

Hacienda La Puente Teachers Association Standing Rules

SR-1

STANDING RULE 1 – IDENTIFICATION AND GOALS

- A. The Board of Directors shall recommend to the Representative Council for its consideration and adoption specific goals for the school year. These goals shall be presented no later than the first Representative Council meeting of the school year.

SR-2

STANDING RULE 2 – MEMBERSHIP

- A. In accordance with the Association Rights article of the current contract, the appropriate unified dues/fees shall be deducted from each unit member's payroll as directed. This authorization shall remain in effect until revoked by the member in compliance with Section 3 of the By-laws or termination of employment in the Hacienda La Puente Unified School District.
- B. Cash collection of dues in lieu of payroll deduction will be accepted for full payment of unified dues by September 30.
- C. Pro-rated dues/fees are available to new unit members; new unit members who choose to pay by cash; Category 3 or 4 members who become employed during the school year.

SR-3

STANDING RULE 3 – MEMBERSHIP DUES

- A. Annual local membership dues shall be determined annually by indexing dues increases to the salary increase negotiated the previous year.
1. Category 1 - for those members whose teaching assignment is more than 60% of a normal assignment – full dues amount.
 2. Category 2 - for those members whose teaching assignment is greater than 1/3 but 60% or less than a normal assignment – 56% of the full dues for active members.
 3. Category 3 - for those members whose teaching assignment is 1/3 or less than a normal assignment – 46% of the full dues for active members.
 4. Category 4 - for those adult education members whose teaching assignment is part-time and 8 to 18 hours per week – 28% of the full dues for active members.
- B. Annual membership dues for Associate members shall be full CTA and NEA dues, but no local dues.

SR-4

STANDING RULE 4 – SUPPLEMENTARY RULES OF OPERATION FOR THE REPRESENTATIVE COUNCIL

The following procedures shall apply for the conduct of meetings of the Association Representative Council, in addition to those specified by the latest edition of *Robert's Rules of Order*.

- A. Reports from the Secretary and Treasurer will be presented to the Representative Council in writing.

HLPTA Standing Rules

- B. Any Action Items submitted two (2) weeks prior to a Representative Council meeting shall be printed in the agenda mailed to the Faculty Representatives. Other Action Items may be presented in written or oral form at the Representative Council meeting.
- C. Committee Reports and Action Items (including all Old Business and New Business) shall precede announcements on the agenda.

These supplemental rules may be suspended at any time by a two-thirds ($\frac{2}{3}$) vote of the voting members in attendance at the Representative Council. They may be amended by the presentation of a proposed amendment to the Representative Council at any regular meeting and adoption by a majority vote of the voting members of the council at the next regular meeting.

SR-5

STANDING RULE 5 – GENERAL ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
3. The Elections Committee and Chairperson shall be appointed by the President and approved by the Board of Directors at the beginning of each school year.
4. The Elections Committee shall be composed of at least four (4) members, corresponding to the segment representatives of the Board of Directors, who are not on the Board of Directors, who are familiar with the Association operations, and who are not seeking elections.
5. 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.
6. Any Faculty Representative who is not running for office may assist the Elections Committee upon request from the Elections chair.

B. Election Requirements

1. The chapter 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 Active membership in the chapter may be required.
2. Every Active 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. The procedure shall provide for a voting period of up to five (5) days.
5. There shall be an all Active member vote. A member who is on a paid leave of absence shall be sent elections information by mail to his/her last known residence.
6. A chapter shall provide means for all Active members to vote (including by absentee ballot if on leave), 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.
7. An Active member shall acknowledge receipt of a ballot by signature written in ink on a registration sheet at the time of issuance of the ballot or on an envelope when returning the

HLPTA Standing Rules

voted ballot. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

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 Elections Committee shall annually establish a master calendar (including run-offs, if necessary) in accordance with the Bylaws. This calendar shall be approved by the Representative Council at its January meeting.
2. Schools on alternative calendars shall be considered when setting elections timelines.
3. The timeline for the elections 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. 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;
 - 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 for requesting absentee ballot;
 - j. Deadline date (date received, not postmarked date), time and place for return of ballots, including absentee ballots;
 - k. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - l. Date(s) that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be no later than five (5) calendar days following the counting of ballots.
 - m. Dates and timelines for run-off election, if necessary; and
 - n. Deadline for filing of challenges (date received, not postmarked date).

