

## STANDING RULES OF THE SWEETWATER EDUCATION ASSOCIATION

### XVII. BOARD OF DIRECTORS

- A. Composition - The executive authority of the Association shall be vested in an Executive Board consisting of the four (4) elected Executive Officers (President, Vice-President, Secretary, Treasurer) and six (6) Members-at-Large.
- a. Members-at-Large
    - i. The six (6) Members-at-Large shall be identified as Seats A, B, C, D, E, and F and shall serve for a period of three years. The seats will be staggered to overlap.
  - b. Terms for Seats A & D shall be concurrent, and elections for those seats shall take place the year following the election for Seat C & F; terms for seats B & E shall be concurrent and election for those seats will be held one year after those of A & D.
  - c. Election shall be by written, secret ballot. In the case of two Members-at-Large, the two candidates with the greatest number of votes shall be elected.
- B. Vacancy
- a. A vacancy on the Board of Directors shall be deemed to exist in the case of death, resignation, recall, or the inability to serve of an Executive Board member; or if any member of the Executive Board ceases to be eligible for Active membership in the Association.
  - b. In the event of a vacancy of the office of President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- C. No additional Executive Board seats shall be created as a result of an Executive Officer also serving on State Council. Current members holding those seats will retain their seats until the expiration of their term.
- D. Assuming Office. Members of the Executive Board will assume office on July 1 or as soon after that date as possible.
- E. Officers
- a. President – In addition to the duties outline in the SEA By-laws, the President shall:
    - i. Be employed on a two hundred- and twenty-four-day (208) contract and will receive a \$450.00 stipend monthly.
    - ii. Maintain a monthly calendar to be published on the website and/or presented upon request.
    - iii. Be provided a cell phone, Internet service, credit card, laptop computer, and reimbursement of SEA-related expenses.

- iv. Attend all SUHSD School Board Meetings and Labor Preview of Board Agenda.
  - v. Attend CTA/NEA, conferences as directed by CTA/NEA.
  - vi. Attend other conferences as approved by SEA Board of Directors
  - vii. The President shall be ex-officio member of all Association Committees, whether continuing or temporary, except the Election Committee.
  - viii. The President shall develop a visitation schedule to schools.
  - ix. The President, or designated representative, shall serve as the official representative of the Association.
  - x. The President shall be authorized to countersign checks with the Treasurer and/or Vice President.
  - xi. The President shall coordinate the activities of the Association.
- b. Vice President - In addition to the duties outlined in the SEA By-laws, the Vice-President shall.
- i. Be provided a one (1) period release.
  - ii. Attend CTA, NEA meetings as directed by CTA/NEA.
  - iii. Attend all other conferences and trainings as approved by the SEA Board of Directors.
  - iv. Will chair all meetings and support activities in the absence of the President.
  - v. Shall be responsible for the coordination of all committee work and will report monthly to the President.
- c. Secretary - In addition to the duties outline in the SEA By-laws, the Secretary shall:
- i. Attend all SEA Board of Directors and Representative Council meetings and record minutes.
  - ii. Attend CTA, NEA, and Service Center training and conferences as directed by the SEA Board of Directors.
  - iii. Maintain records in a binder to include minutes and attendance sign in sheets. The binder will be available at all SEA Board of Directors and Representative Council meetings.
  - iv. Be responsible for reading and editing the minutes of all the Board of Directors and Rep Council meetings of the Association within one (1) week after each meeting. Exceptions will be approved by the SEA Board of Directors.
- d. Treasurer - In addition to the duties outline in the SEA By-laws, the Treasurer shall:
- i. Be paid a yearly stipend of \$ 2,125.

