



▣ **STANDING RULES** ▣

I. SIMPLIFIED PARLIAMENTARY PROCEDURES

A. Usual order of business:

1. Calling meeting to order;
2. Reading and approval of minutes;
3. Reports of officers, committees, and Site Representatives (Amended October 22, 2009);
4. Unfinished business;
5. New business;
6. Adjournment.

B. Essential steps in the progress of motions:

1. Presenting the motion (by any member of the assembly);
2. Seconding the motion (by any member of the assembly);
3. Stating the motion (by presiding officer/chairperson immediately after second);
4. Discussing the motion (when rules permit discussion);
5. Voting on the motion;
6. Announcing the result (by presiding officer/chairperson).

C. Table of precedence of the more common motions (in order of precedence):

	<u>DEBATABLE</u>	<u>AMENDABLE</u>	<u>VOTE REQUIRED</u>
1. To adjourn	No	No	Majority
2. To lay on the table	No	No	Majority
3. To close debate	No	No	Two-thirds (2/3)
4. To postpone until definite time	Yes	Yes	Majority
5. To refer to committee	Yes	Yes	Majority
6. To amend	Yes	Yes	Majority
7. To postpone indefinitely	Yes	Yes	Majority
8. The Main Motion	Yes	Yes	Majority

D. Miscellaneous considerations:

1. Motions should be presented as follows:
 "Mr./Mrs. Chairperson" [pause for recognition] "I move that..."
2. The traditional form of the motion to close debate is: "I move the previous question."
3. The motion to postpone the question until a definite time must include the specific time proposed.
4. The motion to refer to committee should specify the committee and specify when the committee should report. If the committee is not a standing committee, the motion should specify the size of the committee, how the committee should report.
5. Motions may be amended by striking certain words, adding certain words, or substituting certain words.

6. When members of the assembly call out informally, "Question," the presiding officer/chairperson is merely to understand that they as individuals are ready to vote on the pending question or motion. A vote may be taken if no member seeks recognition for further discussion.
 7. Without securing recognition from the presiding officer/chairperson or without waiting for a speaker to yield the floor, a member may rise to a point of order, to a point of information or to question of privilege. No second is necessary. A member may appeal a ruling by the chair to the assembly.
 8. If a member believes the results of an oral vote is too close, the member may request a counted vote. A member may request a record vote, subject to the vote of the assembly.
- E.** During discussions, members:
1. Should not make comments which defame or slander others;
 2. Should refer to individuals by position or title, not by name.

II. MEETING PROCEDURES

- A.** In order to expedite the actions of both the Executive Board and Site Representative Council, each issue shall be limited to fifteen minutes. If not resolved within the fifteen minute period, the issue will be carried over to the end of the agenda of the next regularly scheduled meeting. The Parliamentarian will be the ultimate timekeeper. (Amended October 22, 2009)
- B.** Every motion will have alternating pro and con position statements. No member of the body shall be permitted more than one opportunity to speak on any issue. Once all members of the body have had the opportunity to speak, if the fifteen minute period has not elapsed, those having previously spoken may request from the presiding officer an additional opportunity to speak.
- C.** The body will abide by Roberts' Rules of Order and generally utilize the simplified procedures found in Article I.
- D.** All meetings will start on time and end on time, unless modified by vote of the body. Meetings of the Executive Board shall commence at four o'clock PM and end by 6 o'clock PM on the designated days.

III. NOMINATIONS AND ELECTIONS

A. Election Requirements *(Section amended 11/14/2017)*

1. The chapter shall ensure that an open nomination procedure is in place. Open nomination is defined as the opportunity of any unit member to nominate any other unit member, including himself/herself. A required qualification for office shall be Active membership in the chapter. Positions for specific representation (i.e. Director-at-Large for certain grade levels and groups) require that at the time of the election the candidate be a member of the apportioned group to be represented. Declaration of candidacy forms shall be readily available to members. The form must state the requirements as to the deadline for time and place of filing.

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.
7. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.
8. The term(s) of office shall be clearly stated on the Announcement, Declaration of Candidacy form, and Ballot.

