

# **SWEETWATER EDUCATION ASSOCIATION STANDING RULES**

**Revised and adopted by Sweetwater Education Association Board on January 16, 2024.**

Mission Statement: Our mission is to protect and promote the well-being of our members; to improve the conditions of teaching and learning; to advance and protect the promise of a quality public education for all students.

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### **STANDING RULE 1.0 - BUSINESS, BUDGET, AND FISCAL**

#### **STANDING RULE 1.1 - FISCAL YEAR**

The fiscal year of the association shall commence on September 1 and end on August 31.

#### **STANDING RULE 1.2 – TRAVEL, CONFERENCES AND OTHER FUNCTIONS**

- A. Authorization of membership to conferences and special meetings.

1. Representation Authority. No person shall have authority to attend conferences or other professional meetings as a member of the Association unless such attendance and representation has been approved by the President or the Executive Board.
2. Reimbursement of Expenses. The Executive Board shall determine the extent to which any such member shall receive reimbursement of expenses from the Association.

B. The President shall authorize official membership attendance at all out-of-town functions and meetings not to exceed line-item budget for said function.

C. Any Sweetwater Education Association delegate whose expenses have been partially or fully paid by the Association shall create a written report at the request of the President or the Executive Board.

D. A member who fails to attend or follow the direction of the President or Executive Board for a pre-paid conference may be held liable for costs incurred by the Association, as determined by the Executive Board.

E. All members shall be allowed expenses for meetings upon submission of expense lists and receipts within thirty (30) days of the month the expenses were incurred.

F. SEA shall pay for one-half (1/2) day release time for travel to/from conferences and/or workshops as deemed necessary by the President.

#### STANDING RULE 1.3 EXPENSE REIMBURSEMENT

A. It is the policy of the Sweetwater Education Association to reimburse members and employees who represent the Association in an official capacity for actual and necessary expenses not to exceed the Executive Board adopted amounts for reimbursement, which are in alignment with CTA's Standing Rule 1-7 and reflected on the Member Expense Statement.

B. All expenses shall be itemized, in detail, on claim forms furnished by the Association.

C. All claims should be filed within thirty days of the end of the month in which they are incurred.

D. Expenses shall be in accordance with the following provisions:

1. TRAVEL (Requires advanced approval from the Executive Board and with receipt):
  - a. PLANE: Actual, most economical coach fare (attach receipt), up to two checked bags (with receipt). Prior approval must be obtained from SEA Executive Board for more than two checked bags or oversized overweight bags, while traveling by air.
  - b. TRAIN or BUS: Actual Fare (attach receipt)
    - i. SEA will reimburse the cost of shuttles to and from the meeting site. Taxi/Ride Share shall be reimbursed when no other form of transportation is available.
  - c. AUTO:

- i. Standard IRS Business Mileage Rate.
    - ii. Mileage reimbursement will be calculated using the shortest highway route, but can include detours to pick up or drop off other members attending the same conference.
    - iii. Mileage reimbursement cannot exceed the cost of coach plane fare.
    - iv. Toll roads and bridges reimbursed at actual cost.
  - d. Airport Shuttle: SEA will reimburse the cost of airport shuttles to and from the meeting site. Taxi/Ride Share shall be reimbursed only when no other form of transportation is available.
  - e. Parking: Actual costs of airport parking and hotel parking excluding valet parking.
2. LODGING: (with original receipt)
- a. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances (physically challenged or other medical reasons) which must be approved in advance.
  - b. Other Travel or Conferences – Cost of a standard hotel room.
  - c. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
  - d. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable.
  - e. Total per day for portage and a housekeeping tip is reimbursable at CTA rate.
3. MEALS: (with original receipt)
- a. Reimbursements are not allowed when a meal is provided by SEA, South County Teachers SEAed (SCTU), Service Center Council, CTA or NEA.
  - b. Actual amounts paid including tax and tip not to exceed CTA per diem on any one day.
  - c. Receipts are required for all meal reimbursements. A Missing Receipt form must accompany the Member Expense Statement when an itemized meal receipt is not available.
  - d. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip).
  - e. Extra meals required by auto travel are not reimbursable.
  - f. CTA per diem shall be paid for meals.
4. CONFERENCES
- a. Registration and hotel accommodation shall be initially paid for by the attendee. The Association will reimburse registration, travel, lodging and meals costs accrued after the conference is over.
  - b. A fifty percent (50%) advance on registration fees can be provided upon request.

E. Any exceptions to or variations from these Standing Rules covering travel and other expenses shall be allowed only by authorization within supplemental policies adopted by the Executive Board.

#### STANDING RULE 1.4 FISCAL POLICY FOR EXPENDITURE OF FUNDS

A. The Association Treasurer, President, and Vice President will attend a CTA Treasurers' Workshop annually.

B. The Association Treasurer, President, and Vice President will be the designated signatory on all SEA bank accounts.

C. Officers of the Association are not to sign blank checks.

D. The Vice President of the Association is the third signer of the checks . Records will be kept of all checks written. Those records will be stored at the SEA office.

E. 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.

F. The Treasurer's stipend must be executed by either the President or Vice President and cannot be executed by the Treasurer.

G. It shall be the policy of the Sweetwater Education Association to secure prior approval from the Executive Board for non-budgeted general fund expenditures that exceed \$750.00.

H. The President shall be empowered to approve general fund expenditures of less than \$750.00. However, the said expenditures shall be brought to the next regularly scheduled SEA Executive Board's meeting for general ratification.

I. In cases of emergency, the President and the Treasurer are empowered to make expenditures, non-budgeted general fund expenditures in an amount not to exceed \$1,000.00. Said expenditures shall be brought to the next regularly scheduled SEA Executive Board meeting for ratification.

J. Credit Card Policy:

1. Only one credit card may be issued at any given time to the President. Receipts must be submitted within 30 days and attached to a credit card statement each month. Both the Treasurer and Vice President are to review each monthly statement and each sign off in approval.

#### STANDING RULE 1.5 – AUDIT

A. The accounts and other financial records of the Association shall be audited annually by an independent accountant or accounting firm, to be designated by the Executive Board.

#### STANDING RULE 1.6 - SEA BUDGET

- A. Budget hearings will be held yearly with the Treasurer serving as chair. Hearings will be open to all active members for input. Hearings may be held at various locations. Hearings will be concluded in time for a preliminary budget to be presented to the Representative Council for adoption on or before the last Representative Council meeting for the school year.
- B. The budget shall be sent to the representative council representatives after Executive Board review, one week prior to the May meeting.

