

Redlands Education Support Professionals Association

Standing Rules

Standing Rules shall be established by the following procedures:

- A. Standing Rules can be submitted to the Representative Council for Consideration by:
 - 1. Recommendation of the Executive Board
 - 2. Submitted from the floor of duly elected Representative Council members in attendance.
- B. Once submitted, standing rules are open for discussion. Standing rules being considered will be placed on the agenda for the following Rep Council meeting to be voted on.
- C. Standing Rules can only be established by a majority vote of those Rep Council members in attendance.

REPRESENTATIVE COUNCIL MEETINGS

- A. Regular meeting of the Representative Council shall adjourn no later than 6:00 p.m., unless a motion from the floor *to extend the meeting* is approved by the majority of members present.
- B. An incentive drawing will be held at the time of the closing gavel. Names will continue to be drawn until the name of a person drawn is present. All names of Site Representatives will be in the box at the time of each drawing.

FINANCIAL POLICIES AND PROCEDURES

A. GENERAL POLICIES

- 1. The Executive Board formulates financial policies, delegates' administration of the financial policies to the Representative Council, and reviews operations and activities.
- 2. The Executive Board has management responsibility including financial management.
- 3. Financial duties and responsibilities must be separated so that no one person has sole control over cash receipts, disbursements, reconciliation of bank accounts, etc.
- 4. Professional financial service providers will be established annually. These include QuickBooks Online, the financial institution approved by the Executive Board, CTA (insurance and retirement services), and Executive Board approved independent auditor, or other Executive Board approved financial provider. Any changes to these providers must be approved by the Executive Board and reflected in the minutes.
- 5. The RESPA Treasurer will maintain a current and accurate log of the chart of accounts.
- 6. The Executive Board at their annual retreat will review these policies and procedures.
- 7. All financial records will be kept at the RESPA office.

B. MEMBERSHIP DUES

- 1. The Association shall receive on a monthly basis the dues checks and rosters.
- 2. The Treasurer shall see to the distribution of funds to CTA, NEA and PAC, Citrus Belt UniServ (CBU) and RESPA in accordance with IV (d).

3. The procedure for distribution of dues shall be created by the Treasurer (and revised as necessary) and attached as Appendix B.
4. Copies of checks and rosters will be kept at the RESPA office for five years.
5. The Treasurer shall verify the accuracy of the dues roster by comparing it with official RESPA membership records.

C. CASH RECEIPTS (includes checks)

1. The President will endorse and forward copy of checks to treasurer for account balancing.
2. Authorized account signers will complete deposit slips in duplicate. Receipts and deposit slips will be placed in a file for the Executive Board approved financial institution.
3. Documentation for all receipts (a copy of check, letter, etc.) will be attached to the duplicate slip and filed chronologically.
4. All receipts will be deposited intact and in a timely fashion. No disbursements will be made from cash or check receipts prior to deposit.

D. CASH DISBURSEMENTS

1. CHECK POLICY

- a. The RESPA President and Treasurer will be responsible for all blank checks.
- b. The RESPA Treasurer will generate checks for invoices through the accounting system using QuickBooks Online. The President shall prepare vouchers for invoices as they are received.
- c. Voided checks will have "VOID" written boldly in ink on the face and have the signature portion of the check torn out. Voided checks will be kept on file.
- d. In no event will:
 - 1) Invoices be paid unless approved by two signers.
 - 2) Blank checks (checks without a date or payee designated) be signed in advance
 - 3) Signature stamps be used by authorized signer or by anyone else in place of authorized signer.
 - 4) Checks be made out to "cash", "bearer", "petty cash", etc.
 - 5) Checks be prepared on verbal authorization, unless approved by the RESPA President and will only be verbally approved in case of an emergency.
- e. In the event that it is necessary to issue a duplicate check for checks in an amount over \$15, a stop payment will be ordered at the bank on the original check.

2. CHECK AUTHORIZATION PROCEDURE

- a. All bills and/or invoices will be immediately forwarded to the RESPA President who will attach vouchers with explanations along with copies of the bills or invoices.
- b. The RESPA Treasurer or designee will review vouchers for mathematical accuracy, validity, and conformity to the budget or other board authorizations. The Treasurer or Designee then signs his/her initials to the vouchers indicating they have been reviewed assigns the correct budget number and generates the checks.
- c. All checks shall then be signed by two authorized signers.
- d. Authorized signers on the Redlands ESPA accounts include the President, Vice President, Secretary of the Board, and Director of Clerical, Fiscal, and Technical.

