

Rio Hondo College Faculty Association CCA/CTA/NEA By-Laws

I. NAME AND LOCATION

The name of this Association shall be the Rio Hondo College Faculty Association/CCA/CTA/NEA in Los Angeles County.

II. PURPOSE

The primary purposes of this Association shall be:

- A. To represent its members in their relations with the district and seek to be the exclusive representative of its members in all matters relating to employment conditions, and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
- C. To provide a means of representation for its ethnic-minority members;
- D. To provide an opportunity for continuous study and action on problems of the profession;
- E. To promote professional attitudes and ethical conduct among members;
- F. To contribute toward the raising of standards of the teaching profession;
- G. To advance the general welfare of the college and students;
- H. To encourage cooperation and communication between the profession and the community;
- I. To operate a labor organization within the meaning of Section 23701a of the California Revenue and Taxation Code; and
- J. To foster good fellowship among members.

III. AFFILIATION WITH CCA/CTA-NEA

- A. The Rio Hondo College Faculty Association shall be a chartered chapter of the Community College Association/California Teachers Association (CCA/CTA).
- B. The Rio Hondo College Faculty Association shall be an affiliate of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership: There shall be two categories of membership in the Association: Full-time and Part-time.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Rio Hondo College, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the faculty bargaining unit.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual RHCFA/CCA/CTA/NEA dues.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to and privileges of membership shall not be abridged in any way because of: age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- H. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.
- I. The membership year shall be that period of time from the first day of the academic year as negotiated by the RHCFA through the last day of the academic year, inclusive.
- J. The organization does not contemplate pecuniary gain or profit to its members and is organized for non-profit purposes.

V. DUES, FEES AND ASSESSMENTS

- A. The basic annual dues level for Active members and representation fee for non-members represented in the bargaining unit shall be sufficient to cover the operating expenses of the Association, the dues of CCA/CTA, and the dues of NEA.
- B. The annual RHCFA dues shall be determined by a two-thirds vote of the members present at the last meeting of the Association of each academic year, and shall be paid before by October 31 of each year unless the member is enrolled in payroll deduction of dues. A member failing to pay his/her dues within two months after the date specified shall be considered delinquent and shall be dropped from the rolls unless satisfactory arrangements for payment have been made.

VI. POLICY-MAKING BODY

- A. The policy-making body of this Association shall be the general membership.
- B. The Association shall meet a minimum of six times a year; the time and place of such meetings shall be decided by the Executive Committee.
- C. Special meetings of the Association may be called by the President of the Association or by petition containing the signatures of twenty percent (20%) of the membership.
- D. Special meetings of the Association shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- E. Notices and agendas for all meetings shall be distributed (either electronically or in print) at least two days prior to the date of the meeting.
- F. For emergency meetings during crisis situations, the Executive Committee shall adopt procedures to notify members of meeting dates, places, and times.
- G. The budget of the Association shall be adopted by the membership on or before the first regular meeting of the academic year.

VII. OFFICERS

- A. The officers of the Association shall be a President, a Vice-President (President-Elect), a Secretary, a Treasurer, the immediate Past President, and two at-large members. The President of the Academic Senate, Chairpersons of the Negotiations Committee and the Political Action Committee, CTA State Council Representative from Rio Hondo, if any, and Association members selected to statewide CTA offices shall be ex-officio (non-voting) members of the Executive Committee.
- B. These officers shall be and remain currently paid-up members of the RHCFA/CCA/CTA/NEA as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected through open nominations and by secret ballot in April of each year (except in the case of a President running for re-election).
- D. Officers except the President of the Association shall be elected for a term of one year. They shall assume the duties of their respective offices at the end of the spring semester in the year in which elected.
- E. Any officer of the Association may run for re-election.
- F. If the President chooses to run for re-election, the chairperson of the elections committee shall, in March, submit a secret ballot to the membership. The ballot shall allow each member to choose one of the following statements:

1. I wish to retain (President's name) as President of the RHCFA for an additional year.
2. I do not wish to retain (President's name) as President of the RHCFA for an additional year.

