

MT. DIABLO EDUCATION ASSOCIATION

MT. DIABLO EDUCATION ASSOCIATION BYLAWS

Approved by R.A. April 2012

Approved by CTA June 2012

Revisions approved by RA March 2013 and Feb 2015

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BYLAWS

Mt. DIABLO EDUCATION ASSOCIATION/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the Mt. Diablo Education Association/CTA/NEA in Contra Costa County.

II. PURPOSES

The primary purposes of this Association shall be:

- A. 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;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To raise the standards for education support professionals;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA

- A. The Mt. Diablo Education Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Mt. Diablo Education Association shall be an affiliate local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership. There shall be categories of membership in the Association: Active and Associate.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Mt. Diablo Unified School District and whose primary assignment is such as not to hold evaluatory responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.

Category 1: *For faculty whose teaching assignment is more than 60%*

Category 2A: *For faculty whose teaching assignment is greater than 1/3 but 50% or less than a normal assignment.*

Category 2B: *Greater than 50% but not more than 60%.*

Category 3: *For faculty whose teaching assignment is 1/3 or less than a normal assignment.*

Category 3A: *For faculty on leave.*

Category 3 B: *For faculty 1/3 less than a normal assignment.*

Category 4: *Adult Ed., PT or hourly basis.*

1. *Honorary associate memberships may be granted by the Representative Assembly.*

- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
 - E. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, be present at meetings at which business of the association is being transacted, and receive reports and publications of the Association.
- F. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- G. Active members shall adhere to The Code of Ethics of the Education Profession.
- H. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
 - 1. The Association shall have the power to censure, revoke membership, recall or suspend any member for violation of the Code of Ethics of the Education Profession or for any cause which the State of California would use to revoke or suspend a credential or life diploma, or for failure to pay annual dues.
 - 2. If a member is accused of a violation specified in Section 4 H.1, the Executive Board, upon receipt of such charges in writing, shall appoint a special hearing panel of three members, one of whom must be the chairperson of grievances and one to be selected by the member accused. Within 10 days of their selection, the panel shall hold a hearing following the *current edition of Robert's Rules of Order*. Following the hearing the panel shall make a report to the Executive Board. The member may appeal to the Representative Assembly.
- I. The rights to 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.
- J. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
- K. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Assembly Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- E. Unit members on paid leaves of absence shall continue association dues for the period of their leave. Unit members on unpaid disciplinary suspension shall maintain their dues as a Category 3 membership for the duration of their leave of suspension.
- F. Agency Fees: Those bargaining unit members who do not join the Association but who pay the agency fee, shall be entitled to only those services which are required by law.

- G. Agency fee may be paid in cash for the full amount equal to the full annual dues by September 10, or through payroll deduction, to the Association in equal monthly amounts that total the full annual amount.
- H. The Association will incur no additional expense nor make any special arrangements for mailings, billings, or unnecessary receipts for unit members who choose to pay the fee in cash.
- I. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full chapter/CTA/NEA dues.
- J. Religious objector shall follow current CTA policy regarding fees and/or dues.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Assembly. The Representative Assembly, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Assembly shall be composed of the following Active members:
 - 1. Executive Board, ex-officio;
 - 2. Faculty Representatives elected on the basis of one-person one-vote;
 - 3. The following additional representatives:
 - a. *Committee Chairpersons, ex-officio non-voting;*
 - b. *CTA State Council Representatives and*
 - c. *Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio non-voting.*
- C. The Representative Assembly shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 - 4. Establish the dues of the Association.
- D. The Representative Assembly shall meet ten (10) times during the school year; the place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Assembly may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
- F. Special meetings of the Representative Assembly shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Assembly shall be sent to all members of the Representative Assembly at least two days prior to the date of the meeting.
- H. For emergency meetings of the Representative Assembly during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Assembly shall consist of a majority of all voting members of the Representative Assembly.
- J. Members of the Representative Assembly shall serve a term of 1 year. (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA.)