#### **STANDING RULE 2.0 – OFFICERS AND EXECUTIVE BOARD**

##### STANDING RULE 2.1 - RELEASE TIME, STIPENDS, AND EXPENSE REIMBURSEMENT FOR SEA OFFICERS

- A. The President shall be a full-time twelve-month President, released from responsibilities with the Sweetwater Union High School District. The President shall be paid at the daily pro-rata salary pursuant to their placement on the teacher's salary schedules times 224 days and will receive a \$450.00 stipend monthly. The President shall receive health and welfare benefits and retirement benefits at least at the same level as the provided to twelve-month District employees within the Association bargaining SEA.

The President shall receive all holidays granted to twelve-month district employees within the Association bargaining SEA.

The President shall suffer no loss in benefits, salary, sick leave, or other employment guarantees as a result of their service as President of the Association.

The President shall be provided a cell phone, Internet service, credit card, laptop computer, and reimbursement of SEA-related expenses.

- B. The Vice President shall have a .2 (one period) release time.

The Vice President shall suffer no loss in benefits, salary, sick leave, or other employment guarantees as a result of their service as Vice President of the Association.

The Vice President shall be provided a cell phone.

- C. The Secretary shall be paid a yearly stipend of \$2,125.00.

The Secretary shall suffer no loss in benefits, salary, sick leave, or other employment guarantees as a result of their service as Secretary of the Association.

- D. The Treasurer shall be paid a yearly stipend of \$2,125.00.

The Treasurer shall suffer no loss in benefits, salary, sick leave, or other employment guarantees as a result of their service as Treasurer of the Association.

#### STANDING RULE 2.2 DUTIES OF THE PRESIDENT

- A. The President shall perform all duties as described in the Bylaws.
- B. The President shall be familiar with the governance documents of the Association, the CTA, and the NEA.
- C. The President shall serve as Chairperson of the Representative Council and Executive Board and shall preside at all meetings of the bodies.
- D. The President shall call special meetings of the Executive Board, Representative Council of the Association as provided in the Bylaws.
- E. The President shall be an ex-officio member of all association committees, whether continuing or temporary, except the Election Committee, and shall receive notice of all committee meetings.
- F. The President shall secure nominations from the general membership toward filling committee vacancies. This shall be done in accordance with policies and procedures governing standing committees as contained in the Bylaws and Standing Rules.
- G. The President shall appoint a parliamentarian and alternate parliamentarian for the Representative Council with the concurrence of the Executive Board.
- H. The President shall regularly report to the Executive Board and Representative Council, accomplishments and status of current issues and submit an annual report of Association activities at the last regularly scheduled meeting of the Representative Council.
- I. The President may delegate, as needed, to other officially constituted members of the Association, the authority to speak or act on the President's behalf, but the President remains responsible for the stands taken by the President's representatives when they are acting on the President's behalf.
- J. The President shall appoint chairpersons of the Association action bodies with the concurrence of the Executive Board.
- K. The President shall develop a yearly visitation schedule to sites.
- L. The President shall attend all SUHSD School Board Meetings and Labor Preview of the Board Agenda.

- M. The President shall maintain a monthly calendar to be published on the Association website and/or presented upon request.
- N. The President shall enunciate new policies and programs of the Association as directed by the Executive Board.
- O. The President, or designated representative, shall serve as the official representative of the Association.
- P. The President shall be authorized to countersign checks with the Treasurer and/or Vice President of the Association.
- Q. The President shall coordinate the activities of the Association.
- R. The President shall perform such other duties as may be directed by the Executive Board or provided for elsewhere in the Bylaws and Standing Rules of the Association.
- S. Communications and Public Relations:
1. The President shall present, represent and interpret the Association and its program to the membership and the public.
  2. The President is responsible for all official Association publications and press releases.
  3. The President shall be responsible for the planning and execution of the Public Relations Program of the Association.

#### STANDING RULE 2.3 - DUTIES OF THE VICE PRESIDENT

- A. The Vice President shall perform all duties as described in the Bylaws.
- B. The Vice President of SEA shall be an ex-officio member of the membership committee.
- C. The Vice President shall serve as ex-officio, without right to vote, on all Association committees. The Vice President shall not be a member of the Election Committee.
- D. The Vice President shall chair all meetings and support activities in the absence of the President.
- E. The Vice President shall be responsible for the coordination of all committee work and will report monthly to the President.
- F. The Vice President shall attend CTA, NEA meetings as directed by CTA/NEA.
- G. The Vice President shall attend all other conferences and trainings as approved by the Executive Board.

#### STANDING RULE 2.4 - DUTIES OF THE SECRETARY



- A. The Secretary shall perform all duties as described in the Bylaws.
- B. The Secretary shall attend all SEA Executive Board of Directors and Representative Council meetings and record minutes.
- C. The Secretary shall attend CTA, NEA, and service Center trainings and conferences as directed by the President or Executive Board.
- D. The Secretary shall maintain records to include minutes and attendance sign-in sheets. The records will be available at all SEA Executive Board and Representative meetings.
- E. The Secretary shall be responsible for reading and editing the minutes of all the proceedings of the Association within one (1) week after each meeting. Exceptions will be approved by the SEA Executive Board.
- F. The Secretary shall be responsible for a quarterly report to the Executive Board regarding the status of motions.
- G. The Secretary shall be responsible for reporting to the proper body any inconsistencies between SEA documents.
- H. The Secretary shall keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and Executive Board.

#### STANDING RULE 2. 5 - DUTIES OF THE TREASURER

- A. The Treasurer shall perform all duties described in the Bylaws.
- B. The Treasurer shall attend all Executive Board and Representative Council meetings as directed by CTA and NEA. In addition, the Treasurer shall attend additional meetings as directed by the President or Executive Board. (e.g.: District Budget Advisory Committee)
- C. The Treasurer shall maintain records of all original receipts and expenditures.
- D. The Treasurer shall provide written explanation of budget line items to site representatives to clarify the budget and financial reports.
- E. The Treasurer shall prepare the budget in consultation with the Executive Board and the Budget committee. The budget committee will prepare the budget so that it can be presented at the May Representative Council meeting, posted at the sites, and approved at the August Representative Council meeting.
- F. The Treasurer shall maintain a budget with SEA dues income that will be separated out from the CTA/NEA pass through account and the expense category should read CTA/NEA dues.

G. The Treasurer shall check for unified dues sent to CTA to process and send SEA/SCTU dues monies back to SEA.

H. The Treasurer shall provide a current Treasurer's Report at each SEA Executive Board 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 filing cabinet. Keys to the file cabinet shall be held by the President and Treasurer.

I. The Treasurer shall be responsible for an annual audit of the books of the Association and post a summary of this audit for the membership.

#### STANDING RULE 2. 6 - EXECUTIVE BOARD MEETING PROCEDURES

A. The President in consultation with the Executive Board, shall prepare the agenda for the Executive Board and Representative Council meetings.