If the President receives a majority of the ballots, he/she shall be retained for the ensuing year, and all remaining offices shall be open for election except the Vice President (President-Elect), who has the option of retaining his/her office for the additional year. If the President does not receive a majority or chooses not to run, the Vice President (President-Elect) shall become the President of the Association.

No member may serve as President for more than two consecutive terms. If a member serves as President for six months plus one day of an unexpired term, such service shall constitute one full term.

- G. A vacancy shall be deemed to exist in the case of death, resignation, or recall. In addition, a vacancy shall be deemed to exist in the case of evident inability to serve in any of the offices of the Association as recommended by the Executive Committee and determined by a two-thirds vote of the members present at the next general meeting.

In the event of a vacancy occurring in the office of President, the Vice-President (President-Elect) shall assume that office. In the event a vacancy occurs in any other office, the Executive Committee, at its next regular meeting, shall appoint a member of the Association to fill the office vacated. The position will then be open for a special election following the established election procedures.

In the event that the President and the Vice-President are absent from a meeting, the acting President shall be the Past President, then, the Treasurer, and, then, the Secretary.

In the event that the Presidency and the Vice-Presidency are vacant, an acting President shall assume the duties of the Presidency until a special election is held to elect a President and a Vice President (President-Elect). Such special election shall be held as soon as possible. In the interim, the acting President shall be the Past President, and then, the Treasurer, and then, the Secretary.

- H. The President shall be the chief executive officer of the Association and its policy leader.

The President shall:

1. Preside at all meetings of the Association.
2. Preside as chairperson at all meetings of the Executive Committee.
3. Prepare the agenda for meetings.

4. Appoint all chairpersons and members of committees and of the bargaining team, with the approval of the Executive Committee.
 5. Co-sign checks, with the Treasurer or Vice-President (President-Elect), drawn upon the treasury.
 6. Serve as the official spokesperson for the Association.
 7. Serve as a member of all committees.
 8. Coordinate grievance programs with the Executive Committee and governance body.
 9. Attend meetings of the Service Center Council of which the Association is a part and CCA Council meetings (as directed by the membership), or send an alternate.
 10. Be familiar with the governance documents of the RHCFA, CCA, CTA and NEA.
 11. Attend other CCA/CTA/NEA meetings as directed by the membership.
 12. Serve as liaison between the Association and the Faculty Senate.
 13. Suggest policies, plans, and activities for the RHCFA and be held responsible for the progress and work of the Association.
 14. The Association shall provide funds for release time for the President.
- I. The Vice-President (President-Elect) shall:
1. Assist the President in all duties of the President.
 2. Serve as an ex-officio (non-voting) member of all committees of the Association.
 3. Serve as coordinator of the activities, calendar, and functions of all committees of the Association.
 4. Assume other duties upon the request of the President.
 5. Co-sign checks, with the Treasurer or President, drawn upon the treasury.
- J. The Secretary shall:
1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the association.
 2. Be responsible for the distribution of minutes, notices of meetings, and agendas for all meetings to the members.

3. Maintain a current roster of the membership of all committees of the Association;
 4. Be responsible for correspondence pertaining to the affairs of the Association, as directed by the President.
 5. Record minutes of the general meetings and send copies to membership one week before the next meeting.
 6. Maintain copies of all Association materials for the Archives.
- K. The Treasurer shall:
1. Receive all funds belonging to the Association and shall be responsible for their safekeeping and accounting.
 2. Submit to the Executive Committee an annual audit report, in writing, from a Certified Public Accountant or an audit committee of the Association.
 3. Pay out funds as directed by the Executive Committee.
 4. Prepare a budget report on the Association's financial status for distribution to the membership at each regular meeting, and submit it to the Executive Committee for approval.
 5. Co-sign checks, with the President or Vice President (President-Elect), drawn upon the treasury the Association.
 6. Submit information and financial reports to the Chapter, CTA, NEA and other agencies as required by law.
- L. The two at-large members of the Executive Committee will perform duties designated by the President and the Executive Committee. Such duties may include, but are not limited to, the following:
1. Provide training opportunities for faculty on teaching methods, employment, retirement, and other matters
 2. Assist representation of faculty in grievance procedures and other matters relating to employment
 3. Assist the President with communicating to the Board of Trustees about matters important to the Association
 4. Assist the Political Action Committee
 5. Be responsible for obtaining information on the budget of the college

