

FRANKLIN MCKINLEY EDUCATION ASSOCIATION CTA/NEA STANDING RULES

PURPOSE:

Standing Rules of the Association shall provide such additional procedures and information as may be necessary for the administration of the Bylaws and for efficient administration of the program of this Association.

ADOPTION:

The Representative Council at a regular meeting acting by affirmative vote of at least fifty percent (50%) of its members present, a quorum having been established, shall have the power to propose and/or amend the Standing Rules. Such proposals and/or amendments to the Standing Rules shall be voted upon at the next subsequent meeting.

I. FISCAL YEAR

- A. The fiscal year of the Association shall commence on the first of September and end on the thirty-first of August of any given calendar year.

II. ADOPTION OF BUDGET

- A. The Representative Council at its May meeting shall adopt a budget for the Association for the fiscal year to commence the following September 1st. Voting on the fiscal adoption of the budget shall be by roll call of the members of the Representative Council.

III. MEMBERSHIP YEAR

- A. Membership year in this Association shall be from the first of September to the thirty-first of August of any given calendar year.

IV. DELINQUENT AND LAPSED MEMBERSHIP

- A. A member failing to pay his/her dues or to sign a payroll deduction authorization form prior to November 10th shall be considered delinquent.
- B. If the dues are not paid on or before January 10th, membership shall lapse.

V. MEMBERSHIP ROSTER

- A. The Treasurer shall maintain a roster of the Association membership.

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VI. GENERAL MEETINGS, SPECIAL MEETINGS, MEETINGS IN TIMES OF CRISIS OR EMERGENCY

- A. Such meetings shall be held when deemed necessary by either the Representative Council and/or the Executive Board. Time, place, and agenda of said meetings shall be designated by the President and members shall be notified at least one day prior to scheduled meeting. In order to conduct business, a majority of membership must be present.
- B. *Robert Rules of Order, Newly Revised*, latest edition shall be followed during General Meetings. Motions must pertain to items on the agenda.

VII. TRAVEL AND OTHER EXPENSES

A. Travel allowances

- 1. All expense accounts shall state method of travel used.
- 2. Auto:
 - a. Mileage reimbursement shall be calculated using the Standard IRS Business Mileage Rate.
 - b. Mileage reimbursement shall be calculated from site during normal work hours and from home during non-work hours.
 - c. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - d. Toll roads and bridges reimbursed at actual cost.
 - e. Actual costs of airport parking and hotel parking, excluding valet parking, will be reimbursed with receipt. The cost of parking shall not exceed the CTA stated maximum.
- 3. Plane:
 - a. Mileage reimbursement shall be calculated using the actual, most economical coach fare.
- 4. Train/bus/taxi:
 - a. Mileage reimbursement shall be calculated using the actual fare.

B. Telephone allowances

- 1. Telephone calls of Association business shall be paid for by the Association. A copy of the bill with itemized charges shall be submitted to the Treasurer and individuals shall be held accountable for non-Association calls.
- 2. The Association shall provide the President a stipend towards his/her mobile phone costs. The Representative Council shall determine the amount of the stipend.

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C. Travel expenses

1. Total expenses for meals shall not exceed the CTA stated maximum per day including tax and tip. This amount is considered the maximum allowance.
2. Room accommodation charges shall be the actual cost of the room (with a copy of actual hotel bill as receipt). Personal expenses such as laundry, personal telephone calls, valet, snacks, pay-per-view movies, and entertainment are not reimbursable.
3. A maximum of six dollars (\$6.00) per day for portage is reimbursable.

D. Meal expenses

1. Luncheon and/or meal expenses incurred by members of the Executive Board in furtherance of Association business shall not exceed twenty dollars (\$20.00) per person.

VIII. COMMITTEE CHAIRPERSON

- A. Any Standing Committee Chairpersons may be requested by the President to attend meetings of the Representative Council. They may designate a proxy from their committee to attend the Representative Council.
- B. All Standing Committee Chairpersons must have been employed at least one (1) year by the Franklin-McKinley School District. The Chairperson of Professional Rights and Responsibilities must have achieved tenure in the Franklin-McKinley School District.

