

## Standing Rules

### 1. Elections Committee

- a. There shall be an Elections Committee.
- b. The Elections Committee shall be appointed.
- c. The Elections Committee shall be composed of at least three members.
- d. The chair of the Elections Committee shall be appointed by the President.
- e. Members of the Elections Committee shall be approved by the Executive Board.
- f. A member shall abstain from participation in Elections Committee activities during the period in which they or their immediate family member is a candidate.

### 2. Election Requirements

- a. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including themselves). Only reasonable qualifications for office such as membership in the chapter may be required.
- b. The chapter shall follow the requirements of the CTA Elections Manual, found here.

### 3. Announcement

- a. The announcement of election shall include the offices, length of terms, and the election timeline.
- b. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

### 4. Timeline

- a. The timeline for the election shall include dates for:
- b. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
- c. Date for acknowledgment of declarations from candidates.
- d. Date for preparation of ballots.
- e. Date on which ballots will be distributed.
- f. Date(s) when voting will take place.
- g. Deadline date for requesting absentee ballot.
- h. Deadline date, time and place for return of ballots, including absentee ballots.
- i. Date, time and place where ballots will be counted.
- j. Date(s) that announcement of results will be made to leadership, candidates and members.
- k. Dates and timelines for run-off election, if necessary.
- l. Deadline for filing of challenges.

### 5. 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.

## **6. Candidate's Rights**

- 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.

## **7. Ballot**

- a. The names of the candidates shall be printed on the ballot in alphabetical order. The name of each candidate shall be 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.

## **8. 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:
- c. At School Site/Specified Voting Site
  - i. If a Site Representative is a candidate, refer to Bylaws Section 1(f) Elections Committee,
  - ii. Voting At School Site(s)/Specified Voting Site
  - iii. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
    - 1. Voter Roster — List of eligible voters.
    - 2. Voter Sign-up Sheet — List of eligible voters which includes a place for a signature.
  - iv. The marked ballot must be returned to a designated site representative or ballot box.
  - v. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
- d. Electronic voting
  - i. Site-based voting may be conducted using their preferred method of electronic voting, so long as it follows the voting standards in the CTA Elections Manual. Representative Council members shall be provided a list of members in good standing who are eligible to vote.
  - ii. Chapter elections shall be conducted using Simply Voting or some other system which has been approved by the CTA Elections Committee.

- iii. Members shall be responsible to provide their name, school site and personal email address for voting purposes.

**9. Counting of Ballots** (when paper ballots are used)

- 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:
  - i. Blank ballot;
  - ii. More ballots than signatures;
  - iii. Ballot submitted after deadline;
  - iv. Voter not a member;
  - v. Voter's intent unclear;
  - vi. Votes cast for more than number allowed;
  - vii. Vote cast on unofficial ballot;
  - viii. Vote cast for ineligible candidate.
- 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

**10. Reporting of results.**

- a. The Elections Committee shall prepare the Final Report, recording the following information:
  - i. Total number of ballots cast.
  - ii. The number of set aside ballots with an explanation for each category of ballot not counted.
  - iii. The number needed to win or pass.
  - iv. The number of votes received by each candidate or issue.
  - v. A notation whether the set aside votes would affect the outcome.
  - vi. Signature of each Elections Committee member present during the preparation of the report.
- b. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
- c. The President shall announce the results as prescribed by the timelines.
- d. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
  - i. to count the votes which have been set aside;
  - ii. not to count the votes which have been set aside; or
  - iii. if the election should be conducted again.
- e. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
- f. The ballots and voter sign-up sheets shall be retained for one year after the election.

## **11. Observers**

- a. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) 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.

## **12. Challenge Procedure shall be in accordance with the current CTA Elections Manual.**

- a. A challenge cannot be initiated until after the results of the elections have been posted at each work site or electronically.
- b. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election
- c. The notification must:
  - i. Specify which requirement has been violated.
  - ii. Include evidence, insofar as possible.
  - iii. List names and addresses of parties who can give evidence.
- d. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach a resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
- e. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
- f. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

## **13. 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) members 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) school days shall be permitted to obtain the signatures of at least ten (10) 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.
- f. The chapter president shall have five (5) school days in which to verify the membership of the signers of the petition.
- g. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days 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 school 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.

#### **14. Referendum Procedures**

- a. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the 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 members no less than 15 school 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.