6. Be responsible for obtaining financial information relevant to negotiations
- M. Each unit member may vote for two at-large members of the executive committee, with the positions going to the two candidates receiving the most votes. A majority vote is not required.
- N. The Past-President of the Association shall assist the President in those areas designated by the President and the Executive Committee. The Past-President shall:
1. Provide his/her expertise, suggestions and advice to the President and the Executive Committee on matters pertaining to Association business.
 2. Provide his/her expertise, suggestions, and advice to the President and the Executive Committee in matters pertaining to the relationship between the Association and the District.
 3. Assume other duties upon the request of the President.
- O. Association members selected to statewide CCA or CTA offices (if any) including the CCA Board Member, CTA Board Member, or CTA State Council Representative shall be ex-officio (non-voting) members of the Executive Committee. Such members shall:
1. Be informed on the goals, programs, activities, and problems of the Association so that they can serve effectively as representatives to CCA or CTA.
 2. Be informed on the programs and activities of the CCA or CTA so that they can capably represent CTA to the Association.
 3. Attend all meetings of council and committees of which they are members so that the Association is never without representation.
 4. Bring to the Association in writing reports of actions considered and taken by the CCA Board or Council and CTA Council and/or committees.
 5. Report in writing to the Executive Committee on points in the CCA or CTA program pertinent to its interest and/or responsibilities.
- P. The President of the Academic Senate shall serve as an ex-officio (non-voting) member of the Executive Committee and act as liaison between the Association and the Senate. He/she shall communicate the activities of the Senate to the Executive Committee so that the Association and Senate may work together to serve the needs of the faculty in their respective roles as defined in the Education Employees Relations Act and Title V.

- Q. The Part-Time Representative will perform duties designated by the President and the Executive Committee. Such duties may include, but are not limited to, the following:
1. Serving as a liaison to part-time faculty in all areas, including negotiations, health benefits, representation, career development, and communication with part-time membership.
 2. Provide advice and guidance to the Negotiations team on bargaining issues relevant to part-time faculty.
 3. Assist the President in the education of part-time members on union-related issues.
- R. In line with nominations for all officer positions outside of the President and President-Elect, the Part-Time representative shall be elected through open nominations and by secret ballot in April of each year. The Part-Time Representative shall be elected for a term of one year. The Part-Time Representative shall assume the duties of office at the end of the spring semester in the year in which elected.

The Part Time Representative position is restricted to only those unit members working in a part-time capacity. Those part-time unit members hired as a full-time unit member after serving one semester as the Part-Time Representative are permitted to complete their year-long term. However, they are then ineligible to run for another term as Part-Time Representative, as their employment status has changed to full-time.

In order to hold office, the Part-Time Representative must be an active, dues paying unit member. If a vacancy occurs in the office of Part-Time Representative, the Executive Committee shall appoint an interim, at its next regular meeting, until a special election is held according to established election procedures.

VIII. EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the elected officers of the Association President, Vice-President (President-Elect), Treasurer, Secretary, the immediate Past President, Part-Time Representative, and the two at-large members. The President of the Academic Senate, Chairpersons of the Negotiations Committee and the Political Action Committee, CTA State Council Representative from Rio Hondo, if any, and Association members selected to statewide CCA or CTA offices shall be ex-officio (non-voting) members of the Executive Committee.
- B. The Executive Committee shall meet before a regular or special meeting of the Association, and at the discretion of the President of the Association.
1. The agenda for each meeting of the Executive Committee shall be distributed by the President. Minutes of each meeting shall be recorded and distributed only to the Executive Committee members and the CCA Primary Contact Staff.

