

# Standing Rules

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# Standing Rules

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## **I-SERIES: Business - Budget, Fiscal and Corporate Matters**

### **RULE 1-1: State Headquarters Office**

The State Headquarters Office of the Association shall be located at 1705 Murchison Drive, Burlingame, California 94010.

### **RULE 1-2: Statement of Mission and Goals**

The CTA State Council of Education shall adopt a “Statement of Mission and Goals.” That Statement shall establish the Association’s priorities and shall guide the appropriate governance bodies in their development of the Association’s programs. The Statement shall be reviewed by the Board of Directors prior to the third State Council meeting of each year and shall then be submitted to that Council meeting for further review and adoption.  
*(Adopted June 1991, Amended June 1997, May 2004, June 2005)*

### **RULE 1-3: Media Relations**

The purpose of the California Teachers Association’s media relations program is to enhance CTA’s standing with the public at large and with specific constituencies, including public policymakers. The program shall be designed to protect and advance the interests of its members. *(Amended June 1997)*

These interests include member salaries, benefits, and working conditions as well as the quality of education, the well-being of students, and the promotion of human and civil rights throughout our society. *(Amended July 2004)*

To that end the following rules govern contacts with the media by CTA elected leaders and staff representatives.

1. The president is CTA’s official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions. *(Amended June 1997)*
2. The CTA president may designate other elected leaders or staff members to articulate the organization’s policies or positions either on a specific occasion or, within defined limits, on a continuing basis. The president will determine any occasions and will define any limits. *(Amended June 1997)*

3. No CTA elected leader or staff member shall initiate contact with any print or broadcast journalist to encourage or develop an article that in any way reflects on CTA policies or positions without the specific authorization of the CTA president or his/her designee. A request for such authorization will include a detailed account of the subject(s) the journalist wishes to discuss as well as the approach(es) s/he may be expected to take. *(Amended June 1997)*
4. Any CTA elected leader or staff member who is contacted by a journalist for comment, on or off the record on any organizational, political, or educational issue will first suggest that s/he would prefer that the journalist speak with the CTA president. *(Amended June 1997)*
5. In the event the president is unavailable to respond to any such request, the elected leader or staff member will contact the Executive Director, or his/her designee, who will endeavor to find a spokesperson in this order: (1) another executive officer, (2) a member of the CTA Board of Directors who either works in the journalist's geographical region or who is knowledgeable in the area of the journalist's subject of inquiry, (3) another CTA activist, such as a State Council Delegate with a special interest in the subject or area, or (4) a staff member to be selected by the Executive Director or his/her designee. *(Amended June 1997)*
6. A CTA elected leader or Communications Department staff member who is contacted by a journalist asking for specific data or information the "average class size in California," for example may give that data or information, either for or not for attribution. Any other elected leader or staff member contacted for such information shall refer such a call to the office of the President or to the Executive Director or his/her designee. *(Amended June 1997)*
7. Any violation of this policy, by elected CTA leaders, shall be referred to the Board of Directors for appropriate action. *(Amended June 1997)*
8. Any violation of this policy, by staff members, shall be referred to the Executive Director for appropriate action. *(Added October 1992, Amended June 1997)*

#### **RULE 1-4: Budget Preparation and Membership Assessment Processes**

The following general procedures and timelines shall be followed in preparation of the budget:

1. **Dues Computation.** The Board of Directors shall release to the Budget Committee the computed dues figures for the following fiscal year at the first regular State Council meeting.
2. **Fixed Commitments.** Unless otherwise prescribed by governance directives from the Board of Directors and/or State Council, budget preparation will include the following computations:
  - A. UniServ subventions at an amount equal to the prior year's subvention plus or minus the amount by which either Option I-RRC funding per FTE (full-time equivalent) exceeded Option I/Option II subventions per FTE or Option I/Option II

exceeded Option I-RRC funding per FTE in the fiscal year immediately preceding the year in which the budget is adopted for UniServ units meeting prescribed requirements. *(Amended July 1991 to be effective September 1, 1993)*

- B. Crisis Assistance Panel escrow account at the rate of \$3.00 per FTE member, with ending-year balances carried over to the next fiscal year. *(Amended July 2004)*
- C. The ABC program funding is indexed within the CTA dues at the same rate as is used for overall dues computation. *(Amended July 2004)*
- 3. **Working Draft Budget.** The Budget Committee shall prepare a Working Draft Budget for the Board of Directors. This budget shall reflect a projection of current program levels and all known or predictable cost increases. Each major division of the budget shall be accompanied by a brief description of the program and/or activities for which funds would be used. *(Amended June 1997)*
- 4. **Membership Hearings.** Membership hearings shall be held at the Presidents Conference and at Regional/Service Center Fall Leadership Conferences. Membership hearings within each Service Center Council shall be held by members of the Budget Committee and/or any CTA Board members who are present at that meeting. Other committees and/or individual members may also give input through written proposals and/or informal hearings during Budget Committee meetings. A written report of membership assessment shall be furnished to the Board of Directors. *(Amended September 1990, June 1997, July 2004)*
- 5. **Council Open Hearings.** The Budget Committee shall hold open hearings no later than the second State Council meeting and make a summary report of the results to the Board. *(Renumbered July 2004)*
- 6. **Departmental Hearings.** Departmental hearings will be held by the Budget Committee for the purpose of receiving input from management. *(Renumbered July 2004)*
- 7. **Preliminary Budget.** Members of the Board shall be furnished with an analysis of program and expenditures for the current budget year, the Working Draft Budget for the following year, summary reports of hearings and input received by the Budget Committee, and any additional recommendations regarding program priorities from the Executive Director which may be deemed appropriate. The Board shall then issue instructions within State Council policy for altering priorities, programs and/or activities. Utilizing such instructions, a balanced Preliminary Budget funded within known income projections shall be prepared by the Budget Committee and reported to the Board. The narrative description accompanying each major division within the budget shall include details of the changes in program and/or activities as directed by the Board. *(Amended June 1997, Renumbered July 2004)*
- 8. **Final Budget Recommendation.** The Board shall consider the results of the Council open hearing together with any other recommendations deemed appropriate, and shall make such adjustments to the Preliminary Budget as needed. The Final Budget proposal shall be mailed to all members of the State Council and all CTA/NEA



chapter presidents sufficiently in advance of the final State Council meeting to permit thorough examination. Narrative descriptions accompanying each major division of the budget shall highlight changes in programs and/or activities in the Final Budget recommendations. Consideration, amendment and adoption of the Final Budget shall be a priority item for the annual State Council meeting. *(Last Amended July 2004)*

#### **RULE 1-5: Bonding of Employees and Audit**

1. **Bonding.** Each officer or employee of the Association who is entrusted with the receipt, safekeeping, or disbursement of funds of the Association shall be placed under a bond in such amount as the Board of Directors may determine.
2. **Audit.** The accounts and other financial records of the Association shall be audited annually by an independent certified public accountant or accounting firm, to be designated by the Board of Directors.

#### **RULE 1-6: Authorization of Delegates to Conventions and Special Meetings**

1. **Representation Authority.** 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 by the Board of Directors. *(Amended July 2004)*
2. **Reimbursement of Expenses.** The Board of Directors shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association. *(Amended October 1983)*

#### **RULE 1-7: Membership Expense Reimbursement Policy**

1. **General Authorization.** The rules governing the control for necessary expenses of representatives to the State Council of Education, members of Association committees, commissions, panels and task forces, and other in-state travel of members on business of the Association are authorized by the Board of Directors as follows: *(Amended July 2004)*
  - A. **Travel**
    - 1) **PLANE:** Actual, most economical coach fare (with receipt). *(Last Amended July 2004)*
    - 2) **TRAIN OR BUS:** Actual fare (with receipt). *(Last Amended March 1992)*
    - 3) **AUTO:**
      - a) The standard business mile rate as set by the Internal Revenue Service for transportation expenses. The mileage reimbursement will be calculated using the shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare. *(Last Amended February 2006)*



- b) Mileage to and from the member's home airport at the standard business mile rate as set by the Internal Revenue Service. *(Last Amended February 2006)*
  - 4) AIRPORT SHUTTLE: CTA 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. *(Last Amended March 1992)*
  - 5) PARKING: Actual costs of airport parking and hotel parking. *(Last Amended March 1992)*
- B. Lodging in Hotel/Motel:**
- 1) Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance. Circumstances may include but are not limited to physically challenged, other medical reasons, persons in groups consisting of twenty-five (25) or fewer persons requiring overnight lodging may be reimbursed for single-occupancy where not otherwise directed by the Board. *(Last Amended June 1997)*
  - 2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
  - 3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable. *(Last Amended March 1992)*
  - 4) A maximum of seven dollars (\$7.00) per day for portage is reimbursable. *(Last Amended September 2011)*
- C. Meals.** Actual amounts paid including tax and tip are not to exceed \$80.00 for any one day. Itemized receipts are required for all meals. A Missing Receipt form must accompany the Member Expense Statement when an itemized meal receipt is not available. Extra meals required by auto travel are not reimbursable. There will be no reimbursement for meals when CTA already provides one. *(Amended June 2012, eff. September 2012; September 2014, March 2015)*
- D. Reimbursement for Dependent Care Services.** Upon satisfying the following criteria, attendees at President's Conference and/or Summer Institute shall be eligible for reimbursement of actual expenditures for hardship children, adults with special needs and/or elder care services of \$7.00 per hour, not to exceed \$490.00 per conference/institute. *(Amended May 2006)*
- 1) Attendee filing the claim must be a member in good standing.
  - 2) Member must submit verifiable documentation of proof of expenditure.
  - 3) The child for which home care services reimbursement is requested must be: a legal dependent of the member, and under 16 years of age.
  - 4) Dependent care services reimbursement would also include coverage for:
    - a) adults with special needs
    - b) elder care *(Amended May 2006)*

- 5) Member must submit documentation that s/he is the primary caregiver for the dependent under this section. *(Amended May 2005, May 2006)*
2. **Deadline for Filing Claims.** All claims must be filed within thirty days of the end of the month in which they are incurred. 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 by the Board of Directors. *(Adopted November 1978, Amended January 1995)*
3. **Recurring Late Expenses.** Upon a member's third appeal to the CTA Board for reimbursement of late expenses, the CTA geographical director will be contacted. The director will offer appropriate assistance. *(Adopted September 1995)*
4. **Alternates.** In the event a State Council member is unable to attend both days of a regularly scheduled State Council meeting and an alternate is certified, the total amount of travel and other expenses which are paid to the member and the alternate together shall not exceed the amount which would have been paid to the regular delegate if that person alone had attended both days of such meeting. The amounts paid to the regular delegate and the alternate shall bear the same ratio to the total amount paid as the ratio of the expenses of each to their combined expenses. *(Amended November 1978, September 1995)*
5. **Exceptions.** Any exceptions or variations from the above Rules covering travel and other expenses shall be allowed only by authorization within supplemental policies adopted by the Board of Directors. *(Amended November 1978, September 1995)*
6. **Reimbursement for Multiple Chapter-State Council Representatives.** Based on Article V, Bylaw Section 6, #c and #d, State Council representatives who represent multiple chapters shall be reimbursed reasonable cost for mileage and/or postage and duplication expenses in order to communicate effectively with the locals they represent. Such reimbursement claim forms shall be submitted along with State Council reimbursement forms and must be filed within 30 days of each State Council meeting. *(Adopted February 2007)*
7. **Honoraria.** CTA members will not be provided honoraria or remuneration for speaking at CTA conferences or conducting CTA workshops beyond reimbursement for expenses as prescribed above. *(Adopted August 1983, Amended June 1997)*

#### **RULE 1-8: Corporate Seal**

1. **Form.** The form of the corporate seal of the Association shall be as follows:  
"California Teachers Association Incorporated January 16, 1907 San Francisco, California".
2. **Custody.** The Secretary-Treasurer shall have custody of the official seal of the Association.

3. **Use.** The official seal of the Association shall be used on such documents and publications as may be required by law, or may be determined by the Board of Directors. *(Amended June 1997)*

### **RULE 1-9: Service Marks (Logo)**

1. **Form.** The form of the Association names shall be as follows: “California Teachers Association” and/or “CTA” and the “National Education Association” and/or “NEA”. The form of the CTA service mark (logo) shall be in accordance with the certificate of registration issued on March 13, 1984, by the Commissioner of Patents and Trademarks. *(Adopted November 1994)*
2. **Use.** The use of the CTA and NEA names and service marks (logos) shall be limited to individuals or groups authorized by the CTA Executive Officers and/or the CTA Executive Director. The only exception is for affiliates of the Association. *(Adopted November 1994)*

### **RULE 1-10: Leadership Involvement in Political Campaigns**

1. To safeguard the integrity of the process for official California Teachers Association recommendations for public office, all officials elected by the State Council of Education shall conduct themselves in such a way so as not to compromise the State Council of Education’s role in making the final determination of the official recommendation of the California Teachers Association. *(Adopted February 1995, Amended June 1997)*
2. California Teachers Association members who work in a candidate’s campaign before recommendation has taken place or in the campaign of a candidate who is not recommended should make it clear that they are acting as individuals. They should not identify themselves with the title of any position held in a recognized California Teachers Association group, governance or non-governance. *(Adopted February 1995, Amended March 1995, June 1997)*
3. This policy shall not in any way infringe upon the rights of individual California Teachers Association members to express support for individual candidates. *(Adopted February 1995)*

### **RULE 1-11: Use of Tax Registration Number**

The use of CTA non-profit registration identification numbers shall be restricted to official business of the California Teachers Association. This includes, but is not limited to, requests by other agencies for use in tax filings and other mailings. *(Adopted July 1986)*

### **RULE 1-12: Official Publication**

1. In accordance with Article XIV, Section 4, of the Bylaws, the Board of Directors shall be responsible for issuing an official publication. *(Amended April 1996)*

2. Six dollars and forty-seven cents (\$6.47) of the annual dues of each member or equivalent fee will be used to pay for the subscription of each member to the official publication for the present year. *(Amended June 2009)*
3. Copies of this rule may be prepared as necessary by the CTA Secretary-Treasurer and filed as necessary with federal postal authorities.