E. Finances

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.

HLPTA Standing Rules

2. 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.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. 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.

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 be treated in a fair and equitable manner in the distribution of campaign statements.
4. Each candidate shall receive a copy of Standing Rule 18 (Association Election Campaigns) upon receipt of their declaration of candidacy form.
5. 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.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA election alphabet 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.

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.

2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. Incumbents who are candidates for election shall also be identified as such.
4. 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 one or a combination of the following methods:

- a. At School/Work Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. *Elections Committee*, 5.

- 1). Voting At School/Work Site(s)/Specified Voting Site

- a). 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.

HLPTA Standing Rules

- b). The marked ballot must be returned to a designated site representative or ballot box.
 - c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
 - d). Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
- 2). Voting At School/Work Site(s)/Specified Voting Site Using Envelopes

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

- a) A list of current Active members shall be prepared, which includes each member's name and school 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 chapter, 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 off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
- b. By mail

When the voting is conducted by mail, the procedure shall be as follows:

Active members who are off-track or 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:

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

HLPTA Standing Rules

- 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.
- 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 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.

I. 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.

1. A majority vote means more than half of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
4. For Association officers and Board of Directors, the election will be by majority vote.
5. For State Council: [*See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.*]
 - a. The election for State Council Representative will be by majority vote.
6. 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.
7. For NEA Local Delegates, the election will be by plurality vote. Results must be sent to the CTA Governance Department and to the Service Center Council.

HLPTA Standing Rules

8. 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. This election practice will not generate successor delegates.
9. 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.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

J. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, in accordance with Section K.
2. The Elections Committee shall count the ballots in a secure area with only the Elections Committee members and designated observers present. Ballots should be counted immediately following the deadline for receipt of voted ballots.
3. 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 not marked in ink;
 - i. Vote cast for ineligible candidate; and
 - j. Voting envelopes without a signature.
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. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee should report this to the president so the Board of Directors can decide how the ballots should be recorded in accordance with Section 9 below.
6. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast;
 - b. The number of ballots set aside with an explanation for each category of ballot not counted;
 - c. The number needed to win or pass;

HLPTA Standing Rules

- d. The number of votes received by each candidate or issue;
 - e. A notation whether the set aside votes would affect the outcome;
 - f. A listing of school(s) whose ballots were set aside and not counted shall be included with an explanation of illegality; and
 - g. Signature of each Elections Committee member present during the preparation of the report.
7. The Elections Chair shall submit the Final Report to the President and interested parties.
 8. The President shall announce the results as prescribed by the timelines. The election results shall be posted at each work site as soon as possible following the election.
 9. If the votes set aside would affect the outcome of the election, the Board of Directors 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.

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

K. Observers

1. Each candidate shall be allowed to have an observer, who may be the candidate, at the vote counting area and shall give the name 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. As determined by the Rules and Elections Committee, any interference in the counting shall result in removal of the observer from the counting area.

L. 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 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 unit bylaw(s) and/or standing rule(s) have been violated;
 - b. Attach evidence of the violations, insofar as possible; and
 - c. List names and addresses of parties who can give evidence.
3. Within ten (10) calendar days after receipt of the challenge, the Elections Committee shall, in accordance with the Association's Bylaws and Standing Rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the unit's election requirement(s).
 - b. Is supported by the appropriate documentation;

HLPTA Standing Rules

- c. Requires more information. The information will be obtained via the most feasible method.
- d. Identified violation(s) that may have affected the outcome of the election.
4. The Elections Committee shall submit a written report including issues and recommendations, within the same 10-day period, to the Association President and the Board of Directors.
5. The Board of Directors shall act on the report no later than ten (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 Board of Directors must issue its findings in writing to the challenger.
6. Any member of the Board of Directors 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. If in the case where the majority of the Board is unable to act on the challenge, the decision shall move to the Representative Council.
7. If an individual wishes to appeal the decision of the Board of Directors, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the Board of Directors to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - a. Specifically, which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Board of Directors 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.
9. 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.

M. 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. An Active member shall file a notice of the intent to circulate a petition with the 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 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 fifteen (15) 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.
5. The circulators shall present to the President the petition(s) containing original signatures.