VII. FACULTY/SITE/SITE UNIT REPRESENTATIVES

- A. Faculty/Site/Site Unit representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.

- B. Each faculty/site/site unit shall be entitled to at least one representative and shall have one representative for each 15 Active members on the faculty, or major fraction thereof.
- C. Active members who are not represented through an individual school faculty group shall be counted as special faculty unit groups entitled to the same representation on the Representative Council as individual school faculty groups.
- D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- E. Faculty/Site/Site Unit Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Assembly and the Active members of the faculty/site unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
 - 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Assembly, conducting frequent and regular polls of such membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- F. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice- President/Treasurer, and a Secretary.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot. The President and Vice President/Treasurer shall run for office in alternate election years.
- D. President, Vice President/Treasurer and Secretary shall be elected for a term of 2 year(s), commencing on the last day of school of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader.

The President shall:

- 1. Preside at all meetings of the Association, the Representative Council and Executive Board;
- 2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
- 3. Be the official spokesperson for the Association;
- 4. Be familiar with the governance documents of the Association, CTA, and NEA;
- 5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
- 6. Appoint the chairperson and members of the bargaining team with the approval of the Executive Board by the beginning of each school year;
- 7. Call meetings of the Association, Representative Assembly and the Executive Board;

8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Assembly;
 9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 10. Attend meetings of the Service Center Council of which the Association is a part; and
 11. Attend other CTA/NEA meetings as directed by the Representative Assembly.
 12. Work with the treasurer to prepare the annual budget.
- G. The Vice-President/Treasurer shall:
1. Serve as assistant to the President in all duties of the President;
 2. Assume the duties of the President in the absence of the President;
 3. Be responsible for the formation and distribution of the Association's calendar of activities; and
 4. Serve as coordinator of committee activities at the direction of the President.
 5. Keep an accurate roster of the membership of the Association and of all committees; and
 6. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
 7. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
 8. Pay out such funds upon orders of the President;
 9. Provide a written financial report for each regular meeting of the Representative Assembly and Executive Board;
 10. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
 11. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
 12. Prepare budget with the guidance of the President.
 13. Ensure timely filing of tax and payroll forms.
- H. The Secretary shall:
1. Co-sign checks written by the President or Vice President/Treasurer.
 2. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Assembly and the Executive Board.
 3. Be responsible for the distribution of minutes for all meetings to members of the Representative Assembly and Executive Board; and to the membership when appropriate.
 4. Supervise the monthly meetings of the rotating committee of the Executive Board to review bank reconciliations.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the **elected** officers and include five (5) Elementary Delegates, two (2) Middle School Delegates, two (2) High School Delegates, one (1) Alternative School and Special Groups Representative and CTA State Council Delegates elected with open nominations, by secret ballot, in compliance with the “one-person – one-vote” rule, by their respective constituent groups.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot.
- D. The at-large members of the Executive Board shall be elected for a term of 1 year, commencing on July 1st of any calendar year.
- E. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
- F. The Executive Board shall meet prior to each regular meeting of the Representative Assembly and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- G. The duties and the responsibilities of the Executive Board are:
 - 1. Coordinate the activities of the Association;
 - 2. Act for the Representative Assembly when school is not in session;
 - 3. Direct the bargaining activities of the Association, subject to policies established by the Representative Assembly;
 - 4. Approve appointment and removal (2/3 vote) of bargaining team members;
 - 5. Recommend a budget for the Association to the Representative Assembly;
 - 6. Approve all appointments to and removal (majority vote) of committees, including chairpersons;
 - 7. Adopt the Standing Rules for the Association;
 - 8. Adopt grievance procedure;
 - 9. Direct the grievance activities of the Association; and
 - 10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Assembly.
- H. A quorum for all meetings of the Executive Board shall consist of a **majority** of the elected members of that body.

X. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active 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 two days before 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 quorum for meetings of the Association shall be: *15% of the Active membership.*

XI. BARGAINING TEAMS

- A. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- E. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- F. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Active membership.
- H. Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for the unit shall be approved by Active members.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. 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 Active membership in the unit unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

XII. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt, with the approval of the Representative Assembly, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Association's grievance policies and procedures.

