

BYLAWS
Approved May 11, 2004
Revised 9/08

Mt San Antonio College Faculty Association/CTA/NEA

I. NAME AND LOCATION

The name of this Association shall be the Mt San Antonio College Faculty Association, Inc., CTA/NEA in Los Angeles County.

II. PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a professional representation for all members without discrimination;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the profession and the community;
- G. To foster good fellowship among members;
- H. To raise the standards of the profession;
- I. To recognize the role of the Academic Senate of Mt. San Antonio College to recommend to the district administration and the Board of Trustees policies on academic and professional matters, so long as the exercise of such functions does not conflict with lawful collective agreements;
- J. To recognize each duly elected and ex officio member of the Executive Board as a representative of the entire Association and not as a partisan for a particular group or a particular academic discipline;
- K. To adhere to the code of ethics of the education profession.

III. AFFILIATION WITH THE CTA/NEA

- A. The Mt San Antonio College Faculty Association Inc. shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Mt San Antonio College Faculty Association Inc. shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership. There shall be five categories of membership in the Association: Active, Staff, Student, Retired and Associate.
 - 1. **Active** membership shall include the following unit of employees, all of who are recognized as professors:

Full-time Regular, Contract and Temporary Professors

Adjunct Credit and Noncredit Professors

Counselors

Librarians

Department Chairpersons

Instructional Specialists, Disabled Students Programs & Services

Other Faculty on Reassigned Time

2. **Staff.** Staff membership shall be open to any person employed by the Association or any of its national or state affiliates in a professional staff position.

3. **Student.** Any person regularly enrolled in an institution of higher education preparing to become a teacher and eligible to become a member of the Student California Teachers Association under the provisions of the governance documents of that association may become a Student member.

4. **Retired Membership.** Any person who at the time of retirement from active service was a member of the Association and who is a qualified applicant for or recipient of service or disability retirement allowances from a public or private retirement system may become a member of CTA/NEA-Retired. Members who are drawing retirement benefits from the State Teachers' Retirement System and/or the Public Employees' Retirement System and are employed as a substitute in a school district on a day-to-day basis shall be considered Retired members, except substitute who are dues-paying members of a recognized bargaining unit. The Board of Directors shall fix the terms and conditions upon which such memberships shall be issued, including the extent to which such memberships shall be free from the payment of assessments and the extent to which such terms and conditions shall not be subject to change or revocation by the Association.

5. **Associate.** Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. Persons whose eligibility for Active membership has been withdrawn because of holding a supervisory position may be enrolled as Associate members in accordance with policies adopted by Representative Council.

- B. Membership may be granted upon completion and submittal of CTA membership application and payment of annual Chapter/CTA/NEA dues appropriate to the class of membership.
- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive positions, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. Active members shall adhere to The Code of Ethics of the Education Profession.
- F. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- G. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.
- H. Membership in a given category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that category or unless revoked in writing.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council at the last regular meeting of the school year.
- C. The chapter (local) shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the Chapter/CTA/NEA dues.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be the Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board;
 - 2. Faculty Representatives elected on the basis of one-person one-vote. Each college department or departmental area recognized by this Association with up to 10 voting members of this Association may elect one representative, 11-20 with two representatives and 21 plus with 3 representatives of this Association to the Representative Council.
 - 3. Six part-time faculty-at-large representatives elected by their Part-time Association members.
 - 4. Any voting member of this Association holding an elective office in the California Teachers Association or the National Education Association.
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board;
 - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each school month, the day and time to be established by the President of this Association with the concurrence of the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- J. Members of the Representative Council shall serve a term of 1 year. (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES WHOSE TERMS ARE SET BY CTA, and members of the Executive Board.)

VII. FACULTY REPRESENTATIVES

- A. Faculty representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. 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 on the Representative Council as individual school faculty groups.
- C. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected or appointed replacements.
- D. Faculty Representatives shall:
 - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active 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. To maintain good relations with the Mt San Antonio College Academic Senate;
 - 5. To report fully and honestly the provisions of any collective bargaining contract under negotiation by the bargaining team of this Association and to provide each faculty member's input into the collective bargaining process;
 - 6. To recommend acceptance, change, or rejection of any collective bargaining;
 - 4. Perform such additional duties as prescribed by the Executive Board.
- E. A Faculty Representative may not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be a President, a Vice- President, a Secretary, and a Treasurer.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. All Officers except the President of the Association shall be elected annually. The President of the Association shall be elected for a 2 year term. They shall be eligible for re-election and shall serve from the day following graduation to the day of graduation of the following year.
- E. All officers of the Association should have a minimum of one year of active membership on the Representative Council or the Executive Board within the preceding three years.
- F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the 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.
- G. The President shall be the chief executive officer of the Association and its policy leader. The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board;
6. Call meetings of the Association and the Executive Board;
7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
8. Attend meetings of the Service Center Council of which the Association is a part;
9. Attend other CTA/NEA meetings as directed by the Representative Council.
10. Be a member, ex officio, of all committees;
11. Attend all meetings of the Academic Senate;
12. Co-sign all checks drawn upon the treasury;

H. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Be responsible for the formation and distribution of the Association's calendar of activities;
4. Serve as coordinator of committee activities at the direction of the President.
5. Serve as chair of the Grievance Committee, Political Action Committee, and Membership Committee;
6. Supervise committee activities at the direction of the President;
7. Appoint an election committee and chairperson, subject to approval of the Executive Board, to conduct all elections of the Association;
8. Co-sign, in the absence of the President all checks drawn upon the treasury
9. Attend all meetings of the Academic Senate.

I. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Co-sign , in the absence of the President all checks drawn upon the treasury;
3. The Secretary along with the F.A. Office manager shall work together to accomplish the following:
 - a. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
 - b. Keep an accurate roster of the membership of the Association and of all committees;

- c. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
 - d. Maintain the official files of the Association;
 - e. Prepare ballots for all Association elections;
4. Maintain all F.A. communications such as web site, newsletter etc.

J. The Treasurer shall:

- 1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- 2. Pay out such funds upon orders of the President and co-sign with the President or Vice President or Secretary checks drawn upon the treasury;
- 3. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
- 4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership;
- 5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law;
- 6. Prepare an annual budget for the approval of the Executive Board and the Representative Council.

IX. EXECUTIVE BOARD

- A. The Executive Board of this Association shall be composed of 16 voting members consisting of the four elected officers, the C.T.A. State Council Representative (or alternate in the absence of the Representative), eight Directors with 2 year terms (6 full-time and 2 part-time), the Academic Senate President and Academic Senate Vice President (as long as they are active members as per Article IV(2)), and the past president of the Faculty Association. (2 year term). The spokesperson for the Bargaining Team sits on the Executive Board and is a non-voting member unless already a member of the Executive Board, whereupon the vote is retained.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The term of a director shall be two years with 3 full-time directors and one part-time director being elected each year.
- D. The Executive Board shall be the managing body of this Association vested with full power to conduct all business of this Association subject to the laws of the State of California and the voting membership of this Association.
- E. The Executive Board shall meet at least twice each full- school calendar month, and as many times as necessary in order to conduct the business of this Association.
- F. A vacancy of a Director shall be deemed to exist in the case of death, resignation, or inability to serve. In the event a vacancy occurs the position will be filled by appointment by the President of the Association with the approval of the Executive Board and confirmation by the Representative Council.
- G. The duties of the Executive Board shall be to:
 - 1. Coordinate the activities of the Association;

2. Act for the Representative Council when school is not in session, and in those instances when the Representative Council does not achieve a quorum at its regular scheduled meeting;
 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 4. Approve appointment and removal of bargaining team members;
 5. Recommend to the Representative Council the annual dues and budget of the Association and policies regarding employment conditions and employer/employee relations including, but not limited to, wages, hours and other conditions of employment;
 6. Approve Committee appointments;
 7. Adopt the Standing Rules for the Association;
 8. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
 9. Administer the Mt San Antonio College Faculty Association Political Action Fund;
- H. Any member of the Executive Board missing three meetings in a semester without an excuse shall be considered resigned and shall be replaced by the President of the Association with the approval of the Executive Board and confirmation by the Representative Council.
- I. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.
- J. The Executive Board shall give each Faculty Association member an opportunity not to participate as a contributor to the Mt San Antonio College Faculty Association Political Action Fund.
- K- The Executive Board may elect members to attend the NEA convention.
- X. MEETINGS OF THE GENERAL MEMBERSHIP:
- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
 - B. 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 before the meeting except during crisis situations.
 - C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
 - D. A quorum for meetings of the Association shall be a majority of the active membership.
- XI. BARGAINING TEAM
- A. The Bargaining Team and such alternates as the Executive Board deems necessary shall be appointed by the President and approved by the Executive Board.
 - B. The President shall appoint all members and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
 - C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
 - D. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.

- E. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- F. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the membership. If the Executive Board is unavailable to guide the Bargaining Team, the President with the spokesperson will assume that function.
- G. Association members shall be surveyed to determine contents of the proposed contract demands.
- H. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- I. The Representative Council and the President of the Association shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. Agreements reached between the Bargaining Team and the Board of Trustees shall be considered tentative and not binding upon the Association until such agreements have been ratified by the voting membership of the Association.
- K. The vote on ratification shall take place within a reasonable period of time as determined by the Executive Board, following the distribution of copies of the tentative agreement to the voting membership of the Association, and a majority vote of those voting is necessary for approval.

XII. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Association's grievance policies and procedures.