HLPTA Standing Rules

6. The President shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within three (3) calendar days, that the petition failed for a lack of signatures.
8. The President shall cause a ballot to be furnished to the members no less than fifteen (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.
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.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Board of Directors shall be referred to a vote of the Active membership upon two-thirds ($\frac{2}{3}$) 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 Active membership on the ballot.
3. The President shall cause a ballot to be furnished to the Active members no less than fifteen (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.
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.

O. 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. An Active 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 Vice-President.
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 sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) 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 President the petition(s) containing original signatures or the Vice-President if the chapter president is the person being recalled.

HLPTA Standing Rules

6. The President shall have ten (10) calendar days in which to verify the membership of the signers of the petition or the Vice-President if the chapter president is the person being recalled.
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The President shall cause a ballot to be furnished to the Active members no less than twenty (20) calendar 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.

P. Contract Ratification Election

1. Upon determination by the Board of Directors that a tentative agreement has been reached, the Board shall decide the method by which the election shall be conducted:
 - a. General meeting of the membership, or
 - b. Building Balloting.
2. This election shall provide for a decision by the membership within fifteen (15) work days.
3. The method of election shall comply with established election procedures.

SR-6

STANDING RULE 6 – OFFICERS

The following duties shall be in addition to those specified in the Bylaws:

A. Duties and Job Descriptions of the President:

1. Represent the Association on matters of policy
2. Represent the Association at Board of Education meetings
3. Speak before lay and professional groups
4. Meet regularly with school site faculties
5. Assist the Faculty Representatives in implementing the Association's policies
6. Promote the goals and objectives of the Association
7. Prepare agendas for and preside at meetings of the Representative Council and Board of Directors.
8. Call meetings of the Board of Directors and Representative Council
9. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association
10. Supervise Policy Committee chairpersons with planning and implementing their activities

HLPTA Standing Rules

11. Appoint chairpersons of committees with the approval of the Board of Directors
12. Appoint members of the Negotiating Team, Grievance Committee, PAR Panel, Professional Development Committee, Editorial Boards, and other committees as needed, with the approval of the Board of Directors
13. Serve as an ex-officio member of all Association committees
14. Serve as a consultant to the Association's Consult Team members
15. Assist members in grievances and other matters
16. Assist in contract maintenance
17. Advise the editorial boards of Association publications
18. Direct external Association releases
19. Direct Association correspondence
20. Assist and advise Association delegations in preparation for attendance at professional conferences and conventions
21. Represent the Association with affiliated organizations
22. Attend or designate an alternate to attend Service Center Council meetings
23. Sign contracts and other instruments connected with the business affairs and professional activities of the Association as approved by the Board of Directors
24. Assist the Executive Director as needed
25. Perform such other duties as may be directed by the Board of Directors and/or the Representative Council

B. Duties of the Vice-President:

1. Assist the President in conducting Representative Council meetings.
2. Serve as Parliamentarian
3. Serve as coordinator of committees
4. Coordinate with the assistance of the Board of Directors a training program for Faculty Representatives
5. Coordinate with the assistance of the Board of Directors a membership promotion program for Faculty Representatives
6. Serve as coordinator of the Association's calendar
7. Perform such other duties as may be directed by the Board of Directors and/or the Representative Council

C. Duties of the Secretary-Treasurer:

1. Supervise the maintenance of all elected representatives and their respective terms of office and notify the Elections Committee of pending vacancies
2. Maintain a record of attendance of representatives to Representative Council meetings
3. Supervise the maintenance of an accurate roster of Association membership

HLPTA Standing Rules

4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President
5. Supervise and maintain a detailed record of all receipts and expenditures of the Association and present this information in monthly and annual financial reports to the Representative Council and the Board of Directors
6. Issue all checks drawn on the funds of the Association as authorized by the Board of Directors
7. Submit membership and financial reports to CTA/NEA or other agencies as required by law
8. Implement an annual audit of the Association's financial records as required by law and authorized by the Board of Directors

D. Duties of the Segment Directors:

1. Assist the Faculty Representatives in the performance of their duties
2. Conduct meetings of members within their segment, as scheduled by the President, to discuss and make recommendations on areas of concern
3. Edit Segment newsletters
4. Assist with membership promotion
5. Serve as liaison to a policy committee