B. Members of the Executive Board may submit agenda items for any regularly scheduled Board meeting by submitting such items to the President or executive board no later than 5:00 pm the Monday preceding the meeting date. Items submitted after this deadline shall require two thirds vote of the Executive Board for consideration.

C. Minutes of the SEA Executive Board shall be made available to the Secretary for editing as soon as practical, after each meeting, and distributed to the members of the SEA Executive Board along with the agenda for the next regularly scheduled meeting.

D. Except by a two-thirds vote, meetings of the Executive Board shall commence at 4:30 pm unless a meeting announcement setting forth alternative starting times has been received by board members forty-eight hours in advance of the meeting.

E. The reports by the President, Secretary, Treasurer, and CTA staff are to be informational reports and not require action.

F. Actions items, which are not acted upon during a meeting, shall appear on the next agenda.

G. Requests for action from SEA committees shall be placed as an item of business on the next regularly scheduled or special Board meeting agenda. Such items must be considered by the Board at the meeting for which the item has been scheduled.

H. Generally, before the SEA Executive Board takes action on any of the following types of motion, they refer such items to the political action committee for consideration:

1. Endorsement of candidates in political campaigns;
2. Seeking of funds for candidates in political campaigns;
3. Support or opposition of legislation and ballots propositions.

I. The President shall appoint Board Liaisons to the standing committees.

J. Executive Board Liaisons shall serve as official members of the committee to which they are appointed.

K. The Executive Board shall protect the privacy of all submitted concerns to the executive board by any form of communication unless given permission to share by the member.

## **STANDING RULE 2. 7 - POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

The powers and duties of the Executive Board shall be as set forth:

A. The duties and the responsibilities of the Executive board are:

1. Attend and participate at all Executive Board, Representative Council, and may attend Organizing Committee meetings. Executive Board members shall be members of the Organizing Committee.
  - a. Notify the President with at least 48 hours' notice, whenever possible, of absences.
2. Attend SUHSD School Board Meetings whenever possible.
3. Coordinate the activities of the association.
4. Act for the Representative Council when school is not in session.
5. Direct the bargaining activities of the Association, subject to policies established by the Representative Council.
6. Approve by majority vote the President's appointments and by two-thirds (2/3) vote removal of bargaining team members.
7. Recommend a budget for the Association to the Representative Council.
8. Approve all appointments to committees, including chairpersons.
9. Adopt the Standing Rules for the Association.
10. Adopt grievance procedure.
11. Direct the grievance activities of the Association.
12. Prepare and submit to the Representative Council the annual budget for the coming year no later than the last regular meeting of the Representative Council for the current school year.
13. Be responsible for the formation and distribution of the Association's calendar of activities in conjunction with the Vice President.
14. Exercise all the business and organizational powers and duties for the Association as prescribed by Bylaws and these Standing Rules, subject to any restrictions that may be impressed by the Representative Council.

## **STANDING RULE 3.0 - MEMBERSHIP AND DUES**

### **STANDING RULE 3. 1 SEA MEMBERSHIP YEAR**

The membership year of the association shall begin September first (1) and continue through August thirty-first (31st) of the following year. Dues shall be delinquent for a member on December thirty-first (31st) of the current membership year unless fully paid in cash, or being paid under a valid payroll deduction authorization that the member has executed and filed with the employer, or SEA that will result in collection of full dues prior to the end of the membership year. Members whose dues are

declared delinquent shall be dropped from the membership rolls and, as of that date, membership rights will cease.

### **STANDING RULE 3. 2 - MEMBERSHIP ASSESSMENTS-SOLICITATIONS**

The membership shall be solicited for funds only when it is established that the use of the funds is directly connected with the business of SEA, CTA, or NEA.

### **STANDING RULE 3.3 - DUES REFUND**

There shall be no refund on a member's dues at any time. Albeit, if dues have been incorrectly deducted from member paychecks, SEA will refund errors from current fiscal year plus up to two (2) years prior to discovery of the error.

## **STANDING RULE 4.0 - COMMITTEES AND WORKING GROUPS**

### **STANDING RULE 4. 1 - COMMITTEE CHAIRPERSONS**

A. All committee chairs are appointed by the SEA President and shall serve with the approval of the Executive Board for a term of one year. Any SEA member in good standing shall be appointed by the Chairperson of the committee and shall serve with the approval of the Executive Board. Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the Association.

B. An announcement of vacancies on SEA committees for the upcoming school year shall be made no later than the end of the third quarter. Interested members in good standing shall express their interest in writing to the respective Chairperson by April 30. Within two weeks of the committee announcements, a member not selected for a committee may request to receive a written rationale within two weeks of the initial request.

C. Duties of committee chairperson:

1. Establish meeting dates and ensure membership is notified one to two weeks in advance of each meeting.
2. Prepare an agenda for each meeting. Send agenda to committee members a minimum of 48 hours in advance of each meeting.
3. Ensure minutes are taken of each meeting, including attendance of members and guests. Ensure minutes are submitted to the President and Secretary upon approval of committee.
4. Shall receive prior approval from the President or Executive Board to schedule room facilities in the SCTU offices. Notify the SCTU staff at least two weeks in advance of the time and place of each meeting.
5. Maintain a file of sign-ins sheets of members and guests at each meeting.
6. Maintain a binder or digital folder of committee work.
  - i. Binder is to be housed at SEA office. The President shall be co-owner of the digital folder.
7. Bring official actions and recommendations of the committee to the Executive Board.
8. By the end of May, provide a summary report on committee activity for the year to be filed with the official minutes for May site representative council meeting.

9. Include with the summary report an official list of all members with the number of meetings held and the number of meetings attended by each member.
10. Prepare articles for the Newsletter when asked by the President or Executive Board.

#### STANDING RULE 4. 2 – ORGANIZING COMMITTEE

- A. The Organizing Committee helps to guide SEA's work in the community and helps to grow our partnership with community organizations.
- B. The Organizing Committee Chairperson shall be appointed by the President with approval by the Executive Board.
  1. Any SEA member in good standing shall be appointed by the Chair to be on the Organizing Committee and shall serve with the approval of the Executive Board.
  2. Whenever possible, members generally should reflect the racial, ethnic, gender, and geographic balance of the Association.
- C. The Committee will consult and coordinate with the President and Executive Board for any actions to be taken by membership or for any communication that will be disseminated to the membership.
- D. All planned community events shall be approved by the Executive Board in advance unless an urgent situation arises.
- E. The Organizing Committee Chair shall receive a stipend of \$600 annually.