### **RULE 1-13: Facilities/Enterprises Use/Boycott - Union/Non-Union**

1. **Preference for Union Hotels.** For the purpose of selecting a hotel for meetings, workshops, or conferences, CTA will use “union” hotels which meet the needs of the stated event. If none are available, “non-union” hotels may be considered. In no event shall any hotel actively engaged during the prior three years in “anti-union” activity be selected unless settlement has been reached with affected employees. *(Amended June 2001)*
  - A. CTA will not patronize any establishment or enterprise listed as “do not patronize” by the AFL-CIO so long as the National Education Association does not reject or censure a specific boycott. *(Renumbered February 1995, Amended January 2013)*
  - B. Before CTA patronizes any establishment or enterprise on the California State Federation of Labor’s “do not patronize” list, the CTA Executive Director will solicit the reasons, in writing, for the boycott and a statement of the procedure used to place the specific firm on the list. *(Amended January 2013)*
    - 1) Until and unless that information is provided, CTA will remain free to patronize the establishment or enterprise.
    - 2) If and when the requested information is provided, the CTA Executive Officers will evaluate it and make a recommendation to the Board of Directors as to whether or not the CTA should honor the boycott. The Board will decide the issue and may also choose to communicate the reasons for its decision to the State Federation of Labor, to CTA affiliates and members, and to others.
    - 3) In making its decision, the Board shall be guided by the following criteria:
      - (a) Preference shall be given to union hotels with adequate accommodations and meeting facilities over non-union hotels in the same area.
      - (b) Non-union hotels without a record of aggressive anti-union activities shall be utilized where adequate union hotels are unavailable in the area. *(Amended January 2013)*
      - (c) Facilities with aggressive anti-union records shall be avoided whenever possible. *(Amended July 2004)*
    - 4) Facilities utilized that are on the California Labor Federation’s “do not patronize” list shall be reviewed periodically in accordance with the criteria in “b (3)” above. *(Amended January 2013)*

- C. CTA will not be bound by any boycott called by a local union or central labor council unless that boycott has met the criteria in “a” or “b” above.
  - D. CTA will honor all “do not patronize” decisions issued or endorsed by the NEA Executive Committee, Board of Directors, and Representative Assembly.  
*(Amended January 1990, March 1993, January 2013)*
2. **State-Level Governance Meetings.** The following apply for determining locations of meetings for state-level governance bodies:
- A. **State Council.** Based on ease of transportation and expense, Council shall meet in Southern California each year unless otherwise determined by timely Council action. *(Amended June 1997, July 2004)*
  - B. **Board of Directors.** Unless otherwise specified for a particular meeting, meetings of the Board of Directors shall be held in the Board room at CTA State Headquarters in Burlingame.
  - C. **Advisory Groups.** First priority for meetings of CTA state-level task forces, committees, and Board advisory groups shall be the CTA State Headquarters in Burlingame. Such groups may hold their meetings in hotels located in the Burlingame headquarters vicinity if there are no additional costs involved, except for meals, when this is necessary because of lack of space or when the building is closed. Whenever appropriate, meetings may be held in CTA facilities outside the Burlingame area subject to Board approval. In emergency circumstances, the president, in consultation with the officers, may authorize such meetings outside the Burlingame area. *(Adopted November 1988, Amended June 1997, July 2004)*

### **RULE 1-14: Requests for Assistance**

CTA dues are intended to promote the interests of teachers and public education. Funds created to assist the victims of crime or other public causes, regardless of individual merit, represent an inappropriate expenditure of Association funds. The Association may encourage its members or the general public to make individual contributions to such funds. The California Teachers Association should not become involved in such activities on an ongoing basis. *(Adopted November 1988, Amended June 1997)*

## **2-SERIES: Personnel - Board of Directors and Staff**

### **RULE 2-1: CTA Directorial District Apportionment**

1. The number of CTA Directors is determined by the State Council. Representatives shall be allocated on the basis that each member counts as one person. *(Amended July 1997)*
2. The one-person, one-vote principle shall be applied to CTA Geographical Districts. One person, one-vote is the procedure by which each CTA Geographical Director shall represent approximately the same number of constituents as each and every

other CTA Geographical Director. The average percentage of deviation per geographical Director shall not exceed 10 percent. *(Amended July 1997; February 2013)*

3. CTA districts shall use chapters as the basis for apportionment.
4. No chapter shall be divided.
5. CTA Geographical Districts' representation ratio shall be reviewed every three years, based on membership as of the last day of the fiscal year. If the review process indicates that the average deviation is more than ten percent (10%), a new plan shall be prepared and approved by the State Council. *(Amended July 2004, February 2013)*
6. A chapter with sufficient membership shall be entitled to a CTA Geographical Director.
7. CTA Geographical Directorial Districts shall be grouped only when it is not possible to meet the representation ratio. When the grouping is necessary, the smallest number of chapters shall be grouped to meet the representation ratio.
8. Chapters within a CTA Geographical District shall be contiguous. Chapters for a union high school district and its elementary feeder district(s) shall be within one CTA Geographical District. *(Adopted November 1991, Amended April 2008)*

## **RULE 2-2: Board Management Procedures Handbook**

1. **Preparation.** A continuously updated Board Management Procedures Handbook for *those procedures adopted by the Board of Directors which pertain directly to the manner in which Board members function as such, collectively and individually*, shall be prepared and maintained by the Secretary-Treasurer under the supervision of the President.
2. **Scope.** Topics in Board Management Procedures, beginning with the reproduction of this Rule, shall include but not be limited to the following:
  - A. Inter-relationships between staff and the Board, collectively and individually;
  - B. Procedures for funding Board expenses, collectively and individually; and
  - C. Any other items or matters unique to the Board of Directors. *(Amended July 1997)*
3. **Distribution.** Board Management Procedures shall periodically be reproduced and **issued** to individual members of the Board and other persons in accordance with the following: *(Amended July 1997)*
  - A. Annually to all members of the Board of Directors and to key staff as determined by the Executive Director; *(Amended July 1997)*
  - B. Upon request through an Executive Officer or the Executive Director, Board Management Procedures may be given to any person having a demonstrable need to review it; and *(Amended July 1997)*



- C. Immediately upon election to office as a member of the Board of Directors, such person shall be given a copy of Board Management Procedures. *(Amended July 1997, September 1978)*

### **RULE 2-3: Emergency Procedures**

The California Teachers Association shall provide to all its staff members information, training, and procedures to help minimize injury and loss of life during an emergency. Such procedures shall be developed by the Executive Director and distributed to all staff.

*(Adopted May 1990, Amended July 1997)*

## **3-SERIES: State Council of Education**

### **RULE 3-1: State Council Registration and Attendance Procedures**

1. **Certification of Election.** The current Official CTA State Council Representative/Alternate Tally Sheet must be completed and returned to the CTA Governance Support Department in order for the election to be certified by the Chairperson of the CTA Elections and Credentials Committee. The names of elected Representatives and/or Alternates shall be certified by the Chairperson of the Elections and Credentials Committee upon receipt of the CTA Official State Council Representative/Alternate Election Tally sheet which states that the election has been held in compliance with rules established in the CTA Elections Manual. The results, on a CTA Official State Council Representative/Alternate Election Tally Sheet, shall be accepted from: *(Amended June 1999)*
  - A. A chapter president or designee of a single chapter electoral district. *(Amended September 1997)*
  - B. Service Center Council Chairperson or designee of a multiple chapter electoral district. *(Amended September 1997)*
  - C. UniServ chairperson or designee when a multiple chapter electoral district is the same as the UniServ Unit. *(Amended September 1997, June 1999)*
  - D. The president of an affiliated organization
2. **Registration at Council Meetings.** Representatives certified as prescribed above shall be permitted to register at State Council meetings not later than noon on the first Council day. Such registration shall include issuance of a State Council badge and materials at the CTA registration desk. Whenever possible, the Chairperson of the Elections and Credentials Committee shall be available to assist the CTA registration desk with certification of Representatives and Alternates whose names have not been previously submitted. When this is not possible, an Alternate or Representative with a special problem shall be directed to the Elections and Credentials Committee for assistance. *(Amended September 1997, June 1999, July 2009)*



- A. An Alternate certified under the above provisions must register by noon on the first Council day and sign a statement that s/he is serving for a designated Representative. Once the Alternate has registered, that seat is filled for the duration of that State Council meeting. An Alternate badge shall be issued which will include the name of the Alternate and the absent Representative. *(Amended June 1999)*
  - B. When an electoral district has not completed its election of Representative or Alternate by the time of a State Council meeting, representation for the electoral district may be achieved by the following: *(Amended June 1999)*
    - 1) For a single chapter electoral district, the chapter president shall write a letter requesting seating of a member for the one meeting only. *(Amended September 1997)*
    - 2) For a multiple chapter electoral district, the presidents of the chapters (which must represent a majority of the members of the district) shall write a letter requesting seating of a member for the one meeting only. *(Amended September 1997)*
    - 3) For a service center council at-large district, the service center council chairperson or designee (which must represent a majority of the members of the district) shall contact the presidents of the chapters who shall write a letter to the CTA President requesting seating of an ethnic minority member for the one meeting only. *(Adopted June 1999)*
    - 4) The member must appear before the Committee on Elections and Credentials before the opening of the first session of Council. *(Adopted June 1992)*
    - 5) After conducting such research as may be appropriate, the Elections and Credentials Committee shall make a recommendation to the full State Council regarding seating. *(Amended June 1992, June 1999)*
    - 6) The decision of the State Council is final. *(Amended June 1999)*
3. **Attendance Procedures.** The attendance requirements of the CTA Bylaws shall be implemented as follows:
- A. A record shall be maintained for the attendance or absence of each State Council representative. An absence at a State Council meeting shall be defined as the failure of an elected representative either to attend a State Council meeting or to notify the CTA President, in writing and in a timely manner, of his/her inability to attend, whether or not the electoral district is represented by an alternate. *(Amended September 1997, October 2005)*
  - B. When a representative has been absent from a meeting, a letter shall be sent by certified mail to the representative informing him/her of the requirements of Article V, Section 4.d.(2) of the CTA Bylaws. A copy of the letter shall be sent to the chapter president(s) of the electoral district and to the CTA Board member. *(Amended November 1992, May 1993, September 1997)*

4. **Declaration of Vacancy.** After review of any circumstances presented, the CTA Board shall determine whether or not to declare a vacancy pursuant to Article V, Section 4.d.(2) of the CTA Bylaws. *(Amended September 1997)*
5. **Follow-up to Declaration of Vacancy.** If a vacancy is declared, the Board shall also cause the former representative to be notified of his/her right to appeal the matter to the next regular meeting of the State Council for final action. The former representative shall also be informed that s/he may run for election to the vacant seat. The CTA Committee on Elections and Credentials shall be notified of the Board's action and shall then further notify the electoral district to hold an election to fill the vacancy as soon as possible. *(Adopted November 1985, Amended May 1989, September 1997, Renumbered July 2004)*

### **RULE 3-2: Arrangements for the State Council of Education**

1. **General.** During sessions of the State Council of Education, including committees of the whole, all voting members shall be seated together in a delegate section. Observers, visitors, guests and non-voting members shall be provided a separate section. Each voting member shall be provided with an identification badge of the same color. *(Amended September 1997)*
2. **Non-voting Members.** Non-voting members of the State Council of Education shall be seated in the observer section but shall be issued badges entitling them to full floor privileges. Their badges shall be similar but of a different color from those of voting members. *(Amended September 1997)*
3. **Advance Notice on Use of Booths at Council.** The Standing Rule 12.4 "Policy for Exhibits at CTA Functions" shall be included in the first notice of each Council meeting. *(Amended February 1994, September 1997)*
4. **Outside Speakers.**
  - A. The principal criteria used in selecting outside speakers for major presentations to be made to the CTA State Council of Education shall be the advancement and enhancement of the CTA program. Consideration shall be given to all aspects of the program, including professional areas as well as political action.
  - B. Responsibility for making recommendations and extending invitations for outside speakers shall be assigned to the CTA Executive Officers.
  - C. If time allows, a recommendation for selection of an outside speaker should be given to the Board for discussion and action. Where time does not permit, selections shall be given to the Board for discussion, ratification, and any further guidance the Board may choose to give.
  - D. In general, there shall be no more than one outside speaker per meeting. *(Adopted July 1991)*

### **RULE 3-3: Action Items for the State Council of Education**

1. **Prior Study and Research.** Items of business for Council deliberation and action shall regularly be considered for study first by either the Board of Directors, a committee or a commission, or other study group. A recommendation(s) may be made by such bodies for Council action as a part of the regular Council agenda. Each such recommendation shall be designated by the recommending bodies as being for “immediate action” or as a “major policy” matter. Unless otherwise ordered by a two-thirds vote of the Council, action on “major policy” matters shall be deferred until the next State Council meeting. *(Amended July 1997, September 1997)*
2. **New Business Item Submissions.** The following shall be included in the delegate packet for State Council meetings for reference purposes: *(Amended July 1997)*

New Business Items may be submitted by any Council member(s) registered for a State Council meeting in the form of separate proposals to be acted upon under New Business. The procedure for handling such items is as follows: *(Amended November 2013)*

- A. Proposals must be submitted by the end of the First General Session to the Secretary-Treasurer or designee via the NBI app at the registration desk. They shall be received and numbered within a sequential numbering system established for each membership year. An e-mail confirmation of receipt along with the number assigned to the NBI will be sent to the maker(s) of the NBI. *(Amended September 1997, April 2001, November 2013)*
- B. The President or designee shall refer the item to the appropriate body for study and recommendation to the Council. All New Business Items are referred to the Board of Directors, a State Council committee, special committee, or task force. *(Amended July 1997, April 2001)*
- C. A list of New Business Items shall be posted by 2:00 p.m. of the first day of the Council meeting. This posting shall include the names and Council committee assignments of the maker and seconder for each New Business item as well as the body of referral for each New Business item. *(Adopted April 2001, Amended November 2013)*
- D. If the body of referral is a State Council committee, that committee will present a progress report on the second day of the Council meeting during Committee Reports. At this time, motions of referral, modification, action or disapproval may be placed on the floor by the committee chair on behalf of the Council committee. All NBIs held as matters pending will be listed in the committee report. *(Adopted April 2001; Amended November 2013)*
- E. During the time designated on the agenda for consideration of New Business Items, the President or designee shall place each item before the Council for ratification of the previous day’s referral. At this time any Council member may request to pull an item for consideration of immediate action, which is non-debatable and takes a 2/3 vote. Such request must be in writing on the

appropriate form and submitted to the presiding officer prior to the commencement of consideration of new business items. The presiding officer will inform Council of the request and reason(s) indicated on the form before Council votes on consideration of the item. *(Adopted February 1979, Amended July 1997, April 2001, May 2010, June 2010)*

- F. New Business Items not acted upon through referral or by immediate action at the meeting during which they are submitted shall automatically be placed on the agenda for the following Council meeting. *(Adopted February 1979; Amended July 1997; April 2001)*
- G. New Business Items shall be tracked by the Governance Support Department staff. *(Adopted November 2013)*
- 3. **Special Items.** Matters closely related to agenda items before the Council may be taken up at the same time without special waiver of rules. By a two-thirds vote, the State Council may at any time consider and act upon any proposal. *(Amended July 1997)*
- 4. **Handling of Items Designated as Policy.** The following shall be included in the packet for each Council meeting. *(Amended July 1997)*

**POLICY ADOPTION.** Any action of the Council may be considered to be a policy adoption. Appropriate continuing policy items shall be placed in the Organizational Handbook, to serve as the basis for decisions between Council meetings by the Board of Directors, Executive Officers, staff (including legislative advocates) and other bodies of the Association. *(Amended July 1997, September 1997)*

Major Policy actions are those designated as being of special importance by either the recommending body or by majority vote of the Council. Items so classified require a written statement to explain the need for immediacy and two-thirds vote for final adoption, if such action is to be taken at the first meeting of their formal consideration.