E. Rotation of Terms for Officers and Segment Directors

1. **The Board shall determine an election schedule which rotates the terms of Officers such that annual elections shall call for the election of a President, a Vice-President, or a Secretary-Treasurer, plus the election of Officers to fill any vacancies.**
2. **The Board shall determine an election schedule which alternates the terms of Segment Directors such that annual elections shall call for the election of half of the Segment Directors, plus the election of Segment Directors to fill any vacancies.** (*Amended January 9, 2017*)

SR-7

STANDING RULE 7 – BOARD OF DIRECTORS

- A. The Board of Directors shall designate three (3) officers, one of whom shall be the Treasurer, as authorized persons to sign checks drawn upon the accounts of the Association. Two (2) of the three authorized signatures shall be required on all checks.
- B. The Board of Directors shall review and make recommendations to the Representative Council on proposals for Association action, which are made by individuals and/or organizations who are not members of the Association.
- C. The Board of Directors shall determine whether grievances shall be submitted for arbitration.
 1. The grievant shall submit his/her request to proceed to arbitration in writing to the President, who shall immediately forward the request to the Board of Directors and schedule a special meeting if necessary.

HLPTA Standing Rules

2. The issues of the grievance shall be presented to the Board of Directors by the President or Grievance Chair. The grievant shall be invited to attend to present his/her request to the Board in person. In executive session, the Board of Directors shall discuss the merits of the case and approve or deny the request to submit the grievance to an arbitrator.
 3. The President shall immediately notify the grievant of the Board's decision and notify the District if the Board agrees to submit the grievance to arbitration.
 4. When judging the merits of taking a grievance to arbitration, the Board of Directors shall consider the following factors:
 - a. SCOPE: Is the grievance within the scope of the Collective Bargaining Agreement, Ed Code, or clearly defined district past practices?
 - b. TIMELINESS: Is the grievance timely? Have all the timelines of the grievance procedure been met?
 - c. VALIDITY: How valid is the Association position? Are there credible evidence and arguments to support the position?
 - d. APPROPRIATENESS: Is the matter more appropriately for negotiations?
 - e. EFFECT: What is the effect of a win for the grievant and for the Association? A loss?
 - f. DFR: Is there a possible claim of breach of fair representation?
 - g. FEASIBILITY: What feasible settlement is possible?
 - h. JUSTIFICATION: Can the case be justified for organizational, morale, or public relation reasons?
 - i. COST: Is the cost of the arbitration worth the economic and political gains sought? Does the chapter have funds available for arbitration? Will the chapter qualify for assistance from the CTA Arbitration Participation Fund?
- D. The Board of Directors may vote to reprimand or censure a member/s of the Board of Directors.
1. The vote to reprimand/censure shall require a two-thirds ($\frac{2}{3}$) majority vote of the entire Board of Directors.
 2. Any member of the Board of Directors may place a motion to reprimand/censure before the Board of Directors. The motion to reprimand/censure shall include specific reasons or violations to justify the motion.
 3. Members of the Board of Directors may be reprimanded or censured for
 - a. Lack of attendance (Absences without advance explanation for more than five (5) meetings.)
 - b. Neglect or failure to perform required responsibilities
 - c. Action or speech which is injurious to the Association

SR-8

STANDING RULE 8 – POLICY COMMITTEES

Each committee chairperson shall make periodic reports and recommendations to the Board of Directors and the Representative Council. Policy committees of the Association shall consist of, but not be limited to, the following:

A. Instruction and Professional Development

1. Study and recommend such appropriate action in the field of curriculum and instruction as may be appropriate

HLPTA Standing Rules

2. Organize and promote Association workshops in appropriate areas which will meet the needs and requests of members
3. Become familiar with pending and current legislation that affects the Instructional Program in the District and make appropriate recommendations
4. Study those sections of the Administrative Regulations and Board policies that affect teachers and make recommendations for changes

B. Political Action Committee

1. Screen candidates for local elections and make specific recommendations for Association support
2. Disseminate information to the membership regarding pending legislation in the field of education
3. Develop campaigns and programs for the enactment of legislation and the support of candidates
4. Provide continuing liaison between the Association and elected public officials

C. Organizing Committee

1. Develop an organizing plan to support negotiations
2. Organize activities to support Association goals
3. Establish liaison with the various community groups within the HLPUSD

SR-9

STANDING RULE 9 – DISTRICT COMMITTEES

- A. Representatives of the Association on District Committees shall be appointed by the President, with the advice and consent of the Board of Directors.
- B. Representatives serving on District Committees shall work to carry out Association policies and procedures.
- C. It is the policy of the Association that teachers serving on District Committees without Association approval do so as individuals, not as representatives of the Association.