3. BANK RECONCILIATIONS

- a. Bank statements will be received directly and opened by the President/designee.
- b. The President/designee and the Treasurer will reconcile the bank statements monthly.

E. PURCHASING

1. Advanced approval is not necessary for all items previously approved as part of the current year's budget.
2. Purchases over \$500 not included in the current year's approved budget, must be approved in advance by the Executive Board.

F. TRAVEL & EXPENSES

GENERAL AUTHORIZATION. The rules governing the control and necessary expenses of RESPA Representatives to CTA, NEA and events approved by the Executive Board shall be as follows except where otherwise authorized:

1. A signed and dated Redlands ESPA expense statement shall be submitted with receipts, where required, for all reimbursable expenses. Incomplete statements will be returned and not reimbursed until completed and resubmitted. There will be no advances for any meeting or conference attendance without prior approval of the Executive Board. Any outstanding advances or expense statements will preclude the member from attendance at another RESPA funded conference or meeting until the expense form is submitted and cleared by the President, unless the conference or meeting is within thirty days of the prior event with the outstanding expense form.
 - a. Travel
 - 1) PLANE: Actual, most economical coach fare (receipt required) and up to two checked bags (receipt required)
 - 2) TRAIN OR BUS: Actual fare (receipt required)
 - 3) AUTO:
 - a.) Per the current IRS mileage rate at the time the trip was taken. Mileage reimbursement cannot exceed the cost of the least expensive coach plane fare, as determined by the President.
 - b.) Mileage to and from the member's home airport at the current IRS mileage rate at the time the trip was taken.
 - i. AIRPORT SHUTTLE: RESPA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available (receipt required).
 - ii. PARKING: Actual costs of airport parking and hotel parking (receipt required).
 - iii. RENTAL CARS: If used in lieu of the airport shuttle will only be reimbursed up to the cost of the airport shuttle. All other rental car reimbursements must have prior Board authorization (Receipt required).
 - b. Lodging
 - 1) The cost of a hotel room, not to exceed the conference rate (with copy of actual hotel bill as receipt).

- 2) Members are expected to share a room with another RESPA member of the same gender. If the member wants his or her own room, then he or she must pay for the other half of the room expenses including taxes. If the room is paid directly by RESPA, the other half must be paid for before the trip is taken. The Executive Board may approve for a member to have a single room.
- 3) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable without prior Board authorization.
- 4) Personal charges that are not covered under current CTA guidelines are not reimbursable.
- 5) A maximum per day portage not to exceed CTA current rate is reimbursable. (Room tips & baggage handling)

c. Meals

Actual amounts paid **including tax and tip**, not to exceed CTA current rate for any one day. Itemized receipts are required for all meals. Meals paid for as part of the conference cannot be vouchered, and must be subtracted from the daily meal allowance.

d. Deadline for Filing Claims

All claims must be filed within **10 days** of returning from the conference or meeting. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than sixty days after the end of the month in which they are incurred shall require approval of the Executive Board.

e. Conference/Meeting Attendance Expectations

- 1) It is expected that all sessions and meals with speakers and/or awards ceremonies will be attended.
- 2) A brief written summary detailing highlights of the attended conference or meeting shall be attached to the reimbursement form and submitted to the President.

G. PROPERTY/EQUIPMENT

1. Equipment shall be defined as all items (purchased or donated) with a unit cost of \$500 or more and a useful life of more than one year.
2. The President/designee will maintain an inventory log, which shall list a description of the item, date of purchase or acquisition, price or fair market value of the item and its location.
3. The Treasurer/designee will record all equipment in the accounting system. An entry must be made whenever property is disposed of or acquired.

H. LEASES

1. The RESPA President will review leases prior to submission to the Executive Board for approval.
2. All leases, clearly delineating terms and conditions, will be approved by the Executive Board and signed by the President.
3. The President will keep a copy of each lease on file at the RESPA office.

