



★★ **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
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: "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. USE OF TRUE'S NAME AND LOGO

- A.** TRUE's name and/or logo cannot be used without approval of TRUE's Executive Board.

III. 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.
- 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 be held at a time agreed upon by the Executive Board, unless modified by vote of the body. Meetings of the Executive Board shall be held for no more than 2 hours on the designated days.

IV. NOMINATIONS AND ELECTIONS

A. Election Requirements

- 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 themselves. 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.** A chapter shall provide means for all Active members to vote.
- 5.** The term(s) of office shall be clearly stated on the Announcement, Declaration of Candidacy form, and Ballot.

B. 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.
- 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

- A.** Schools/Work sites on alternative calendars shall be considered when setting election timelines.
- B.** 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(s) when voting will take place (no less than five (5) and no more than fifteen (15) calendar days for voting);
 - g.** Date and time voting ends;
 - h.** Date, time, and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;

- i. Date that announcement of results will be made to leadership, candidates, and members, which date shall be not later than five (5) calendar days following the counting of ballots;
- j. Dates and timelines for run-off election, if necessary; and,
- k. 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

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. 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

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 the candidate's 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 day before voting takes place.
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

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.

2. 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.
3. 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.
4. 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

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, the candidate shall abstain from all election activities concerning that particular ballot.
3. Electronic voting.
 - a. When using electronic voting, TRUE shall confer with the CTA Elections and Credentials Committee Chair or designee, prior to initialing any electronic voting. The CTA Elections Chair or designee shall provide TRUE with the contact information for CTA-approved vendors and related concerns.
 - b. The electronic 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. Election's 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 voting TRUE shall be required to meet the following additional minimum standards in the election procedures:
 - 1) Electronic 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 environment;
 - b) who do not have the equipment necessary for electronic activities.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.

- e. If TRUE makes the decision to conduct an electronic 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.
- f. TRUE shall notify the CTA Elections and Credentials Committee of the name of the chosen vendor.
- g. 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.
- h. Any challenge filed in an electronic 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.
- i. CTA strongly discourages the use of a school district's Internet system, lines, and equipment for electronic voting.
- j. TRUE shall adhere to all elections requirements as defined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
- k. TRUE election instructions for electronic voting shall be distributed to the chapter voting members using electronic communication as established by the Unit's governance documents.
- l. All records involved with any electronic voting 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 environment can be properly processed in accordance with CTA Elections Challenge Procedures.

H. Vote Requirements

- 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. 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.
- 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

- 1.** The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots. 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.** Member not listed on the voter roster;
 - b.** Non-members listed on the voter roster.

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.
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 and posted on the chapter's website no later than five (5) calendar days following the counting of the ballots of the election.
7. The ballots and supporting documents should be retained by the unit for one year after the election.

J. Observers

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

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 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

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

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.
 1. 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.)
 2. 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.
 3. 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:
 - 1.** Notify the President/designee of the fact that a recall has been initiated.
 - 2.** Prepare an election announcement, timeline (in accordance with the requirements for chapter elections), and Declaration of Candidacy form for replacement officers if recall passes.
 - 3.** 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 shall be certified in accordance with 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.

V. EXECUTIVE BOARD

- A.** Meetings of the association shall be held as follows:
 - 1.** TRUE officers shall meet on the first week of each month.
 - 2.** Executive Board meetings shall be held on the second week of each month.
- B.** Directors-at-Large shall be elected on the basis of one for every 200 members or major fraction thereof apportioned according to the following groupings:
 - 1.** Pre - Kindergarten - Grade Six regular education teachers.
 - 2.** Grade Seven - Grade Twelve regular education teachers, Charter and Adult Education.
 - 3.** Pre - Kindergarten - Grade Twelve Special Education which includes, but not limited to Special Education Teachers, Occupational Therapist, Vision Specialist, Psychologists, Speech Therapists, Special Ed TOSAs, and Special Ed Program Specialists and Mental Health Therapists

4. Specialty Groups - which includes, but not limited to Independent Study, Counselors, Nurses, Librarians, Teachers on Special Assignment (TOSAs), Student Learning Coaches, Student Support Teachers, Visual and Performing Arts Educators (VAPAs), General Ed Program Specialists, Multi-Tier System of Support (MTSS), ELA Instructional Coach, Social Workers, and Positive Behavior Intervention and Support Specialists (PBIS).