SR-10

STANDING RULE 10 – GRIEVANCE COMMITTEE

The Association Grievance Committee shall consist of no more than five (5) Association members. The Committee shall:

- A. Provide Representatives to assist members of the Bargaining Unit in processing grievances
- B. Represent the Association at grievance proceedings whenever a member of the Bargaining Unit is processing a grievance without the assistance of the Association
- C. Make recommendations to the Board of Directors regarding the budget for grievance processing and arbitration costs
- D. Keep the Board of Directors informed regarding the operation of the Grievance Program

HLPTA Standing Rules

- E. Consider the merits of each grievance and make recommendations to the Board of Directors regarding the submission of a grievance to arbitration
- F. Keep a record of all grievances processed
- G. Study the Association's grievance processing program and policies and make recommendations to the Board of Directors and/or Representative Council for maintaining and improving their effectiveness.

SR-11

STANDING RULE 11 - NEGOTIATING TEAM

The Negotiating Team shall:

- A. Attend scheduled work sessions
- B. Attend other meetings as authorized by the Board of Directors
- C. Give periodic reports to the Board of Directors and the Representative Council
- D. Develop strategies for negotiations
- E. Prepare counter proposals and materials that may be needed throughout the negotiations process
- F. Abide by all negotiations guidelines and policies as adopted by the Board of Directors

SR-12

STANDING RULE 12 – REPRESENTATION TO AFFILIATED ORGANIZATIONS

A. NEA-RA Delegates

Delegates and Alternates to the annual NEA Representative Assembly shall be elected according to the procedures outlined in Bylaws Article XIII.

B. CTA Representative

CTA Representatives and their Alternates shall be elected according to procedures defined in Bylaws Article XIII. Terms shall be staggered as determined by CTA.

C. Service Center Council

CTA State Council Representatives, along with the Association President, shall automatically be delegates to the Service Center Council. The additional representatives as allotted by Service Center Council Rules shall be designated by the Board of Directors.

D. Other Organizations

At the direction of the Representative Council, the Association shall participate in membership in other organizations.

E. Selection of Representatives

The President shall appoint, with the advice and consent of the Board of Directors, representatives to other organizations.

HLPTA Standing Rules

F. Responsibilities of Representatives

The primary duty of any Faculty Representatives shall be to carry out the policies and goals of the general Association membership contained in policy statements of the Representative Council implemented by the ongoing actions of the Board of Directors.

G. Emergency Alternates

In cases where an emergency alternate is needed to attend any meetings at which the Association has an authorized voting delegation, the President shall be empowered to make an appointment for this purpose. When time permits, such appointments shall be approved by the Board of Directors.

SR-13

STANDING RULE 13 – REIMBURSEMENT OF EXPENSES

A. Philosophy

It shall be the philosophy of the Association that no member, within budgetary limitations, shall be expected to expend individual monies in the performance of Association-related responsibilities.

B. Individual Expense Accounts

There shall be established in each Association budget an individual expense account for the Association President. This individual expense account shall be established annually in an amount to be submitted by the Board of Directors and approved by the Representative Council as part of the adoption process for the Annual Budget.

C. Transportation

1. Plane: Actual coach fare (tourist, single class) unless coach service is not available, or circumstances compel use of first class accommodations.
2. Train or bus: Actual fare; railroad fare may include lower berth, roomette, or equivalent.
3. Auto: Current IRS rate per mile round trip by shortest highway route, except that round trips over 400 miles will not be reimbursable over the amount of round trip plane fare.
4. Actual cost of necessary transportation, including buses, taxis, tips, and parking fees.

