

By-Laws

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ARTICLE I NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections. Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the President and approved by the appropriate governance body to which it is responsible.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.
6. The committee appointed shall conduct the election of officers so that it is completed by the end of May.

Elections Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all Active member vote.
5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if he/she desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
7. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted

C. Announcement

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

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
 - 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, (date received, not post-mark date).
- g. Date, time and place where ballots will be counted.
- h. Date(s) that announcement of results will be made to leadership, candidates, members, and posted at each site work site, which date shall be not later than five (5) calendar days following the counting of ballots.
- i. Dates and timelines for run-off election, if necessary.
- j. Deadline for filing of challenges (date received, not post-mark date).

E. Finances and Use of Unit Resources

- 1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
- 2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
- 3. A unit may not state or indicate its preference for a candidate in the unit's publications.
- 4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

F. Candidate's Rights

- 1. Privileges extended to one candidate shall be extended to all candidates.
- 2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
- 3. Each candidate shall have the right to a list of the name and address of school sites and the number of Active members at each site for the purposes of campaigning.

G. Ballot

- 1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in runoff elections. (Each method of voting must be included in your standing rules in order for your Bylaws/Standing Rules to be in compliance with CTA)

H. Distribution of Ballots and Method of Voting

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

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

- 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.
 - d) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
- 2) Voting At School Site(s)/Specified Voting Site Using Envelopes When voting is conducted at school or specified sites using envelopes, the procedures shall be as follows:
 - a) A list of current Active members shall be prepared, which includes each member's name and school address.
 - b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office.

- (3) A small envelope (inner envelope) in which to place the voted ballot; and
 - (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c) At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e) All inner envelopes shall be placed in a separate receptacle.
 - f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - g) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

b. By mail

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

Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

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

- 1) A list of current Active members shall be prepared, which includes the following: Name school 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.

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 eligible voting members.

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.

I. Vote Requirements

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

1. A majority vote means more than half of the legal votes cast.

2. A plurality vote means the largest number of votes to be given any candidate or issue.

3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,

4. For unit officers, the election will be by majority.

5. For State Council: [See the Election Timelines, Procedures, and Guidelines in section IV 9/2 of the CTA Elections Manual]

a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.

b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote. (It is important that the chapter understands that this election is conducted by the Service Center.)

6. 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 on (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declares 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. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be by majority of plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

J. Counting Ballots

1. 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.
2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballots;
 - b. More ballots than signatures;
 - c. Ballots submitted after deadline;
 - d. Voter not an Active 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.
- 3. 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.
- 4. 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.
- 5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
- 6. The President shall announce the results as prescribed by the timelines.
- 7. If the votes set aside could 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.
- 8. Any candidate who may be affected by the vote shall not be allowed To take part in the decision-making process.
- 9. The ballots and voter sign-up sheets shall be retained for one year After the election.

K. Observers

- 1. Each candidate shall be allowed to have an observer(s) (put Appropriate number if more than one) at the vote counting site and Shall give the name(s) of the observer(s) to the Elections Committee before counting.
- 2. An observer shall not interfere with the counting and shall stay in

The counting area until the President or designee has been notified Of the results and has notified each candidate of the results.

L. Challenge Procedures

1. A challenge cannot be initiated until after the results of the Elections have been posted at each work site.
2. The challenging party(ies) must notify the unit president of a
 - a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attach evidence of the violations, insofar as possible.
 - c. List names and addresses of parties who can give evidence
3. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
4. The unit's Elections Committee shall submit a written report including issues and recommendations, within the same 10 day period, to the Chapter President and the Governance Board.
5. The Governance Board shall act on the report no later than 10 days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix 0^CTA Challenge Procedures - Local Elections of CTA Elections Manual. The Governance Board must issue its findings in writing to the challenger.
6. Any member of the Governance Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
7. If an individual wishes to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten

(1)calendar days from the date of the decision of the govern body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:

- a. Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Governance Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-d) above by writing to the CTA President.
9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

M. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will

be notified within 3 calendar days, which the petition failed for a lack of signatures.