I. BOOKS OF ORIGINAL ENTRY

1. Redlands ESPA will utilize QuickBooks Online accounting software for accounting for all funds.
2. Adequate documentation will be maintained to support all general entries.

3. Monthly on the designated day the Treasurer will prepare a Budget Report that will be reviewed by the Executive Board and presented to the Rep Council for approval.
4. The Budget report will include a comparison to the approved budget as well as monthly balances.
5. Redlands ESPA will maintain its accounting records on the cash basis in a manner that facilitates the preparation of audited financial statements conforming to generally accepted accounting principles.
6. The Executive Board shall annually contract with an independent auditing firm for a full audit of the books, to be completed prior to the first of November.

J. BUDGETS

1. The RESPA President and the RESPA Treasurer will prepare the annual financial budget for presentation to the Rep Council.
2. The Executive Board shall approve the annual budget no later than the first regularly scheduled meeting of the school year.
3. The Treasurer will ensure that budgets are on file at the RESPA office.
4. The Executive Board must approve proposed changes in the budget.

K. RESPA RECORDS

1. MINUTES OF MEETINGS

- a. The Secretary of the Board will prepare accurate minutes of all meetings of the Executive Board and Rep Council.
- b. The Secretary will file the minutes after approval.

2. FINANCIAL RECORDS

- a. The Treasurer shall file financial records as appropriate and organized for each year as directed by the accounting firm responsible for the yearly audit at the RESPA office in a locked cabinet.

3. MEMBERSHIP FILES

- a. Membership files shall be maintained in a locked file cabinet at the RESPA office.

L. EXECUTIVE BOARD RESPONSIBILITIES FOR STIPEND DISBURSEMENT

1. Attend Annual Redlands ESPA Retreat
2. Attend all Site Representative Council Meetings
3. Attend all Executive Board Meetings
4. If absent from more than (5) five Site Representative Council Meetings or Executive Board Meetings, then Stipend will be forfeit.

ELECTION PROCEDURES

A. NOMINATIONS AND ELECTIONS

1. Elections Committee

- a. There shall be an Elections Committee.
- b. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board at the first regularly scheduled meeting of the school year.

- c. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the Association's operations, and who are not seeking election.
- d. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
- e. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

2. 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) calendar day period between notice of election and the actual voting.
- d. There shall be an all Active member vote.
- e. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
- f. 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.
- g. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

3. Announcement

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

4. Timeline

- a. Sites on alternative calendars shall be considered when setting election timelines.
- b. The timeline for the election shall include dates for:
 - 1) 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;
 - 2) At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - 3) Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - 4) Final date to acknowledge candidates' declaration of candidacy;
 - 5) Date for preparation of ballots;
 - 6) Date on which ballots will be distributed;
 - 7) Date by which to request a ballot;
 - 8) Date(s) when voting will take place;
 - 9) Deadline date (date received, not post-marked date), time and place for return of ballots;
 - 10) Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;

- 11) Date that announcement of results shall 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 ballots;
 - 12) Dates and timelines for run-off election, if necessary; and,
 - 13) Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked date).
5. 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.
 - 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 web site by a candidate is prohibited.
 - e. The Association shall not make available personal emails to candidates.
 - 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.
 6. 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 work sites and the number of Active members at each site for the purposes of campaigning.
 7. 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/position, the term, and the names of the candidates.
 - d. The ballot shall include space for a write-in candidate, except in run-off elections.
 8. Distribution of Ballots and Method of Voting
 - a. Each member shall receive a ballot.
 - b. Voting shall be by one or a combination of the following methods:
 - 1) At School/Work Site/Specified Voting Site
If a Site Representative is a candidate, refer to A. Elections Committee, 5.
 - a.) Voting At School/Work Site(s)/Specified Voting Site
 - (1) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (a.) Voter Roster – List of eligible voters.
 - (b.) Voter Sign-up Sheet – List of eligible voters for verification of receipt of ballot.

- (2) The marked ballot must be returned to a designated site representative or ballot box.
- (3) 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/Sing-up sheets and ballots from each site must be kept together until verified by Elections Committee.
- (4) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
- (5) Preliminary counts shall not be completed at school/work sites.