D. Lodging

1. Actual amount paid, plus tips; to be based on single occupancy at the conference rate or comparable accommodation. (Amended 9-09-2013)
2. Personal charges, such as laundry, valet, telephone calls, and entertainment, are not reimbursable.

E. Meals

Actual costs up to an average of sixty-five dollars (\$65) per day for meals, including tax and tips, will be reimbursed.

F. Receipts

Receipts must accompany charges for transportation and lodging.

HLPTA Standing Rules

- G. Advances and any exceptions or variations from the above rules must be authorized by the Board of Directors.

SR-14

STANDING RULE 14 – GRIEVANCE PROCESSING

- A. General

The Association shall act to represent the interests of any member of the Bargaining Unit involved in a personal grievance procedure.

- B. Processing Grievances (Non-arbitrated)

Members of the Bargaining Unit shall be entitled to representation for any grievance which the member wishes to process at steps one and two of the grievance procedure. The Association Executive Director, President, and/or Grievance Committee may recommend that the member either drop the grievance, and/or proceed to any step referred to in this section; however, the ultimate decision shall be made by the member having the grievance.

- C. Processing Grievances (Mediation & Arbitration)

Members of the Bargaining Unit shall be entitled to request that a grievance, unresolved at step two or three, be pursued to mediation (step three) or arbitration (step four). Members seeking to pursue grievances to arbitration shall have the right to appeal decisions of the Executive Director, President, and/or the Board of Directors to the Representative Council. The Representative Council shall have final decision-making authority relative to the arbitration of grievances.

SR-15

STANDING RULE 15 – CONSULT PROCESS

- A. The responsibility of this activity shall rest with the Board of Directors.
- B. All members of the Consult team shall be appointed by the President with the approval of the Board of Directors.
- C. The Consult Process shall be continuous:
 1. Proposals for consulting shall be consistent with Association goals and policies.
 2. Proposals for the Consult Process shall specify the desired results.
 3. Proposals for Consulting shall be adopted by the Board of Directors and/or Representative Council.
 4. The team will report the results of consulting to the Board of Directors and/or Representative Council.
 5. Agreements reached through the Consult Process shall be approved by the Board of Directors and/or the Representative Council.

HLPTA Standing Rules

SR-16

STANDING RULE 16 – PROCEDURE FOR ENDORSEMENT OF HLPUSD BOARD OF EDUCATION CANDIDATES

The following shall be the procedures for the endorsement of candidates who will best promote the cause of quality education for the children of the Hacienda La Puente Unified School District as described in the position and policy statements of the Hacienda La Puente Teachers Association/CTA/NEA.

- A. Candidate Interview Committee(s)
 - 1. Composition
 - 2. The Board of Directors shall adopt guidelines for the selection of Interview Committee members, choosing from among its own body, the Political Action Committee, and the general membership.
 - 3. Responsibilities
 - a. Interview candidate
 - b. Compile data
 - c. Make recommendations based on:
 - 1) Educational philosophy - support of pertinent Association-adopted goals;
 - 2) Electability; and
 - 3) Ability to conduct a successful campaign.
- B. Post-filing Endorsement Procedure
 - 1. The Board of Directors shall report the recommendations to the Representative Council.
 - 2. The Representative Council shall vote on each of the recommendations individually.
 - 3. Candidates shall not be present during the discussion of, or the voting on, the recommendations.
- C. Early Endorsement Procedure
 - 1. If the Board of Directors determines that an early (prior to the close of filing) endorsement should be considered, the President shall appoint, with the advice and consent of the Board of Directors, an Interview Committee.
 - 2. The committee shall interview the candidate(s) and make a recommendation to the Board of Directors.
 - 3. The Board of Directors, with a two-thirds ($\frac{2}{3}$) vote, can establish early endorsement of a candidate.
- D. Support Activities

The Association shall:

 - 1. Report its endorsements to its members and other CTA members within the school district
 - 2. Report its endorsements to the CTA Association for Better Citizenship
 - 3. Request financial support from the Association for Better Citizenship

HLPTA Standing Rules

4. Establish appropriate volunteer committees to work with the campaigns for endorsed candidates

SR-17

STANDING RULE 17 – RECORDS AND PUBLICATION POLICIES

A. Privileged and Non-privileged Material

1. Privileged materials shall include staff evaluations and any records pertaining to grievances.
2. All other records and materials kept by the Association shall be categorized as non-privileged.