8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact working of the question to be posed to the Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. An Active member 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.
3. The chapter president shall register the receipt of the notice of

the intent to circulate, and acknowledge such registration in writing with the member filing the notice.

4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar 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.
5. The circulators shall present to the chapter president the petition(s) containing original signatures or the vice president if the chapter president is the person being recalled.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
10. 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.

ARTICLE II TERMS AND DUTIES OF THE OFFICERS

Section 1. Officers shall be elected for a term of two years. President, Treasurer, shall be elected on even numbered years and Vice President, Secretary shall be elected on odd numbered years, beginning with the May 2008 election. Elections shall be held the first week of May with the terms beginning at the succeeding Representative Assembly meeting.

Section 2. A vacancy shall be deemed to exist in the case of death, resignation, recall or inability to serve in any of the offices of the Association. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in any of the other offices, the President shall nominate a successor for each vacant office with the consent of the Executive Council. The successor shall be elected by a two-thirds majority of the

Representative Assembly at the next regular Representative Assembly Meeting.

Section 4. The President shall be the chief executive officer of the Association and its policy leader. The MEA/CTA/NEA dues of the President, will be paid by MEA.

The President Shall:

- a. Preside at all meetings of the Association, the Representative Assembly and the Executive Board.
- b. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board.
- c. Be the official spokesman for the Association;
- c. Be familiar with the governance documents of the Association, CTA and NEA;
- d. Appoint all chairpersons and members of committees and bargaining team, Secondary Director, Junior High Director, Intermediate Director, Primary Director, and Special Education and Education Services Director, Member at Large with the approval of the Executive Council.
- e. Call meetings of the Association, Representative Assembly and Executive Board;
- f. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
- g. Attend meetings of the San Joaquin County Coordinating Council and Delta Service Center;
- h. Attend other CTA/NEA meetings as directed by the Representative Council;
- j. Be an ex-officio member of all committees;
- k. Co-sign all checks drawn upon the treasury;
- l. Attend, or send a designee, to all Manteca Unified School District Board meetings.

Section 5 The Vice President Shall

- a. Serve as assistant to the President in all duties of the President;
- b. Assume the duties of the President in the absence of the President;
- c. Be responsible for the formation and distribution of the Association's calendar of activities;

- d. Serve as coordinator of committee activities at the discretion of the President;
- e. Assist in the preparation of agendas for all meetings;
- e. Attend general membership, Executive Board and Representative Assembly meetings.
- f. Coordinate all political activities of the organization and task forces relating to association activities in support of negotiations and special problems that occur.
- g. Encourage participation in committees, workshops, training sessions, and other events offered by MEA/CTA/NEA.

Section 6 The Secretary Shall:

- a. Attend all Executive Board, Representative Assembly and general membership meetings.
- b. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Assembly and Executive Board.
- c. Be responsible for distribution of all notices, agendas and minutes of meetings to members of the Representative Assembly and Executive Board, and to the membership when appropriate.
- d. Notify Representatives to remind them of Representative Assembly meetings;
- e. Attend and facilitate all public relation meetings;
- e. Serve as coordinator of any committee as directed by the president;
- f. Keep an accurate roster of the membership of the Association and of all committees.
- g. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

Section 7 The Treasurer Shall:

- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting.
- b. Pay out funds upon the orders of the President;
- c. Prepare or obtain a written financial report for each regular

meeting of the Representative Assembly and Executive Board.

- d. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership.
- e. Submit membership and financial reports to CTA, NEA and other Agencies as required by law.
- f. Develop a proposed budget each year;
- f. Serve as a coordinator of any committee as directed by the President

Section 8 The Past President May:

- a. Serve as the coordinator of any committee as directed by the President;
- b. Attend and vote at all Representative Assembly and Executive Board Meeting for the first year of the term of the newly elected President

Section 9 CTA State Council Representative Shall:

- a. Attend and vote at all meetings of the State Council;
- b. Prepare reports for all Representative Council and Executive Board meetings;
- c. Be elected according to the bylaws of CTA and NEA