- ii. Attend all SEA Board of Directors and Rep Council meetings as directed by CTA and NEA. In addition, the Treasurer will attend additional meetings as directed by the SEA Board of Directors (e.g.: District Budget Advisory Committee.)
- iii. Maintain records of all original receipts and expenditures.
- iv. Provide written explanation of budget line items to site reps to clarify the budget and financial reports.
- v. Prepare the budget in consultation with the Board of Directors and the Budget committee. The budget committee will prepare the budget so that it can be presented at the May Rep Council meeting, posted at the sites, and approved at the August Rep Council Meeting.
- vi. Maintain a budget with SEA dues income will be separated out from the CTA/NEA pass through account and the expense category should read CTA/NEA dues.
- vii. Check for unified dues sent to CTA to process and send SEA/SCTU dues monies back to SEA.
- viii. Provide a current Treasurer's Report at each SEA Board of Director's Meeting for receipt and file for audit and then forward to the subsequent Representative Council Meeting. All SEA financial records including the checkbook are to be kept in the SEA offices in a locked file cabinet.
- e. The Responsibilities of the Members-at-Large
  - i. The responsibilities of Members-at-Large include attendance and participation at Board of Directors and Representative Council meetings.
  - ii. The six (6 Members-at-Large are also responsible for specific designed assignments. as determined by the SEA Board of Directors.
  - iii. One Member-at-Large will be designated as Parliamentarian.
  - iv. Each member-at-large will have an assigned list of schools to liaise with.

#### G. Finances

1. The SEA Treasurer, President, and Vice-President will attend the CTA Treasurers' Workshop annually
2. The SEA Treasurer, President and Vice-President will be the designated signatory on the SEA bank account.
3. Officers of the association are not to sign blank checks.

Commented [1]: Aligned with committees like organizing and grievance

4. The Vice President of the association is the third signer of the checks. Records will be kept of all checks written.
5. Bank reconciliation to be prepared by the Treasurer within twenty (20) days of the end of the applicable month and signed off by the President of the association within ten (10) days of the completion of the reconciliation or the end of the month.
6. The treasurer's stipend must be executed by either the president or vice president and cannot be executed by the treasurer.

#### **XVIII. CTA STATE COUNCIL REPRESENTATIVES**

- A. Elections, terms of office, and all other aspects of their membership on State Council will be according to CTA rules.
- B. State Council representatives will be required to attend quarterly State Council meetings held by CTA.
- C. State Council representatives will be required to attend quarterly San Diego Service Center General Membership meetings held quarterly.
- D. After each State Council and Service Center meetings, representatives shall report back to the Board of Directors and Site Representative Council all major decisions, issues and events of the State Council and Service Center.
- E. The State Council Seats may be designated with sequential numbers.

#### **XIX. CONDUCT OF SITE REPRESENTATIVE ELECTIONS**

- A. History and Purpose.

In spring of 2019, the Sweetwater Education Association Board of Directors recognized the need to formalize elections process for selection of Association site representatives. This realization was due to evidence that the Association (1) lacked any process or assigned responsibility for maintaining records of site representative elections and the terms of the individuals presumed to be elected as site representatives; (2) lacked processes to ensure coherent, transparent, and democratic election of site representatives; and (3) lacked a ratification process that would guarantee coherent, transparent, and democratic process could be demonstrated in regard to the election of any seated site representative. Further, the Board was presented appreciable evidence of several instances that the aforementioned shortcomings indulged election conditions and site representative assertions that appeared whimsical and created doubt regarding the legitimacy of election processes and some authorities asserted by specific site representatives.

Thus, with the intent of operating site representative elections in closer comportment to standards and intent put forth in CTA election practices --including the CTA Elections Manual-- the Board of Directors initiated development of standing rules for election of site representatives.
- B. Stages of the Election Process: Announcement, Forum, Balloting.
  1. Elections of representatives to serve on the Site Representative Council shall comprise these distinct elements: (1) a period for *Announcement* of the election and invitation for candidates and nominees; (2) a period for *Forum* to allow discourse and consideration of candidates by the electorate; and (3) a period for *Balloting*.
  2. *Announcement*: Announcement of election and call for candidates and nominees will span at least ten (10) and no more than twenty (20) duty days. Election

announcement will present clear timelines, deadlines, and description of the office in consideration, as will explicit detail of how an active member may declare their own candidacy or nominate another active member. (For example, the document for declaration or nomination may be an email directed to the site officer conducting the election.)