#### **15. Recall Procedures**

- a. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.
- b. A 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 members 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 school 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.
- f. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
- g. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days 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 20 school 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.

## **16. Fiscal Year**

- a. Fiscal Year - The fiscal year of the Association shall commence on September 1 and end August 31.
- b. Adoption of Budget - The Representative Council at its August meeting shall adopt a budget for the Association for the fiscal year to commence on the following September 1st. Voting on the final adoption of the budget shall be by the members of the Representative Council.
- c. Dues:
  - i. The annual dues of each member of the Association shall be one-half of one percent (1 %) of the previous year's base salary of which at least \$3.00 goes to the Scholarship Fund.
- d. General Meetings - General membership meetings of the Association shall be called as needed
- e. Travel and Other Expenses - The rules governing the control and payment of necessary expenses of such other persons as may be duly authorized by the Board to represent the Association from time to time shall be as follows.
  - i. Allowance of travel expenses shall be in accordance with the following provisions. Receipts are required for reimbursement:
    - 1. Mileage shall be in accordance with the current IRS mileage reimbursement rate.
    - 2. Air, bus, and/or train travel including transportation to and from

- terminals or stations will be paid when travel is authorized by the Executive Board of the Association.
    - 3. Parking fees will be paid when travel is authorized by the Executive Board of the Association.
    - 4. Meals shall only be reimbursed when not offered as part of the conference or training. The total shall not exceed \$85 in total for the day.
  - ii. Allowance for charges for room accommodations shall be in accordance with the following provisions.
    - 1. No charges for room accommodations shall be allowed for travel within a radius of twenty-five miles of the place of meeting, unless a late evening meeting is followed by an early morning meeting.
    - 2. Room accommodation charges shall be limited to the predetermined rate for the event, per night, per person.
    - 3. Personal expenses such as laundry, personal telephone calls, valet and entertainment shall not be allowed.
    - 4. The accommodation receipt must be submitted with the expense statement.
    - 5. Any exception to the above rules shall be allowed only upon the approval of the Executive Board.

**17. STANDING RULES: GENERAL PROVISIONS**

**a. Executive Board**

- i. The First Vice President shall have the following duties:
  - 1. To prepare with the president the agenda for each Representative Council meeting;
  - 2. Attend CTA conferences not attended by a committee chairman and perform such other duties as may be directed by the Executive Board or the Representative Council;
  - 3. Monitor the District Consult process as an active LMC member.
  - 4. Attend and Monitor the Catastrophic Leave Committee (CAB)
- ii. Second Vice President shall have the following duties:
  - 1. Monitor the district consult process as an active Central Organizing Team (COT) member;
  - 2. Monitor the District Consult process as an active LMC member.
  - 3. Report to the Executive Board and Representative Council;
  - 4. In the absence of the President and First Vice President, shall assume the duties of the president; and
  - 5. Attend CTA conferences not attended by a committee chairman and perform such other duties as may be directed by the Executive Board or the Representative Council.
  - 6. Cannot accede to the Presidency.
- iii. The Third Vice President shall have the following duties:
  - 1. Monitor the District Consult process as an active Testing, Curriculum

- & Instruction (C&I), and Adoptions; and
- 2. Be Responsible for community and internal communications; and
- 3. Attend CTA conferences not attended by a committee chairman and perform such other duties as may be directed by the Executive Board or the Representative Council.
- 4. Cannot accede to the Presidency.

iv. **Secretary:**

- 1. Attend CTA conferences not attended by a committee chairman and perform such other duties as may be directed by the Executive Board or the Representative Council.
- 2. Attend and Monitor the Catastrophic Leave Committee (CAB)

18. **Committee Membership-** All standing committee chairs, should have attained the status of permanency in the Santa Maria Bonita School District at the time of appointment. Committee Chairs and its members are selected by the President and approved by the Executive Board.

19. **Standing Committee Meetings** - The standing committees shall meet as needed but not less than three times per year. The committees may be as follows:

- a. Equity
- b. Safety
- c. Benefits
- d. Negotiations
- e. Election
- f. Political Action (PAC)
- g. Grievance
- h. Social/Sunshine
- i. Organizing
- j. Catastrophic Leave
- k. LCAP

20. **Coordination of Association Committees with CTA Committees**

- a. For purposes of coordinating the activities of the Association and CTA, the CTA State Council and Service Center Council members shall serve, so far as may be practicable on the same committees in the Association as those on which they serve in CTA.