Section 10 Service Center Representatives shall:

- a. Attend all meetings of Delta Service Center.
- b. Report actions of said Council to Representative Assembly

ARTICLE III THE EXECUTIVE BOARD

- a. Coordinate activities of the Association
- b. Act for the Representative Assembly between Representative Assembly Meetings
- c. Direct the bargaining activities and grievance processing of the Association, subject to the policies set by the Representative Assembly.
- d. Approve and/or remove bargaining team members

- d. Recommend a budget for the Association to the Representative Assembly
- f. Approve appointments
- g. Adopt the standing rules of the Association
- g. Exercise all of the business and organizational powers and duties of the Association as prescribed by law and these Bylaws, subject to any restrictions which may be imposed by the Representative Assembly.

ARTICLE IV THE REPRESENTATIVE ASSEMBLY

Section 1. The Representative Assembly shall be composed of the elected officers of the Association, the State Council Representatives, Delta Service Center Representatives, the School Site Representatives, the Chairperson of the Bargaining Team, Committee Chairs and Executive Board Directors.

Section 2. The Representative Assembly shall be the policy-making body of the Association. The Representative Assembly, comprising members of the Association, derives its powers from and shall be responsible to the membership. It shall act on all matters affecting the welfare or interests of the members of the Association.

Section 3. Representative Assembly members must meet the criteria as established by CTA.

Section 4. School Site Representatives shall be elected on the basis of one person, one vote.

Section 5. The Representative Assembly Shall:

- a. Establish Association policies and objectives;
- c. Adopt the annual budget of the Association on or before the first meeting of the school year.
- d. Approve the establishment or discontinuance of committees recommended by the Executive Boards.
- d. Establish the dues of the Association

Section 6. Notices for all meetings of the Representative Assembly shall be sent to all members of the Representative Assembly at least two days prior to the date of the meeting.

Section 7. For emergency meetings of the Representative Assembly during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places and times.

Section 8. A quorum for all meetings of the Representative Assembly shall consist of a simple majority of the schools represented.

ARTICLE V COMMITTEES

Section 1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Assembly.

Section 2. Each Committee shall submit periodic reports to the Executive Board and Representative Assembly.

ARTICLE VI TERMS AND DUTIES OF BUILDING (FACULTY) REPRESENTATIVES

Section 1. School Site Representatives shall be selected by members of the Association of each site for a term of one year. Vacancies may be filled by properly elected replacements.

Section 2. School Site Representatives shall be allocated on the basis of one (1) representative up to fifteen (15) members of the Association employed in a given school; two (2) for sixteen (16) to thirty (30) members; three (3) for thirty-one (31) to forty-five (45) members; four (4) for forty-six (46) to sixty (60) members.

Section 3. School Site Representatives are members of the membership committee and shall:

- a. Conduct constant and ongoing liaison between the Representative Assembly and the Active members of the school site.
- b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members.
- c. Represent the views and input of the active membership of the faculty in votes taken in the Representative Assembly.
- d. Perform such additional duties as prescribed by the Executive Board.

Section 4. Active members who are part-time unit members at several schools or will notify the school site Representative to include their name at the school site most

convenient for information. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation at the Representative Assembly as individual school faculty groups.

ARTICLE VII MEETINGS

Section 1. The Representative Assembly shall meet once each month of the traditional school year. The meeting dates to be determined by the first regular meeting of the school year.

Section 2. Special meetings of the Representative Assembly may be called by the President, The Executive Board, or by written petition of 20% of the Active membership.

Section 3. Meetings of the Association may be called by the President, the Executive Board, or by a majority of the Representative Assembly

Section 4. Special meetings of the Association may be called for a specific purpose by the President, or upon petition of ten percent (10%) of the members, but no business other than that for which the meeting is called may be transacted.

Section 5. The Executive Board shall meet prior to each regular meeting of the Representative Assembly and/or at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.

Section 6. Notices of the Association meetings including date, place, time and purpose of the meeting shall be made available to all members of the Association at least two days prior to the meeting except during crisis situation.