3. The announcement will specify the timeline of the election, including intervals and deadlines for establishing candidacy, holding forums, voting, counting the vote, announcing results, and submitting compliance materials including an election report to the Board of Directors. The announcement will also state the process used for selecting the SEA site representative to serve on Faculty Advisory Committee.
  4. The Announcement will be in written form. The preferred medium will be a minimum of three email messages --one on the first day of the Announcement period, one on the penultimate day of the announcement period, and one approximately midpoint of the announcement period-- to all site unit members such that the only content of the emails relates to the election process. Another acceptable medium may be paper notice distributed to all unit members' site mail boxes in concert with an announcement made at a regularly scheduled faculty meeting consistent with the timeline for election and attended by at least 80% of unit members. (Note that documentation of the attendance rate may be difficult to achieve, thus jeopardizing ratification of the election.)
  5. *Forum*. A candidate list shall be produced immediately at the close of the Announcement window. A period of at least five (5) and no more than (10) duty days shall ensue to allow unit members to engage in dialogue, discussion, and debate. During this time, candidates may also decline nominations, retract candidacy, or elect not to participate as a candidate for FAC representative.
  6. *Balloting*. At conclusion of the *Forum* interval balloting shall take place. The window for balloting shall comprise of at least two (2) duty days, one of which may be constituted by distribution and collection of ballots at a regularly scheduled faculty meeting where unit members are provided, a priori, at least two distinct written notices via district email on two separate days that balloting will take place at the faculty meeting.
- C. Process and Outcome.
1. Regardless of whether the number of candidates exceeds, equals, or falls short of the number of site representative seats to which a site is entitled, unit members at a site shall have the right to reject a candidate. Therefore, the appearance of each candidate name on the ballot will be accompanied by two unambiguous squares, ovals or other graphic marked YES and NO and allowing the voter to (1) select the candidate with a YES vote, (2) ignore the candidate by marking neither graphic, or (3) identify the candidate as unacceptable by marking NO. When the number of candidates exceeds the number of open seats, then the number of YES votes an individual voter may cast is limited to less than or equal to the number of open seats.
  2. *Selection of Site Rep to Faculty Advisory Committee*: Selection of an SEA site representative to serve the Faculty Advisory Committee shall be by eligible unit members by one of three methods electoral processes established prior to the election: (1) majority of votes cast (thereby requiring run-off in some cases); (2) plurality; (3) preference balloting (sometimes referred to as ranked preference voting). The ballot for selection of site representative serving the FAC may be combined in a complex ballot with the ballot for electing site representatives.
- D. Oversight and Ratification.
1. The Board of Directors, usually acting in regard to recommendation of the Association elections chair and committee, will have the responsibility for ratifying the election of

site representatives subject to standards and processes (1) described within these standing rules and (2) consistent with election philosophies derived from CTA Elections Manual.

- a. Necessary forms
- b. Documentation.

E. Oversight of Elections.

1. Ordinarily, sitting site representatives will conduct these elections. In the case there is no current site representative with the ability to conduct an election, or in the case that appreciable disagreement or distrust among sitting site representatives or factions of the membership is evidenced, the Board of Directors will oversee or conduct a site representative election.
2. Once adopted primary election for site representatives should result in completion of the balloting process by end of May. A secondary election for site representatives may be conducted at any site for additional open seats such that the process begins in July and ends by early August. In order that sufficient site representatives exist to meet the needs of the site, an election for a single seat may, but need not, commence at any time in the calendar year in the event of resignation, retirement, separation from district, or other cause such that an elected site representative cannot complete their two-year term.