B. Announcement *(Section amended 11/14/2017)*

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.
3. The election begins with the announcement of vacancy(ies) and terms of office and cannot be stopped until the conclusion of the election, including run-offs if necessary.

C. Timeline *(Section amended 11/14/2017)*

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include the following:
 - 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 (no less than five (5) and no more than fifteen (15) calendar days for voting);
 - 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 will 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).

D. Campaign Finances and Use of Unit Resources *(Section amended 11/14/2017)*

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate cannot 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 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. This prohibition includes candidate email addresses.
5. The use of links to any Association website by a candidate is prohibited.
6. The Association shall not make available personal emails to candidates.
7. District email addresses and/or electronic systems shall not be used for campaigning. Use of district school mailboxes for campaigning must follow district policy.
8. Candidates cannot campaign on any affiliated chapter/service center social networking sites created for association/leadership members to communicate with each other.
9. A unit will honor all reasonable requests by a candidate to distribute campaign literature at his/her expense to all members in good standing, whether the distribution is by mail or other means. However, if distribution of campaign literature for one candidate is without charge, then distribution for all candidates must be without charge. Treating all candidates the same by refusing to honor any and all reasonable requests for distribution of campaign literature at the candidate's expenses is not permitted. The unit should inform all candidates of rules in this regard.
10. All campaign flyers/materials must include the following disclaimer, which must be stated verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of TRUE, CTA, NEA or any of its affiliates."

E. Candidate's Rights *(Section amended 11/14/2017)*

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. Each candidate shall have the right to a list of the name and address of work sites and the number of Active members at each site for the purposes of campaigning.
4. Withdrawal of Candidacy: In order for his/her name not to appear on the ballot, any person withdrawing from candidacy may do so only by written request to the chapter's elections committee chairperson prior to the ballots being printed.

5. Candidates' Statements: Each candidate must be treated equally in preparation and distribution of a campaign statement. When there is a limitation of words, each word shall be counted. Any word(s) exceeding the limitation shall not be printed. *The statements shall not be printed on the ballot.*

F. Ballot *(Section amended 11/14/2017)*

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, the term, and the number of votes allowed for each office/position (e.g. Vote for one), and the name for each office/position of the candidate(s) who have filed declarations of candidacy within the timeline.
3. The ballot shall include space for a write-in candidate for each office/position, except in run-off elections. For most elections, the number of write-in spaces should be equal to the number of votes allowed for the office/position.

G. Distribution of Ballots and Methods of Voting *(Section amended 11/14/2017)*

1. All Active members must have an opportunity to vote. Each member shall receive a ballot.
2. If a Site Representative or an immediate family member is a candidate, he/she shall abstain from all election activities concerning that particular ballot.
3. Voting shall be by one or a combination of the following methods:

a. At School/Work Site/Specified Voting Site

- 1). **Voting at Site(s) Using Sign-up Sheets** for elections without the possibility of a "Write-In" Choice.
 - 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.
 - 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.
- 2). **Voting At Site(s) 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 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 blank inner envelope; name and 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) 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.

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

- 1) 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.
- 2) 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:
 - a) A list of current Active members shall be prepared, which includes the following: name, school and home address.
 - b) The mailing list shall exactly correspond to the current official roll of voting members.
 - c) Each voter shall be provided with:
 - (1) A ballot;
 - (2) Instructions on:
 - (a) Folding and placing of the ballot in the unsigned inner envelope;
 - (b) Placing of the unsigned inner envelope into the outer envelope;
 - (c) Signature and school on the outer envelope addressed to the chapter;
 - (d) Deadline date for receipt of the voted ballot at the chapter office.
 - (3) Inner envelope;