XIII. NOMINATIONS AND ELECTIONS

The President must provide Active members an opportunity to vote in all elections.

The President does not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;

3. All Active member vote;
 4. Record of voters receiving or casting ballots; and
 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.
- F. The duties of the Elections Committee shall be to:
1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
 2. Establish election timelines;
 3. Develop and carry out timelines and procedures;
 4. Prepare ballots for election of officers and such other elections as may be necessary;
 5. Count the ballots and certify the results; and
 6. Handle initial challenges.

XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Assembly.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Assembly.

XV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association, the Representative Assembly, and the Executive Board.

XVI. AMENDMENTS/PROCEDURES

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Assembly. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Assembly at the meeting preceding the one at which it is to be voted upon.

STANDING RULES

Standing Rules of the Association shall provide such additional informational procedures and information as may be necessary to provide for the interpretation and administration of the Bylaws, and for efficient administration of the program of the Association.

I. OFFICERS

A. Terms and Qualifications

1. The Elementary, Middle and High School Delegates shall be elected with open nominations and by secret ballot in a vote by their constituent groups.
2. The membership ratio of 200:1 or a majority fraction thereof shall be used to determine the number of positions on the Executive Board for Elementary, Middle and High School Delegates.
3. The number of delegates to CTA State Council shall be determined by current CTA formula. Each shall hold office for a term of three years and be eligible for re-election, but serving no more than three terms consecutively. No person may serve more than eleven (11) consecutive years, including completed and/or extended terms, without a break in service of at least one year as a State Council representative or as an alternate.
4. All officers shall take office July 1 according to the calendar year.

B. Work Year of President/Vice President-Secretary

1. The Association President and Vice President/Secretary will be released from teaching during the year of his/her term as per contractual agreement.
2. The Association will reimburse the district for the cost of the President's and Vice President/Secretary's salary, STRS, and health benefits as per contractual agreement. A similar arrangement shall be made with the District for the extended year as provided below.
3. When the President maintains office hours beyond the regular school calendar year, he/she shall be reimbursed at a higher salary up to twenty-seven additional work days.

C. Duties

1. Officers meet regularly with MDEA representatives to assess MDEA strength in various schools and assist in developing the MDEA program in the schools. Meetings for this purpose should be held at least once each month during the school year. Representative Assembly meetings may fill this requirement.
2. Except when excused for good and just cause, officers are to attend the Association meetings and to participate in training programs for officers, which are approved by the Executive Board.
3. Officers of MDEA, delegates to the CTA State Council, and NEA Delegates to the National Convention and Faculty representatives must act in accordance with any strike vote decision by the member or resign their position.

D. President

1. The President shall be guided by the Executive Board and Representative Assembly, supervise all of the business and affairs of the Association.
2. The President shall cosign with the Vice President/Secretary or Treasurer all checks drawn on the treasury.
3. The President shall be the official spokesperson for the Association.
4. The President shall be the office manager.

5. The President shall be familiar with the governance documents of the Association, CTA and NEA.

E. Vice President/Treasurer

1. The Vice President/Treasurer shall have charge or custody of and be responsible to oversee all funds and securities of the Association; receive and give receipts for monies due and payable to all the Association from any source whatsoever and oversee the deposit of all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws, and sign checks along with the President, Secretary, or their designee.
2. The Vice President/Treasurer shall be custodian of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation, under its seal, is duly authorized.
3. The Vice President/Treasurer shall in general perform all the duties incident to the office of Vice President/Treasurer and such other duties as from time to time may be assigned to him/her by the President, Executive Board or the Representative.

F. Secretary

1. The Secretary shall be allowed two release days per month to assist the President/Vice President/Treasurer to audit and maintain written financial reports of the Association, and any other duties as directed by the President.
2. The Secretary shall be the third officer to co-sign checks of the Association as needed.