2. A quorum for meetings of the Executive Committee shall be a majority of the voting members of the Executive Committee.
- C. The Executive Committee shall have authority and responsibility for:
1. Coordinating the activities of the Association.
 2. Recommending a budget for the Association to the membership.
 3. Directing the negotiations activities and process of the Association, subject to policies established by the membership.
 4. Adopting and monitoring grievance procedures
 5. Approving appointments by the President to committees, including chairpersons.
 6. Acting upon matters of business which arise between the regular meetings of the Association on behalf of the Association.
 7. Approving the expenditure of the Association's treasury.
 8. Approving the collection of funds for any purpose in the name of the Association.
 9. Appointing as interim, at its next regular meeting, a member of the Association whenever a vacancy in an office other than the office of President, until a special election is held according to established election procedures.
 10. Preparing all governance documents and any changes therein.
 11. Recommending to the membership any proposed changes in an existing contract in which the intent is changed or new procedures are proposed.
- D. The Executive Committee shall establish the committees of the Association and coordinate their functions and activities.
1. The Executive Committee shall work closely with the Political Action Committee to achieve the goals of the Association. The Political Action Committee shall report its activities to the Executive Committee in such form and in such frequency as the Executive Committee may require.
 2. The Executive Committee shall have the responsibility and authority for Grievance processing.
 3. The Executive Committee shall have the responsibility and authority for the activities and functions of the Membership Committee.

4. The Executive Committee shall have the responsibility and authority for directing the Negotiations Committee on behalf of the Association, subject to policies established by the membership.
 5. The Executive Committee shall have responsibility and authority for the functions and activities of the Elections Committee.
 6. The Executive Committee shall have the responsibility and authority for the functions and activities of the RH-1 Committee.
- E. The Executive Committee shall have authority and responsibility for establishing the Advisory Council.
- F. The Executive Committee shall have authority and responsibility for establishing ad hoc committees as the need arises, and to set a time line for the duration of such committees.

IX. PARLIAMENTARY AUTHORITY

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

X. AMENDMENTS

These By-laws may be amended by presenting a proposed By-law amendment in writing at any regular or special meeting. There will be a public meeting of faculty to discuss the amendment before the vote. The proposed amendment will then be submitted to the membership by mail ballot within 30 days of presentation. The By-law will be adopted if it receives a two-thirds majority of the votes cast.

RHCFA/CCA/CTA/NEA Standing Rules

1-Series:

Rule 1-1: Statement of Mission, Goals and Objectives

The RHCFA Executive Committee shall adopt a “Statement of Mission, Goals and Objectives” at the first Executive Committee meeting of the academic year. That statement shall establish the Association’s priorities over a one-year period and shall guide the appropriate governance bodies in their development of goals and expenditure of funds within their budget.

Rule 1-2: Organizational and Media Relations

The purpose of RHCFA’s organizational outreach program and media relations is to enhance Rio Hondo College faculty interests. To that end the following rules govern contacts with organizations and others outside of RHCFA:

1. The president is RHCFA’s official spokesperson on all issues.
2. The RHCFA President may designate other elected leaders to articulate the organization’s policies or positions either on a specific occasion or, within defined limits during his/her term of office on a continuing basis. The President will determine the occasions and will define any limits.
3. No RHCFA elected leader shall initiate contact with any other organization or with the media to encourage a position or activity without the specific authorization of the RHCFA President or his/her designee. A request for such authorization will include a detailed account of the position/activity and if an activity, the cost estimates of RHCFA’s participation.
4. Any invitation to attend/participate in an event sponsored by another organization shall be shared with the RHCFA President who will decide if the event should be attended and who should represent RHCFA, with the approval of the Executive Committee.