- (4) Outer return envelope, addressed to the chapter.
- d) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- e) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- f) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- g) All inner envelopes shall be placed in a separate receptacle.
- h) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

c. By electronic online voting. *(Section added by amendment 3/10/2015)*

- a. When wishing to use electronic/online voting, TRUE shall confer with the CTA Elections and Credentials Committee Chair or designee, prior to initialing any electronic/online voting. The CTA Elections Chair or designee shall provide TRUE with the contact information for CTA-approved vendors and related concerns.
- b. The electronic/online vendor does not replace the TRUE Elections Committee. TRUE shall appoint a standing Elections Committee in accordance with the CTA Requirements for Chapter Election Procedures.
 - 1. The committee shall be appointed and recorded in the TRUE minutes.
 - 2. The members of the committee shall not be current voting members of the governance body; shall not be a candidate, or a member of a candidate's immediate family.
 - 3. The list of the committee members shall be sent to the CTA Elections and Credentials Committee immediately following appointment.
- c. Elections training shall be scheduled with and conducted by the CTA Elections and Credentials Committee for, at a minimum, the TRUE President and Elections Committee Chair, prior to conducting elections utilizing electronic voting.
- d. If TRUE elects to conduct electronic/online voting TRUE shall be required to meet the following additional minimum standards in the election procedures:
 - 1. Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election. TRUE shall ensure that there is an alternative ballot procedure for use by those members who
 - (a) cannot access and use an electronic/online environment;
 - (b) who do not have the equipment necessary for electronic/online activities;
 - (c) do not wish to vote electronically/online.
 The alternative ballot procedure shall comply with one of the methods as identified in Section IV-9, Voting Procedures for State Council Representatives and Alternates, of the CTA Elections Manual.
 - 2. If TRUE makes the decision to conduct an electronic/online election in accordance with CTA requirements, shall conduct elections using

- only a CTA approved company in order to protect TRUE's membership information. Any costs associated with the work done by a CTA approved company shall be borne by TRUE.
3. TRUE shall notify the CTA Elections and Credentials Committee of the name of the chosen vendor.
 4. Should the CTA Elections Committee discover during the course of certifying a State Council representative and/or alternate election that TRUE did not use a CTA approved electronic voting vendor to conduct the election, the election shall be immediately declared null and void and TRUE will be required to re-run the election using a paper ballot.
 5. Any challenge filed in an electronic/online voting election which does not reflect the use of one of the CTA approved vendors by TRUE shall have the election immediately declared null and void and the election will have to be re-run on a paper ballot.
 6. CTA strongly discourages the use of a school district's Internet system, lines, and equipment for electronic/online voting.
 7. TRUE shall adhere to all elections requirements as defined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
 8. TRUE election instructions for both electronic/online and paper ballot shall be distributed to the chapter voting members using both electronic/online and paper communication as established by the Unit's governance documents.
 9. All records involved with any electronic/online vote conducted by TRUE shall be maintained in a hard copy as well as electronically, and should be retained by the local for one year after the election, in order that any challenge filed to an election which is conducted in an electronic/online environment can be properly processed in accordance with CTA Elections Challenge Procedures.

H. Vote Requirements *(Section amended 3/10/2015 and 11/14/2017)*

1. 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.
2. A majority vote means more than half of the legal votes cast for each office/position on the ballot.
3. A plurality vote means the largest number of votes to be given any candidate or issue. When there is a tie in a plurality election and it is not feasible to conduct the election again because of the time factor, the following procedure shall be followed:
 - a. When there is a tie, the ballots shall be recounted.
 - b. If the result is still a tie, the Elections Committee Chair shall:
 - 1) Call the candidates according to the CTA alphabet and inform them of the tie and that a coin toss shall be used to determine the winner.
 - 2) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose "heads" or "tails" in the coin toss.