- 5. **Specific Legislative Bills.** Specific legislative bills are reviewed by the State Legislation Committee. Where policy already exists in an area, the State Legislation Committee recommends CTA positions based on the existing policies, with advice from the committee of primary jurisdiction. Where existing policy is found to be incomplete on the subject, the appropriate Committee(s) should: (1) Recommend policy improvements to the Council for adoption, and (2) Recommend positions on specific pending legislation to the State Legislation Committee subject to policy adoption. *(Adopted December 1979, Amended October, July 1997)*
- 6. **Unfinished Business.** Pursuant to a Council operational directive, business items on a Council agenda which have not been acted upon by the Council at the time a meeting is adjourned due to a lack of quorum are automatically referred to the Board of Directors for handling on an interim basis. The Board shall report its action to the Council. *(Adopted July 1986, Amended July 1997).*

### **RULE 3-4: Responsibility of Committees**

1. **Referrals.** Each item of new business, referral from a member or a chapter, or legislative bill presented for review will be assigned to a committee for study and recommendation back to the Council. *(Amended September 1997)*
2. **Overlapping Jurisdictions.** When an item contains elements or implications within the purview of more than one committee, the additional committees will be made aware of the assignment to the primary committee and of the content of the proposal. The committee of primary responsibility will be notified that this has occurred. The chairperson and consultant of the committee given primary responsibility will arrange with their counterparts on other affected committees to obtain recommendations. These recommendations will be given careful consideration by the primary committee in developing the final recommendation for presentation to the Council. If the subject of study is originally generated within a committee, that committee will be responsible for appropriate involvement of other committees whose area of concern may be affected. *(Amended September 1997)*

### **RULE 3-5: Special Rules of Procedure**

1. A member of the Council who is recognized by the chair shall give his/her name and group represented.
2. No member speaking on a question may move the previous question.
3. Speakers are normally recognized in the order in which they take their places at the numbered microphones. *(Amended September 1997)*
4. In cases of a known and intense degree of diverse opinions, a member may request or the chair may rule at the beginning of a discussion that it will be treated on a “pro-con” basis. In such a case, the debate will alternate between “pro” and “con” and the chair will place, at reasonable intervals, the question of closing debate to the body. *(Amended September 1997)*
5. At the request of the chair, any amendment or main motion shall be in writing.
6. Wherever possible, the debate on a proposed bylaw amendment shall take place during the meeting prior to the meeting in which it is to be considered for adoption by written ballot. *(Adopted July 1990)*

### **RULE 3-6: Past CTA Presidents at State Council**

CTA past presidents may be invited to attend. *(Adopted October 1992, Amended July 2004)*

### **RULE 3-7: Guests Attending the State Council and Committee Meetings**

1. Visitors to State Council shall observe the following practices and shall be given a copy of Standing Rule 3-7, A-D upon registration. *(Adopted December 2000, Amended July 2004)*
  - A. Register as visitors. *(Adopted December 2000)*

- B. Sit in the non-voting section of General Session and committees. *(Adopted December 2000)*
  - C. If attending a committee meeting, visitors should: *(Adopted December 2000)*
    - 1) Introduce themselves to the committee chairperson before the start of the meeting. *(Adopted December 2000)*
    - 2) Not enter into committee discussions unless the committee chairperson specifically invites them to make comments. *(Adopted December 2000)*
    - 3) Be aware that visitors may be asked to leave at any time at the discretion of the chairperson. *(Adopted December 2000)*
  - D. Materials are for the use of voting members of State Council General Session and committees. *(Adopted December 2000)*
2. Affiliates are extended invitations by the President to attend the meetings of State Council and the standing committee meetings. *(Amended September 1997, Renumbered December 2000)*
  3. Committees other than State Council committees may, upon authorization from the President, hold meetings when the State Council of Education meets. *(Amended September 1997, Renumbered December 2000)*
    - A. Each request for authorization to hold a meeting during State Council, shall include a list of the committee members. *(Amended September 1997)*
    - B. Visitors' badges will be prepared for those who are not Council members. These visitors may attend the general session of the day their committees meet, as non-voting attendees. Their expenses shall be paid for the day of their meeting only. *(Amended September 1997)*
  4. Other visitors to State Council and standing committee meetings may be invited by the President. *(Amended September 1997, Renumbered December 2000)*
    - A. A standing committee chairperson wishing to have a guest or a guest speaker attend a committee meeting is to submit a request to the President. *(Amended September 1997)*
    - B. It shall be the prerogative of the President to extend invitations to guests and guest speakers to attend standing committee meetings as well as to those to attend the meetings of the State Council. *(Amended September 1997)*
  5. A CTA chapter may send members to attend the State Council at the chapter's expense. Individual members may attend at their own expense. *(Adopted August 1981, September 1997, Renumbered December 2000)*

### **RULE 3-8: State Council Caucuses**

1. **Purpose.** The purpose of caucuses is to advise, educate, or lobby the State Council or the Board of Directors about caucus issues. *(Amended July 1997, July 2004)*
2. **Recognition.** Any group wishing to be recognized as a State Council Caucus may petition the Board of Directors for recognition. The Board shall then act upon the



petition by granting or denying such recognition. Each petition shall afford the following information: *(Amended March 1990, July 1994)*

- A. Name of Group.
  - B. Purpose of organization.
  - C. Membership roll of CTA members. *(Amended July 1997)*
  - D. Names and addresses of leaders or elected officers. *(Amended March 2003)*
  - E. A projected plan for meetings.
  - F. Caucus Bylaws and Rules of Operation. *(Adopted March 2003)*
  - G. Caucus budget certification that shows the projected accounting of receipts and disbursements of funds. *(Adopted March 2003)*
3. **Caucus Activities.** Rules governing recognized caucus activities: *(Amended July 1991, July 1994, July 1997)*
- A. Upon request by the caucus chairperson to a CTA Executive Officer, a meeting room may be provided with place and time published in the Council program.
  - B. All expenses incidental to caucus organization, activities, or meetings shall be assumed by the caucus.
  - C. Caucus meetings shall not be scheduled to conflict with the State Council of Education general sessions or the regular meetings of Council committees.
  - D. Caucuses shall not make CTA policy or speak on behalf of CTA. *(Amended July 1997)*
  - E. Caucuses shall not lobby or advise entities other than the CTA State Council, the Board of Directors, or the NEA. *(Amended July 1997)*
4. **Continuance of Recognition.** Continuing recognition is subject to annual reapplication and approval by the Board of Directors. Previously recognized caucuses which desire to have their recognition continued shall: register names and addresses of leaders or elected officers, a membership roll of CTA members, and the prior year accounting of receipts and disbursements that has been certified by the caucus chair with the CTA Board of Directors prior to August 31 of each year. *(Amended July 1994, July 1997, March 2003)*
5. **Exhibits or Booth Space.** Requests for exhibit or booth space may be made in writing according to Standing Rule 12-4. *(Adopted 1995, Amended July 1997, March 2003, July 2004)*

### **RULE 3-9: CTA Policy on Reimbursement for Dependent Care**

Upon satisfying the following criteria, a State Council representative shall be eligible for reimbursement of actual expenditures for hardship child, adults with special needs and/or elder care services of \$7.00 per hour, not to exceed \$280.00 per State Council meeting as per Standing Rule 1-7, (Reimbursement for Dependent Care). *(Amended November 1998, May 2006, July 2009)*



The member must be: a duly elected representative or seated alternate in attendance at State Council; or a Liaison in attendance at State Council; or a Service Center Chair in attendance at State Council; or a duly authorized member attending State Council on official business. *(Adopted November 1998, Amended May 2006, July 2009)*

## **4-SERIES: CTA Internal Matters - Chapters (Locals), CTA Service Center Councils, and Affiliates**

*(Series renumbered May 2010)*

### **RULE 4-1: Chapters (Locals)**

1. **Standards for Chartering.** A Charter is defined as a mutual contract between the Association and a chapter (local) to work cooperatively within the rules established (in order of precedence) by the national affiliate (NEA), the state affiliate (CTA) and the local affiliate of CTA/NEA (the Chapter) and such contract includes an understanding that each chapter, by entering into an affiliation relationship with CTA/NEA and enjoying the benefits of that affiliation relationship, agrees to be bound by NEA and CTA governing documents, including the CTA Bylaws, Standing Rules, and Requirements for Development of Bylaws for Chartered Chapters of CTA, as they may be amended from time to time. A Charter belongs to the CTA/NEA membership of California, the agent for which is the CTA Board of Directors, acting within policies adopted by the State Council of Education. The Association shall not charter a chapter (local) unless it meets the following minimum standards: *(Amended March 1982, April 2015)*
  - A. Each chapter (local) shall apply the one-person, one-vote principle for representation on its governing bodies except that the chapter (local) shall guarantee ethnic-minority representation at least proportionate to its ethnic-minority membership.
  - B. The chapter (local) shall conduct all elections with open nominations and a secret ballot.
  - C. The chapter (local) shall require membership in the Association and in the NEA.
  - D. The chapter (local) shall adopt a policy that recognizes the pre-eminence of the “Code of Ethics of the Education Profession.”
  - E. The chapter (local) shall submit current governance documents and other requested evidence of compliance with current minimum chartering standards upon request of the Governance Documents Review Committee (the Committee), and in no case less frequently than on every fifth anniversary of charter date. *(Amended February 1995)*

- F. The chapter (local) shall cooperate with the Association in any audit of the chapter (local) books and records. CTA may periodically audit any chapter. *(Adopted March 1994, Amended May 2010)*
- G. Alternatively, upon receipt of a complaint or inquiry by a member of a chapter (local) alleging or concerning possible inaccuracies, discrepancies, misuse or misconduct with respect to chapter (local) finances, funds and/or property, the CTA Executive Officers shall have the authority to designate a representative to take charge of all financial books, records and accounts of said chapter (local) and/or may employ a certified public accountant to audit same. *(Amended May 2010)*
- 1) The report and findings of the representative(s) or the certified public accountant shall be filed with the chapter (local) president and the CTA President.
  - 2) The refusal of the chapter (local) or its officers to provide the Association's representative(s) or designated certified public accountant with access to the chapter's (local's) financial books, records and accounts, and/or the refusal of the chapter (local) or its officers to cooperate with said representative or the certified public accountant, shall be cause, in order to protect chapter (local) integrity pursuant to Article X, Section 5 of the Bylaws, for the CTA Executive Officers to initiate proceedings for the imposition of a trusteeship under Section 8.a. of this Standing Rule. *(Renumbered May 2010)*
- H. The chapter (local) shall have the same membership and fiscal year as that of the Association and shall maintain current dues transmittal status with the state and national associations as defined by the policies of those associations. *(Adopted February 1982)*
- I. The chapter (local) membership categories shall not compete with those of another UTP chapter (local) within the same employing jurisdiction.
- J. The chapter (local) governance documents shall be consistent with the Association and NEA governance documents, and shall include the following minimum provisions:
- 1) Name and location (county) of the chapter (local), including that its official title shall be: "Name of Chapter, CTA-NEA."
  - 2) Statement of purposes which shall include as a primary purpose that of representing its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions, and employer-employee relations including, but not limited to wages, hours, and other terms and conditions of employment.
  - 3) A provision acknowledging its status as a chapter (local) of the Association and NEA.

- 4) Officers and their duties, method of election, term of office, how vacancies are filled, and a provision that all officers of the chapter (local) shall be and remain currently paid-up members of the chapter, CTA and NEA as a condition for nomination to and service in their respective positions.
  - 5) Meetings, provision for calling, frequency, and quorum.
  - 6) Provisions for amending the constitution or bylaws or both.
  - 7) Provisions that the disciplining of members by the chapter shall be subject to the use of a due process hearing including the established appellate procedure. *(Adopted September 1978)*
- K. The chapter (local) shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full United Teaching Profession (chapter/CTA/NEA) dues.
2. **Application Procedures for Charters.** Applications for recognition as a chapter (local) of the Association shall be submitted to the Board of Directors on a current official form, as prescribed by the Committee. *(Amended November 2004, June 2008)*
- A. One copy of all governance documents, i.e.:
    - 1) Articles of Incorporation (if applicable)
    - 2) Bylaws
    - 3) Election Standing Rules *(Amended September 2011)*
  - B. Letter of compliance with one-person, one-vote principle coupled with racial and ethnic minority guarantees.
  - C. Copy of applications for non-profit status filed with State Franchise Tax Board and Internal Revenue Service in the case of a chapter whose gross annual income is anticipated to be at least \$5,000.
  - D. A letter of release in the case of chapters withdrawing from an existing multiple-district chapter.
3. **Processing of Applications.** After such preliminary administrative processing as may be deemed pertinent, applications shall be referred to the Committee for a study as to substantive conformance with the policies of the Association, with guarantees of democratic process and accountability to the local members, and conformity with the current “Requirements for Development of Constitutions, Bylaws, and Standing Rules for Chartered Chapters of CTA.” The Committee shall return the results of this study together with its recommendations to the Board of Directors. *(Amended February 1995)*
4. **Granting of Charters.** The final granting or denial of initial recognition as a chartered chapter (local) of the Association shall be by majority vote of the Board of Directors, based on the recommendations of the Committee together with any further study of the matter by the Committee which may be directed, in exceptional cases, by the Board of Directors. In the event that a chapter (local) is not recommended for a permanent charter, the Committee may recommend and the Board may grant

interim status within the following categories pending the meeting of stipulated further requirements within the stated time limits: *(Amended February 1995)*

- A. A Temporary Charter shall be valid for up to ninety days.
- B. A Provisional Charter shall be valid for a period of not more than one year. Such provisional charter may be renewed by the Board of Directors upon evidence of extenuating circumstances which prevent completion of chartering requirements. *(Amended October 1978)*