Rule 1-3: Budget Preparation Processes

The following general procedures and timelines shall be followed in preparation of the RHCFA budget:

1. Dues Computation: The RHCFA Executive Committee shall determine whether RHCFA has a balanced budget. The Executive Committee shall recommend to the RHCFA membership one of the following directions:
 - a. Keep the dues and overall governance expenditures at the current level.
 - b. Keep the dues at the current level but reduce governance expenditures by the amount needed to maintain a balanced governance budget.
 - c. Reduce the dues and overall governance expenditures.

- d. Increase the dues by a specific amount for full-time faculty and by a specific amount for part-time faculty.
2. The RHCFA membership must approve the budget by a majority vote of those members present at the last meeting of the academic year.

Rule 1-4: Travel Authorization and Election of Delegates to CCA Council

1. All delegates to the CCA Fall and Spring Councils shall be chosen by a vote of the membership at the general membership meeting. If the number of members applying to attend the Councils does not exceed the number of delegate positions available, all applicants may be elected by acclamation upon a motion to that effect.
2. The nominations for delegate positions shall be opened at the meeting prior to the election and remain open for two weeks.
3. The agenda for the general membership meeting shall include an announcement that voting for delegates shall take place at the meeting.

Rule 1-5: Logo

1. **Form.** The form of the Association names shall be as follows: “Rio Hondo College Faculty Association/CCA/CTA/NEA” or “RHCFA/CCA/CTA/NEA.”
2. **Use.** The use of RHCFA and/or Rio Hondo College Faculty Association name and logos shall be limited to individuals or groups authorized by the President or Executive Committee.

Rule 1-6: Leadership Involvement in Political Campaigns

1. RHCFA leadership shall follow the recommendations taken by the CTA State Council and/or the RHCFA Political Action Committee. Should a member take a position before CTA State Council or RHCFA Political Action Committee action for or against a candidate/initiative not recommended by CTA State Council or RHCFA Political Action Committee, he/she shall not use his/her union title and should make it clear that he/she is acting as an individual.
2. This policy shall in no way infringe upon the rights of individual RHCFA members to express support for/against individual candidates/initiatives.

2-Series: Committees

Rule 2-1: Establishment

1. The RHCFA Executive Committee shall establish all committees.
2. Committees are: Advisory Council, Political Action Committee, Grievance Committee, Membership Committee, Negotiations Committee, Elections Committee, and Finances Committee.

3. Ad-hoc committees may be established by the Executive Committee.

Rule 2-2: Formation

1. The RHCFA President shall appoint and the Executive Committee approve all members and chairs of committees.

Rule 2-3: Meeting Dates

1. Committee chairs shall submit meeting dates and locations to the RHCFA President for his/her approval.
2. If approved, the chair shall inform all members of the committee of the meeting date and location.

Rule 2.4. Standing Rules for the Advisory Council

1. The members of the ADVISORY COUNCIL shall be called Activators.
2. There shall be an Activator and an Assistant Activator in each designated department or area.
3. Activators shall be appointed by the President of RHCFA with the approval of the Executive Committee. Assistant Activators shall be appointed by the Activators and their names submitted to the Executive Committee for approval.
4. The Chairperson shall be appointed by the Association President with the approval of the Executive Committee. An Assistant Chairperson and a secretary shall be appointed by the chair and their names shall be reported to the Executive Committee. The chair shall call meetings bi-monthly or as directed by the President of the Association.
5. Recognizing that quick communication is of utmost importance and that the Activators' chief role is quick communication, Activators who do not fulfill this task shall be replaced upon decision of the Executive Committee.
6. The committee shall make recommendations to the Executive Committee regarding the budget for the year and shall keep the Executive Committee informed regarding the operation of the Advisory Council.

Rule 2-5. Standing Rules for the Political Action Committee

1. The President of the Association shall appoint five fund contributors as members of the PAC with the approval of the Executive Committee and ratification of the contributors.
2. At least three of the PAC fund members shall be residents of the Rio Hondo Community College District.
3. Two members shall be appointed on even numbered years and three on odd numbered years for two-year terms.