- 3) The Elections Committee Chair shall designate the time and place for the coin toss and inform the candidates, who may have an observer present. The observer may be the candidate.
- 4) The Elections Committee shall note the coin toss on the Unit's Official Teller's Report.
- 5) The Elections Committee shall follow the established procedure in notifying the candidates of the results.
4. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
5. For TRUE officers and TRUE Directors-at-Large, the election will be **by majority vote**. The ballot must not be waived.
6. For State Council: Representatives shall be elected by a majority vote. Alternates shall be elected by plurality vote. Alternates will be ranked in the order of votes received. -(Amended May 10, 2011)
7. 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. There shall be no provisions for write-in candidates in run-off elections. A **majority vote** is required to win a run-off election.
8. For NEA Local Delegates, the election will be by plurality vote. Results must be sent to the CTA Governance Department and to the Service Center Council.
9. An election for NEA Local Delegates 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. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
10. For NEA State Delegate, the election will be by plurality vote. Successor delegates (alternates) are ranked in the order of votes received. Voted ballots, signature sheets/rosters, and Signature and Ballot Verification sheet must be submitted to the Service Center Council, which will tally all the ballots and report the results to CTA.
11. For additional CTA/NEA election guidelines, refer to the official CTA Elections Manual.
12. An election for school site representatives 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 site representative positions to be filled.

I. **Counting of Ballots** *(Section amended 11/14/2017)*

1. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots. Non-committee volunteers may be enlisted to open envelopes and help prepare the ballots for counting. However, only members of the Elections Committee, and qualified observers, shall be in the counting room when the ballots are counted. Each office/position on the ballot shall be treated as a separate race. Therefore it is possible that blank or illegal ballots for one race may still be counted in remaining positions on the ballot.
2. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:

- a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Member not listed on the voter roster;
 - d. Voter's intent unclear;
 - e. Votes cast for more than number allowed;
 - f. Votes cast on unofficial ballot (probably reproduced); and,
 - g. Voting envelopes without a signature.
3. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make a note of the decision. The ballots should remain separate.
 4. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee should report this to the unit president so that the appropriate governance body can decide how the ballots should be recorded.
 5. 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. A listing of school(s) whose ballots were set aside and not counted shall be included with an explanation of illegality.
 6. 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 notified to TRUE members, posted on the chapter's website and at each work site no later than five (5) calendar days following the counting of the ballots of the election.
 7. The ballots and voter sign-up sheets/signed envelopes should be retained by the unit for one year after the election.

J. Observers *(Section amended 11/14/2017)*

1. Each candidate shall be allowed to have an observer, who may be the candidate, to observe the vote counting process and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the work of the Elections Committee and must remain in the counting area until the President, or designee, and candidates have been notified of the results. Observer use of electronic devices of any kind (cell phone, computer, tablet, etc.) in the counting area is not allowed.

K. Challenge Procedure *(Section amended 3/10/2015 and 11/14/2017)*

1. A challenge cannot be initiated until after the ballots have been counted, including any run-offs if necessary.
2. The challenging party(ies) must notify the TRUE Elections Chair of a challenge in writing, using the CTA official Original Election Challenge Form found in the CTA Elections Manual, no later than fifteen (15) calendar days after the counting of the ballots, in the event any office/position on the ballot requires a run-off, a challenge may only be filed in writing no later than fifteen (15) calendar days after the counting of the run-off ballots.

3. Upon receipt of the challenge, the TRUE Elections Committee will notify all the candidates that a challenge has been filed. The names of challengers, details of the challenge, and challenge forms shall remain confidential. Within ten (10) calendar days after the challenge deadline, TRUE's Elections Committee shall determine if the challenge is valid, using the following procedures:
 - a. Read and understand the elements of the challenge.
 - b. Review all documents, directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the CTA Elections Manual requirements.
 - c. Review the TRUE Bylaws and election Standing Rules for procedures and practices as they relate to the issues raised in the challenge.
 - d. Review the CTA Elections Manual for requirements that relate to the issues raised in the challenge that the Chapter's governance documents do not address.
 - e. Fully and objectively interview the challenger.
 - f. Fully and objectively interview every witness identified by the challenger.
 - g. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
 - h. Analyze the issues of the challenge based on the TRUE's Bylaws and election Standing Rules to determine if there is a violation.
 - i. Determine whether identified violations may have affected the outcome of the election.
 - j. Confirm that the resolution recommendations address every each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
4. TRUE's Elections Committee shall submit a written report, including issues, findings and recommendations, within the same 10 calendar day period, to the TRUE President and Executive Board.
5. Any member of the Executive Board who was a candidate in the office/position that has been challenged, was named in the challenge, member of the elections committee, signed an individual witness documentation form, or whose immediate family member is a candidate in the office/position that has been challenged, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the Executive Board is unable to act on the challenge, the decision shall move to the TRUE Representative Council.
6. The TRUE governance body handling the case (Executive Board or Representative Council) shall render a decision and issue that decision in writing to the challenging party and all candidates on the ballot no later than ten (10) calendar days following the receipt of the written report of the Elections Committee. The names of challengers, details of the challenge, and challenge forms shall remain confidential.
7. If the governance body fails to act within twenty (20) calendar days of the original challenge deadline, the challenging party may file an appeal on the official CTA Appeal Form to the CTA President at ctaelections@cta.org.
8. The challenging party or candidate for the office/position being challenged affected by the decision of the Executive Board or Representative Council,