XIII NOMINATIONS AND ELECTIONS

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;
 - 3. All members provided a ballot to vote;
 - 4. Record of voters receiving or casting ballots;
 - 5. Majority vote of valid ballots received, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with NEA/CTA guidelines.

- E. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.
- F. The duties of the Elections Committee shall be to:
 - 1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
 - 2. Establish election timelines;
 - 3. Develop and carry out timelines and procedures;
 - 4. Prepare ballots for election of officers and such other elections as may be necessary;
 - 5. Count the ballots and certify the results ;
 - 6. Handle initial challenges.

XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

XV. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVI. AMENDMENTS/PROCEDURES:

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

XVII. FACULTY ASSOCIATION STUDENT ACHIEVEMENT FUND

The President, Vice-President, and Treasurer of the Association are appointed to the Governing Board of Directors of the Faculty Association Student Achievement Fund, a nonprofit public benefit corporation. Upon disqualification of either the President, Vice-President, or Treasurer due to termination of office or membership the appointment shall cease and such disqualified person shall be replaced with the newly elected or appointed President, Vice-President, or Treasurer.

5/11/04, 9/08

STANDING RULES

Adopted November 2004, Revised September 2008

NOMINATIONS AND ELECTIONS

- A. Elections Committee
 - 1. There shall be an Elections Committee.
 - 2. The Elections Committee shall be appointed.
 - 3. The Elections Committee shall be composed of at least three members.
 - 4. The chair of the Elections Committee shall be appointed by the President.
 - 5. Members of the Elections Committee shall be approved by the Executive Board.
 - 6. 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.
- B. Election Requirements
 - 1. The Association shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.
 - 2. Every 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 member vote. A member who is on leave shall be sent election information by mail to his/her last known residence.
 - 5. The Association shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
 - 6. A member shall acknowledge receipt of a ballot by signature on an envelope when returning the voted ballot.
 - 7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.
- 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 every member has an opportunity to file a declaration of candidacy.
- D. Timeline
 - 1. 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 for requesting absentee ballot.
 - g. Deadline date, time and place for return of ballots, including absentee ballots.

- h. Date, time and place where ballots will be counted.
 - i. Date(s) that announcement of results will be made to leadership, candidates and members.
 - j. Dates and timelines for run-off election, if necessary.
 - k. Deadline for filing of challenges.
- E. Finances
- 1. Association moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
 - 2. A candidate may not accept direct contributions from the Association's treasury or indirect contributions in the form of use of the Associations assets, facilities, staff, equipment, mailings, good will and credit.
- 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 of access to a list containing the names and last known addresses of all members.
 - 4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
- G. Ballot
- 1. The names of the candidates shall be printed on the ballot in 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 run-off elections.
- H. Distribution of Ballots and Method of Voting
- 1. Each member shall receive a ballot.
 - 2. Voting shall be by mail

The procedure shall be as follows:

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

- 1). A list of current official members shall be prepared, which includes the following: name, school and home address.
- 2). The mailing list shall exactly correspond to the current official roll of voting members.
- 3). Each voter shall be provided with:
 - a). A ballot;
 - b). Instructions on:
 - (1). Folding and placing of the ballot in the unsigned inner envelope;
 - (2). Placing of the unsigned inner envelope into the outer envelope;
 - (3). Signature and school on the outer envelope addressed to the chapter; and
 - (4). Deadline date for receipt of the voted ballot at the chapter office.
 - c). Inner envelope;

- d). Outer return envelope, addressed to the chapter; and
 - e). Instructions on returning of the voted ballot, including the signature.
- 4). The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
 - 5). At the time of counting, the names on the outer envelope shall be checked against the official list of professors.
 - 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. Counting of Ballots
1. Upon receipt of ballots and signed envelopes, 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 ballot;
 - b. More ballots than signatures;
 - c. Ballot submitted after deadline;
 - d. Voter not a member;
 - e. Voter's intent unclear;
 - f. Votes cast for more than number allowed;
 - g. Vote cast on unofficial ballot;
 - h. Vote cast for ineligible candidate.
 4. 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.
 5. 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.
 6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.

7. The President shall announce the results as prescribed by the timelines.
8. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

9. The ballots and voter sign-up sheets shall be retained for one year after the election.

J. Observers

1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name(s) of the observer 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.

K. Challenge Procedure

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 challenge in writing within ten (10) calendar days after the announcement of the results of the election.

The notification must:

- a. Specify which requirement has been violated.
 - b. Include evidence, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
3. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the Association's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
 4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
 5. 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.

L. 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. A member shall file a notice of the intent to circulate a petition with the Association 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 Association 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 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

M. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The president shall cause a ballot to be furnished to the members no less than 15 school 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.

N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the 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 who will then be responsible for the rest of the process.
3. The 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 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The president shall have 5 school days in which to verify the membership of the additional signers.
8. The president shall cause a ballot to be furnished to the members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
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.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.