IX. OFFICIAL PUBLICATION

- A. The official publication of the Association shall be known as THE FMEA OBSERVER.
- B. Copies of THE FMEA OBSERVER shall be mailed to persons upon request, subject to approval by the Executive Board.
- C. THE FMEA OBSERVER shall follow the Editorial Policy as approved by the Representative Council.
- D. THE FMEA OBSERVER staff shall regularly issue the official publication for the Association, in which there shall be included a summary of the official acts of the Representative Council.
- E. THE FMEA OBSERVER shall publish election results in the issue immediately

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succeeding receipt of election results from the Nominations/Elections Committee.

X. AUDIT

- A. The accounts and other financial records of the Association may be audited annually (in August/September) by person or persons designated by the Executive Board.

XI. AUTHORIZATION OF DELEGATES TO CONVENTIONS, CONFERENCES AND/OR SPECIAL MEETINGS

- A. No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless such representation has been approved in advance by the President and/or the Executive Board.
- B. The Representative Council shall determine the extent to which any such delegates or representatives shall receive reimbursements of expenses from the Association.

XII. STIPENDS

- A. Members of the Executive Board shall receive stipends in recognition of their efforts on behalf of the Association. These stipends shall be an amount equal to the total annual Association dues assessed to that member by the Association.
 - 1. If an Executive Board Member misses more than three (3) meetings (Executive Board and Representative Council meetings), his/her stipend shall be reduced by five percent (5%) for every meeting missed beyond three. The Executive Board has authority to waive this reduction due to extenuating circumstances such as serious medical illness or family emergency.
- B. The Representative Council may vote to approve stipends for members in appointed positions, including, but not limited to, Bargaining Team, Paper Editor, and Webmaster. The Representative Council will determine the amount of the stipends by the adoption of the budget of the school year.

XIII. ELECTIONS COMMITTEE

- A. There shall be an Elections Committee.

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1. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible.
2. The Committee shall be composed of at least three members who are familiar with the unit operations, and who are not seeking election. Voting members of the unit's governing body (i.e. Executive Board) are not permitted to be on the unit's election committee.
3. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
4. 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.

XIV. ELECTION REQUIREMENTS

- A. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
- B. Every Active member shall be assured of voting by secret ballot.
- C. There shall be at least a fifteen (15) day period between notice of election and the actual voting. There shall be an all Active member vote.
- D. There shall be an all Active member vote. A member who is off-track or on dues-paying leave shall be sent election information by mail to his/her last known residence.
- E. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
- F. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.
- G. Announcement
 1. The announcement of election shall include the offices, length of terms, and the election timeline.
 2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.
- H. Timeline
 1. Schools/work sites on alternative calendars shall be considered when setting election timelines.

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2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. 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. Date for acknowledgment of declarations from candidates;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;
 - h. Date(s) when voting will take place;
 - i. Deadline date, time and place for return of ballots, (date received, not post-mark date);
 - j. Date, time, and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - k. Date(s) that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of the ballots;
 - l. Dates and timelines for run-off election, if necessary; and
 - m. Deadline for filing of challenges (date received, not post-mark date).

XV. FINANCES AND USE OF UNIT RESOURCES

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

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- C. A unit may not state or indicate its preference for a candidate in the unit's publications.
- D. The use of links to any Association website by a candidate is prohibited.
- E. Candidates cannot campaign on any chapter, Service Center Council, UniServ, or district created social networking site.
- F. District email addresses and/or systems shall not be used for campaigning.
- G. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

XVI. CANDIDATE'S RIGHTS

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

XVII. BALLOT

- A. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
- B. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.
- C. The ballot shall state the name of the office, the term, and the names of the candidates.
- D. The ballot shall include space for a write-in candidate, except in run-off elections.