In addition, one (1) Ethnic Minority-at-Large Director shall be elected. Members shall be apportioned based upon their primary teaching assignment and grade level. At the time of their election, Directors-at-Large shall be a member of the apportioned group for which they represent.

C. Debit Card Use:

1. A Debit card shall be provided to the TRUE President, Vice-President, and Treasurer, to be used exclusively for TRUE association business.

D. 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.

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

Special Education Liaison Committee Chair

Scholarship Committee Chair

Catastrophic Leave Bank Committee Chair

Lead Negotiator

Negotiators

E. 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.

VI. NEGOTIATIONS

- A.** The Bargaining Team shall consist of members who are in good standing. With the goal of a bargaining team member from every site and as many specialty groups represented as possible, the lead negotiator will determine the makeup of the bargaining team with the approval of the Executive Board.
- B.** 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);
 - 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.** And commit to representing the issues of all members consistent with the contract content and priorities determined by the Executive Board.
- C.** The TRUE President and Vice President, when they determine, may serve as members of the Bargaining Team for purpose of input, direction, and leadership.
- D.** The Negotiations Committee shall develop a survey, subject to Executive Board approval, to determine the contract content demands and priorities.

VII. AGREEMENT RATIFICATION

- 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.
- 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.
- D.** If the Site Representative Council recommends approval, the President shall call a General Meeting or conduct unit level meetings to discuss agreement provisions.
- 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.

VIII. ORGANIZING AND LABOR SOLIDARITY COMMITTEE

- A.** The Organizing Committee shall create, recommend, and implement an organizing strategy as well as establish and maintain relationships with labor unions and other like-minded organizations.
- B.** The Committee shall receive training in relational organizing concepts and techniques.
- C.** The Committee shall conduct training in relational organizing for the membership.
- D.** The Committee shall make quarterly reports to the Executive Board on the status of the organizing strategy.
- E.** The Committee shall establish and maintain relationships with broad-based organizing groups.

IX. SPECIAL EDUCATION LIASON COMMITTEE

- A.** The Special Education Liaison Committee shall pursue matters of major concern to the members who provide service to students with disabilities and matters which are not specifically within the scope of the collective bargaining aspects of TRUE.
- B.** The Committee shall be comprised of four (4) members and the TRUE President or designee. Committee members will be appointed by the TRUE President in consultation with the Committee Chair and will be selected based on a wide representation of educators, including those in secondary, elementary, RSP/SDC, and certificated support staff.
- C.** The Committee Chair will be appointed by the TRUE President for a term of one (1) year.
- D.** The Committee shall keep a record of issues and concerns brought up to the Committee by TRUE members, in regard to meeting the needs of students in Special Education and students with IEPs.
- E.** All Committee members shall attend the Committee monthly meetings with the District Special Education Director and other administrators, to discuss and find solution to issues and concerns brought forth by TRUE members and included in the meeting agenda created by the Committee Chair together with the District Special Education Director.
- F.** The Committee Chair shall present/submit a report to the Executive Board and the Site Rep Council about the items discussed and outcome of the monthly meetings with the District.
- G.** The Committee Chair shall report to TRUE members via Executive Board and Site Rep Council meetings, information gathered at the meetings of the Committee with the District administration.

- H.** The Committee shall hold meetings/forums and trainings at TRUE at least quarterly each school year, with the purpose to give Special Education and General Education educators an opportunity to share the challenges they face in meeting the educational needs of students in Special Education, as well as to provide TRUE members information about district policies and procedures that affect them in the classroom, such as inclusion, transportation, professional development, and behavioral intervention supports.