B. Publications

The publications of the Association may include, but not be limited to, the following:

1. Association Official Newsletter

This publication shall be distributed regularly and be supported as much as possible through the use of advertising. When possible, the contents of this newsletter shall be determined by an editorial board consisting of six (6) Association members and the Executive Director. The Editorial Board shall be appointed by the President, subject to the approval of the Board of Directors.

2. Informational Newsletter

The informational newsletter shall be published as needed, to provide the membership with information relating to issues facing the Association and the profession. Committee reports and negotiations updates shall be included in this category.

3. President's and/or Executive Director's Newsletter

This newsletter, printed on appropriate letterhead, shall be published, as necessary, by the President and/or Executive Director and shall be for the primary purpose of espousing a particular position as adopted by the Association.

4. Representative Council Information

The agenda shall be sent to Association Representatives at least one (1) week prior to each Representative Council meeting.

5. Special Information Bulletin

This bulletin shall be distributed to all Representative Council members and shall contain material of significance to Association leaders as they carry out their responsibilities within the organization.

6. Segment Newsletter

These newsletters shall be published on an as-needed basis. Segment Directors shall serve as the Editorial Boards of their respective newsletters. The Executive Director shall supervise these publications.

7. Website

HLPTA Standing Rules

8. Social Media

- C. Only Association publications may be identified by the official Association logo.
- D. All other publications distributed through the Association office shall be approved by the Board of Directors and identified as to source.
- E. All news releases issued in the name of the Association to outside public media must conform to Association policies.

SR-18

STANDING RULE 18 –ASSOCIATION ELECTION CAMPAIGNS

A. Distribution of Campaign Rules to Candidates

Upon filing a Declaration of Candidacy form, each candidate shall receive a copy of this Standing Rule, the Elections Timeline, and Standing Rule 5 “General Elections” B-L guidelines.

B. Use of District Mail

1. Candidates may use the Association's District mail privilege, subject to the following conditions:
 - a. Campaign material may be distributed during the period following the filing deadline through the last day of the election.
 - b. All pieces of campaign literature shall clearly display the following:
"NOT PRODUCED AT HLPTA EXPENSE AND NO HLPTA ENDORSEMENT IS IMPLIED. HLPTA MAIL PRIVILEGE EXTENDED TO ALL CANDIDATES EQUALLY."
 - c. To comply with the Collective Bargaining Agreement, all campaign literature that is distributed through District Mail must clearly display the stamp and signature of the Elections Chairperson to indicate approval for distribution.
 - d. Candidates must count out campaign literature by school, address properly (Faculty Representative, school) and sort into appropriate District mail groupings.
 - e. Four extra copies of each piece of campaign literature must be provided to the HLPTA office.
 - f. Each candidate must have a Declaration of Candidacy on file in the HLPTA office.
2. Upon request, the HLPTA will provide each candidate a list of Faculty Representatives by school, with the number of members and the mail groupings, or one set of labels.

C. "Meet the Candidates"

1. Candidates for Executive Offices, CTA Representative, and NEA Delegate may address the Representative Council subject to the following conditions:
 - a. Five (5) minutes maximum time per candidate
 - b. Total question/answer period of fifteen (15) minutes
 - c. Elections Committee Chairperson to moderate

HLPTA Standing Rules

2. Candidates for Segment Director may address Segment Meetings subject to the following conditions:
 - a. Three (3) minutes maximum time per candidate
 - b. Total question/answer period of ten (10) minutes
 - c. Election Committee members to moderate

D. Tallying Ballots

1. The ballot box shall remain locked from the beginning of the first day of voting until opened by the Elections Committee after the end of the last day of voting. Faculty Representatives shall verify the accuracy of all member signatures or initials from their site before returning ballots to the Association office.
2. A list of schools which have returned ballots shall be publicly displayed by the ballot box during voting days.
3. The Elections Committee shall conduct elections in accordance with Standing Rule 5: General Elections.

SR-19

STANDING RULE 19—AMMENDMENT PROCEDURES

Standing Rules may be adopted, rescinded, or amended by a majority vote at any regular meeting of the Association without previous notice. Although such rule remains in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it temporarily for the duration of a particular session.