- may file an appeal in writing, on the official CTA Appeal Form within ten (10) calendar days from the date of the decision of the Executive Board or Representative Council, to the CTA President at ctaelections@cta.org. The appeal shall include the information requested on the official CTA Appeal Form, located as an Appendix in the CTA Elections Manual.
9. Upon receipt of an appeal, the CTA Elections and Credentials Committee chairperson will send a request to the chapter for information pertaining to the election. The chapter will have a maximum of fourteen (14) calendar days from the date of the request to submit the information. In the event the chapter does not submit the information, the CTA Elections and Credentials committee will proceed with their investigation using only the information submitted by the individual(s) appealing the chapter's decision.
 10. In the circumstance where an election has been conducted to elect one or more officers, and the election results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.
 11. Challenges for election of State Council Representatives and Alternates, and State and Local Delegates to the NEA Representative Assembly follow procedures in the CTA Elections Manual. A challenge to a NEA RA State or Local delegate election is to be filed only with the CTA President at ctaelections@cta.org.

L. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting TRUE or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the TRUE President by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and who are responsible for its circulation.
3. The TRUE 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) 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 TRUE 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 TRUE 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.

M. Referendum Procedures (Amended 10/22/2009 and 11/14/2017)

1. Any action or proposed action of the Site Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Site Representative Council or the Executive Board 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 TRUE president shall cause a ballot to be furnished to the Active members no less than 15 calendar days and no more than thirty (30) calendar days after action by the referring body, 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.

N. Recall Procedures (Section amended 3/10/2015 and 11/14/2017)

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the TRUE's Active members.
2. Any active member(s) desiring to recall a unit officer must file a copy of the petition with the Chair of the TRUE Elections Committee before it can be circulated.
3. The petition must include the following:
 - a. Name of the individual who is the subject of the recall;
 - b. Office of individual;
 - c. Date of petition;
 - d. Name(s) of person(s) filing petition and personal e-mail address(es);
 - e. Reason(s) for the recall;
 - f. Notation that "Each signature must be in ink"; and
 - g. Space must be provided for the printed name, signature, work site and date of signing, for each name on the petition.
4. The petition must be filed with and approved by the Chairperson of the Elections Committee. Signature gathering may not begin until the petitioner(s) receive notice from the Chairperson of the Elections Committee.
5. Within fourteen (14) working days after receipt, the Chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
 - a. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s). (See number two (2) above.)
 - b. If the petition contains 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 signatures), and the need for protection of due process rights of the parties.

- c. The Chairperson of the Elections Committee shall send written notification to the unit officer(s) whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
6. 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.
7. No unit may state or indicate its preference in the unit's newspaper, newsletter, social networking site or communications to its members.
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 signatures, that the petition failed for a lack of signatures
12. Immediately upon verification of the signatures, the Chairperson of the Elections Committee shall:
 - a. Notify the president/designee of the fact that a recall has been initiated.
 - b. Prepare an election announcement, timeline (in accordance with the requirements for chapter elections), and declaration of candidacy form for replacement officers if recall passes.
 - c. The declaration period must be no less than ten (10) calendar days and no more than fifteen (15) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.
13. When preparing the ballot, reference the CTA Elections Manual for a sample.
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-in sheets, double envelope system or electronic voting.
16. The election shall be certified in accordance to the unit's bylaws. The Chairperson of the Elections Committee will deliver the report to the president of the unit and immediately notify all interested parties of the election results. The election results shall be notified to TRUE members, posted on the chapter's website and at each work site as soon as possible following the election.