- 5. **Administrative Issuance of Charters.** Following action by the Board of Directors, the Executive Director shall oversee the issuance of the actual charter, to be authenticated with the signature of the President and the Executive Director.
- 6. **Continuing Review of Chapter (Local) Status.** The Association shall maintain records on each chapter (local) of the Association, in which shall be filed the original application form, the initial chartering study of the Committee, and copies of the governance documents of the chapter (local) to include amendments as they are adopted. The Committee shall conduct an ongoing review of these documents to insure that chapters are taking all necessary steps to be in compliance with current chartering standards. *(Amended February 1995, November 1997)*
  - A. If the chapter's governance documents are not submitted to CTA in a timely manner, a second request for the documents shall be mailed by certified mail, return receipt requested. This second request shall advise the chapter that continued refusal to submit the requested documents shall be referred to the CTA Executive Officers for investigation as to whether cause exists for Standing Rule 4-1.(8). "Protection of Chapter Integrity" to be invoked. Copies shall be sent to the CTA Geographical Director, NEA Geographical Director, the regional or Community College Association manager, and the primary contact staff person. *(Adopted November 1997, Amended December 2005)*
  - B. If a chapter remains out of compliance with CTA and NEA affiliation requirements, the Committee shall refer the matter to the CTA Executive Officers for investigation as to whether cause exists for Standing Rule 4-1.(8). "Protection of Chapter Integrity" to be invoked. *(Adopted November 1997, Amended December 2005)*
  - C. Notwithstanding the above best practices, it is ultimately each chapter's responsibility to ensure that it is in compliance with CTA governing documents, including CTA Bylaws, Standing Rules, and Requirements for Development of Bylaws for Chartered Chapters of CTA, and nothing in Rule 4-1(6) limits CTA's authority to invoke Rule 4-1(8) as appropriate. *(Adopted November 1997, April 2015)*
- 7. **Chapter Assistance and Intervention.** In the event a chapter has been identified in need of assistance beyond regular CTA program services, a Chapter Assistance & Intervention Team (CAI Team) shall be appointed by the CTA president. This team shall hold a formal investigation following procedures established by the CTA Board, described in the Procedures section of the Organizational Handbook. Any chapter

involved in assistance and intervention is expected to comply with and will be assisted in implementing requirements adopted by the CTA Board. If a chapter fails compliance, the CTA Board will decide whether cause exists for further intervention, up to and including implementation of Standing Rule 4-1(8) Protection of Chapter Integrity. *(Adopted December 2005, Amended November 2010, February 2011)*

8. **Protection of Chapter Integrity.** To protect chapter integrity, as provided in Article X, Section 5 of the Bylaws, CTA may establish a trusteeship over a chapter (local).
  - A. **Initiation of Proceedings.** If the Executive Officers vote unanimously that adequate cause to establish and administer a trusteeship exists under Article X, Section 5 of the Bylaws, they will recommend to the Board of Directors that a trusteeship be established.
    - 1) The President will transmit that recommendation to all members of the Board, in writing, within five (5) working days of the Executive Officers' vote.
    - 2) The notification to the Board will include a statement that sets forth the basis for the Executive Officers' conclusion that adequate causes exists for the establishment and administration of a trusteeship.
  - B. **Disaffiliation.** Any action taken by a chapter (local) to withdraw or disaffiliate from the Association after the Executive Officers have determined that adequate cause exists to establish a trusteeship over that chapter (local) will be invalid unless each and all of the following steps set forth in Rule 4.2 have been taken. *(Amended May 2010)*
  - C. **Establishment of Trusteeship and Hearing Procedures.**
    - 1) The CTA Board of Directors will act upon the Executive Officers' recommendation to establish a trusteeship at its next regularly scheduled meeting - or at a special meeting called to consider the recommendation.
    - 2) If two-thirds (2/3) or more of the members of the CTA Board of Directors vote to adopt the Executive Officers' recommendation, the chapter (local) will be in trusteeship as of the moment the vote is recorded.
    - 3) Once a trusteeship is established, the CTA President will nominate a trustee.
    - 4) Once a majority of the Board of Directors votes to confirm the President's nominee, the trustee will immediately assume all powers and duties delegated to trustees under Section 8.d. of this Rule.
    - 5) The CTA Board of Directors will - within twenty (20) working days - convene a hearing to review the justification for the trusteeship and to determine whether and under what conditions it should be continued.
    - 6) The CTA Board of Directors will conduct or supervise the hearing. If it chooses to supervise rather than conduct the hearing, the Board will delegate to a Board Trusteeship Hearing Committee of no fewer than three (3) of its members - none of whom shall be CTA Executive Officers - all

responsibility for receiving evidence, hearing arguments, and preparing a written report of the hearing.

- 7) All members of the chapter (local) placed in trusteeship will be afforded the opportunity to present their views on the matter at the hearing conducted by the CTA Board or by the Board Trusteeship Hearing Committee. Notice of the hearing will be given to the members of the chapter (local) no fewer than five (5) working days before the hearing is held.
- 8) At its next regularly scheduled meeting or at a special meeting called for that purpose following the hearing the CTA Board of Directors will vote on the question of whether the trusteeship should be continued.
  - a) If two-thirds (2/3) or more of the members of the Board of Directors who vote on the question vote “yes,” the trusteeship will be continued.
  - b) If more than one-third (1/3) of the members who vote on the question vote “no,” the trusteeship will be immediately dissolved and the suspended chapter (local) officers will be restored to their positions unless - consistent with provisions and procedures in the CTA Bylaws, CTA Standing Rules, and chapter (local) governance documents - one or more of those positions is to be newly filled.
- 9) The autonomy of a chapter (local) shall be suspended during a trusteeship.

**D. Powers and Duties of Trustees.**

- 1) A trustee will serve until a trusteeship is dissolved or until s/he is removed by the CTA President with the concurrence of a majority of the members of the CTA Board of Directors.
- 2) A trustee’s authority will exist, undiluted, until such time as the CTA Board votes to lift the trusteeship or to modify the trustee’s authority.
- 3) During his/her period of service, a trustee will act for and on behalf of the chapter (local) placed in trusteeship. Subject to the direction and control of the CTA President, a trustee will have the power to manage and conduct all affairs of the chapter (local) - and specifically, though not exclusively, to:
  - a) Take possession of the books, records, funds, and other assets of the chapter (local), to be held in trust and used only in the proper conduct of its affairs.
  - b) Negate or override any decision of the chapter’s (local’s) officers or governing bodies.
  - c) Remove chapter officers and other elected representatives for the duration of the trusteeship.
  - d) Direct, supervise, and discipline any and all employees of the chapter (local).
  - e) Appoint, with the concurrence of the CTA President, a deputy trustee.



- f) Take any other actions as, in the trustee's judgment, may be necessary to protect the integrity of the chapter (local), the rights of its members, and the interests of the Association.
  - 4) The Board of Directors may, at any time during a trusteeship, modify the powers and duties of a trustee.
  - 5) The trustee will make periodic reports to the CTA Executive Officers on the status of the trusteeship.
  - 6) The Executive Officers will transmit those reports to the Board of Directors for review and, as appropriate, modification.
  - 7) The Board of Directors will forward those reports, as they may be modified, to the State Council of Education for further review, discussion, and recommendation back to the Board for reconsideration.
  - 8) The trustee will hold all-member meetings of the chapter (local) at least quarterly for the purpose of reporting on the status, affairs, and transactions of the chapter (local). Advisory votes may be taken at those meetings; but no such vote will be binding on the trustee or in any way affect the existence or conditions of the trusteeship.
- E. **Termination of Trusteeship.** The CTA Executive Officers, with the concurrence of a majority vote of the CTA Board of Directors, will terminate a trusteeship as soon as the cause for its establishment is removed.
- 1) Prior to the termination of a trusteeship, the trustee will conduct an election - in accordance with the applicable provisions of the Association's governing documents and policies - to fill, as of the termination of the trusteeship, all elected positions within the chapter (local) that are vacant.
  - 2) Upon termination of the trusteeship and, where appropriate, the assumption of the office by newly elected chapter (local) officers, the trustee will return control of the chapter's (local's) books, records, funds, and other assets to its elected officers.
  - 3) The trustee will make a final accounting of his/her trusteeship and submit copies of his/her report to the CTA Board of Directors and to the chapter (local).
- F. **Financial Responsibility.** During a trusteeship, the assets of a chapter (local) will be expended only for the conduct of the chapter's (local's) affairs.
- 1) In imposing or retaining a trusteeship, the CTA Board of Directors may require a chapter (local) to bear all expenses incurred in connection with the imposition, administration, and termination of the trusteeship.
  - 2) No financial obligation or liability of the chapter (local) which may exist at the time a trusteeship is established - or which may be incurred during a trusteeship - will be assumed or will become an obligation of CTA.
- G. **Finality and Appeal.** All actions of the CTA Board of Directors will be final, subject only to the review of the CTA State Council of Education.



- 1) If the Board establishes a trusteeship - or declines to modify or lift an existing trusteeship - the chapter (local) may appeal the Board's decision to the State Council.
- 2) To be valid, an appeal from the chapter (local) must be signed by at least ten (10) percent of the chapter's (local's) active members in good standing and must be transmitted to the CTA President - by certified mail or signature-required commercial delivery.
- 3) The State Council will rule on the chapter's (local's) appeal at its first meeting after the CTA President receives written notice of the appeal, provided that the CTA President receives the appeal at least forty (40) days prior to the next scheduled State Council meeting.
- 4) Absent a timely appeal to the State Council, all actions of the Board of Directors shall be final and binding on all parties and members. *(Amended March 1993, June 1993)*

#### **RULE 4-2: Withdrawal or Disaffiliation.**

In accordance with Article IX, Section 1, of the Bylaws, a local chapter may withdraw or disaffiliate from CTA at the completion of the following procedures.

1. The chapter president must notify the CTA President in writing of the chapter's intent to consider withdrawal or disaffiliation. Such notice must be made sixty (60) days prior to any formal vote.
2. A formal, roll-call vote of the chapter's (local's) board of directors must precede any membership vote to withdraw or disaffiliate.
3. Each member of the chapter's (local's) board of directors must be given fourteen (14) days advance notice prior to the meeting at which the formal, roll-call vote is conducted.
4. A majority of the chapter's (local's) board of directors must certify the results of the formal, roll-call vote by signing a copy of the withdrawal or disaffiliation motion.
5. A copy of the withdrawal or disaffiliation motion, signed by a majority of the chapter's (local's) board of directors must be sent to the CTA President by registered mail or signature-required commercial delivery or service by a process server in accordance with the California Corporations Code.
6. A secret-ballot, all member vote must confirm the withdrawal or disaffiliation vote of the chapter's (local's) board of directors by a two-thirds (2/3) majority of all members in good standing and eligible to vote in chapter (local) elections.
7. The secret-ballot, all-member vote must be scheduled no fewer than sixty (60) and no more than one hundred and twenty (120) days after the chapter's (local's) board of directors has notified the CTA President of its formal, roll-call vote to withdraw or disaffiliate.
8. The secret-ballot, all-member vote must not be conducted by mail.
9. CTA must be allowed the right to designate observers to monitor each stage of the secret-ballot, all-member vote, including the preparation, distribution, casting,

- collecting, and counting of the ballots to insure that due process and fair election principles are upheld.
10. If the vote is to withdraw or disaffiliate, and it is not challenged in accordance with the procedures set forth in the then-current Elections Manual, the decision will be final in thirty (30) days.
  11. If an appropriate challenge to the results of the election is made in accordance with the then-current Elections Manual, then the results of the election are not final until the challenge procedures are exhausted.
  12. If the vote is to withdraw or disaffiliate, such withdrawal or disaffiliation will not be effective until all financial obligations to CTA/NEA are paid, subject to audit by the chapter and CTA. *(Adopted May 2010)*

### **RULE 4-3: CTA Service Center Councils**

1. **Handbook.** The Board of Directors shall regularly publish a Handbook outlining the duties, powers, responsibilities and funding of CTA Service Center Councils. That Handbook shall be published pursuant to, and have the force and effect of, this Rule. *(Amended August 1982, September 1992, January 2002)*
2. **Rules of Operation.** The Board of Directors shall regularly review the rules of operation for each Service Center Council to ensure their compliance with CTA/NEA Policies and Procedures. *(Adopted January 2002)*

### **RULE 4-4: Budgeting for Sparsity-Factor UniServ Units**

1. In the preparation of the budget each year, the funds for the known or possible sparsity-factor UniServ units shall be reserved. *(Amended December 1997)*
2. Sparsity-factor UniServ units actually established shall require annual Board approval.

### **RULE 4-5: Non-Governance Affiliates**

1. **Application Process.** Any qualified statewide organization may become a non-governance affiliate by the following process:
  - A. Presentation of an application to the Association.
  - B. Verification of eligibility by the Executive Director.
  - C. Favorable recommendation by the Board of Directors.
  - D. Approval by a majority vote of the State Council of Education.
2. **Financial Provisions.** No affiliation fees or dues shall be required of any non-governance affiliate, and no financial obligations shall be assumed by the Association for or on behalf of any non-governance affiliate except with the specific approval of the Board of Directors.

3. Termination of Affiliation. The State Council of Education, by a two-thirds vote following investigation, findings, and recommendation of the Board of Directors, shall have the power to terminate the affiliation of any non-governance affiliate.

#### **RULE 4-6: Procedures to Obtain CTA Support for Chapter Actions**

1. **Application.** As soon as it becomes apparent to the chapter that it must undertake concerted action requiring substantial support, including financial resources, from the Association beyond that of professional staff assistance which may be requested through normal channels, the chapter president with the assistance of their primary contact staff shall file a crisis application with the appropriate regional manager. Such notice should: *(Amended February 1985, November 2004)*
  - A. Be in writing;
  - B. Be given at the earliest indication of need;
  - C. State the nature and cause(s) of the crisis;
  - D. State the extent of chapter efforts to resolve the problems and difficulties which necessitate the contemplated concerted action;
  - E. State the degree and manner of involvement of regional resource center personnel;
  - F. Specify chapter membership authorization of, and commitment to, the contemplated concerted action;
  - G. Detail the concerted action plan, including projected costs;
  - H. Specify the nature, type, level and/or amount of assistance requested of CTA; and
  - I. Explain the concerted action plan in terms of objectives sought and the possibilities of their attainment, the seriousness of the issues balanced against the risks of the contemplated concerted action, and the congruence with State Council adopted policies.
2. **Funding.** Funds for the implementation of this Standing Rule may be derived or authorized from the following sources only:
  - A. The CTA crisis fund;
  - B. The National Education Employees Assistance Fund; and (C)
  - C. Such other funds as are from time to time provided through voluntary contributions, special needs drives or other means as prescribed by the Board of Directors to augment the CTA crisis fund.
3. **Emergency Authorizations.** The Executive Director, in communication with the appropriate regional manager, may initiate action pursuant to an oral request for assistance in emergency situations, provided that written requests as set forth above will be sent by the Chapter immediately thereafter. Such emergency authority is limited to \$500 in monies and shall not constitute a commitment for additional funds and/or support from the Crisis Assistance Panel.