## XX. GRIEVANCE COMMITTEE

- A. The committee chairperson shall be appointed by the Association President subject to concurrence by the Board of Directors.
- B. Committee members shall be volunteers selected from the general membership body of the association.
- C. The Committee shall plan for and provide training for and serve in an advisory capacity to Association Representatives.
- D. The Committee shall have access to officially provided grievances and maintain a record of grievances filed through the organization.
- E. The Committee shall consider the merits of each grievance and make recommendations to the Board of Directors regarding further action and resolution, including but not limited to arbitration.
- F. The Committee shall make recommendations to the Budget Committee regarding the budget for grievance and arbitration costs.
- G. The Committee shall provide input to the negotiating team regarding areas of the contract that are inadequate or unclear.
- H. The Committee shall represent the association at grievance proceedings.
- I. The Committee shall keep the Board of Directors informed regarding current and potential grievances.
- J. All members of the Grievance Committee shall attend training on the grievance process.
- K. The following criteria will be followed to determine such recommendations as stated in #5.
  1. Have all procedural steps been followed properly including, adherence to required timelines and naming of appropriate contract sections? If not, is there evidence that can be used to overcome these defects?
  2. Does the Association have credible evidence & arguments to support its position?
  3. Is there a reasonable chance of winning the case?

4. Is the achievable remedy a significant one for the grievant?
  5. Is the cost worth the remedy and political gains sought?
  6. Will the case set an important precedent-or is it a one-shot item?
  7. Does the association have the resources to see it through?
  8. Are serious political or organizational considerations involved?
  9. Will the grievance achieve the goal sought?
  10. Will a victory deter the employer from similar adverse actions in the future?
- L. The Grievance Chairperson shall receive a stipend of \$600 annually.

#### **XXI. ORGANIZING COMMITTEE**

- A. The Organizing Committee helps to guide SEA's work in the community and helps to grow our partnerships and relationships with community organizations.
- B. The Organizing Committee Chairperson shall be appointed by the President with approval by the Executive Board.
  1. The Organizing Chair shall chair and coordinate the Organizing Committee.
  2. Any SEA member shall be appointed by the Chairperson to be on the Organizing Committee and shall serve with the approval of the SEA Board of Directors.
  3. The Organizing Chair shall receive a stipend of \$600 annually.
  4. The Organizing Committee will consult and coordinate for any actions to be taken by membership or for any communication that will be disseminated to the membership.

#### **XXII. BARGAINING COMMITTEE**

- A. The Bargaining Team shall participate in negotiations training activities.
- B. Develop, distribute, and tabulate a survey of the Bargaining Unit to determine issues of concern for upcoming negotiations.
- C. Conduct research to support Association bargaining proposals.
- D. Participate in planning sessions to prepare for negotiations.
- E. The Bargaining Chairperson shall receive a stipend of \$600 annually.

#### **XXIII. GENERAL ELECTIONS**

The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*. The Chapter will also follow all protocols previously outlined in the By-laws section XIII and these standing rules shall not supersede any of the above.

- A. CTA State Council Seats
  1. CTA State Council seats to represent SEA shall follow all CTA rules for selection. The seats shall be numbered 1, 2, 3, and 4.
  2. A majority of the total number of votes cast must be obtained to be elected to the seat.
- B. NEA-RA Local Delegate Elections

1. The yearly vote for NEA-RA local representatives shall be held in March of each year. The number of seats will be confirmed by NEA.
2. The vote for multiple seats shall be a plurality with the members receiving the greatest number of votes will represent the Association at the NEA-RA for that calendar year.
3. Seats may be funded or unfunded as decided by the Budget committee for the fiscal year.

C. Write-in Candidates

1. Write-in candidates will be considered the same as an elected vote. Candidates must be members in good standing.
2. In the case of offices which require a majority vote, the write in candidate must achieve a majority of the total number of votes cast in the election.
3. If the candidate does not achieve the majority, the election will go to a run off with the two members with the greatest number of write in votes will be placed on the ballot.
4. In the case of there being numerous write-in candidates all having the same number of votes, each candidate will be contacted and offered a position in the run off race. The run off will include all eligible candidates that accept the nomination.
5. If the subsequent run off race has no winner with a majority, an additional run off election will be held with the top two candidates of the initial run off.