#### STANDING RULE 4. 3 – COMMUNICATIONS COMMITTEE

- A. The Communications Committee works with the Executive Board members to distribute information to SEA members in a timely manner and maintains a newsletter, social presence, and website.
- B. The Communications Committee Chairperson shall be appointed by the President with approval by the Executive Board. The Communications Committee Chair shall communicate with all other committees.
- C. Any SEA member in good standing shall be appointed by the Chair to be on the Communications Committee and shall serve with the approval of the Executive Board.
- D. The Communications Committee Chair shall receive a stipend of \$600 annually.

#### STANDING RULE 4. 4 - GUIDELINES FOR SEA COMMITTEE EXPENDITURES

- A. At the annual SEA budget hearings, each SEA committee for which a specific budgeted amount is to be considered in the budget establishment process shall present an outline of the committee's standing responsibilities and proposed goals and objectives for the subsequent Association fiscal year. Accompanying the outline shall be a funding proposal request delineating

estimated expenditures to carry out the proposed committee responsibilities, goals and objectives for the subsequent fiscal year.

B. In the fiscal year for which a final budgeted amount has been adopted, SEA committees, before making any expenditures, shall file for approval from the Executive Board an outline of standing responsibilities, goals and objectives for which the budgeted amount may be expended within the fiscal year.

C. The Executive Board retains the right to control funding of expenditures, which are contrary to the interests of the Association.

D. Committee requests for funding which have not been budgeted shall be made directly to the Executive Board in accordance with the timeline identified in standing rule 2.6.

## **STANDING RULE 5.0 - SEA INTERNAL MATTERS**

### **STANDING RULE 5.1 – Election Committee**

A. There will be an Election Committee.

B. The Election Committee and Chairperson will be appointed by the President with the approval of the Executive Board at the beginning of each school year.

C. The committee will be composed of at least three (3) members who are not on the Executive Board, who are familiar with the SEA operations, and who are not seeking election.

D. The Election Committee is charged with ensuring that election are conducted in a fair and impartial manner.

E. The members of the Election Committee shall follow the current SEA Bylaws and in compliance with CTA Election manuals applicable to the election being run.

F. A member will abstain from participation in all Election Committee activities during the period in which their immediate family member is a candidate.

G. A member shall abstain from endorsing any candidate or participating in any of the candidate's campaign while serving on the Election Committee.

### **STANDING RULE 5.2 - SITE REPRESENTATIVES**

A. The primary duty of the Site Representative is that of an informational link between SEA and the school faculty. It is the Site Representative responsibility to communicate individual and collective interests and concerns of SEA. Likewise, it is the responsibility of the Site Representative to relay SEA's actions and decisions that are crucial to our profession and Association business.

B. All site representatives must be active members during their term of office. Additionally, they may not serve in the role of administrator during their term of office.

C. Site Representatives shall be elected for a term of two (2) years, commencing on July 1 and end on June 30 of the calendar year. There is no restriction on the number of terms site representatives may serve in their position.

D. Each site shall be entitled to at least one representative and shall have one representative for each fifteen (15) members of the faculty, or major fraction thereof.

E. Each site shall have a Lead Site Representative that works closely with school administration to prepare FAC agendas and Master Schedule. The person to hold this position must be elected by the site representatives each year before the end of May.

F. Site Representative Duties

1. Shall be the official Grievance representative for the site enforcement of the Collective Bargaining Agreement.
2. Shall assure due process for members in the Grievance procedure.
3. Shall undergo yearly training to understand the contract and member's rights.
4. Shall file a Level One (level Two, if appropriate) Grievance when requested.
5. Shall represent all bargaining SEA members at their site/program in accordance with SB 160 (Rodda).
6. Shall attend meetings of the Representative Council and workshops relating to their functions and duties.
7. Conduct monthly site meetings.
8. Develop and update SEA bulletin board at site.
9. Supervise SEA mandated election.
10. Distribute information items:
  - a. Bargaining updates
  - b. election information
11. Recruitment of new members and maintain a professional relationship with all members.
12. Be an advocate for the Association.
13. Create an organizing culture of the site representatives and alternates to foster leadership and SEAy.
14. Share responsibilities and support or create events that support the Association's organizing and bargaining goals.
15. Shall protect the privacy of members unless given permission to share their emails or conversations.

G. Lead Site Representative:

1. Shall attend all regular and special meetings of the Representative Council and shall notify their designated alternate if they cannot attend. Alternates will assume all duties of a representative through the duration of the meeting.

2. Shall present to the Representative Council all matters referred to them by members at their work location.
3. Shall promote good public relations in matters pertaining to SEA/CTA/NEA.
4. Shall interpret the SEA/CTA/NEA position to members at their work location.
5. Shall call meetings at their work location in order to report and discuss all Association business.
6. Shall be responsible at their work location for the performance or delegation to others of the following duties:
  - a. Posting of materials from SEA/CTA/NEA.
  - b. Handling of Association business at the site.
7. Shall serve as liaison between their constituents and the Representative Council.
8. Shall report to their constituents all actions and policies of the representative council.
9. At work locations having two (2) or more representatives, one (1) shall be designated to carry the primary responsibility for the performance of duties listed in 5 and 6 above.
10. Involve SEA members in Association activities and actively recruit members.

#### H. Site Representative Additional Involvement

1. Conduct constant and ongoing liaison between the Representative Council and the active members of the faculty SEA.
2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and site members.
3. Represent the views and input of the active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.
4. Perform such additional duties as prescribed by the Executive Board.
5. Join and participate in SEA committees.
6. Utilize CTA staff for information and problem solving.

### STANDING RULE 5.3 - SITE REPRESENTATIVE ELECTIONS

- A. Site Representative positions at the site should be announced to Active members no later than two (2) working days prior to voting. Communications should make it clear that any active member may be a site representative, what responsibilities they have, and the process for nomination.
- B. Site Representative election will be run by a site representative(s) who is/are not running for any site representative position. If no site representative is eligible, Site will notify both the Election Committee and the President, before announcing the election, of the need to have either the Executive Board Liaison or a member of the Election Committee run the election.
- C. Election results and supporting documentation shall be sent to the Election Committee for validation.
- D. Whenever a vacancy occurs in any representative position, the school site may elect a successor in the same manner and subject to the same requirements as for the regular election.



#### STANDING RULE 5.4 - GRIEVANCE STEERING COMMITTEE

- A. The committees shall be appointed by the President, subject to concurrence by the Executive Board. The chairperson votes only in case of a tie.
- B. The committee shall assist in surfacing Level One grievances and shall serve in an advisory capacity to Site Representatives.
- C. The committee shall plan and provide Grievance training and serve in an advisory capacity to Site Representatives.
- D. Steering committee members shall have access to officially provided grievances and maintain a record of grievances filed through the Association. Records shall be housed at the SEA office.
- E. The Committee shall consider the merits of each grievance and make recommendations to the Executive Board regarding further action and resolution, including, but not limited to, arbitration.