IV. EXECUTIVE BOARD

A. Meetings of the association shall be held as follows:

1. TRUE officers shall meet on the first Tuesday of each month.
2. Executive Board meetings shall be held on the second Tuesday of each month.

B. Debit Card Use:

1. A Debit card shall be provided to the TRUE President, Vice-President, Secretary and Treasurer, to be used exclusively for TRUE association business. (Amended on August 11, 2009)

C. Stipends will be paid to the following Executive Board members, committee members and negotiators. Stipend amounts will be determined when the Association's annual budget is established and approved. Any amendments to the stipend amounts must be approved at an Executive Board or Representative Council meeting. Stipends shall be adjusted at the end of each contract negotiations and be increased by the amount of the cost of living adjustment (COLA) to the nearest twenty-five dollar (\$25) increment. (Amended September 14, 2010)

President, Vice President, Treasurer and Secretary
Directors-at-Large
Political Action Committee Chair
Political Action Committee Treasurer
Organizing Committee Chair
Elections Committee Chair (per election)
Grievance Committee members
Scholarship/Catastrophic Leave Bank Committee Chair
Professional Development Committee Chair (Added by amendment 3/10/2015)
Newsletter Editor (1)
Lead Negotiator
Negotiators

D. Emergency Decision making:

1. In extraordinary circumstances, some decisions will need to be made in a time sensitive manner where there is no time to convene a meeting of the Executive Board. In the event of such a need, a vote by email or telephone call to all members of the Executive Board shall be permissible.
2. The decision of a majority of those members responding shall be binding on all members.
3. Should such an emergency vote be necessary, a minimum of 48 hours shall be allowed for a response by members of the Executive Board. Once a majority of the Executive Board has responded, either in the affirmative or in the negative, a decision shall have been made and any appropriate action may be taken.

V. NEGOTIATIONS (Amended 10/22/2009 and 3/10/2015)

- A.** The Bargaining Team shall consist of five members whose term shall run until no items remain to be negotiated under the agreement they negotiated and a new bargaining team has been selected and trained.
- B.** A new Bargaining Team will be created two (2) months prior to each new agreement to be negotiated.
1. Members of one team may serve on both Bargaining Teams.

2. For two (2) months prior to the appointment of a new bargaining team, the criteria for, and responsibilities of, shall be published in the Association newsletter.
3. During the summer following the appointment of a new bargaining team, all members will be highly encouraged to attend the CTA sponsored bargaining training.

C. Nominees for positions on the Bargaining Team and Head of Negotiations should meet as many of the following criteria as possible:

1. Be an active member of the Association;
2. Demonstrate active membership by participating on Site Representative Council and/or on Association committee(s). (Amended October 22, 2009)
3. Be able to maintain emotional control and positive attitude under stress or distress;
4. Be able to maintain confidentiality and credibility;
5. Be sensitive to other personalities;
6. Be committed to tenure of term of office and long hours of work
7. Commit to representing the issues of all members consistent with the contract content and priorities determined by the Executive Board.

D. The TRUE President and Vice President, when they determine, may serve as non-voting, non-negotiating members of the extended Bargaining Team for purpose of input, direction and leadership. The use of any resource person other than an Executive Board member must be reported in writing to the Executive Board at the next regular meeting. When the chairpersons of the Negotiations Committee and the Bargaining Team are different people, the chair of the Bargaining Team shall work closely with the Negotiations Committee in preparing the proposed contract. (Amended November 10, 2009)

E. The Negotiations Committee shall develop a survey, subject to Executive Board approval, to determine the contract content demands and priorities.