4. **Review.** The Crisis Assistance Panel shall:
  - A. Evaluate the chapter's plan for concerted action within the context of the requirements set forth above and in accordance with the Crisis Assistance Panel's "Guidelines for Chapters Requesting Crisis Assistance." (*Amended May 1991*)
  - B. Allocate funds as specified within this Standing Rule to the chapter within the amount of funds available, other actual or anticipated demands upon the crisis fund, the extent of the chapter financial commitment, and the assessment of the chapter's plan for concerted action. Nothing within this Rule, however, shall be construed so as to authorize the Crisis Assistance Panel to obligate the credit or resources of the Association beyond budget authorizations or confirmation actions taken by the Board of Directors.
  - C. Administer the National Education Employees Assistance Fund in and for California under policies and procedures approved by the Board of Directors. (*Amended March 1998*)
5. **Disbursement of Funds.** The form and amount of monetary assistance to chapters and their individual members shall be as determined by the Crisis Assistance Panel. Only the Secretary-Treasurer and/or the Executive Director or their designee(s) may release monies from the crisis fund except for the emergency authorizations prescribed above. The release of funds shall be upon the recommendation of the Crisis Assistance Panel and within the limits specified by the Board of Directors. Funded forms of assistance may include but need not be limited to interest-free loans and expenses incurred in contesting representational elections. (*Amended September 1990, May 1993*)
6. **Reservation of Rights.**
  - A. In the event that legal process in a given case is served under circumstances which may expose the treasury of CTA to liability, the Board of Directors shall have the right to modify CTA's support of the chapter action in order to minimize or eliminate that exposure.
  - B. At no time should a CTA chapter in a minority (i.e., non-certified) position in any way commit itself to an action that in any way directly or residually would place CTA and NEA in legal jeopardy as a result of what the non-CTA exclusive bargaining agent did. (Examples: Coalitions, formalized pacts, etc., which may carry legal responsibilities.) (*Amended October 1993*)
7. **Legal Services.** When a chapter contemplates utilization of an attorney during a crisis situation and will use crisis funds for such expenses, the following restrictions shall be observed: (*Amended March 1998*)
  - A. The office of the CTA Chief Counsel, Legal Services, must be consulted.
  - B. Attorneys from the list supplied by the office of the CTA Chief Counsel, Legal Services, must be used except as otherwise agreed to by the Chief Counsel.

8. **Relief Funds.** When a chapter contemplates the establishment of a local relief or assistance fund to be utilized during a crisis situation, the following guidelines should be considered: *(Adopted October 1993)*
  - A. The local chapter should establish internal operating procedures prior to soliciting and disbursing of voluntary contributions from members and other interested parties.
  - B. The chapter should establish some method of acknowledgment for those who contribute to the fund.

#### **RULE 4-7: CTA Elections Manual**

1. **Publication and Scope.** The Board of Directors shall regularly publish a CTA Elections Manual containing rules, regulations and procedures for the following: *(Amended May 1991, September 2011)*
  - A. Elections by the State Council of Education for officers and directors.
  - B. Elections conducted within electoral districts for representation on the State Council of Education.
  - C. Elections conducted within electoral districts for representation to the NEA Representative Assembly.
  - D. Elections conducted by local affiliates of CTA. *(Adopted November 2004, Amended September 2011)*
2. **Elections and Credentials Committee Review.** The Elections and Credentials Committee shall continuously screen current election procedures for conformance to Association Bylaws, State Council policies, and other generally accepted standards for the conduct of elections, so as to provide the Board of Directors with recommended revisions to update the Elections Manual as needed. *(Amended May 1991)*
3. **Incorporation into Standing Rules.** The Elections Manual shall have the same force and effect as this Standing Rule, and is hereby incorporated into this Rule by reference thereto.
4. **Distribution.** Copies of the Elections Manual shall be distributed each year to all members of the State Council of Education at its first regular meeting, and sent to all presidents of chapters and affiliated organizations. Additional copies shall be available upon request at meetings of the State Council, and to other individuals with a pertinent interest, upon request to the Executive Director.
5. **Limitations on Changes.** Pursuant to State Council policy, changes in the Elections Manual after September 1 of each year shall only be made after authorization by the State Council of Education.

#### **RULE 4-8: Release of Membership Mailing Lists or Data**

1. **Authority for Release.** The release of CTA membership mailing lists or data is prohibited except under the following conditions: *(Amended September 2012)*

- A. **Routine Releases.** The Executive Director is authorized to release CTA membership mailing lists for routine purposes as follows: *(Amended April 1998)*
- 1) Upon official written request of an affiliated CTA chapter, UniServ unit or Service Center Council for the purpose of communicating with its own membership on routine local business matters, the lists may be released contingent upon the following: *(Amended April 1998, November 2004)*
    - a) The chapter president, UniServ unit chairperson or SCC chair shall agree that the lists are for the sole purpose expressed above, and shall also agree to provide such safeguards as necessary to insure that neither the lists nor any type of facsimile copy of the information contained on them will be released to any other party or agency for any reason. *(Amended April 1998, November 2004)*
    - b) The chapter, unit or SCC shall agree to pay for the cost of the lists. *(Amended April 1998, November 2004)*
  - 2) Upon official written request from a sponsored vendor, the lists may be released contingent upon the following:
    - a) The release shall be in accordance with contracts between the Association and the vendor which have been approved by the CTA Board of Directors.
    - b) The lists shall be released directly to commercial mailing firms to protect the integrity of the information contained on them.
- B. **Political Campaign Releases.** The Executive Director is authorized to release CTA membership mailing lists or data for political campaigns as follows: *(Amended April 1998, September 2012)*
- 1) Upon request by an affiliated CTA/NEA chapter or UniServ Unit, within the following conditions: *(Amended April 1998)*
    - a) The chapter or UniServ unit representing the teachers of a school district makes the request for use of the lists for the promotion of a local district tax election, bond election, or school board or other local candidate election, where a candidate or issue has been formally recommended/endorsed using CTA procedures. *(Amended September 2007)*
    - b) The chapter president or UniServ unit chairperson acknowledges that the lists, if released, shall be used for the sole purpose of the election, and that neither the lists nor any facsimile copy of the information contained on them will be released to any other party or agency for any reason. *(Amended April 1998)*
    - c) Chapters may only request mailing labels and/or phone lists to advocate to CTA members the recommended school board and other local candidates, and/or ballot measures in the school district the chapter serves. *(Amended September 2007)*

- d) The chapter or UniServ Unit agrees to pay for the cost of the lists.  
(Amended April 1998)

C. **Statewide and Regional Releases.** The Executive Director is authorized to release CTA membership data for statewide or regional campaigns as follows:  
(Added September 2012)

- 1) Upon request of Regional UniServ Staff for statewide, regional or local ballot initiatives, candidate elections or organizing campaigns.
- 2) Upon request from CTA management for cross-regional membership categories including but not limited to CFA, Student CTA and CTA/NEA retired.
- 3) Above requests are subject to the following conditions:
  - (a) The requested data is relevant and necessary to clearly stated campaign goals,
  - (b) The request has been approved by regional or departmental management, and
  - (c) The Regional UniServ Staff making the request has signed the appropriate confidentiality agreement.

2. **Prohibition on In-Kind Services.** In no event may any agency of the Association make an in-kind or monetary contribution to federal candidates.

3. **Processing Requests.**

A. All requests for lists under Routine Releases shall be sent to the Membership Accounting Department and must include: (Amended April 1998)

- 1) The name of the chapter, UniServ unit or Service Center Council requesting the list. (Amended April 1998, November 2004)
- 2) The general purpose for which the list is to be used.
- 3) The format of the list (roster, label, etc.). (Amended November 2004)
- 4) The desired order of the list (alpha, zip code, local association, etc.).  
(Amended November 2004)

B. All request for lists under Rule 4-8.1.b. Political Campaign Releases shall be sent to the Governmental Relations Department. The requests must include:  
(Amended April 1998, September 2012)

- 1) The name of the recommended/endorsed candidate(s) or issue(s).  
(Amended April 1998)
- 2) The office sought, or the ballot number or letter of the issue(s). (Amended April 1998)
- 3) A statement that the candidate(s) or issue(s) has been endorsed by the local chapter. (Amended April 1998, November 2004)
- 4) The date of the election.
- 5) The format of the list. (Amended November 2004)



- C. All requests for lists under Rule 4-8.1.c. Statewide and Regional Releases shall be sent to the Governmental Relations Department and must include: *(Added September 2012)*
- 1) Assurance the requested data is consistent with the campaign goals.
  - 2) The specific time period for which data requests are authorized.
4. **Appeals.** In the event that the Executive Director decides that a request for lists does not fall within this policy, or for any other reason refuses to release the lists when requested to do so, the agency concerned may appeal such refusal to the CTA Board of Directors for further interpretation of this policy and/or other action. The decision of the Board of Directors shall be final. *(Replaced all versions, November 1985; Amended April 1998)*

#### **RULE 4-9: Leadership Training**

1. **Responsibilities.** The Board of Directors, as a body, shall have final responsibility for the total program of leadership training within the Association. Staff persons designated by the Executive Director shall perform necessary duties of coordination and consultation with the Board and those committees of membership designated by the Board to act for it in supervising the planning and execution of a particular segment of the leadership training program. *(Amended March 1989, April 1998, November 2004)*
2. **Board Training and Development Committee.** This committee studies, monitors and makes recommendations to the Board of Directors about leadership training conferences at all levels both geographic and statewide. This includes policy guidelines for all conferences and workshops which CTA funds and the name of the Association when it is used in any manner. *(Adopted April 1998)*
3. **Membership Committees.** The President recommends and the Board appoints on an annual basis membership committees as necessary to assist the Board in meeting its responsibilities in leadership training. Committee composition shall be representative of the diversity within the CTA membership. Whenever a representative from the State Council, Board of Directors, or other specific group who has been designated to serve on a committee vacates the office of entitlement, s/he must vacate the position on the training and/or conference committee. Committees to be appointed include, but are not limited to, the following: *(Amended April 1998, January 2009, June 2009)*
  - A. Equity and Human Rights Conference Planning Committee. *(Added April 1998, Renumbered January 2009, October 2014)*
  - B. GLBT Conference Planning Committee *(Added October 2014)*
  - C. Good Teaching Conference Planning Committee. *(Amended April 1998)*
  - D. Issues Conference Planning Committee *(Added October 2014)*
  - E. Political Academy Planning Committee *(Added October 2014)*

- F. Regional Leadership Conference Committees. There shall be a Regional Leadership Conference Committee of member-leaders for each region appointed by the Board upon nomination of the President from lists of nominees submitted by CTA Board members. These Committees shall maintain contact with all training programs sponsored by CTA or its agencies, and shall have approval authority within existing Board directives for annual CTA Regional Leadership Training Conferences in each respective region. *(Amended April 1998, November 2004, January 2009)*
- G. Summer Institute Planning Committee. *(Added April 1998)*
- 4. **Budgetary Controls.** The respective member-leader Committees shall be responsible to the Board for bringing to the Board recommendations for planning workshops and conferences within the budgetary allocations made by the Board, and for developing projected budgets for use in making future allocations. As specified in the Bylaws, all leadership training programs and conferences are the final responsibility of the Board of Directors for implementation. *(Amended April 1998)*
- 5. **Criteria for Workshops.** All statewide, regional and local conferences and/or training should be planned and delivered as part of a strategic plan to promote the goals of the California Teachers Association. Conferences and training planners should strive to create trainings that have direct application to and for our members, builds stronger locals by emphasizing the Constant Organizing Goals, encourages action with accountability and follow-up and are fully articulated and integrated statewide, regionally and locally. All Committees and assigned staff persons charged with making preparations for any CTA leadership training activity or function shall be guided by the following: *(Amended April 1998, January 2009)*
  - A. Consistency with current CTA organizational goals.
  - B. Utilization of materials and formats consistent with adopted policies and current adult learning theories. *(Amended January 2009)*
  - C. Involvement of current elected leaders of the Association in visibly identifiable leadership roles appropriate to their office. The President or designee shall be given an opportunity to speak at conferences and workshops of the Association on a topic or topics to be selected under the direction of the President. *(Amended November 2004)*
  - D. Use of qualified staff as resources appropriate to their qualifications. *(Amended April 1998)*
  - E. Budgets for conferences and workshops shall include the costs of receptions that are to be included as part of the conference or workshop. *(Adopted November 1979, Amended May 1989)*
  - F. Use inclusive terms, as appropriate for all CTA membership groups e.g., ESP, Higher Education, Pre-K. *(Adopted January 2009)*
  - G. Use inclusive and non-discriminatory language, materials and formats. *(Adopted January 2009)*

6. **General Duties of Conference Planning Committees.**
- A. **Pre-Conference Responsibilities.** Members of Conference Planning Committees shall participate actively in all phases of conference planning and execution regarding the following conference planning areas: *(Adopted January 2009)*
- 1) Development of conference theme
  - 2) Selection of conference workshops
  - 3) Evaluation of conference workshops
  - 4) Selection of conference geographic location
  - 5) Recommendation of major conference speakers, with approval of officers
  - 6) Selection of entertainment, as appropriate
- B. **Conference Responsibilities.** The Conference Planning committee members will attend the conference and will participate in certain functions at the conference including, but not limited to, conference registration, preparation of participant packets, assistance with logistical support, introduction of speakers and responding to member questions. *(Adopted January 2009)*
7. **Staffing.** Staffing of both Committees and Conferences shall be as directed by the CTA Executive Director. *(Adopted 1978, Amended November 1978, October 1979, January 2009)*
8. **Composition and Additional Duties for Statewide Conference Planning Committee.** *(Amended, Renumbered July 2011)*
- A. **Equity and Human Rights.** The Equity and Human Rights Conference Planning Committee shall be composed of 13 members and shall be representative of the diversity within the CTA membership and shall include Ethnic Minority, GLBT, Student CTA and ESP representation. *(Adopted January 2009, Amended June 2009, July 2011)*
- B. **Good Teaching.** The Good Teaching Conference Planning Committee shall be composed of 14 members. Selection of nine (9) members shall be made so as to be representative of the relevant State Council Committees; in addition there shall be one member appointed to represent the California Faculty Association, one member to represent Student CTA, one ESP and the remaining three to be chosen from the general CTA membership. *(Adopted January 2009, Amended June 2009, July 2011)*
- C. **Issues Conference.** The Issues Conference Planning Committee shall be composed of 15 members and shall be representative of the diversity of urban, rural and ESP chapters within CTA membership. *(Adopted January 2009, Amended June 2009, July 2011)*
- D. **GLBT Issues Conference Planning Committee.** The GLBT Issues Conference Planning Committee shall be composed of two (2) GLBT Issues Advisory Committee co-chairs and eight (8) members. *(Adopted June 2015)*