21. **Equity Committee**

- a. This committee shall be chaired by an approved member or the CTA Minority at Large State Council Member. The Equity Committee shall:



- b. Lead the association in work related to equity in the classroom and the workplace.
- c. Shall provide membership with opportunities for equity training and workshops, either locally or state wide.
- d. Equity Committee shall provide updates at Rep Council when needed.

**22. Safety Committee**

- a. Safety Committee members shall sit on the district wide safety committee. Two members shall participate.
- b. Safety committee shall provide updates Rep Council when needed.

**23. Benefits Committee**

- a. SMEEA benefits committed members shall participate in the district wide Benefits Committee
- b. Benefits Committee members shall attend all meetings of the district wide Benefits Committee
- c. SMEEA Benefits Committee members shall include: The President, Negotiations Chair, and two at large members.
- d. The Benefits Committee shall provide updates at Rep Council when needed.

**24. Negotiations Committee - also known as, Negotiations Team**

- a. The Negotiations Team shall bargain on behalf of all membership with the authority to enter into Tentative Agreements with the district.
- b. The Negotiations team's actions shall be directed by the membership and Executive Board.
- c. There shall be no less than six (6) members seated on the negotiations team, including a Negotiations Chair.
- d. There can be up to two (2) alternates available for the Negotiations Team.
- e. The Negotiations Chair will report to the Executive Board as often as needed and when requested, as well as regular updates to the Rep Council.
- f. The Negotiations Chair may also provide updates to the general membership regarding negotiations progress.

**25. Election Committee** - The election committee shall conduct the elections of the Association as provided in the by-laws

**26. Political Action Committee** - Political Action Committee shall:

- a. Study all legislative and political matters in district, city, county, state, and the nation relating to the interest of education in general and to the welfare of the pupils and teachers in particular.
- b. Report to the Representative Council all legislative and political matters of

importance.

- c. Advise the general membership and make recommendations/endorsements for actions concerning pending legislation, candidates for office and/or other political matters.

27. **Grievance Committee** - The Grievance Committee shall be responsible for implementing the Association's grievance program

- a. It shall provide representatives to assist members of the bargaining unit in processing grievances.
- b. It shall represent the Association at grievance proceedings.
- c. It shall keep the Executive Board fully informed regarding the operation of the grievance program.
- d. It shall keep a record of all grievances processed.
- e. The Grievance Committee shall be comprised of a Central Grievance Committee and a Support Grievance Committee.
  - i. The Central Grievance Committee shall consist of at least three members nominated and elected by the Executive Board, subject to the approval of the Representative Council.
  - ii. The Support Grievance Committee shall be comprised of one representative from each building site and will assist the Central Grievance Committee. Committee members will be appointed by the Executive Board subject to approval by the Representative Council.
- f. The term of office for this committee shall be as follows:
- g. Members of the Central Grievance Committee shall serve a term of three years beginning July 1 and may serve succeeding terms. The terms shall be arranged so that the term of one member shall expire each year.
- h. Members of the Support Grievance Group shall serve a term of one year with the option of succeeding themselves.
- i. The Central Grievance Committee shall have the following duties:
  - i. To make recommendations to the Executive Board regarding budget for grievance processing, arbitration, and/or legal action.
  - ii. To consider the merits of each grievance and make recommendations to the Executive Board regarding submission to arbitration and/or legal action.
  - iii. To make recommendations to the Executive Board for maintaining and improving the grievance program.
- j. The Central Grievance Committee shall determine whether or not a grievance shall be carried to arbitration or court. In the event the grievant is denied access to these levels by the Central Grievance Committee, they may appeal to the Executive Board. The decision of the Executive Board shall be final.