VI. AGREEMENT RATIFICATION (Amended October 22, 2009)

- A.** When the Bargaining Team achieves tentative agreement, the Negotiations Committee shall provide a written copy of the revised Agreement to the Executive Board.
- B.** With the consent of the Executive Board, the President shall convene a Site Representative Council to make a recommendation to the membership concerning ratification of the Agreement. (Amended October 22, 2009)
- C.** Any Site Representative or TRUE member may review a written copy of the tentative agreement at the TRUE office. Site Representatives shall have a period of not less than three (3) days prior to the Site Representative Council to review the tentative agreement. (Amended October 22, 2009)
- D.** If the Site Representative Council recommends approval, the President shall call a General Meeting or conduct unit level meetings to discuss agreement provisions. (Amended October 22, 2009)
- E.** Not less than three days after the General Meeting or unit meetings, the members shall vote by secret ballot.

F. Ratification of an agreement requires a majority vote of members voting.

VII. CONTRACT ENFORCEMENT COMMITTEE (Amended October 22, 2009)

- A.** The Contract Enforcement Committee shall consider carefully the merits of each grievance and shall determine, subject to Executive Board approval, at what level to deal with the complaint.
1. The complaint shall be resolved, if at all possible, by an informal grievance at the first management level prior to submission of a written request indicating a formal complaint.
 2. A member of the Contract Enforcement Committee, or a Site Representative, should assist the grievant in processing either an informal or formal grievance.
 3. The Contract Enforcement Committee should either coordinate negotiations with the District when a formal grievance is filed by representing the member, or serve as an observer to ensure the resolution of the grievance is in the best interests of TRUE and its members.
 4. The Contract Enforcement Committee should make a recommendation to the Executive Board concerning whether a grievance should be submitted for arbitration. If the Executive Board denies arbitration for a grievant, the grievant has the right to appeal to the Site Representative Council (Amended October 22, 2009).
 5. When more than one member has a similar complaint, the Contract Enforcement Committee shall make a recommendation to the Executive Board concerning the possibility of consolidating all grievances into a class action, to provide for more efficient negotiations with the District.
 6. When the Executive Board has knowledge of a violation of the Agreement, which may adversely affect two or more members, the Association may file a grievance on behalf of the membership. It may be necessary for an Executive Board member or a Site Representative to begin the process at the informal level.
- B.** The Contract Enforcement Committee shall keep record of all formal grievances processed for a period of not less than three years. All grievance records shall be private and confidential.
- C.** The Contract Enforcement Committee shall study the TRUE Contract Enforcement policies and procedures and make recommendations for maintaining and improving the effectiveness of the representation of members regarding contract issues.
- D.** When the complaint of a member is not subject to collective bargaining, the member should be referred to the Professional Issues Committee for consultation and assistance in addressing the complaint.

VIII. POLITICAL ACTION COMMITTEE

- A.** The Political Action Committee (hereafter known as TRUE/ PAC) shall study legislative proposals which have to do with education and shall report to the Association on the progress of such measures. The committee shall make recommendations as to means to further desired legislation and for defeating undesired measures.

- B.** The committee shall make recommendations for the endorsement of candidates to local, state, and national positions when such endorsements will promote the interests of quality education and the rights and privileges of the members.
 - 1. The committee shall work closely with CTA to provide support to the efforts of the state association. The committee shall maintain open communication with the CTA Association of Better Citizenship and the NEA Political Action Committee (NEA/PAC).
 - 2. The TRUE/PAC will make its recommendation for endorsement to the Executive Board after:
 - a. Conducting oral and/or written interviews with candidates;
 - b. Summarizing the positions of each candidate on educational issues;
 - c. Polling the membership for preferences for any candidate or candidates.
- C.** The committee shall make a recommendation through the Executive Board to the Site Representative Council concerning the degree of endorsement and support to be provided to candidates for positions on the Twin Rivers Unified School District Board of Trustees. (Amended October 22, 2009)
 - 1. The committee shall develop a questionnaire to be sent to all candidates for the Board.
 - 2. Based upon the responses to the questionnaire and interviews of candidates, the committee shall recommend that TRUE:
 - a. Endorse and provide active assistance including possible financial assistance to the candidate;
 - b. Endorse, with no financial assistance;
 - c. Not endorse, but inform members of position of candidates; or
 - d. Not endorse, with statement of positions of candidate which TRUE opposes.
 - 3. Endorsement with financial support or opposition to a candidate requires a sixty percent (60%) majority of the Site Representative Council. (Amended October 22, 2009)