G. Elementary, Middle and High School Delegates and Delegate for Alternative Sites and Special Groups

Each Delegate shall:

1. Be an active member of MDEA task forces specifically composed of his/her constituents.
2. Serve as an Executive Board contact for constituents in his/her assigned area.
3. Serve as a liaison to other constituent groups coordinating joint action.
4. Assist in developing the MDEA program in the schools.
5. Participate in all training programs for officers which are approved by the Executive Board.
6. Perform other such duties as may be assigned by the President.

H. CTA State Council Delegates

Each Delegate shall:

1. Represent MDEA at each State Council meeting or arrange to have a duly elected substitute to attend in his/her place.
2. Report pertinent State Council business to the Executive Board and the Representative Assembly.
3. Assist in developing MDEA/CTA/NEA programs within the Association.
4. Participate in all training programs for officers.
5. Perform other duties as may be assigned by the President.

II. EXECUTIVE BOARD

- A. Minutes of the regular and special meetings of the Executive Board shall be circulated to officers, committee chairpersons, and faculty representatives.
- B. The members of the Executive Board shall be introduced at the regular June Representative Assembly meeting.

- C. A vacancy on the Executive Board shall be deemed to exist in the case of death, resignation, recall, four consecutive absences from the Executive Board if not excused, or the inability to serve; or if any member ceases to be employed in active educational service of the Mt. Diablo Unified School District and shall be filled in accordance with these Bylaws.
- D. The Executive Board shall recommend Standing Rules and regulations consistent with the Bylaws and the directions of the Representative Assembly for the conduct of the affairs of the Association.
- E. It is the duty of the Executive Board to declare a vacancy to exist in the office of site representative to the Representative Assembly or the Executive Board.
- F. It is the duty of the Executive Board to remove from office with ratification by the Representative Assembly, representatives to CTA State Council who fail to perform their duties.
- G. It is the duty of the Executive Board to approve the appointment, prescribe the duties, to assess, and to recommend retention or removal of professional staff employees of the Association.
- H. It is the duty of the Executive Board to review, study, and approve proposals for action by the Association consistent with policies and directions of the Representative Assembly.
- I. It is the duty of the Executive Board to approve the establishment or discontinuance of committees. Each committee shall submit periodic reports to the Executive Board, subject to approval by the Representative Council.
- J. It is the duty of the Executive Board to adopt with the approval of the Representative Council, the procedures for grievance processing.
 - Provide training for handling grievances.
 - Evaluate the Association's grievance policies and procedures.
 - To act on all Grievance Committee recommendations for arbitrations.
 - To serve as an appeal board for decisions of the Grievance Committee.
- K. It is the duty of the Executive Board to review and approve the President's extended year and authorize the Treasurer to oversee the payments of additional funds for the extended year.
- L. It is the duty of the Executive Board to provide for the dissemination of information regarding bargaining and the activities of the bargaining team to the general membership.

III. REPRESENTATIVE ASSEMBLY

- A. For purposes of representation, certificated personnel who have responsibilities in more than one site shall be assigned to one of those sites, according to procedures in the Standing Rules.
- B. The Internal Affairs Chairperson shall determine by December 1 the number of Association members in each site and will then notify each site of the number of representatives to which the site is entitled for the remainder of the school year. Sites will adjust the number of their representatives to be consistent with their membership prior to the January Representative Assembly meeting.
- C. The Representative Assembly may, as its option, award a seat to any special caucus of members whose needs for representation cannot otherwise be met adequately. No special caucus seat shall be awarded or retained for any group of less than eight (8) Association members.
- D. Each site shall elect its representative(s) and alternate(s). It is recommended that this be done prior to the first Representative Assembly in September. The representatives shall assume their duties at the beginning of the regular September meeting of the Representative Assembly. A Faculty Representative may not conduct an election in which he/she is a candidate.
- E. Upon request of any member at a site the election for site representative(s) must be a secret ballot.
- F. The Executive Board may appoint a temporary site representative if the election is not held as specified according to C above. This person shall hold office until the site representative(s) is elected.