The following criteria will be followed to determine such recommendation:

- 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 the defects?
  - 2. Does the Association have credible evidence and 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?
- F. The Committee shall be made aware of all arbitration cases and joint recommendations should be made to the Executive Board whenever feasible.
  - G. The Committee shall have access to officially filed grievances, which shall be maintained, at the SCTU offices. Records shall be available for the scheduled meetings so long as the right of the privacy of grievant(s) shall not be violated.
  - H. The Committee shall identify inadequate or unclear areas of the collective bargaining agreement so that recommendations for corrections can be made to the Bargaining Committee.
  - I. All members and participants of the Grievance Committee shall attend training on the grievance process.
  - J. The Grievance Chair shall receive a stipend of \$600 annually.

#### STANDING RULE 5. 2 – SEA RECOGNITION

- A. The Recognition Committee is responsible for planning and organizing the following activities:
  - 1. Day of the Teacher Celebration

2. SEA Awards Banquet
3. Recognition Activities at the Site Representative Council

B. The Recognition Committee is responsible for the publication and dissemination of information about the SEA Scholarship program. The Committee organizes the activities involved in the selection of the scholarship winners and presentation of the awards.

C. The Committee is responsible for defining the criteria and selection process for all awards when not defined by CTA.

## **STANDING RULE 6.0 - CTA MATTERS**

### **STANDING RULE 6.1 – SEA REPRESENTATIVES ON STATE COUNCIL OF EDUCATION**

A. election, terms of office, and all other aspects of their membership of the State Council of Education will be according to CTA rules and guidelines.

B. Duties:

1. Attend all meetings of all CTA Councils and Committees to which they are assigned.
2. After each State Council and Service Center meetings, representatives shall report back to the Executive Board, the Representative Council and/or the membership all major decisions, issues and events of the State Council and Service Center.
3. Represent the Association to the best of their ability.
4. Serve as ex-officio member with full voting rights on the same committee locally to which they are assigned at CTA State Council.
5. Delegates to the CTA State Council shall be elected for a three (3) year term.
6. Represent the Association as directed by the Executive Board and/or Representative Council.

C. Delegate(s) shall attend Service Center Council meetings.

D. Delegate(s) will familiarize themselves with the governing documents, Standing Rules, and Major Policies of SEA.

E. Delegate(s) will inform the SEA President at least 48 hours in advance, where possible, in the event they are unable to attend a State Council and/or Service Center meeting.

F. The President or chairperson is responsible for transmitting to the delegation SEA mandates on Major Policies.

G. Alternates to CTA State Council of Education shall be elected by the SEA membership in accordance with the CTA election Manual.

H. SEA shall pay one-half (1/2) of the cost of a single room for CTA State Council. SEA shall pay for one-half (1/2) day release time for travel to State Council. Payment is dependent on regular

attendance at the following meetings: SEA Representative Council and San Diego County Service Center Council. Additionally, attendance is required from gavel-to-gavel at State Council general sessions.

## **STANDING RULE 7.0 NEA MATTERS**

### **STANDING RULE 7.1 - ELECTION OF NEA DELEGATES**

Delegates to the NEA-RA shall be elected at-large in accordance with CTA/NEA election guidelines.

### **STANDING RULE 7.2 - NEA-RA DELEGATE**

- A. Attend all meetings of the National Education Association Representative Assembly; and
- B. Report on NEA actions and decisions to the Executive Board, the Representative Council and/or the membership.
- C. Represent the Association to the best of their ability; and
- D. Represent the Association as directed by the Executive Board and/or the Representative Council.
- E. Delegates to the NEA-RA shall be elected for a one (1) year term.
  - 1. The number of local delegates to the NEA-RA shall be determined by the CTA/NEA formula.
  - 2. SEA shall follow CTA guidelines for NEA-RA financial reimbursement.
- F. Elected delegates who do not attend the total number of sessions shall receive a lesser reimbursement in proportion to the number of sessions of nonattendance.
- G. SEA delegate(s) can request an advance ten (10) days prior to the first day of the NEA-RA travel arrival date. SEA delegate(s) is financially responsible to reimburse the funds if the delegate is not able to attend the NEA-RA. Any exceptions must be approved by the Executive Board.

### **STANDING RULE 7.3 - NEA-RA CHAIRPERSON**

- A. The President shall assume the position of chairperson of the SEA delegation to the NEA Convention.

## **STANDING RULE 8.0 - COLLECTIVE BARGAINING**

### **STANDING RULE 8.1 - ASSOCIATION REPRESENTATIVES**

- A. The President shall be responsible for the appointment of members to the bargaining team subject to concurrence of the Executive Board. They shall also be responsible for maintenance of a list of available alternates to serve in the absence of a regular member.
- B. In selecting members of the Bargaining Team, the President shall attempt to maintain a balance of expertise in bargaining, subject areas and grade levels taught, geography, race, sex,

and similar factors, so as to form a broadly-based representative committee and to establish equal representation to all Association members.

C. Association members on the Bargaining Team shall be responsible to the SEA Executive Board. Such members may be recalled for just cause by a two-thirds (2/3) vote of the membership of SEA Executive Board.

D. The President shall appoint Site Representatives or Active members with specific expertise, subject to the approval of the SEA Executive Board to any consultation committees that arise out of the bargaining process. Such representatives shall be properly instructed by the Executive Board when necessary to receive guidance.

E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board as outlined in SEA Bylaws.

F. The Bargaining Team shall have participated in CTA Summer Institute Bargaining Strand, at a minimum the first bargaining essentials strand.

1. Additional training activities are highly recommended and encouraged.

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

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

I. The Bargaining Chair shall receive a stipend of \$600 annually.

#### STANDING RULE 8.2 - BARGAINING PROCEDURE

Bargaining between the Sweetwater Education Association and the Board of Education of the Sweetwater Union High School District shall be conducted pursuant to the Government Code, the current contract between SEA and the District pursuant to the Association Governance Documents.

#### STANDING RULE 8.3 - REPORTS TO THE EXECUTIVE BOARD

The Executive Board shall support and assist the bargaining team in keeping the Executive Board informed on the negotiating process whenever the situation makes it desirable.

#### STANDING RULE 8.4 - THE BARGAINING COMMISSION

A. At least nine months prior to the expiration of a collective bargaining agreement, the President shall appoint with the concurrence of the Executive Board, a Bargaining Commission composed of a minimum of five (5) Active Members representing a broad cross section of the association bargaining SEA.