XVIII. DISTRIBUTION OF BALLOTS AND METHOD OF VOTING

- A. Each method of voting must be included in your standing rules in order for your bylaws and standing rules to be in compliance with CTA.
- B. Each member shall receive a ballot. Active members who are off-track on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
- C. Voting shall be by one or a combination of the following methods:

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1. At School Site/Specified Voting Site

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

a. Voting At School Site(s)/Specified Voting Site Using Ballot Boxes

When voting is conducted at school or specified sites using ballot boxes, the procedure shall be as follows:

- i. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 1. Voter Roster – List of eligible voters.
 2. Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
- ii. The marked ballot must be returned to a designated site representative or ballot box.
- iii. Campaign materials are not allowed in or near the polling area nor should campaign materials be distributed with ballots.
- iv. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
- v. Preliminary counts shall not be completed at school/work sites.
- vi. Refer to Section XX for the “Counting of Ballots” procedures.
- vii. After verification of signatures, all ballots shall be placed in one stack for counting.

b. Voting At School Site(s)/Specified Voting Site Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

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- i. A list of current Active members shall be prepared, which includes each member's name and school address.
 - ii. The voter shall be provided with the following:
 1. A ballot;
 2. Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;
 3. A small envelope (inner envelope) in which to place the voted ballot; and,
 4. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - iii. At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - iv. The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - v. All inner envelopes shall be placed in a separate receptacle.
 - vi. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - vii. Refer to Section XX for the "Counting of Ballots" procedure.
- c. Voting By Mail

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:

- i. A list of current Active members shall be prepared, which includes the following: name, school and home

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address.

- ii. The mailing list shall exactly correspond to the current official roll of voting members.
- iii. Each voter shall be provided with:
 1. A ballot;
 2. Instructions on:
 - a. Folding and placing of the ballot in the unsigned inner envelope;
 - b. Placing of the unsigned inner envelope into the outer envelope;
 - c. Signature and school on the outer envelope addressed to the chapter; and
 - d. Deadline date for receipt of the voted ballot at the chapter office.
 3. A small envelope (inner envelope) in which to place the voted ballot; and
 4. A larger envelope (outer envelope), addressed to the chapter, on which the voter prints and signs his/her name.
- iv. 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.
- v. At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- vi. The name on the official list should be marked to show that the voter has returned a ballot.
- vii. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- viii. All inner envelopes shall be placed in a separate receptacle.

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ix. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

x. Refer to Section XX for the “Counting of Ballots” procedure.

d. Electronic Voting

Electronic voting is only permitted through the CTA Elections and Credentials Committee and with CTA Board approval. See *Requirements for Chapter Elections Procedures*, Section VII.4, pages 4-5 for requirements.

XIX. VOTE REQUIREMENT

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

A. A majority vote means more than fifty percent (50%) of the legal votes cast for each office/position on the ballot.

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

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

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

E. For State Council: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual.

1. If a unit is a single electoral district, the election State Council Representative will be counted and reported by the chapter Elections Committee.

2. If the unit is within a multiple unit electoral district, the chapter returns the chapter tally sheet, voted ballots, and voter roster/sign-up sheets to Service Center Council Elections Committee by deadline date. A minimum of two (2) signatures will be required to validate the tally report.

F. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be

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filled. There shall be no provisions for write-in candidates in run-off elections.

1. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected.
- G. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department.
1. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.
 2. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.
- H. For additional CTA/NEA election guidelines, refer to the official *CTA Elections Manual*.

XX. COUNTING OF BALLOTS

- A. The Elections Committee shall verify signature sheets with ballots received and count the ballots, which should be completed immediately following the deadline for receipt of voted ballots.
- B. Each office/position on the ballot shall be treated as a separate race. If a majority vote is required, it shall be calculated as more than half of the legal votes cast for each office/position on the ballot.
- C. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (probably reproduced); and
 - e. Candidate is not a member.

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- D. Ballots set aside and not counted are:
 - a. More ballots than signatures;
 - b. Ballot(s) received after deadline;
 - c. Voting envelopes without a signature; and
 - d. Ballots that are separated from roster/sign-up sheet.
- E. After verification of signatures, ballots shall no longer be separated by site.
- F. The Elections Committee should categorize each illegal ballot, make a determination of whether the vote(s) in that category should be counted separately, as listed in Section C above, and make a note of the decision. The ballots should remain separate.
- G. The Elections Committee shall prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
- H. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of the ballots.
- I. If the votes set aside could affect the outcome of the election, the President and the appropriate body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.
- J. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
- K. The ballots and voter sign-up sheets shall be retained for one (1) year after the election.

XXI. OBSERVERS

- A. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) of the observer(s)

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to the Elections Committee before counting.

- B. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results and has notified each candidate of the results. The observer must maintain the confidentiality of the election process.