4. Because of the election calendar, the term of office for members shall be from January 1 to December 31.
5. The Treasurer of the Association shall be an ex officio (non-voting) member of the PAC.
6. The Chairperson shall be appointed by the RHCFA President with the approval of the Executive Committee. An Assistant Chairperson and a Secretary shall be appointed by the chair and their names shall be reported to the Executive Committee. Terms of these offices shall be one year.
7. The PAC shall search for, recruit, interview and make recommendations to the Executive Committee for candidates for local, State, and Federal office.
8. PAC members shall work with appropriate regional CTA endorsement committees as representatives of the Association. The PAC shall recommend candidates and ballot proposition endorsements to the membership. Endorsements shall be subject to the majority vote of the fund membership who respond to a request for vote. Endorsements shall be in the name of the Rio Hondo College Faculty Association-Political Action Committee (RHCFA-PAC).
9. The PAC shall make recommendations to the Executive Committee regarding expenditures of funds for or against candidates and/or ballot propositions. The RHCFA general membership shall approve donations to candidates and/or ballot propositions.
10. PAC members shall act as liaison between the Association and key community political groups, as appropriate.
11. Upon a Board candidate's being endorsed by the Association, the PAC shall have the duty of monitoring the campaign of the candidate and being involved in additional fund raising, campaign worker recruitment, and other campaign-related activities.
12. Minutes of all PAC meetings shall be recorded and copies submitted to the RHCFA Executive Committee. The proportion of Association dues to be set aside for political action shall be set at the regular membership meeting in May.
13. Any Association member who objects to paying PAC dues shall inform the Treasurer in writing. At the end of the year, such PAC dues shall be placed in the general fund and not used for political purposes.
14. A member is defined as one who:
 - (a) has contributed PAC dues during the most recent pay period, and
 - (b) has not notified the Treasurer of his/her decision to withdraw future contributions.

Rule 2-6: Standing Rules for the Grievance Committee

1. The Grievance Committee shall assist members of the bargaining unit in processing grievances by:
 - a. Counseling and advising members with problems.

- b. Securing and maintaining grievance forms and records..
 - c. Observing time lines in processing grievances.
2. The Grievance Committee shall study the Association's grievance processing program and policies and make recommendations to the Executive Committee for maintaining and improving the effectiveness of such programs and policies.
3. It shall make recommendations to the Executive Committee regarding the budget for grievance processing and shall keep the Executive Committee informed regarding the operation of the grievance program.

Rule 2-7: Standing Rules for the Membership Committee

1. The Membership Committee shall work on membership maintenance and recruitment.
2. The Membership Committee shall be made up of the Chair and at least three other members, preferably from three different divisions. The Chair is encouraged to include more recently hired faculty in the committee.
3. All members of the Membership Committee shall attend CCA or CTA Membership Training in the first year of their terms.
4. The Chair of the Membership Committee shall
 - a. keep an accurate list of members and agency fee payers.
 - b. crosscheck the RHCFA list with the official CTA roster in November of each year
 - c. report discrepancies to the CTA Membership Department.
 - d. send membership applications to CTA within two weeks of their receipt.
 - e. post a list of current members before each election.
 - f. provide labels for ballot envelopes with the names of current members to the Chair of the Elections Committee before each election.
5. The Membership Committee shall meet during the first month of the academic year to design a plan for membership development to be presented to the Executive Committee.
6. The Membership Committee shall request funding from the Executive Committee for any membership development plans and/or events.

Rule 2-8: Standing Rules for the Negotiations Committee

1. The Negotiations Committee shall engage in bargaining on behalf of the membership of RHCFA.
2. The Chair of the Negotiations Committee shall be appointed by the RHCFA President with the approval of the Executive Committee.
3. The RHCFA Vice-President shall be a member of the Negotiations Committee.