- G. Alternates: A representative who must be absent from a meeting of the Representative Assembly may send an alternate. Upon reporting to the President, or the President's designee, on the Executive Board, the alternate assumes the rights and responsibilities of the regular representative. An alternate must have the same qualifications as the regular site representative.
- H. The Representative Assembly shall meet ten (10) times during the school year on the first or the second Monday if the first Monday is a holiday or the meeting site is unavailable. Notices of the Association meetings including date, time, place, and purpose shall be made available to all members of the Association at least two days prior to the meeting except during crisis situations. Special meetings of the Assembly may be called by the President, a majority of the Executive Board, or on a petition of a simple majority of the members of the Representative Assembly, or a petition of ten percent (10%) of the membership at large.
- I. A quorum for all general and special meetings of the Membership of the Association shall consist of 15% of the members in good standing for the current year.
- J. All motions made at the meetings must be submitted in writing to the chair of the meeting.
- K. All New Business Items must be submitted in writing to the chair of the meeting. Every effort shall be made to submit New Business Items prior to or at the beginning of the meeting.
- L. It shall be the duty of the Assembly to consider all matters that may be presented relative to the welfare of the Association members and the education profession.
- M. It shall be the duty of the Assembly to adopt, prior to the end of the regular June meeting, the annual budget and to amend the budget as needed throughout the year.
- N. It shall be the duty of the Assembly to delegate to the Executive Board such powers as may be required to conduct Association business during the summer or other extended time.
- O. It shall be the duty of the Assembly to cooperate with the Internal Affairs Chairperson in conducting site elections and membership campaigns.
- P. It shall be the duty of the Assembly to direct CTA State Council delegates how to vote at State Council meetings; majority rule applies unless proportional voting is requested.

IV. NOMINATIONS AND ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board at the beginning of each school year.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.

4. There shall be an all Active member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active 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.

If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

C. Announcement

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 ensures every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;
 - h. Date(s) when voting will take place;
 - i. Deadline date (date received, not post-marked date), time and place for return of ballots;
 - j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
 - l. Dates and timelines for run-off election, if necessary; and,
 - m. Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked date).

E. Finances and Use of Unit Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. 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.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. The use of links to any Association website by a candidate is prohibited.

5. Candidates cannot campaign on any chapter, Service Center Council, UniServ or district created social networking site.
6. District email addresses and/or systems shall not be used for campaigning.
7. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. The Elections Committee will provide each candidate with:
 - a. A list of all member contact information including:
 - i. Name
 - ii. Worksite
 - iii. Phone number
 - iv. Email address
 - b. A current list of all site representatives.
4. The primary source for the above information will be the Mt. Diablo Education Association member database. A secondary source will be the CTA member database provided that CTA permits the distribution of its member information.
5. The Elections Committee will provide a general meeting that will allow candidates for any MDEA elected position to address members in person.
 - a. Will be held one to three weeks before the election.
 - b. Will be announced to members at least two weeks prior to the event via email with a link to a flyer on the MDEA Web site and the MDEA Facebook page.
6. Candidates or other volunteers may place campaign materials in the member's mail boxes at their site locations.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical 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.

In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.

2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
 - a. At School/Work Site/Specified Voting Site

If a Site Representative is a candidate, refer to *A. Elections Committee, 5.*

- 1) Voting At School/Work Site(s)/Specified Voting Site
 - a) 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.
 - b) The marked ballot must be returned to a designated site representative or ballot box.
 - c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
 - d) Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
 - e) Preliminary counts shall not be completed at school/work sites.
 - f) Refer to section K for the “Counting of Ballots” procedures.

- 2) Voting At School/Work Site(s)/Specified Voting Site Using Envelopes

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

 - a) A list of current Active members shall be prepared, which includes each member’s name and school/work address.
 - b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;
 - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - c) At the time of counting of the ballots, 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.
 - d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e) All inner envelopes shall be placed in a separate receptacle.
 - f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - g) Refer to Section K for the “Counting of Ballots” procedure.