28. **GRIEVANCE PROCESSING (INTERNAL)**

- a. Any member of the Association may bring a grievance against the Association for

good cause by submitting a written complaint to the President within 10 working days of the occurrence giving rise to the grievance, which shall include:

- i. The name of the grievant or grievants;
  - ii. A clear statement of the grievance;
  - iii. A detailed statement of the facts which give rise to good cause; and,
  - iv. A clear statement of the action sought as relief.
- b. The President or designee shall meet with the grievant(s) in an informal effort to resolve the complaint.
  - c. If the grievant(s) are not satisfied by the informal effort to resolve the grievance, the grievant(s) may, by written application to the President, appeal the grievance to the Executive Board within 10 working days of their meeting with the president or designee.
  - d. The Executive Board shall review the written complaint, investigate the allegations contained within, and render a written decision within 10 working days of the next regularly scheduled Executive Board meeting, which the President shall cause to be delivered to the grievant(s). Upon written application to the president, the grievant(s) shall be allowed to address the Executive Board as part of the Executive Board's investigation.
  - e. If the grievant(s) are dissatisfied with the decision of the Executive Board, the grievant(s) may appeal to the Representative Council by submitting a written appeal to the President of the Association within 10 working days of the Executive Board decision.
  - f. At the next regularly scheduled Representative Council meeting, the council shall review the written complaint, and render a written decision within 10 working days, which the President shall deliver to the grievant(s).
  - g. Upon written application to the President, the grievant(s) shall be allowed to address the Representative Council as part-of the Representative Council's review.
  - h. If no resolution is reached or granted at any level may violate any rules or regulations of the Association or its affiliates, CTA and NEA, unless said rules or regulations are waived by the appropriate legislative body.

**29. Social Committee/Sunshine Committee shall:**

- a. Arrange for the reception of certificated personnel newly hired by the Santa Maria Bonita School District.
- b. Assist in and help arrange the reception for retirees of certificated personnel and site recognition dinner.
- c. Arrange for social activities consistent with the aim and purposes of the Association.

**30. Organizing Committee**

- a. The Organizing Committee shall meet as often as needed.
- b. The Organizing Team shall be chaired by a member of the Executive Board or its

designee. There is no limit to the number of members who can participate on this committee.

- c. The committee shall report to the Executive Board. Any actions shall be approved by the President.
- d. The Organizing Committee shall report to Rep Council when needed.

**31. Catastrophic Leave Committee**

- a. This committee meets as needed.
- b. The committee is made up of: the President, first Vice President, and third Vice President.
- c. The committee shall provide updates to Rep Council as needed.

**32. LCAP Committee**

- a. Members of the association shall sit on the district wide LCAP committee as well as the SMEA LCAP committee.
- b. The SMEEA LCAP Committee shall be chaired by a member of the Executive Board, or its designee.
- c. Committee members shall attend the district LCAP committee.
- d. The Committee shall provide updates to Rep Council as needed.

**33. Office of the Association**

- a. The office of the Association shall be located at 2325 Skyway Drive, Suite B, Santa Maria, CA.

**34. Bonding of Employees and Audit**

- a. Each member and employee of the Association who is entrusted with the receipt, safekeeping, or disbursement of funds of the Association shall be placed under a bond in such amount as the Executive Board may determine.
- b. The accounts and other financial records of the Association shall be reviewed as provided by the CTA financial guidelines.

**35. Authorization of Delegates to Conventions and Special Meetings.**

- a. A person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association when such representation has been approved in advance by the Executive Board.
- b. The Executive Board shall have authority to set reimbursement of expenses of such a delegate or determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association, if not otherwise covered in the standing rules.

- c. Committee chairmen or approved substitutes are expected to attend CTA conferences pertinent to their committee work.

**36. Contract Waiver**

- a. All contract waivers will be presented to the Executive Board for consideration and approval. If two or more executive board members determine the waiver shall instead be presented to the representative council for consideration and approval, the waiver will be sent to the representative council, at the next scheduled meeting, for their consideration and approval.

**37. Scholarships**

- a. Student Scholarships: When members apply for scholarships for their dependent children, the amount set aside in the budget process shall be divided equally among the applicants.
- b. Member Scholarships: When members apply for scholarships to continue their own education, at least three (3) qualified members will receive five hundred dollars each.

**38. Candidates for CTA and NEA Elective and Appointive Office - To be established by the Executive Board.**

**39. Order of Business For Representative Council and Executive Board Meetings**

- i. Call to Order & Approval of Agenda
- ii. Reading and Approval of Minutes
- iii. Treasurers' report
- iv. Reports and Announcements
- v. Standing Committees
- vi. Ad Hoc Committees
- vii. Unfinished/Old Business
- viii. New Business
- ix. Member Concerns
- x. President and Officers