B. The Bargaining Commission as composed shall assume the following tasks and responsibilities:

1. Participate in negotiations training activities.
2. In collaboration with the Executive Board, develop, distribute, and tabulate a survey of the bargaining SEA to determine issues of concern to the membership during the upcoming round of negotiations.
3. Conduct hearings for members and interest groups among the membership regarding issues of concern during the upcoming round of negotiations.
4. Conduct research to support potential Association bargaining proposals.
5. Participate, as requested by the Bargaining Team, in developing the Associations' proposals for the upcoming round of negotiations.

C. Interested Bargaining Commission members will be considered for vacancies on the Bargaining Team; however, nothing herein shall prevent the Association from selecting bargaining team members from other sources based upon the needs of the Association.

## **STANDING RULE 9.0 - SEA ELECTION GUIDELINES**

### **STANDING RULE 9.1 - NOMINATIONS AND election**

#### **A. Election Requirements**

1. The Association will ensure that an open nominations procedure is in a place (i.e, any member may nominate any member, including themselves). The only qualification for the office will be active membership in the Association.
2. Every active member will be assured of voting by secret ballot.
3. There will be an all-active-member vote.
4. All active members will be provided election information by mail and/or by last known personal email.
5. The Association will provide means for all active members to vote by paper or online ballot.
6. The Election Committee will determine, and cause to be created, member lists needed for election.
7. When voting at sites, if a roster of active members is prepared for a school site ahead of time, initials of members may be accepted.
8. An active member will acknowledge receipt of a paper 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. Members voting online are required to use a unique number(s) as determined by the Election Committee.

#### **B. Announcement**

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

#### **C. Timeline**

1. An election begins with the announcement of vacancy(ies) and terms of office and cannot be stopped until the conclusion of the election, including run-offs if necessary.
2. The timeline for election will include the following:
  - a. Announcement of vacancy(ies) and term(s) of office will be publicized using methods that provide all members the opportunity to file a Declaration of Candidacy. The term(s) of office will be clearly stated on the following documents.
    - i. Announcement.
    - ii. Declaration of Candidacy form.
    - iii. Ballot.
  - b. There must be at least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
  - c. Place, time, and date of receipt (date received, not date postmarked) for Declaration of Candidacy forms;
  - d. Final date to acknowledge candidates Declaration of Candidacy forms;
  - e. Date(s) for preparation of ballots;
  - f. Date on which ballots will be distributed;
  - g. Final date by which to request a ballot;
  - h. Date(s) when the voting will take place;
  - i. Date(s) time, and place where ballots will be counted/ certified;
  - j. Date that announcement of results will be made to leadership, candidates, members, and posted at each work site (which will not be later than four [4] calendar days following the counting/certifying of ballots);
  - k. Dates and timeline for run-off election, if necessary;
  - l. Deadline for filing of challenges (date received, not date postmarked).

#### D. Procedures

1. Declaration of Candidacy Form(s) will be available at SCTU offices and the SEA website following the announcement of the vacancy(ies).
2. It is the candidates' responsibility to make certain that the Declaration of Candidacy forms will be submitted to the designated SCTU staff either by mail, fax, U.S. mail or by hand delivery (between the hours of 8am to 5pm, Monday through Friday) to the SCTU Offices by the announced deadline.
  - a. Designated SCTU staff shall verify by signature receipt of the declaration of candidacy forms prior to the deadline.
3. Candidates will receive confirmation either by email, U.S. mail, or written receipt (when hand delivered) from the SCTU offices that their Declaration of Candidacy form has been received. Designated staff will make two (2) copies of the Declaration of Form within two (2) work days: the original goes to the Election Chair, and copies to the nominee, and the SCTU receptionists/secretary.
4. Election guidelines will be provided to the candidate upon receipt of Declaration of Candidacy forms by either email, U.S. mail, or in person. Candidates must confirm receipt of election guidelines by contacting the office through email, fax, or by signature.

5. Written campaign statements must be received at SCTU offices by 5:00 p.m. of the announced deadline:
  - a. Campaign statements for SEA officer and SEA Executive Board will be limited to 250 words.
  - b. Campaign statements for CTA State Council and NEA Delegate will be limited to 30 words.
  - c. SEA or the Election Chair will not edit statements. Any word(s) exceeding the limitations will not be printed.
  - d. Any statement will be approved by the Election Committee and follow the professional code of conduct.
6. If the SEA Executive Board determines that photos will be used in the election, each candidate may submit a photo to be run with the candidate statement.
7. The distribution of any additional campaign materials is the responsibility of the candidate in accordance with SEA and the collective bargaining agreement. Candidates may place flyers in mailboxes of members at school sites.
8. Candidate rights:
  - a. Privilege extended to one candidate will be extended to all candidates.
  - b. Each candidate will receive a copy of the election timeline, procedures, and guidelines.
  - c. Each candidate will have the right to a list of names and addresses of work sites and the number of active members at each site within their proposed constituencies for the purpose of campaigning.

#### STANDING RULE 9.2 - CAMPAIGN FINANCES AND THE USE OF SEA RESOURCES

- A. SEA monies received through dues, assessment or similar levy will not be used to promote any candidate.
- B. SEA may not state or indicate its preference for a candidate in the SEA's publications.
- C. The use of links to any Association website and/or social media sites by a candidate is prohibited.
- D. The Association will not make members' personal email addresses available to candidates.
- E. District email addresses and/or systems will not be used for campaigning.
- F. Candidates cannot campaign on any affiliated chapter/service center social networking sites created for Association members to communicate with each other.
- G. A candidate cannot accept direct contributions from a SEA's treasury or indirect contributions in the form of use of a SEA's assets, facilities, staff, equipment, mailings, goodwill or credit.
- H. A candidate cannot use the official logo of the SEA or the official association title in a way that suggests that the candidate has the support of the SEA, CTA or any of its affiliates. The prohibition includes candidates' email addresses.

I. It is the candidates' responsibility to adhere to these guidelines on any personal website or link used in the campaigning for any SEA, CTA, or affiliate position. Such websites and/or links should be germane to the office being sought.

#### STANDING RULE 9.3 - BALLOT

A. The names of the candidates will be listed on the ballot in CTA alphabetical order. The name of each candidate will be printed on the Declaration of Candidacy form. When a candidate's last name is hyphenated, the name that appears first will determine alphabetical placement on the ballot.

B. The ballot will state the name, office, term, number of candidates to vote for, and names of the candidates.

C. The ballot will include space for write-in candidates except in run-off election.

D. Counting of ballots will be conducted by the Election Committee and/or appropriate electronic voting application.

#### STANDING RULE 9.4 - VOTING REQUIREMENTS AND RESULTS

A. All voting requirements will be established in accordance with CTA guidelines.

B. Unless otherwise specified all election will be decided by majority vote. Write-in votes are in accordance with CTA guidelines. Directions must be followed for write-in votes to be valid and counted.