- b. Voting by mail

When the voting is conducted by mail, the procedure shall be as follows:
Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

 - 1) A list of current Active members shall be prepared, which includes the following: name, school/work and home address.
 - 2) The mailing list shall exactly correspond to the current official roll of voting members.
 - 3) Each voter shall be provided with:
 - a) A ballot;

- b) Instructions on:
 - (1) Folding and placing of the ballot in the unsigned inner envelope;
 - (2) Placing of the unsigned inner envelope into the outer envelope;
 - (3) Signature and school on the outer envelope addressed to the chapter; and
 - (4) Deadline date for receipt of the voted ballot at the chapter office.
 - c) Inner envelope;
 - d) Outer return envelope, addressed to the chapter, on which the voter prints and signs his/her name.
- 4) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
 - 5) The name on the official list should be marked to show that the voter has returned a ballot.
 - 6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - 7) All inner envelopes shall be placed in a separate receptacle.
 - 8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
 - 9) Refer to Section K for the "Counting of Ballots" procedure.
- c.) Electronic Voting

Electronic voting is only permitted through the CTA Elections and Credentials Committee and with CTA Board approval. See Requirements for Chapter Elections Procedures, Section VII. 4., pages 4-5 for requirements.

I. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

1. A majority vote means more than half of the legal votes cast for each office/position on the ballot.
2. Declaration of candidacy forms will be made available one month prior to the election. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Declaration of candidacy forms, accompanied by formal campaign statements shall be turned in to the office by deadline stated on election calendar.
4. All Association officers and representatives shall be elected by a simple majority of votes cast, with the exception of the Alternate for State Council position. Alternates shall be elected by a plurality vote.
5. An election for NEA delegates by secret ballot may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.
6. For all elections conducted by the Association in which Association members are candidates for office, the following candidate statement limitations shall apply to official candidate statements published by the Association:

Association President – 150 words

Association Executive Board – 100 words

All other Association Offices and Committees – 75 words

Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

7. Campaign materials may not be distributed by the district or MDEA pony. This included use of the ponies by individuals.
8. Campaign materials must be removed from the school sites by 5:00 p.m. on the last day of school prior to the elections.
9. All ballots shall be turned in to the Association office by 5:00 p.m. on the last day of any election held at the site. The ballots shall be turned in by the representative or person designated by that site to be in charge of that election. All ballots with membership label and a voter signature shall be kept for not less than one (1) year.
10. A plurality vote means the largest number of votes to be given any candidate or issue.
11. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
12. For unit officers, the election will be by majority.
13. For State Council: [*See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.*] The election for State Council Representative will be by majority vote.
 - a.) MDEA is a single electoral district. The election for State Council Representatives will be counted and reported by the chapter Elections Committee.
14. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
15. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.
16. An election for NEA Delegates is waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.
17. For NEA State Delegates, the election will be overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the official CTA/NEA state delegate election Teller's Report, ballots, Tally Sheets and signature sheets/rosters. The Service Center Council will forward the results to CTA.
18. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.
19. Strike Votes: any decision to withhold services must be made by the membership. Such a decision shall be made by a membership vote by secret ballot following the procedures established by the Executive Board.

J. Counting of Ballots

1. Each candidate may designate one observer, who may or may not be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
2. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
3. Each member that volunteers to count ballots shall first sign a letter of confidentiality stating that they will not discuss the results of the election until such results are made public.
4. Each office/position on the ballot shall be treated as a separate race.

- 5 Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (probably reproduced); and,
 - e. Candidate is not a member.
- 6 Ballots set aside and not counted are:
 - a. More ballots than signature;
 - b. Ballot(s) submitted after deadline; and
 - c. Voting envelopes without a signature.
 - d. Ballots that are separated from roster/sign-up sheet.
- 7 After verification of signatures, ballots shall no longer be separated by site.
8. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots should remain separate.
- 9 The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast; the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
10. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of ballots.
- 11 The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

K. Observers

1. 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.
2. 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 and has notified each candidate of the results.

L. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the *CTA Elections Manual*.
3. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number 5.

The notification must be on the official CTA Challenge Form. (see Appendix P of the CTA Elections Manual)

The notification must:

- a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
- b. Attach evidence of the violations, insofar as possible.
- c. List names and addresses of parties who can give evidence.

4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
 - e. Within the same 10 calendar day period, the unit's Elections Committee shall submit a written report including issues and recommendations to the Chapter President and the Governance Board.
 - f. The names of the challengers and challenge forms shall remain confidential.
5. Any member of the Executive Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
6. The Executive Board shall act on the report no later than 10 calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The names of challengers and challenge forms shall remain confidential. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
7. If the challenging party(ies) wish(es) to appeal the decision of the Executive Board, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the Executive Board to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - a. Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-c) above by writing to the CTA President.
9. 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.

M. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active 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 persons supporting the proposed measure and responsible for its circulation.
3. 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.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the

signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within 3 calendar days that the petition failed for a lack of signatures.
8. 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.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Referendum Procedures

1. Any action or proposed action of the Representative Assembly or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Assembly at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
3. 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 Assembly, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Recall Procedures

1. 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.
2. An Active member(s) desiring to recall a unit officer of other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
3. The petition must include the following information:
 - a.) The name of the individual who is the subject of the recall;
 - b.) Office of individual;
 - c.) Date of petition;
 - d.) Names(s) of person(s) filing petition;
 - e.) Notation that "Each signature must be in ink", and
 - f.) Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains necessary information.

- a.) If the petition does not contain the necessary information, the chairperson of **the** Elections Committee shall so notify the petitioner(s).
 - b.) If the petition does not contain the necessary information, the chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline beginning date and deadline for gathering of signature(s), and the needs for protection of due process rights of the parties.
 - c.) The chairperson of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
5. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
 6. No unit may state or indicate its preference in the unit's newspaper, newsletter, or communications to its members.
 7. The timeline for gathering of signatures will commence the day that the notice of intent is registered.
 8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.
 9. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.
 10. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.
 11. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures that the petition failed for a lack of signatures.
 12. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.
 13. The chapter President, or the Vice President if the chapter President is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in the count.
 14. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
 15. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
 16. The election shall be certified in accordance with the unit's bylaws.
 17. The Chairperson of the Elections Committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

V. COMMITTEE CHAIRPERSONS AND MEMBERS

A. The following chairpersons and committee members shall be active members and appointed annually by the President with the approval of the Executive Board. These Chairpersons and committees shall include, but are not limited to those listed below. Each committee chairperson shall submit periodical reports to the Executive Board and the Representative Assembly. Committee chairpersons and members shall be appointed for a term of one year, commencing at the conclusion of the regular June meeting of the Representative Assembly.

B. Political Action committee

- Shall be responsible for coordinating all contracts and legislative actions on local, state and federal levels.

C. Grievances

- Shall be responsible for working with the President or Vice President-Secretary in processing all grievances. He/she shall work to establish grievance captains in all of the sites helping them to process the grievances through the first step.

D. Professional Development

- Shall coordinate all activities dealing with instruction and professional development. He/she shall oversee the work of special task forces handling problems in this area.

E. Human Rights

- Shall raise the awareness of the membership to human and civil rights issue by retrieving and disseminating information relevant to human and civil rights. He/she shall offer leadership in the development of human rights issues and their impact on the Association.

F. Health Benefits

- Shall monitor the usage and cost of health benefits and serve on the MDEA/district health insurance committee as per the Contractual Agreement.

G. Task Forces

- The President may appoint special task forces to work in any area where a need is believed to exist. The task force will continue until the specific task is completed.

VI. STANDING RULES

A. Procedures

1. The Representative Assembly at any regular or special meeting shall have the power to adopt or amend such Standing Rules as it deems necessary and such Standing Rules shall continue in effect until modified or revoked by the Representative Assembly.
2. Procedures for suspending the Standing Rules shall be consistent with the procedures set forth in the current edition of Robert's Rules of Order.