XXII. CHALLENGE PROCEDURE

- A. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
- B. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the *CTA Elections Manual*.
- C. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see Section E.

The notification must be on the official CTA Challenge Form. (See Appendix P of the *CTA Elections Manual*.)

- D. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - 1. Read and understand the elements of the challenge.
 - 2. Review all documents, directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the CTA Elections Manual requirements.
 - 3. Review the unit's bylaws and election standing rules for procedures and practices as they relate to the issues raised in the challenge.
 - 4. Review the CTA Elections Manual for requirements that relate to the issues raised in the challenge that the chapter's governance documents do not address.
 - 5. Fully and objectively interview the challenger.

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6. Fully and objectively interview every witness identified by the challenger.
 7. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
 8. Analyze the issues of the challenge based on the unit's bylaws and election standing rules to determine if there is a violation.
 9. Determine whether identified violation(s) may have affected the outcome of the election.
 10. Confirm that the resolution recommendations address each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
 11. Submit a written report including issues, findings, and recommendations to the chapter president and the Governance Board within the same ten (10) calendar day period.
- E. Any member of the Executive Board who was a candidate in a race that is challenged, or whose immediate family member is such a candidate, shall recuse themselves from discussion of and voting on the report. If, in the case where the majority of the Executive Board is unable to act on the challenge, the decision shall move to the next highest decision making body according to the unit's governance documents.
- F. The Executive Board shall act on the report no later than ten (10) days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O--CTA Challenge Procedures--Local Elections of the CTA Elections Manual. The names of challengers and challenge forms shall remain confidential. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
- G. If the Executive Board fails to act within twenty (20) calendar days of the initial challenge, the individual may file an appeal as described below by writing to the CTA President.
- H. If either party wishes to appeal the decision of the unit's governance body, s/he may file an appeal in writing to the CTA President within ten (10) calendar days from the date of the decision of the governance body. The appeal shall be the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board's decision.

XXIII. INITIATIVE PROCEDURES

- A. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.

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- B. An Active member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
- C. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least 60 percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the chapter president the petition(s) containing original signatures.
- F. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
- G. If there are insufficient signatures, the petition circulator will be notified within 3 calendar days, that the petition failed for a lack of signatures.
- H. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
- I. Regular election procedures (e.g., election of officers) shall be followed including voting times.
- J. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XXIV. REFERENDUM PROCEDURES

- A. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council at any valid meeting.
- B. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
- C. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
- D. Regular election procedures (e.g., election of officers) shall be followed including

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voting times.

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

XXV. RECALL PROCEDURES

- A. 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.
- B. Any Active member(s) desiring to recall a unit officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
- C. The petition must include the following information:
 - 1. Name of individual who is the subject of the recall;
 - 2. Office of individual;
 - 3. Date of petition;
 - 4. Name(s) of person(s) filing petition;
 - 5. Notation that "Each signature must be ink"; and
 - 6. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
- D. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
 - 1. If the petition does not contain the necessary information, the chairperson of the Elections Committee shall so notify the petitioner(s).
 - 2. If the petition contains the necessary information, the chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signature(s), and the needs for protection of due process rights of the parties.
 - 3. The chairperson of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.

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- E. Monies from a unit's treasury or indirect contribution in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
- F. No unit may state or indicate its preference in the unit's newspaper, newsletter, or communications to its members.
- G. The timeline for gathering of signatures will commence the day that the notice of intent is registered.
- H. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.
- I. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.
- J. The Election Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.
- K. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures that the petition failed for a lack of signatures.
- L. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.
- M. The chapter President, or the Vice-President if the chapter President is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in the count.
- N. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
- O. The election must be conducted with provision for a secret ballot and voter sign-up sheets.
- P. The election shall be certified in accordance with the unit's bylaws.
- Q. The Chairperson of the Elections Committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The

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election results shall be posted at each work site as soon as possible following the election.

XXVI. POLITICAL ACTION COMMITTEE

- A. In order to participate in local school board elections and/or bond elections, any funds donated for such purposes must be collected separately from association dues and held in a separate account. The Fair Political Practices Commission guidelines regarding campaign donations and correct procedures for forming and operating political action as detailed in the CTA Guide to Local Political Action Committees shall be adhered to.