- E. **Presidents.** The Presidents Conference Planning Committee shall be composed of the Training and Development Committee of the CTA Board of Directors. *(Adopted January 2009)*
- F. **Summer Institute.** The Summer Institute Conference Planning Committee shall be composed of the Training and Development Committee of the CTA Board of Directors; a member of the State Council Negotiations, Curriculum and Instruction, Political Involvement, and Communications committees and seven (7) additional members appointed by the CTA Board of Directors and representative of the diversity of the CTA membership. *(Adopted January 2009, Amended July 2011)*

#### **RULE 4-10: Scheduling of Meetings, Conferences and Workshops**

- 1. **During State Council Meetings.** Conferences, workshops, training sessions, meetings of the Board of Directors and of any other group of CTA members whose activities are supported or directed by CTA as a part of CTA program shall not be convened during the time the State Council of Education is in session, except under extenuating circumstances. *(Amended April 1998, November 2004)*
- 2. **During Meetings of the Board of Directors.** Conferences, workshops, training sessions, and meetings of any other group of CTA members whose activities are supported or directed by CTA as a part of CTA program shall not be scheduled during the same time as meetings of the CTA Board of Directors except under extenuating circumstances and by special permission of the Board. This does not apply to activities of local chapters or UniServ units. *(Adopted June 1986, Amended April 1998)*
- 3. **During CTA-Sponsored Conferences and Workshops.** Recognized CTA caucuses and special interest groups may hold social events at leadership conferences when there is no cost to CTA and events are held outside of scheduled conference activities. *(Adopted November 1991, Amended April 1998)*

#### **RULE 4-11: CTA Participation in Non-CTA Sponsored Conferences and NEA State Affiliate Meetings**

- 1. **Non-CTA Sponsored Conference.** CTA shall seek to increase its visibility at non-CTA sponsored statewide subject-matter and special-interest conferences. The participation shall be determined by the CTA Board on an annual basis. In formulating recommendations to the Board of Directors, the following guidelines shall be considered: *(Adopted May 1988, Amended April 1998)*
  - A. Conferences should anticipate statewide participation and be held in California. *(Adopted April 1998)*
  - B. Conferences should anticipate a sizable number of CTA members as participants or represent a special-interest group or a group where CTA needs to increase its membership and/or visibility. *(Adopted April 1998)*

- C. The appropriate participation for the most benefit to CTA should include, but not be limited to, a booth, reception(s), material in packets, presenters on the conference program, sponsorship, ads in program booklets, and/or the use of the CTA logo. *(Adopted April 1998)*
  - D. In the event that the hotel where the conference is scheduled and listed as “do not patronize” by the AFL-CIO, CTA will not participate and will send a letter explaining why to the appropriate party. Furthermore, CTA will not contribute or sponsor such an event, and CTA will not reimburse any expenses incurred if a liaison attends. *(Amended February 2013, September 2013)*
2. CTA-sponsored booths or receptions shall be staffed by CTA board members and/or CTA personnel. NEA Board members shall be included in the process whenever possible. *(Adopted April 1998; November 2004; Amended February 2013)*
  3. **NEA State Affiliate.** The CTA Board shall review, on a case-by-case basis, the funding and participation of CTA members at other NEA state affiliate meetings. Attendance and participation should be directly related to a CTA standing committee and should provide needed information for CTA which cannot be obtained within the state or from NEA. *(Adopted April 1998)*
  4. **Reports.** A report shall be submitted to the CTA Board of Directors by each attendee sponsored by CTA. Such reports shall detail how the information gathered at such affiliate meetings is to be utilized and implemented into the CTA program. *(Adopted April 1998)*
  5. **Nomination of Attendees.** Once the Board has approved attendance at a given meeting, the CTA President shall recommend to the Board of Directors for final confirmation his/her nominees for participation, including consideration as to who can best meet the need to speak on behalf of CTA to the issues addressed by the conference. *(Adopted April 1998)*

#### **RULE 4-12: CTA Promotion of Conferences**

CTA may distribute to its members information concerning CTA-sponsored conferences. Individuals who desire CTA sponsorship of a conference may request such sponsorship through the Board of Directors. *(Adopted June 1997)*

#### **RULE 4-13: Student CTA**

1. The CTA Director representing Higher Education on the CTA Board of Directors shall be the liaison to the Student CTA. *(Adopted June 1994, Amended January 2000)*
2. Student CTA president’s scholarship guidelines: *(Adopted January 2000)*
  - A. The president of Student CTA shall receive a scholarship to help offset tuition and other college expenses during the year of service as president. *(Adopted January 2000)*

- B. Scholarship payments shall be made quarterly with proof of enrollment in at least six units required by CTA prior to the September 1 and March 1 payments. *(Adopted January 2000)*
  - C. Verification of membership in Student CTA for the scholarship year is required prior to the September 1 payment. *(Adopted December 2000)*
  - D. No advances will be authorized. *(Adopted January 2000, Renumbered December 2000)*
3. The SCTA president shall serve on the CTA Martin Luther King, Jr. Scholarship Committee and other committees as appointed by the CTA officers and shall participate in the CTA Presidents Conference, the NEA Pacific Regional Conference and other conferences as appointed by the CTA officers. *(Adopted July 2002, Amended November 2004)*

#### **RULE 4-14: UniServ Units**

The UniServ Program encompasses the following:

- 1. **UniServ.** The core of uniform services to which each member of the Association is entitled. *(Amended April 1998)*
- 2. **Primary Contact Staff.** The staff charged with delivering elements of the UniServ core of programs and services, through recognized local chapter affiliates. *(Amended April 1998)*
- 3. **Local UniServ Unit.** A local UniServ Unit is a chapter or group of chapters which have voluntarily formed a unit through which to employ and deploy primary contact staff in the delivery of the UniServ program. *(Amended April 1998)*
- 4. **Options.** Three types of UniServ option are recognized within the CTA-NEA UniServ program:
  - A. Option I-RRC: UniServ primary contact staff are employed, housed and serviced directly by CTA. *(Amended April 1998)*
  - B. Option I: UniServ primary contact staff are employed by CTA and assigned to UniServ units. *(Amended April 1998)*
  - C. Option II: UniServ primary contact staff is employed by UniServ units. *(Adopted June 1994; Amended April 1998)*

## **5-SERIES: Membership, Dues and Representation Fees**

#### **RULE 5-1: Privileges of Membership**

- 1. **Active.** All Active members shall be fully entitled to the privileges of membership as set forth within the Bylaws. A member who retires during a membership year but who has paid full active dues for that year shall have “Active” status until the end of that membership year. *(Amended March 1990, June 1998)*



2. **Student.** Student members shall be entitled to all privileges accorded to Active members except those of voting and holding office unless otherwise prescribed in the Bylaws. This provision shall not, however, preclude limiting or excluding benefits to Student members in group insurance or group legal services provided by CTA. *(Amended June 1998)*
3. **CTA/NEA-Retired.** In addition to eligibility for participation in the economic services program of the Association, a CTA/NEA-Retired member shall be entitled to receive the official publication of the Association. *(Amended May 1993)*
4. **Staff.** Staff members shall be eligible for participation in the economic services programs of the Association, including payroll deductions where necessary, and shall have entitlement to receive the official publication of the Association. They shall not be entitled to advice and consultation with professional personnel or legal services personnel of the Association with regard to employment matters pertaining to their employer-employee relationships with the Association.
5. **Associate.** Associate members shall be eligible for continuing participation in the economic services program of the Association, including payroll deductions where necessary, and shall receive the official publication of the Association. *(Amended June 1998)*

## **RULE 5-2: Establishment of Membership Dues**

1. **Active.** The dues of Active members of the Association shall be as set forth below. When a member is employed by more than one (1) educational institution, the category of membership shall be determined by considering the single highest percentage of employment and by the determination of eligibility made by the local chapter serving employees in that school district, community college district, or university. *(Amended July 1979, March 1990)*
  - A. **Category 1.** Six hundred and forty-four dollars (\$644) per year for those faculty whose teaching assignment is more than 60% of a normal assignment, except for those certificated personnel whose salaries are less than the minimum teacher salary for the district in which they are employed, such as preschool, head start, child care, adult education, and substitute teachers whose daily salaries are less than the regular minimum teacher salary for the district in which they are employed. *(Amended July 2009, July 2010, July 2011, July 2013, July 2014, July 2015)*
  - B. **Category 1.** Former Student CTA Members. CTA shall allow credit to first-year Active members who join CTA during their first year of membership eligibility, the reduction of their dues being ten dollars (\$10) per year for each year, to a maximum of five (5) years, of their membership in Student CTA. The first year Active member shall provide proof of membership in Student CTA, within his/her year of teaching, in order to be eligible for credit, and CTA shall verify his/her Student CTA membership. *(Adopted July 1991)*



- C. **Category 2.** Three hundred and thirty-two dollars (\$332.00) per year for: *(Amended July 2009, July 2010, July 2011, July 2013, July 2014, July 2015)*
- 1) Those faculty whose teaching assignment is greater than 1/3, but not more than 60%, of a normal assignment; *(Amended January 2010, July 2011, July 2013)*
  - 2) Those faculty whose salary is less than the minimum salary paid regular teachers in the district where they are employed in the following categories: preschool, head start, child care, adult education, and substitutes whose contract provides for a teaching assignment at one site for an entire school year shall qualify for payment of the dues prescribed by this category; or *(Amended January 2000)*
- D. **Category 3.** One hundred seventy-six dollars (\$176.00) per year for: *(Amended July 2010, July 2011, July 2013, July 2014, July 2015)*
- 1) Those faculty or substitutes whose teaching assignment is 1/3 or less than a normal assignment. *(Amended July 2009, January 2010)*
  - 2) Those faculty employed in private higher educational institutions or the University of California for whom no representation by the Association in employer-employee relations exists or is immediately contemplated. *(Last Amended March 2002)*
  - 3) Those faculty who are unpaid leave. *(Amended March 2005)*
- E. **Category 4.** Part-time/Hourly. Eighty-two dollars and forty cents (\$82.40) per year for adult education and community college employees only on a part-time or hourly basis. *(Amended July 2009, July 201, July 2013, July 2015)*
2. **Staff.** The dues for this class of membership shall be set at fifty percent (50%) of Active dues, Category 1, per membership year. *(Amended May 1978)*
  3. **Student.** The dues of Student members of the Association shall be thirty dollars (\$30) per membership year, of which five dollars (\$5) shall be rebated to the member's local Student CTA chapter, plus annual dues in NEA Student Program. *(Amended September 1991, September 1992, June 2006)*
  4. **CTA/NEA-Retired.** Dues in CTA/NEA-Retired shall be sixty dollars (\$60) for one (1) year or four hundred dollars (\$450) for lifetime membership. *(Amended June 1980, May 1993, June 1993, June 1998, June 2006, July 2011, July 2013)*
  5. **Associate.** The dues for this class of membership shall be eight hundred and twenty-six dollars (\$826) per membership year together with full NEA dues. *(Amended July 2009, July 2010, July 2011, July 2013)*
  6. **Dues Waivers.** Any active member of the Association who is a member of the Active Reserves of the United States Armed Forces shall have all dues payments waived during any period in which s/he is called to and serves on Active Duty. S/he shall retain all rights and privileges of active membership during such Active Duty. The local chapter shall notify CTA of the member's Active Duty status within 30 days of his/her call-up. Upon his/her deactivation from Active Duty and return to employment

in the bargaining unit represented by the local chapter, the local chapter shall notify CTA and full dues shall automatically be reinstated. *(Adopted February 1991)*

7. **Advocacy/Foundation.** To support CTA advocacy efforts for public education (Advocacy) and a CTA foundation to support members' scholarship and grant programs and teacher-driven solutions for public schools (Foundation), all active members of CTA shall be enrolled in a refundable reverse dues check-off voluntary contribution of \$20 per member. The default allocation between the two categories Advocacy and Foundation will be set annually by State Council upon recommendation from the CTA Board of Directors. Such recommendation will follow the same process and timeliness as the budget development cycle and will be reflective of CTA's current priorities.

CTA members will annually have the option to:

- A. Choose to opt out of the entire \$20 contribution by requesting a full refund.
- B. Choose to opt out of a portion of the \$20 contribution by requesting a partial refund or choosing to contribute to only one of the two categories.
- C. Choose to allocate the entire \$20 to one of the two categories.

Once a member has chosen an option it shall continue annually until that member chooses a different option in a subsequent year.