Section 7. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.

ARTICLE VIII ORDER OF BUSINESS

The following shall be the order of business for all regular meetings of the Association, unless changed for a particular meeting by a vote of the Representative Assembly or by a two-thirds vote of those present at the regular meeting:

- (1) call to order
- (2) reading, correction, and adopting of minutes of the previous meeting
- (3) reading of correspondence
- (4) report of the treasurer & other officers
- (5) report of special committees
- (6) unfinished business
- (7) new business
- (8) program

(9) site concerns

(10) adjournment

ARTICLE IX BARGAINING TEAM

Section 1. The Bargaining Team shall consist of up to five (5) members and such alternates as the Executive Board deems necessary. The team members shall be nominated by the President and approved by the Executive Board.

Section 2. The chairperson of the Bargaining Team shall be appointed by the president and confirmed by the Executive Board.

Section 3. The Bargaining Team shall be elected by a date by which new members may attend the summer training session.

Section 4. The Bargaining Team will have, if possible, a minimum of two members of the past Bargaining Team carried over to the new Bargaining Team.

Section 5. Vacancies created by resignation or inability to serve shall be filled by the Executive Board; first from the list of alternates, and then by other means.

Section 6. The Executive Board, by a two-thirds majority, may remove a Bargaining team member and appoint a replacement.

Section 7. The duties of the Bargaining Team are to represent and bargain for the bargaining units.

Section 8. Responsibility and authority for directing the Bargaining Team process on behalf of Association is vested in the Executive Board subject to the policies established by the membership.

Section 9. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Association members in that unit.

Section 10. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

Section 11. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

Section 12. Agreements reached between the Bargaining Team and the School Board or its representatives shall be considered tentative and not binding upon the Association until such agreement has been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.

ARTICLE X RATIFICATION OF CONTRACT

Section 1. The date and place of the ratification shall be decided by the election committee and approved by the Executive Board. The Election Committee shall conduct the election and count the ballots.

Section 2. Members shall vote by double envelope ballot.

Section 3. Members must establish their identity by printing and signing their name on the outside (larger) ballot.

Section 4. A school site may be designated by the Election Committee for those unit members wishing to vote in person.

a. School site voters will need to verify their identity to the committee members.

b. Ballots will be marked in secret and placed in a sealed box.

c. Reasonable hours should be allowed for members to vote.

Section 5. The name and signature on the double envelope shall be verified by a representative of the membership committee to insure membership of the voter.

Section 6. Votes will be counted and tabulated by the election committee members after voting hours are closed.

Section 7. Results of the election shall be given to members within two (2) working days.

ARTICLE XI GRIEVANCE COMMITTEE

Section 1. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.

Section 2. The Grievance Committee shall be responsible for implementing the Association's grievance program as outlined in the contract.

Section 3. The chairperson of the Grievance Committee shall be nominated of the President of MEA and approved by the Executive Council.

Section 4. The chairperson will solicit members for the committee as required.

Section 5. Committee members shall attend NEA/CTA training sessions in processing grievances as directed by the President.

Section 6. The committee shall provide representatives to assist members of the Bargaining Unit in processing grievances at each and every level of the grievance process.

Section 7. The committee shall keep the Executive Board informed of all grievances that are in the process and make recommendations about submitting a grievance to arbitration.

Section 8. The committee shall facilitate training, resources and support for the Association's school site representatives in processing grievances.

Section 9. The committee shall study the Association's grievance processing program and policies and make recommendations to the Executive Board for maintaining and improving their effectiveness.

ARTICLE XII PARLIAMENTARY AUTHORITY

Section 1. When deemed necessary by the President or a majority of the Representative Assembly, the latest edition of Robert's Rules of Order shall be followed at meetings of the Association, the Representative Assembly or the Executive Board.

ARTICLE XIII AMENDMENT PROCEDURES

Section 1. These Bylaws may be amended by a two-thirds (2/3) majority of the representatives at any regular or special called meeting of the Representative Assembly provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and made available to all the members of the Representative Assembly at the meeting proceeding the amendment vote.