X. GRIEVANCE COMMITTEE

- A.** The Executive Board shall adopt the procedures for contract enforcement.
- B.** These procedures shall include, but not be limited to, the following:
 - 1.** Provide for representatives to assist all members of the bargaining unit(s) in contract enforcement;
 - 2.** Training for contract enforcement; and
 - 3.** Evaluation of TRUE's contract enforcement policies and procedures.
- C.** The Grievance Committee shall monitor the requirements of the Agreement and carry out such activities, as are consistent with the recommendations and general ideals of TRUE, the California Teachers Association, and the National Education Association, to aid in reaching satisfactory solutions to contract violations as brought to the committee.
- D.** The Grievance Committee shall carefully consider the merits of each grievance and shall determine, subject to Executive Board approval, at what level to deal with the complaint. The complaint shall be resolved, if possible, by an informal grievance at the first management level prior to submission of a written request indicating a formal complaint.
- E.** The Committee shall represent TRUE at grievance proceedings. In consultation with the unit representative, the Committee shall assist any member in filing and processing a grievance. The Committee may represent the grievant in any negotiations with the District.
- F.** The Grievance Committee should either coordinate negotiations with the District when a formal grievance is filed by representing the member ensure the resolution of the grievance is in the best interests of TRUE and its members.
- G.** The Committee shall report the status of contract enforcement activities to the Executive Board. The Executive Board shall be responsible for evaluating the basis of a grievance, seeking to faithfully represent the interests of all members as long as such representation does not harm the interests of other members. A member may appeal an adverse ruling of the Contract Enforcement Committee to the Executive Board.
- H.** The Grievance 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.

- I.** The Committee shall maintain contact with the individual grievant concerning the status of the individual's grievance.
- J.** 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.
- K.** 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.
- L.** The Grievance 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.
- M.** The Grievance 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.

XI. POLITICAL ACTION COMMITTEE

- A.** The Political Action Committee (hereafter known as TRUE/ PAC) shall study legislative proposals and other pertinent political matters which have to do with education and shall report to the Association on the progress of such measures/matters. The committee shall make recommendations as to means to further desired legislation and for defeating undesired measures.
- B.** The Committee shall conduct any concerted political actions. The Committee shall organize, coordinate, and conduct a program of political education and organizing in the membership.
- C.** 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 (CTA/ABC) 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;

- D.** 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.
- 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.
- 4.** The Political Action Committee shall administer all political action funds and comply with the following:
- a.** In the months of October, February and May of each year provide to the Executive Board financial reports of income and expenditures of PAC funds from previous months. To that effect, the TRUE PAC report will be included in the Executive Board meeting agenda for those months.
 - b.** All checks from the TRUE PAC account require two signatures: one from the TRUE PAC Chair and one from the TRUE PAC Treasurer. No political contributions will be made in cash.
 - c.** TRUE PAC political contributions will be primarily to vendors directly. Should checks need to be written directly to a political candidate in an amount equal or greater than one thousand dollars (\$1,000) it will require previous approval by a majority vote of the TRUE Executive Board or Site Representative Council.
- 5.** PAC contributions:
- a.** The TRUE treasurer shall annually notify members of the portion of the regular TRUE dues that will be transferred to the TRUE/PAC account.
 - b.** The TRUE treasurer shall annually cause to be published on the TRUE website 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 their dues to go to TRUE/ PAC, must file a written statement to that effect, in person, at the TRUE office, no later than 4 pm on the last working day of [month/year to be included]. In lieu of the TRUE/PAC contribution, the money will remain in the TRUE General Fund."
 - c.** The amount of dues that shall be transferred to the TRUE/PAC shall be determined by a vote of the TRUE Site Representative Council.
 - d.** Should any member of TRUE indicate that they do not wish their dues dollars to be contributed to the TRUE/PAC, the equivalent amount shall remain in the general fund of TRUE.

- e. Nothing in these Standing Rules or Bylaws shall prohibit TRUE from transferring an amount equal to the total annual contribution from members into the PAC at the beginning of the fiscal year.

XII. CONFERENCE PROCEDURES

- A. Any member who requests financial support from TRUE to cover any, or all, expenses incurred attending conferences, workshops, or CTA trainings shall follow the procedure outlined below:
 - 1. Send TRUE an email no less than one month prior to the conference with an explanation of why they want to go, what their role in the union is, how this will help TRUE's membership or their teaching practice (for example: in the case of the New Teaching Conference), if they have received a scholarship/grant for a conference before from TRUE/CTA/NEA, how much they are requesting, and an agreement that they will make a presentation to Rep Council prior to reimbursement. All requests must go before Executive Board for possible approval of full or partial funding.
 - a. 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.

XIII. PROVISIONS FOR EMPLOYMENT OF PROFESSIONAL SECRETARIES

- A. The Association may hire a 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 Executive Board.
- E. Appropriate office space and equipment shall be provided by the Association.

XIV. 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 meetings of the Executive Board or the Site Representative Council.