IX. PUBLIC AFFAIRS COMMITTEE

- A.** The Public Affairs Committee shall provide information, with the approval of the Executive Board, to the public through local newspapers, television, radio, and school publications.
- B.** The Public Affairs Committee shall publish a newsletter for members at regular intervals as established by the Executive Board and subject to editorial control of the Executive Board.
 - 1. The newsletter shall promote the goals and objectives of TRUE by providing open and active communication with the members by reporting:
 - a. Committee activities, actions, and needs;
 - b. CTA State Council activities;
 - c. TRUE projects;
 - d. Communications from officers;
 - e. Communications from the general membership; and
 - f. Such other material of interest to the members consistent with the editorial policy of the newsletter.
 - 2. The President shall appoint the editor with the approval of Executive Board. Nominees for the position of editor should meet as many of the following criteria as possible:

- a. Prior experience in journalism;
 - b. A demonstrated ability with written English Language skills;
 - c. Familiarity with appropriate publishing software;
 - d. An ability to elicit articles from other members;
 - e. A willingness to work with the elected officers of TRUE; and
 - f. Active membership in TRUE.
3. The editor of the newsletter shall report through the Chairperson of the Public Affairs Committee to the President of the Association.
- a. The editor may be paid a stipend, the amount of which shall be included in the annual budget authorization and the distribution of which shall be determined by the Executive Board.
 - b. The term of office of the editor of the newsletter shall commence on September 1 and shall expire one year later. The editor may be removed by a sixty percent vote of the Executive Board.
 - c. The editor may contest removal by appealing to the Site Representative Council where a majority vote is required to sustain the actions of the Executive Board. (Amended October 22, 2009)
4. The editor of the newsletter shall:
- a. Each August publish the following statement:
 "A portion of each unit member's dues is allocated for the TRUE/ PAC. Any member that does not wish a portion of his/her dues to go to TRUE/ PAC, must file a written statement to that affect, in person, at the TRUE office, no later than 4pm on the last working day of August, [Year to be included]. In lieu of the TRUE/ PAC contribution, the money will remain in the TRUE General Fund."
 - b. For three (3) months prior to the appointment of a new Bargaining Team, the newsletter shall contain the criteria and responsibilities of Bargaining Team members as outlined in Article V of the TRUE Standing Rules.
 - c. Annually publish the duties and responsibilities of all open and available positions on the TRUE constitutional committees.

X. CONFERENCE PROCEDURES

- A.** Any member who requests financial support from TRUE to cover any, or all, expenses incurred attending conferences, workshops, CTA trainings, CTA State Council, or NEA Representative Assembly will be expected to provide a report to the TRUE members prior to receiving reimbursement.
 - 1. Members sent to receive training necessary to carry out a specific office to which they have been appointed, or elected, (i.e. CTA President's Conference, CTA Negotiations training) may be excluded from this requirement.
 - 2. A report may be made in writing for publication in the TRUE newsletter; it may be given as a verbal report to Executive Board; or a report may be made in person at the Site Representative Council. (Amended October 22, 2009)
- B.** Members may receive 80% of their expected expenses in the form of a cash advance; however, TRUE may recover these funds if no report is made to the membership.

XI. PROVISIONS FOR EMPLOYMENT OF PROFESSIONAL SECRETARIES

- A.** The Association shall hire at least one professional secretary.
- B.** The secretary shall report to the President of the Association, subject to approval by the Executive Board.
- C.** The Executive Board shall negotiate annually the secretary's contract, work hours, and work conditions.
- D.** Final approval of the secretary's contract rests with the Site Representative Council. (Amended October 22, 2009).
- E.** Appropriate office space and equipment shall be provided by the Association.

XII. AMENDMENTS

- A.** In order to adapt to changing conditions and policies, these Standing Rules may be amended by a majority vote at any regular or special meeting of the Executive Board or the Site Representative Council (Amended October 22, 2009).