CTA will produce and distribute to State Council an annual summary report of Advocacy and Foundation income and expenses. *(Amended June 2008)*

8. **Initiative Fund.** The Initiative Fund supports initiatives that advance the cause of free universal and quality public education or to combat initiatives that are hostile to the CTA mission to advance the cause of free, universal and quality public education. The annual amount is \$36 per applicable full-dues equivalent (FDE) and is to be kept in reserve for the aforementioned purposes. *(Adopted June 1995, Amended June 2000)*
9. **Media Fund.** The Media Advertising Fund consists of revenues designated for paid advertisement to educate the public about the achievements, the problems and needs of public education from preschool through graduate school. The annual amount is \$16 per applicable FDE and is to be kept in reserve for the aforementioned purposes. *(Adopted March 1990, Amended May 1999)*

### **RULE 5-3: Transmittal and Full Time Equivalency (FTE) Computation of Membership Dues**

1. **Membership Year.** The membership year shall be September 1 through August 31 of the following calendar year. Dues shall be delinquent for any class of member on October 31 of the current membership year unless fully paid in cash or being paid under a payroll deduction authorization which the member has executed and filed with the employer or by any one of the other payment methods approved by the Board of Directors and will result in the collection of full dues prior to the end of the membership year. *(Adopted December 1980, Amended April 1998, June 1998)*

2. **Pro Rata Dues Collection for New Members.** After the beginning of any membership year, the dues of Active or Staff members who are enrolling for the first time may be prorated, provided enrolling by payroll deduction if such deductions are available or by any one of the other payment methods approved by the Board of Directors. Cash payment may also be accepted for the balance of such membership year for any member who enrolls and pays membership dues by continuing payroll deduction or by any other payment method approved by the Board of Directors thereafter. The pro rata dues for the balance of a membership year may automatically be waived for enrollments taking place on and after April 1st, where it is not possible to obtain payroll deductions during that year, provided the member agrees to retain membership for the following membership year. *(Adopted May 1978; Amended October 1978, April 1979, June 1983, April 1998, June 1998)*
3. **General Transmittal Procedures.** The collection, forwarding and disbursement of CTA, NEA, and chapter dues shall be under the direction of the Board of Directors which shall establish general procedures for the control of the accounting and disbursement of such dues and payments. The Treasurer shall include in the regular Treasurer's Report to the governance bodies of the Association detailed data as to the collection and distribution of dues income. CTA will not refund any over-payment of dues to either a member or a chapter for more than the last three years. *(Adopted March 1980; Amended June 1998, June 1999)*
4. **Computation of Full Time Equivalency (FTE).** The following method of computation adopted by the State Council of Education will be utilized in determining the FTE basis for UniServ subventions and other allocations based on FTE computations: "In all cases where full dues and/or representation fees are collected, full UniServ subventions will be paid. In any case where less than a full year's Active United Education Profession (UEP) dues is collected from any individual, including but not limited to: the payment of representation fees at less than full dues; collection of less than a year's dues because of late enrollment or mid-year resignation or other uncollectibility; or because of enrollment in categories of less than full Active UEP dues; the UniServ subvention shall be computed on a full time equivalency (FTE) basis for all such collections." *(Adopted March 1980; Amended June 1998, July 1998)*
5. **Allocation to Political Action Fund.** The allocation to the CTA/ABC fund, to be administered as provided elsewhere in these Rules by the CTA/ABC Committee, shall be indexed annually at the same percentage as dues. Of this allocation, the sum of no less than \$6.00 shall be designated for political contributions. Each member shall be given the opportunity to have her/his allocation be redirected to the CTA general fund. *(Adopted March 1980; Amended May 1989, November 1994, June 1998, July 1998)*

#### **RULE 5-4: Membership Cards**

1. **Format of Membership Cards.** The format for membership cards shall be approved from time to time by the Board of Directors to meet the requirements of both the CTA and the NEA. *(Amended June 1998)*
2. **Active, Staff and Associate.** A membership card shall be issued annually to each Active, Staff, and Associate member who is enrolled as a continuing member and has paid or is paying full annual membership dues under a valid payment method approved by the Board of Directors. *(Amended April 1998, June 1998)*
3. **Student.** A membership card shall be issued annually to each Student member upon payment of the membership dues. *(Amended June 1998)*
4. **CTA/NEA-Retired.** An appropriate card shall be provided to each CTA/NEA-Retired member at the time of enrollment in this category of membership. *(Amended May 1993, June 1998)*

#### **RULE 5-5: Procedures for Membership Complaints**

The procedure shall be as follows:

1. **Complaints**

The party filing the complaint must complete a Member Complaint Form obtained through the CTA Secretary-Treasurer. The Member Complaint Form shall be signed and filed with the Secretary-Treasurer within ten (10) days of the precipitating event. The Member Complaint Form must provide the following information:

- A. The event giving rise to the complaint and a summary of evidence including names of individuals with information pertaining to the complaint; the names of any persons at CTA with whom the complaining party has spoken regarding the matter and the outcome; the resolution sought; and the complaining party's contact information, date, and signature. *(Amended September 2015)*

2. **Review**

**Step 1: Officers Review**

Upon receipt of the Member Complaint Form, the Secretary-Treasurer shall determine from the face of the Complaint whether the Member Complaint Form has been timely filed and whether it includes each of the mandatory elements listed in section 1 above.

- A. If the Member Complaint Form is not timely or fails to include requisite information, the Complaint will be dismissed and the complainant will be notified by email and certified mail.
- B. If the Member Complaint Form is timely and includes the requisite information, the Secretary-Treasurer will forward the allegations to the other Officers. The Officers determine whether it merits further discussion and review.

- C. If the Officers determine that no further action is warranted, the Complaint will be dismissed and the complainant will be notified by email and certified mail.
- D. If the Officers determine that further discussion, review or investigation is warranted, the Officers will refer the matter to the Internal Concerns Committee (ICC) for further review. At that time, the complaining member as well as the party(s) who have been accused of misconduct will be notified by email and certified mail of the Officers' determination and of the next step in the process.

The Officers Review will be completed within thirty (30) calendar days of receipt of the Complaint.

Any decision issued in the above process may be appealed by either party to the ICC. The appeal must be filed with the Secretary-Treasurer within fifteen (15) calendar days of the Decision being rendered.

### **Step 2: ICC Review**

Upon receipt of the Member Complaint Form, the ICC will conduct an investigation as it deems appropriate.

If the ICC determines that the Complaint lacks merit or otherwise concludes that no further action is warranted, the Complaint will be dismissed and the complainant and the accused party(s) will be notified in writing by email and certified mail.

If the ICC determines that the investigation warrants a hearing, it is authorized to conduct one, or refer it to an *ad hoc* panel of three CTA members, to be appointed by the Officers, to conduct one.

If the ICC determines that the Complaint has merit, the ICC is vested with the authority to issue an appropriate remedy. The complainant and the accused party(s) will be notified of the ICC's determination by email and certified mail. In addition to notifying the parties of the ICC's determination, the Board of Directors will also receive notice.

The ICC will conduct and complete its investigation within forty-five (45) calendar days of receipt of the Member Complaint Form from the Officers.

Any decision issued in the above process may be appealed by either party to the Board of Directors. The appeal must be filed with the Secretary-Treasurer within fifteen (15) calendar days of the Decision being rendered.

### **3. Appeal to the Board of Directors**

The Board shall consider the appeal at the first Board of Directors' meeting after the appeal is filed, unless such Board meeting is scheduled to occur fewer than thirty (30) days after the filing of the appeal. In that case, the appeal shall be considered at the next scheduled Board meeting. The Board shall notify the parties in writing of its decision regarding an appeal within thirty (30) days of the Board meeting at which the appeal was considered. If the Board of Directors concurs with the ICC decision, it may

adopt all or part of the decision in its final decision and order. If it rules in whole or in part contrary to the ICC decision, it shall explain its different findings and conclusions in the final decision. A copy of the final decision and order of the Board of Directors shall be sent by email and certified mail return receipt to all parties in the matter.

*(Added July 2014)*

**RULE 5-6: Procedure for Expulsion of Members** *(Renumbered July 2014)*

1. **Authority.** A member may be expelled from the Association pursuant to provisions of the Bylaws in accordance with the procedures provided in this rule. *(Amended July 1998)*
2. **Hearing Panel.** Prior to making a final vote on expulsion of a member, the Board of Directors shall convene a nine (9) person hearing panel to consider the charges and make recommendations. The hearing panel shall be representative of ethnic, gender and geographic diversity and have a majority of members who have not held elected or appointed positions for the past three (3) years. Before recommending the expulsion of any member, the hearing panel shall notify the member in writing of the charges against him/her and that such charges will be heard at a time and place specified in the notice. The time set for the hearing shall be at least 10 days after the date on which the notice is mailed, and the member shall be entitled to one continuance as a right for such period as the hearing panel may allow if such continuance is requested in writing not less than 5 days prior to the date originally set. The notice shall include a copy of this rule. *(Amended July 1998, January 2015)*
3. **Waiver of Rights.** If the member does not appear at the time and place fixed for the hearing on the charges, s/he shall have waived all rights provided in this rule. *(Amended July 1998)*
4. **Membership Rights.** Throughout all steps of the procedures outlined herein, the member shall have the right to due process and to select representation or counsel. In all appearances before the hearing panel, the Board of Directors, and the State Council of Education, the member shall have the right: *(Amended July 1998)*
  - A. To present evidence on his/her behalf.
  - B. To confront and cross-examine his/her accuser and any other witnesses against him/her.
  - C. To examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at the hearing.
5. **Written Report.** The hearing panel shall submit a written report and recommendation on the charges to the Board of Directors. A copy of the report and recommendation shall be mailed to the member and the member may file written exceptions to such recommendations with the Board within 15 days from the date of such mailing. *(Amended January 1978, July 1998)*
6. **Action and Appeal.** If no exceptions are filed with the Board by the member within the time specified, the right to a hearing before the Board shall be deemed waived. If



exceptions from the report and recommendation of the hearing panel are filed, the Board shall notify the member by mail of the time and place set for the hearing. The member shall be entitled to present a written statement at such hearing, and to argue his/her defense orally before the Board for such period as the Board shall allow, which shall not in any event be less than 30 minutes, and shall not be more than one hour unless two-thirds of the Board vote for an extension of the period. The action of the Board upon the report and recommendation shall be recorded in the minutes and a copy mailed to the member. Such action may be appealed to the State Council of Education not later than the second meeting of the Council following the action of the Board. The action of the Council shall be final and conclusive. *(Amended January 1978, July 1998)*

7. **Association Protection Clause.** Neither the members of the Board of Directors nor the Association shall incur or be under any liability of any sort to any member who is expelled in accordance with the procedures specified in this rule. If any court should hold that any member was wrongfully expelled, either by reason of a failure to comply with the procedures specified in this rule or for any other reason, the person so expelled shall be reinstated to membership, but such person shall have no other claim, remedy or right to damages against the Association or any member of the Board of Directors. *(Amended July 1998)*
8. **Preparation of Notices.** Any notices required in this rule shall be prepared by the attorneys for the Association. The hearing panel and the Board of Directors shall consult with such attorneys at each stage of the expulsion procedure. *(Amended July 1998)*
9. **Receipt of Notices.** Any notice or paper required to be served on the member shall be sent by registered mail through the postal service addressed to him/her at his/her latest address appearing on the records of the Association. *(Amended July 1998)*

#### **RULE 5-7: Representation Fees** *(Renumbered July 2014)*

1. **Amount of Fee.** Representation fees shall be in accordance with the dues level set forth by the chapter/CTA/NEA. The fee shall not include membership in or donation to ABC, except on an individual voluntary basis. *(Amended July 1998)*
2. **Transmittal and Allocation of Fee.** The representation fee shall be transmitted on the same basis as that provided for regular membership dues, using a separate identification of the persons involved as non-members. *(Amended July 1998)*
3. **Services Provided by Representation Fee.** In those cases where a representation fee equivalent to full dues is transmitted, full CTA/NEA services, exclusive of those (such as economic services, legal services and the like) for which actual membership is a requirement, will be provided to each member of the bargaining unit represented by the CTA/NEA/ chapter. *(Amended July 1998, March 2005)*



**RULE 5-8: Membership in CTA/NEA-Retired** *(Renumbered July 2014)*

1. **Residency.** To become a member of CTA/NEA-Retired, the person need not reside in California. *(Amended July 2000)*
2. **NEA-Retired Affiliation.**
  - A. CTA/NEA-Retired members must maintain membership in NEA-Retired unless both of the following conditions are met:
    - 1) The person was admitted to membership in CTA/NEA-Retired prior to September 1, 1998; and *(Amended July 2000)*
    - 2) Was not a member of NEA-Retired and did not join NEA-Retired thereafter.
  - B. Any member who has not maintained membership in NEA-Retired in accordance with 2.a. above will not receive any services from NEA-Retired, and will not be counted for purposes of NEA-Retired delegation allocation in California.
  - C. If a life member or any other member of NEA-Retired becomes a member of CTA/NEA-Retired, after September 1, 1998, the member must retain his/her membership in CTA/NEA-Retired thereafter. *(Amended July 2000)*
3. **Status of Retired Members.** A retired member cannot serve as an officer or elected representative of a local chapter, service center council, nor a UniServ board. This prohibition includes, but is not limited to, serving after retirement in any official capacity such as “Immediate Past President” and/or appointed positions with discretionary authority that will affect procedures. *(Adopted July 2000)*

## **6-SERIES: NEA Matters**

**RULE 6-1: Governance Liaison with NEA**

1. The Executive Officers and Executive Director of the Association, operating within limits prescribed by the Board of Directors, are designated as the official liaison with their counterparts in the National Education Association.
2. The NEA Director elected to the CTA Board of Directors to fulfill the NEA affiliation requirements shall be known as the Coordinating Director, with the following special duties and functions defined for the holder of this position:
  - A. Report to the CTA Board of Directors as a regular part of each Board agenda on pertinent NEA matters emanating from the NEA Board of Directors.
  - B. Maintain liaison on behalf of the CTA Board of Directors with all other NEA Directors from California, setting up appropriate methods of communication (telephone trees, written reports, e-mails and similar procedures) for this purpose. *(Amended March 2005)*
  - C. Represent CTA positions at meetings of the NEA Board of Directors, including the introduction of agenda items as needed to implement these positions.

- D. Assist the CTA Board of Directors with the screening of CTA members for nomination for possible appointment to NEA advisory groups.
- E. The NEA Coordinating Director is exempted from making nominations to fill vacancies on CTA advisory groups which apply to other voting members of the CTA Board of Directors. *(Amended October 1985)*

**RULE 6-2: Leadership Involvement in NEA Candidate Activities**

To safeguard the integrity of the process for official endorsements for organizational office within the National Education Association, all officials elected by the Council shall conduct themselves in such a way so as not to compromise the Council’s role in making the final determination of the official endorsement of the California Teachers Association. *(Adopted December 1991)*

Prior to Council action on such endorsements, CTA members working in a candidate’s campaign should make it clear that they are acting as individuals. They should not identify themselves with the title of any position held in a recognized Association group, governance or non-governance. *(Adopted December 1991)*

This policy shall not preclude the Board of Directors from setting up the contact procedures for candidates for NEA office so that they will have reasonable access to NEA members within California. Nor shall this policy in any way infringe upon the rights of recognized Association groups to express support for individual candidates. *(Adopted December 1991, Renumbered March 2005)*

**RULE 6-3: Endorsement Procedures for Candidates for NEA Office**

1. **Friendly Incumbents.** Upon recommendation of the CTA Executive Officers, the Board of Directors may declare a candidate a “friendly incumbent”, waive the interview procedure outlined below, and recommend to the State Council his/her endorsement for re-election to the office s/he currently holds. *(Adopted December 1991)*
2. **CTA-NEA Interview Team.** *(Adopted December 1991)*
  - A. A CTA-NEA Interview Team shall be appointed annually by the CTA Board of Directors upon the recommendation by the CTA President.
  - B. The Interview Team’s charge will be to formulate questions to determine the candidate views and the impact of such views on CTA and to interview both in-state and out-of-state candidates for NEA office. *(Amended June 1999)*
  - C. The CTA-NEA Interview Team shall interview candidates at a generally convenient time and location, which may be at a regular meeting of the NEA Board of Directors. All candidates shall be informed by the CTA-NEA Interview Team of the time and place for interviewing.
  - D. Recommendations of the Interview Team shall be presented to the CTA Board of Directors in a timely manner to permit the Board of Directors to make its

recommendation to the State Council for official endorsement. *(Amended June 1999)*

3. **In-State Candidates.** *(Adopted December 1991)*
  - A. Each candidate seeking consideration for CTA endorsement shall notify the CTA President by the last State Council meeting two years prior to the year the candidate runs for office. The candidate must show evidence of endorsement from at least three locals. *(Amended June 1999)*
  - B. The President shall notify the chairperson of the CTA-NEA Interview Team of such announcements.
  - C. When a previously endorsed candidate is standing for reelection to the same office and is deemed to be a friendly incumbent, the Interview Team may waive the requirement for another interview. *(Adopted June 1999)*
  - D. The chairperson of the CTA-NEA Interview Team shall notify each in-state candidate and give him/her the opportunity to be interviewed no later than the third State Council meeting following the notification.
  - E. Each in-state candidate will be allowed no more than fifteen (15) minutes for a presentation to the CTA-NEA Interview Team, after which the Team may ask questions to determine the candidate's views on NEA issues and advocacy of California positions.
  - F. The CTA-NEA Interview Team will report to the CTA Board.
  - G. The CTA Board of Directors shall vote on a recommendation to present to the State Council. *(Amended June 1999)*
  - H. Each recommended candidate will be given an opportunity to address the State Council. Other candidates may also address the Council.
  - I. The State Council will vote by secret ballot on the CTA Board's recommendation at the same meeting at which the recommendation is made. Candidates receiving a sixty percent (60%) vote of the Council shall be recommended for endorsement to the California caucus at the NEA Representative Assembly. *(Amended June 1999)*
  - J. As a courtesy, once an in-state candidate has been recommended for endorsement by the State Council for an NEA office, out-of-state candidates for the same office shall be notified by the CTA President of the recommendation. *(Amended June 1999)*
  - K. CTA shall provide opportunities to each recommended in-state candidate for promotion of his/her candidacy and for fundraising events. *(Amended June 1999)*
4. **Out-of-State Candidates.** *(Adopted December 1991)*
  - A. Each out-of-state candidate for NEA office seeking consideration for California endorsement shall contact the CTA President.
  - B. The CTA President shall notify the chairperson of the CTA-NEA Interview Team of request(s) for endorsement.