VII. AMENDMENTS

- A. Amendments to the Bylaws of this association may be proposed by the Executive Board or by a petition signed by ten percent (10%) of the general membership.
- B. A copy of the proposed amendments shall be sent to each faculty representative and shall be posted in each site at least two weeks prior to voting on them.
- C. Proposed amendments shall be submitted by ballot at the first Representative Assembly meeting occurring after the requirements of B above have been met.
- D. Amendments shall go into effect immediately unless the amendment specifies another date.

VIII. PARLIAMENTARY PROCEDURES

- A. No member of a deliberative body of the Association shall be empowered to vote the proxy of another member.
- B. All proposed motions or amendments to motions should be presented to the chair in written form prior to voting on the motion or its amendment.
- C. A parliamentarian may be appointed by and serve at the pleasure of the President.

IX. RATIFICATION

- A. These Bylaws shall become effective and supersede all previous constitutions and Bylaws when ratified by two-thirds of the members of the Representative Assembly who vote.
- B. Any officers elected under the previous Bylaws shall fill their expected term of office after the ratification of these Bylaws.

X. REPRESENTATIVES TO CTA AND NEA

- A. These representatives, including their alternates, shall be elected according to the existing regulations of CTA, NEA, and where applicable, the Representative Assembly.
- B. For purposes of conducting business at CTA State Council and NEA Representative Assembly meetings, these representatives of the Association shall select from within their own group a single representative for the purpose of calling caucuses and coordinating activities.
- C. The representative(s) selected in B above will have the responsibility of keeping the Executive Board and/or Representative Assembly informed, as described in Article III of the Standing Rules.
- D. Vacancies occurring during the year will be filled in accordance with Article XIII of the Bylaws. The new delegate shall complete the term of office originally designated before the vacancy occurred.

XI. PROFESSIONAL STAFF

- A. The Association shall have the services of at least one professional employee.
- B. The ultimate responsibility for the labors and duties of each professional employee shall reside with the Executive Board.
- C. The duties of each professional staff employee shall be as outlined in the Bylaws. These duties shall be reviewed annually by the Executive Board with the employee. The review is to take place within 60 days after the first day of the school year.
- D. The Representative Assembly, Association members, and groups who wish to submit suggestions concerning the duties of any professional employee may meet jointly with the Executive Board and the employee upon request prior to the annual review of duties.
- E. Duties of the Executive Director: Subject to the collective control of the Executive Board
 - Manages programs and activities of the Association.
 - Represents members and Association in employee-employer relationships
 - Advise the Executive Board on
 - Business and finance
 - Public relations, policies, and problems
 - Committee activities
 - Bargaining strategies and proposal.
 - Coordinates and works with Representative Assembly and committees.
 - Represents the Association in local groups.

- Attends Board of Education meetings when deemed appropriate by the Association and/or the Executive Board.
- Assists in political action, and elections when authorized by the Executive Board.
- Consults with the President and Treasurer concerning the business affairs and preparation of the preliminary budget of the Association.
- Prepares news releases.
- Answers Association correspondence and telephone calls.
- Provides professional counseling to members.
- Attends professional education organization meetings as directed by the Executive Board.
- Performs other such duties as may be assigned by the Association's Executive Board.

XII. ASSOCIATION BARGAINING TEAM

- A. The Association will be represented by a negotiating team. The team will be authorized to represent to the employing school district, all Association positions relating to wages, other economic benefits, conditions of work, and educational programs of the school district.
- B. The negotiating team shall be appointed by the board and shall represent the elementary, middle and high school levels. Employees in each appropriate bargaining level shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate level shall be approved by the association members at that level.
- C. Initial proposals for negotiation shall be approved by the Representative Assembly prior to their presentation to the school board.
- D. The negotiating team shall establish its own operational procedure and shall recommend to the Executive Board, for their approval, strategy and Association actions necessary to assist the team in the negotiations process.