Rule 2-9: Standing Rules for the Elections Committee

1. There shall be an Elections Committee APPOINTED BY THE President with the approval of the Executive Committee.
2. The Elections Committee shall be composed of at least three members.
3. Members shall abstain from participation in Elections Committee activities during the period in which they or their immediate family member is a candidate.

Election Requirements

4. The chapter shall ensure that an open nomination procedure is in place (i.e. any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
5. Every member shall be assured of voting by secret ballot.
6. There shall be at least a seven (7) day period between notice of election and the actual voting.
7. The RHCFA shall provide means for all members to vote.
8. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
9. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

Announcement

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

Timeline

12. The timeline for the election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received.
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date, time and place for return of ballots, including absentee ballots.
 - g. Date, time and place where ballots will be counted.
 - h. Date(s) that announcement of results will be made to leadership, candidates and members.
 - i. Dates and timelines for run-off election, if necessary.
 - j. Deadline for filing of challenges.

Finances

13. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
14. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

Candidate's Rights

15. Privileges extended to one candidate shall be extended to all candidates.
16. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
17. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.

Ballot

18. The names of the candidates shall be printed on the ballot in *(CTA election alphabet, in alphabetical order or in an order pre-selected by the unit for one year)*. 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.
19. The ballot shall state the name of the office, the term, and the names of the candidates.
20. The ballot shall include space for a write-in candidate, except in run-off elections. H. Distribution of Ballots and Method of Voting

Distribution of Ballots and Method of Voting

21. Each member shall receive a ballot.
22. Voting shall be by one or a combination of the following methods
 - a. On campus
 - 1). Voting At School Site(s)/Specified Voting Site .
 - a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster - List of eligible voters.
 - (2) Voter Sign-up Sheet - List of eligible voters which includes a place for a signature.
 - b). The marked ballot must be returned to a designated site representative or ballot box.
 - c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
 - 2). Voting At School Site(s)/Specified Voting Site Using Envelopes
When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:
 - a). A list of current members shall be prepared, which includes each members name, school and home address.
 - b). The voter shall be provided with the following:
 - (1). A ballot;

- (2). Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; 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.
- b. By mail

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

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.

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

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
 - a). A ballot;
 - b). Instructions on:
 - (1). Folding and placing of the ballot in the unsigned inner envelope;
 - (2). Placing of the unsigned inner envelope into the outer envelope;
 - (3). Signature and school on the outer envelope addressed to the chapter; and
 - (4). Deadline date for receipt of the voted ballot at the chapter office.
 - c). Inner envelope;
 - d). Outer return envelope, addressed to the chapter; and
 - e). Instructions on returning of the voted ballot, including the signature.
- 4). 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.
- 5). At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are off-track.
- 6). The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.

- 7). All inner envelopes shall be placed in a separate receptacle.
- 8). The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

Counting of Ballots

23. A preliminary count may take place at the voting sites.
24. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
25. 25. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline; d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed; g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
26. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
27. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
28. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
29. The President shall announce the results as prescribed by the timelines.
30. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
31. The ballots and voter sign-up sheets shall be retained for one year after the election.

Observers

32. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
33. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

Challenge Procedure

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

Initiative Procedures

39. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
40. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
41. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
42. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

43. The circulators shall present to the chapter president the petition(s) containing original signatures.
44. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.
45. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
46. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
47. Regular election procedures (e.g., election of officers) shall be followed including voting times.
48. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Recall Procedures

50. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
51. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
52. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
53. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
54. The circulators shall present to the chapter president the petition(s) containing original signatures.
55. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
56. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.

57. The chapter president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
58. Regular election procedures (e.g., election of officers) shall be followed including voting times.
59. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
60. The recall shall take effect immediately upon receipt of the required number of . votes, unless otherwise specified.

3- Series: Votes

1. Members may request a secret ballot for any vote of the membership. Such a request will not require a second, allow for debate, be amended or require a vote to implement.