1. A majority vote means more than half of the legal votes cast for any candidate or issue on the ballot.
2. A plurality vote means the largest number of votes given any candidate or issue. When there is a tie in plurality election and it is not feasible to conduct the election again because of the time factor the following procedures will be followed:
  - a. the ballots will be recounted.
  - b. if the results is still a tie, the Election Committee chair will:
    - i. call the candidates (according to CTA alphabet) on speakerphone with a witness and inform them of the tie. If all candidates wish to remain in the race, a coin toss will be used to determine the winner.
    - ii. will designate the time and place for the coin toss and inform the candidates, who may have an observer present.
    - iii. If the first candidate wishes to remain in the race, the chair will ask that candidate to choose "heads" or "tails" in the coin toss.
    - iv. The Election Committee will note the results of the coin toss on the CTA/SEA official teller's report.
    - v. The Election Committee will follow the established procedure in notifying the President or designee.
3. Two-thirds (2/3) vote means at least two-thirds of the legal votes cast.



- C. For SEA Executive officers, the election will be by majority vote.
- D. For state council, see the election timeline, procedures, and guidelines in the CTA election manual.
- E. If an SEA candidate does not receive a majority vote, a run-off election will be conducted among the candidates receiving the highest number of votes.
1. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidates receiving the higher number of legal votes cast will be declared elected.
  2. There are no provisions for write-in candidates in run-off election.
- F. For local delegates, the election will be by majority.
- G. An election for NEA local delegates may be waived and the candidate(s) declared elected following a period of open nominations if the number of candidates is equal to or less than the number of delegate positions to be filled. This election practice will not guarantee successor delegates.
- H. For NEA state delegates, the election will be by plurality vote. Successor delegates (alternates) are ranked in order of votes received. Results must be sent to the service center council which will forward the results.
- I. For additional CTA/ NEA election guidelines refer to the official CTA election manual.

#### STANDING RULE 9.5 - CHALLENGE PROCEDURES

- A. Challenges for SEA election, of state council representatives, alternates, or state, and local delegates to the NEA-RA follow the procedures in the CTA election manual.
- B. A challenge cannot be initiated until after the results of the election have been verified and emailed to membership, posted at the SCTU office and/or posted on SEA website.
- C. The challenging party(ies) must notify the SEA President and the election chair of any challenge in writing within ten (10) days after the posting of the results of the election at the SCTU office. If the SEA President is a candidate on the ballot, the next senior officer must be notified.
- D. The challenge procedures are available online. These include:
1. Specify which SEA bylaw(s) and / or standing rule(s) have been violated using the SEA/ CTA challenge form.
  2. Attach evidence of the violations, insofar as possible.
  3. List names and addresses of parties who can give evidence.
- E. Upon receipt of the challenge, the election chair will notify all the candidates in the election being challenged that a challenge has been filed. Within (10) calendar days receipt of the

challenge, SEA's Election Committee in accordance, within the SEA's bylaws and standing rules, will conduct an investigation and determine whether or not the challenge:

1. Is a violation of SEA/CTA's election requirement(s).
2. Is supported by the appropriate documentation.
3. Requires more information. The information will be obtained via the most feasible method.
4. Identifies violation(s) that may affect the outcome of the election.

F. Within the same 10 calendar day period, the SEA's Election Committee will submit a written report including issues, findings, and recommendations to the chapter President and the board of directors.

G. Any member of the Executive Board who was a candidate on the ballot or whose immediate family member is a candidate on the ballot will abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge, the decision will move to the next highest decision-making body according to the SEA's governance documents (CTA).

H. The Board of Directors will act on the report no later than 10 calendar days following receipt of the written report of the Election Committee, in accordance with CTA challenge procedures as described in the local election section of the CTA election manual. The Executive Board must issue its decision(s) in writing to the challenging party(ies) and the Election Committee chair.

I. If the challenging party(ies) wish(es) to appeal the decision of the SEA Executive Board, they may file an appeal in writing to the CTA President within (10) calendar days from the date of the decision of the board of directors. The appeal will be the original challenge filed at the SEA level and will include copies of the following documents.

1. SEA bylaws, standing rules, election procedures, or CTA manual section violated.
2. Evidence of the violations, insofar as possible.
3. Names and addresses of parties who can give evidence.
4. Written response of the SEA's Board of Directors to the original challenge.

J. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 8 (a-d) above by writing to the CTA President.

K. When an election has been conducted to fill one or more positions, and the election's results are challenged, the winner(s) of the election will hold office until such time as the challenge is resolved.

L. The challenge procedure for election of state representative and alternate, and state or local delegates to the NEA representative assembly is outlined in the CTA election manual.

#### STANDING RULE 9. 6 PROCEDURES FOR ELECTION OF SITE COUNCIL REPRESENTATIVES

A. All SEA site leadership positions are filled by election. Active members are eligible to hold or retain elective office in the SEA membership vote. election for site representative council positions

are held annually at school sites and those results are reported to the SCTU office by the specified date.

1. Representative guidelines:
  - a. Each site/program or cost center is allowed at least one representative apportioned for each additional 15 members.
  - b. Each site is to have at least one (1) site representative and one (1) alternate, regardless of the site size.

#### B. Nominations

1. Nominations will be taken at a site meeting or by written request. Notification of date and time and intent to nominate must be provided to all site members at least three (3) working days in advance.
2. Opportunity will be provided for every member to nominate or be nominated.
3. Self-nomination is acceptable.
4. Only active members of SEA are eligible to run for the position of site representative or alternate. Nominees must have been active members of SEA for a minimum of 60 calendar days at the time of nomination.
5. A copy of these election procedures will be posted on the SEA bulletin board at least three (3) working days prior to nomination and remain posted until completion of the election.

#### C. Elections

1. Names of all persons nominated will be placed on the ballot.
2. A sample ballot, including a space for write-ins, will be posted at least three (3) duty days prior to the election.
3. Notification of the date, time and place of election will be given to all site members at least three (3) working days prior to the election.
4. Election will be by secret ballot.
5. The person(s) receiving the highest number of votes will be considered elected.
6. Any person running for office will not conduct election. Any SEA member may conduct the election. If necessary, the sites may contact the election chair to run the site representative election.
7. All members will sign a registration sheet before receiving a printed ballot(s).
8. Deadline for returning the ballots, tally sheet, and registration sheet(s) for the election is announced annually.
9. Challenged positions: refer to section Standing Rule 9.5 Challenge Procedures.

### STANDING RULE 9.7 - PROCEDURES FOR SAN DIEGO SERVICE COUNCIL election

#### A. Election timeline

1. All election for San Diego County Service Center Council (SDSCC) and San Diego and Imperial Counties Labor Council will take place at the May representative council. All active members are eligible to run for these positions. Seats for both bodies are elected "at large".

