shall respond within five (5) workdays after receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
    - (1) The challenge alleges a violation of a chapter election requirement;
    - (2) The challenge is supported by appropriate documentation;

- (3) The alleged violation may have affected the outcome of the election.
  - c. The Elections Committee shall report to the Representative Council on its findings and recommendations within twenty workdays.
  - d. The Representative Council shall make a decision on the resolution of the challenge.
  - e. The challenging party and all candidates in that race shall be notified of the decision of the Representative Council.
  - f. If the challenging party is not satisfied with the decisions, she/he may appeal the decision in writing to the CTA President within twenty (20) workdays of receipt of the decision.
24. Initiative Procedures
- a. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process
  - b. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three (3) persons supporting the proposed measure and responsible for its circulation.
  - c. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
  - d. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) calendar days shall be permitted to obtain the signatures of at least ten percent (10%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
  - e. The circulators shall present to the chapter president the petition(s) containing original signatures.
  - f. The chapter president shall have five (5) workdays in which to verify the membership of the signers of the petition.
  - g. If there are insufficient signatures, the petition circulator will be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) workdays in which to gather and submit the necessary signatures. The chapter president shall have three (3) workdays in which to verify the membership of the additional signers.
  - h. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
  - i. Regular election procedures (e.g., election of officers) shall be followed including voting times.
  - j. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.
25. Referendum Procedures
- a. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council at any valid meeting.
  - b. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
  - c. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
  - d. Regular election procedures (e.g., election of officers) shall be followed including voting times.

- e. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## 26. Recall Procedures

- a. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
- b. An Active member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
- c. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- d. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25 percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- e. The circulators shall present to the chapter president the petition(s) containing original signatures of the vice president if the chapter president is the person being recalled.
- f. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
- g. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
- h. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
- i. Regular election procedures (e.g., election of officers) shall be followed including voting times.
- j. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
- k. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## 1X. Parliamentary Authority

- 1. A Parliamentarian shall be selected by the President and approved by the Representative Council for the work year at the first regular meeting of the Representative Council.
  - a. The Parliamentarian shall provide service at all general meetings of the Association and of the Representative Council for the ensuing work year.
  - b. By a two-thirds (2/3) vote of the Representative Council, a Parliamentarian may be replaced by an alternative that shall serve the remainder of the term or until replaced.
  - c. In the absence of the Parliamentarian, the President shall appoint a temporary Parliamentarian for the duration of a meeting.

## X Amendments

## Appendix A-VOTING AT SCHOOL SITE(S), USING ENVELOPES

When voting is conducted at school sites using envelopes, the procedure shall be as follow:

1. A list of current active members shall be prepared, which includes the following: name, school, and home address.
2. A determination shall be made before the election whether the ballots shall be sent to the school or to the home of the member.
3. The voter shall be provided with:
  - a. A ballot
  - b. Inner envelope
  - c. Outer return envelope, addressed to the chapter, and
  - d. Instructions on returning of the voted ballot, including the signature.
4. At the time of counting, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
5. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
6. All inner envelopes shall be placed in a separate receptacle.
7. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

## APPENDIX B-VOTING BY MAIL PROCEDURE

When the voting is conducted by mail, the procedure shall be as follows:

1. The mailing list shall exactly correspond to the current official roll of voting members who are not currently teaching at schools.
2. Each voter shall be provided with:
  - a. A ballot
  - b. Inner envelope
  - c. Outer return envelope, addressed to the chapter, and
  - d. Instructions on returning of the voted ballot, including the signature
3. The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
4. At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
5. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
6. All inner envelopes shall be place in a separate receptacle.
7. The inner envelopes shall be slit an the ballots removed form the envelopes, stacked, and then counted.



d.

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