2) Voting At School/Work Site(s)/Specified Voting Site Using Envelops

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

- a.) A list of current Active members shall be prepared, which includes each member's name and school/work address.
- b.) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;
 - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4) A larger envelope (outer envelope) addressed to the Elections Chair, on which the voter prints and signs his/her name.
- c.) At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d.) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e.) All inner envelopes shall be placed in a separate receptacle.
- f.) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
- g.) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

3) By mail

When the voting is conducted by mail, the procedure shall be as follows: Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

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

- a.) A list of current Active members shall be prepared, which includes the following: name, school/work and home address.
- b.) The mailing list shall exactly correspond to the current official roll of voting members.
- c.) 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 site on the outer envelope addressed to the Elections Chair; and
 - (d.) Deadline date for receipt of the voted ballot to the Elections Chair.
- (3) Inner envelope;
 - (4) Outer return envelope, addressed to the Elections Chair. The ballot shall be date stamped when it is received by the Elections Chair and then put in a safe place until the votes are to be counted.
 - (5) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
 - (6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - (7) All inner envelopes shall be placed in a separate receptacle.
 - (8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

9. Vote Requirement

- a. A majority vote means more than half 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: [See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.]
 - 1) If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
 - 2) If the unit is within a multiple unit electoral district, results must be sent to the San Gorgonio Service Center Council Elections Committee to determine if a candidate has received a majority vote.
- 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 filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. **There shall be no provisions for write-in candidates in run-off elections.**
- 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 and to the San Gorgonio Service Center Council.
- h. An election for Association Officers and Directors 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. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
- i. 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. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

- j. 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 San Gorgonio Service Center Council, which will forward the results to CTA.
- k. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

10. Counting of Ballots

- a. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
- b. 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.
- c. Each office/position on the ballot shall be treated as a separate race.
- d. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - 1) Member not listed on the voter roster;
 - 2) Voter's intent unclear;
 - 3) Votes cast for more than number allowed;
 - 4) Votes cast on unofficial ballot (probably reproduced); and,
 - 5) Candidate is not a member.
 - 6) Ballots that are separated from Roster/Sign-up sheet shall not be counted.
- e. Ballots set aside and not counted are:
 - 1) More ballots than signature;
 - 2) Ballot(s) submitted after deadline; and
 - 3) Voting envelopes without a signature.
- f. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots should remain separate.
- g. The Elections Committee will 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 as soon as possible following the election.
- i. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

11. Observers

- a. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee Chair 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.

12. 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 item number 5.
- d. The notification must be on official CTA Challenge Form. (See Appendix M of CTA Elections Manual – May be accessed on MyCTA)
- e. Upon receipt of the challenge, the Elections Committee Chair 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 Chair shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - 1) Is a violation of the unit'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) Identified violation(s) that may have affected the outcome of the election.
 - 5) Within the same 10 calendar day period, the unit's Elections Committee shall submit a written report including issues and recommendations to the Chapter President and the Executive Board.
- f. Any member of the Executive Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report.
- g. The Executive Board shall act on the report no later than 10 calendar 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 CTA Elections Manual. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
- h. 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 7 (a-c) above by writing to the CTA President.
- i. If the challenging party(ies) wish(es) to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - 1) Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - 2) Attached evidence of the violations, insofar as possible.
 - 3) List names and address of parties who can give evidence.
 - 4) Written response of unit's governance body to original challenge.
 - 5) 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 7 (a-c) above by writing to the CTA President.
- j. 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.

13. 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.
- 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 sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- 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.

14. 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 voting times.
- e. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

15. 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. (Revised 6/05)
- c. The petition must include the following information:
- d. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.

- e. Monies from a unit's treasury or indirect contributions 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 Elections 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. [Revised 6/05]
- 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 chapter 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 this count.
- n. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
- o. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
- p. The election shall be certified in accordance to 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 election results shall be posted at each work site as soon as possible following the election.

Association Representation

For the purposes of fair representation on state level boards and committees, when the President is elected or serves in a different capacity, the RESPA Executive Board may recommend one of the current Executive Board officers to serve and provide representation as RESPA President designee. This appointment/election shall be for limited and specific purpose and the powers and authority of the appointed/elected person shall be limited to those specified by the Executive Board.