2. Terms of office for both San Diego County Service Center and the San Diego and Imperial Counties Labor Council will be one (1) year, from August 1 through July 31 of the following year.
3. An SEA member already serving as CTA State Council Representative will also be deemed elected to the San Diego Service Center council during their term as CTA State Council Representatives.

B. Representatives for SDSCC and San Diego and Imperial Counties Labor Council.

1. The number of members to be elected will be determined by the Election Committee according to the following formulas:
  - a. SDSCC council delegates-(one (1) SCCR for every 200 members, the President represents the first 200 members + elected state council delegates + additional reps based on formula).
  - b. Labor Council delegates (determined through SCTU membership - 2 delegates, President not automatically included).

C. Nominations may be submitted to the Election Committee after the April representative council meeting in writing or at the May representative council meeting from the floor. Candidates may self-nominate.

D. Election

1. If the number of nominations does not exceed the number of vacant seats for either body, the representative council can wave the ballot and vote by acclamation. The nominees for each body will be deemed elected unless there is an objection from the floor of the representative council. If there is an objection, the presiding officer will conduct a voice vote of the representative council. A two-thirds (2/3) majority vote will be required to approve the election.
2. If the number of nominations exceeds the number of vacant seats, the Election Committee will print or create an electronic ballot including the names of all nominees. Ballots will be distributed to the authorized representative council members present, (with name badges) and collected before the end of the meeting. Nominees will be listed on the ballot according to existing CTA alphabet. Ballots will be counted by the Election Committee and/or appropriate voting application.
3. Seats left unfilled after the May representative council meeting, or that become vacant during the normal term, may be filled by appointment by the SEA President, with the concurrence of the SEA Executive Board. Appointees may serve on an interim basis until the next meeting of the representative council following the appointment, at which time appointees, if approved by the representative council, may serve the remainder of the term.
4. All paper ballots not distributed will be shredded at 5:00 p.m. on the date designated at the election deadline.
5. The SEA President or designee will notify the candidates of the election results within three (3) days after the counting of the ballots.

#### E. Observers

1. In instances of paper ballots, each candidate may be present during the counting and verification of the ballots, or may designate an observer to be present.
2. Observers may not use electronic media.

### STANDING RULE 9.8 - INITIATIVE PROCEDURES

A. The active membership will have the authority to make decisions on any matters affecting the association or its activities through the initiative process.

B. An active member will file a notice of the intent to circulate a petition with the chapter President by providing a copy of the petition to be circulated and the names of at least three persons responsible for its circulation and supporting the proposed measure.

C. The SEA President will receive the notice of the intent to circulate, acknowledge (by signature), and file with the Election Committee.

D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 15 calendar days will be permitted to obtain the signatures of at least sixty (60) percent of the active members of the chapter.

E. The petition will contain the question proposed to be placed on the ballot.

F. The circulators will present the petition(s) containing the original signatures to the SEA President.

G. The SEA President will have 30 calendar days in which to verify the membership of the signers of the petition.

H. If there is an insufficient number of signatures, the petition circulators will be notified within the next three (3) calendar days after verification that the petition failed for lack of signatures.

I. If the petition is supported by a sufficient number of valid signatures, the SEA President will cause a ballot to be furnished to the members within no less than 15 calendar days after verification of membership. Any period when school is officially not in session will not be included in the count.

J. Regular election procedures (e.g. Election of officers) will be followed.

K. The proposal will take effect immediately upon receipt of the required number of votes, unless otherwise specified.

### STANDING RULE 9.9 - REFERENDUM PROCEDURES

A. Any referendum action or proposed action by the representative council or the Executive Board will be referred to a vote of the active membership upon a two-thirds (2/3) vote of the representative council or the Executive Board at any valid meeting.

B. The referendum action will prescribe the exact wording of the question to be posed to the active membership on the ballot.

C. The SEA President will cause a ballot to be furnished to the active members no less than 15 calendar days after action by the representative council, provided that any period school is officially not in session shall not be included in this count.

D. Regular election procedures (e.g. election of officers) will be followed.

E. The proposal will take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### STANDING RULE 9.10 - RECALL PROCEDURES

A. Any active member(s) has/have the authority to recall from office any person or persons having been elected, but must first file a copy of a petition with the Election Committee chair before it can be circulated.

B. The petition must include:

1. Name of the individual who is the subject of the recall;
2. Office of the individual;
3. Date of the petition;
4. Name(s) of the person(s) filing the petition;
5. Reason for purposed recall;
6. Notification that “each signature must be in ink”, and
7. Space for the limited name, signature, employee ID. number, work site and date of signing for each name on the petition.

C. Within fourteen (14) working days after receipt, the Election Committee chair will determine whether the original petition contains the necessary information.

1. If the original petition does not contain the necessary information (as per section B. above) the Election Committee chair will inform the petitioner(s).
2. If the original petition does contain the required information, it will be dismissed.
3. The Election Committee chair will inform the petitioner(s) of the rules, procedures, timelines (starting date and deadline) for gathering signatures, and the need for protection of due process rights of all parties.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered and approved by the Election Committee chair.

5. The Election Committee chair will send written notifications to the SEA officer whose recall is being proposed and will also notify other officers of SEA. A copy of the original petition will be enclosed.

D. Monies from a SEA's treasury or indirect contributions in the form of use of a SEA's assets, facilities, staff, equipment, mailings, good-will and credit, or in-kind services must not be used in the recall process.

E. No SEA member or officer may state or indicate a preference in the SEA's newspaper, newsletter, media, or communication to its members.

F. A maximum of sixty (60) calendar days will be permitted to obtain the signatures of at least twenty-five percent (25%) of the active membership making up the constituency of the person subject to the recall or fifty percent (50%) at the site for associate representatives recalls.

G. The signed petitions must be received by the Election Committee chair by the deadline date.

H. The election chair committee will have ten (10) calendar days after the receipt of the petition to verify signatures.

I. If there are insufficient signatures the Election Committee chair will notify the petition circulation(s) by mail that the petition failed for lack of signatures.

J. Immediately upon verification of the signatures, the Election Committee chair will notify the President or designee of the fact that a recall has been initiated.

K. The SEA President, or Vice President (if the SEA President is the person being recalled) will cause a ballot to be furnished to the active member's no less than 20 calendar days after verification of membership. The period that school is officially not in session will not be included in this count.

L. The election chair will conduct the recall for an association representative.

M. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.

N. The election will be conducted on-line with provisions for a secret ballot/voter sign-up sheets.

O. The election will be certified in accordance with the SEA's bylaws.

P. The Election Committee will deliver the report to the President of the SEA who will immediately notify all interested parties of the election results. The election results will be posted at each work site or site no later than four (4) calendar days following the election.