- C. The CTA President shall assign each out-of-state candidate to a California NEA Director who shall serve as that candidate's official contact until CTA endorses a candidate for office.
- D. The CTA contact shall inform the candidate of the state's endorsement process, including the date of the State Council meeting when the recommendation is to take place; and shall provide information about California's concerns and problems as they affect the office being sought. The CTA contact shall receive any free material provided by the candidate to be made available at State Council meetings and/or the California Caucus at the convention site. *(Amended June 1999)*
- E. The chairperson of the CTA-NEA Interview Team shall notify each out-of-state candidate and give him/her the opportunity to be interviewed.
- F. Each candidate will be allowed up to 15 minutes for a presentation to the CTA-NEA Interview Team, after which the Team may ask questions to determine the candidate's views on NEA issues and advocacy of California positions.
- G. Any candidate who cannot attend the interview meeting may provide the CTA-NEA Interview Team with a five (5) to ten (10) minute tape detailing his/her views on NEA issues. The candidate shall also have an opportunity to have a spokesperson represent him/her.
- H. The CTA-NEA Interview Team will vote on recommendations for endorsement and may recommend as many candidates as there are openings. The recommendations will be forwarded to the CTA Board.
- I. The CTA Board of Directors will vote on the recommendation(s) of the CTA-NEA Interview Team for endorsement of candidates for recommendation to the State Council.
- J. The CTA President will inform the candidates of the CTA Board of Directors' recommendation and will also inform the California members on the NEA Board of Directors.
- K. Any NEA candidate in attendance at a State Council meeting shall be allowed up to three (3) minutes for a presentation at a general session and shall also have the opportunity to speak up to one (1) minute at each directorial district caucus.
- L. Should a candidate wish to request the use of a table for campaigning at a CTA-sponsored event, s/he may do so no sooner than the close of the last California Caucus meeting at the NEA Representative Assembly preceding the election. *(Adopted June 1999)*
- M. The State Council will vote by secret ballot on the CTA Board's recommendation at the same meeting at which the recommendation is made. Candidates receiving a sixty percent (60%) vote of the votes cast shall be recommended to the California delegation at the NEA Representative Assembly for final endorsement.

5. **California Caucus.** *(Adopted December 1991)*

- A. The Caucus shall consider endorsement(s) at a meeting designated by the Chairperson of the Caucus. *(Amended June 1999)*
- B. The ballot shall list the names of all candidates according to the CTA alphabet. Candidates who have received State Council endorsement will be so designated. *(Amended June 1999)*
- C. Any State Council recommended candidate receiving a majority of the secret ballot vote will be an official endorsed candidate of California.
- D. A candidate not endorsed by State Council must have a sixty percent (60%) vote of the Caucus to be endorsed.
- E. In the event a run-off election occurs at the NEA Representative Assembly, the California Caucus may consider non-endorsed candidates at whichever caucus meeting is appropriate for the final voting. Any candidate receiving a majority vote of the secret ballot vote will be an official endorsed candidate of the Caucus. *(Adopted December 1991, Amended June 1999, Renumbered March 2005)*

**RULE 6-4: Election Districts for NEA Directors**

- 1. The number of NEA Directors allocated to California, determined by NEA in accordance with NEA governance documents, shall be allocated on the basis that each member counts as one person.
- 2. The one-person/one-vote principle shall be applied to election districts for NEA Directors, such that each NEA Director shall represent approximately the same number of constituents as each and every other NEA Director. Districts shall deviate no more than ten (10) percent from the established representation ratio.
- 3. No chapter shall be divided such that its membership is assigned in part to two (2) or more NEA Directorial districts.
- 4. A chapter with membership equal to the established representation ratio, or within ten (10) percent of that ratio, shall be designated an NEA Directorial district.
- 5. Notwithstanding Rule 6-4.1 above, any part of the membership of a chapter which meets the criterion in Rule 6-4.2 above, may be assigned to a second NEA Directorial district.
- 6. The representation ratio of NEA Directorial districts, based on NEA membership in California, shall be reviewed every three years as of the last day of the preceding fiscal year - or upon notification from NEA that the number of NEA Directors from California is being changed. If the review process indicates a deviation of more than ten (10) percent, a redistricting plan shall be prepared for adoption.
- 7. To the extent possible, NEA Directorial districts shall follow Service Center Council boundaries.
  - A. NEA Directorial districts shall be grouped so that the smallest possible number of Service Center Councils are included within any one NEA Directorial district.
  - B. If a Service Center Council must be split among two (2) or more NEA Directorial districts, the following criteria shall be considered: (1) chapters within a CTA

directorial district; (2) contiguity of chapters; (3) geography; (4) accessibility of travel; and (5) county boundaries. *(Adopted July 1991, Renumbered March 2005)*

### **RULE 6-5: NEA Convention Task Force**

1. **Composition and Appointment.** The Board of Directors shall appoint annually an NEA Convention Task Force consisting of the CTA Executive Officers and such additional members as necessary to perform assigned tasks in connection with the next NEA Representative Assembly. Members of the CTA and NEA Boards of Directors shall be included among these additional persons. Terms of office on the Task Force shall be one year, expiring on August 31 of the year of service. The CTA President shall serve as chairperson of the Task Force.
2. **Meetings.** The Task Force shall meet at least once during the spring of the year for purposes of planning the CTA participation in the annual NEA Representative Assembly. Additional meetings may be called as necessary within guidelines established by the CTA Board of Directors.
3. **General Structure.** The CTA delegation to the NEA Convention shall be headed by the CTA President. Other duties and responsibilities of the three CTA elected Executive Officers shall be as enumerated in detail within the Board Management Procedures Handbook. In general, the Executive Officers shall be responsible to the Board of Directors for implementing the Board's policies, procedures and goals in all matters connected with the NEA Representative Assembly. Necessary and appropriate staff assistance shall be provided by the Executive Director, both during the year preceding the Convention, and on-site at the Convention.
4. **Ancillary Tasks.** The ancillary tasks of each member of the Task Force, other than the Executive Officers, shall be as prescribed each year at the time of appointment by the Board. A proposed structure of such tasks and their organization shall be drafted each year by the Executive Officers to accompany nominations being made by the President to the Board for that year. This structure of tasks shall be designed to meet the unique requirements of the situation with regard to that year's forthcoming NEA Representative Assembly. These tasks shall include but not be limited to the following: *(Adopted June 1994, Amended July 1998)*
  - A. Convention Issues
  - B. Elections
  - C. Contact Program
  - D. Logistics and Protocol
  - E. Fundraising Control
  - F. Social
  - G. Caucus Information
  - H. Registration*(Renumbered March 2005)*

## **RULE 6-6: NEA Fund for Children and Public Education Committee**

1. **Composition.** The committee shall be composed of NEA Board Members from California.
2. **Charge:** The charge of the committee will be to coordinate fundraising for the NEA Fund for Children and Public Education throughout California. *(Adopted June 2015)*

## **7-SERIES: Committees of the State Council of Education**

### **RULE 7-1: Definition of and Assignment to Council Committees**

1. **Assignment.** Every member of the State Council of Education shall be appointed annually to a Council committee. *(Amended August 1978, January 1979, June 1984)*
2. **Types of Committees.**
  - A. **Policy-Making Committees** - A Policy-Making Committee is one on which only members of CTA State Council of Education may serve and which has as its major responsibility the development of policies to be considered by the State Council for adoption. Such committees recommend positions to State Council on proposed legislation within their areas of responsibility, via the State Legislation Committee. Committees may also make recommendations to the Board of Directors for implementation of adopted policies as are appropriate to their area of responsibility. Reporting channels may be specifically prescribed as established elsewhere in these rules. Policy-Making Committees are: *(Adopted November 1991, Amended August 1993, September 1993, May 1995, September 1998, June 1999, September 2009, November 2009, April 2012)*
    - 1) Adult, Alternative and Career Technical Education Committee
    - 2) Assessment and Testing Committee
    - 3) Civil Rights in Education Committee
    - 4) Communications Committee
    - 5) Credentials and Professional Development Committee
    - 6) Curriculum and Instruction Committee
    - 7) Early Childhood Education Committee
    - 8) Financing Public Education Committee
    - 9) Language Acquisition and Development Committee
    - 10) Negotiations Committee
    - 11) Political Involvement Committee
    - 12) Professional Rights and Responsibilities Committee
    - 13) Retirement Committee



- 14) School Safety/School Management Committee
  - 15) Special Education Committee
  - 16) State Legislation Committee
  - 17) Student Support Services Committee
  - 18) Teacher Evaluation and Academic Freedom Committee (*Amended March 2004, September 2004*)
- B. Board Advisory Committees.** A Board Advisory Committee is one on which only members of the CTA State Council may be appointed by the CTA Board of Directors to serve and which has as its major responsibility the recommendation of policy and procedures to the Board of Directors for consideration. The Board shall be responsible for any further reporting to the CTA State Council as may be deemed appropriate. The Board Advisory Committees are: (*Adopted November 1991, Amended August 1993, September 1998*)
- 1) Budget Committee
  - 2) Representation Committee
- 3. General Requirements.** The following general provisions shall apply to the structure of committees of the Council:
- A. Each person assigned to a Council committee, or their authorized alternates in the case of elected Council representatives, shall have one vote on the committee of assignment, including members of the Board of Directors who are assigned as liaison to such committees.
  - B. The quorum for each Council committee shall be the presence of at least a majority of the assigned elected Council representatives and/or their alternates.
  - C. State Council members will conduct themselves in a manner that is consistent with the Ethics of the Education Profession. Members will engage in full open debate on items under consideration. (*Added April 2014*)
  - D. Council committees to which ten or fewer State Council elected representatives accept appointment in a given year shall have their status reviewed by the Board of Directors prior to the making of committee assignments for the following Council business year. (*Amended October 1986, Re-lettered, April 2014*)
- 4. Responsibility for Assignment.**
- A. The Board of Directors shall appoint the members of the Board Advisory Committees. The Representation Committee is designated as the operational agent of the Board of Directors in preparing the initial roster of recommended assignments of the remaining Council members. (*Amended November 1991, September 1998*)
  - B. Procedures for Assignment.** The Representation Committee shall use the following procedures in making assignments to the foregoing committees:
    - 1) Each year continuing State Council members shall make their committee choices at or prior to the Annual Meeting of the State Council of Education. Over the summer each year, each new State Council member shall be

asked to give his/her first, second and third committee choices. The Representation Committee will honor these choices insofar as follows, using the following criteria sequentially for first, second, and third choices to prepare a preliminary roster: *(Amended February 1980)*

- a) Members requesting assignment to the State Legislation Committee must have served on the State Council for the equivalent of at least one year prior to such assignment. Such service may be gained by previous service on the Council before a break in service between terms, or actual service on the Council as an elected alternate for a minimum of four meetings of the Council. *(Amended February 1987)*
  - b) Continuing members of the Council shall be given priority consideration for assignment to their previous committee of service where so chosen by them.
  - c) Interest and/or experience at the Chapter, Service Center Council, or state or national levels as indicated on an information sheet shall be considered.
  - d) Equitable distribution shall be made by directorial districts wherever practicable.
  - e) All committees shall have racial and ethnic minority representatives assigned to them.
  - f) Newly-elected members whose backgrounds uniquely fit them for service on a particular committee shall be given priority consideration for such assignment.
  - g) Additional requirements for assignment to particular committees, as set forth in the Rule establishing that Committee. *(Adopted November 1988)*
- C. In the case where the request for placement on a committee and the information sheet is not received by the Representation Committee within the established time limits, the following shall apply:
- 1) A continuing member shall be returned to the committee on which s/he was previously serving.
  - 2) A newly-elected member shall be recommended for placement on a committee chosen by the Representation Committee.
- D. **Assignment of Alternates.** Alternates shall be voting members of the committees to which the representatives they replace are assigned; except that no alternate shall be assigned to the Budget or Representation Committees because of the special requirements which exist for membership on those committees. Alternates replacing representatives assigned to the Budget or Representation Committees shall report to the Representation Committee on Friday night for assignment to other committees. *(Adopted February 1989, Amended May 1989, November 1992, September 1998, June 2005)*

5. **Changes in Assignment.** Final action on the preliminary recommendations of the Representation Committee shall be taken by the Board of Directors at its October meeting each year. A representative may request a change in assignment in writing or by appearing at a Representation Committee meeting. The Representation Committee shall notify the representative of the disposition of his/her request. The decision of the Representation Committee shall take effect immediately, subject to review and ratification by the Board of Directors. *(Amended April 1991, April 1993, January 1999)*
6. **Mid-Year Elections and Committee Assignment.** In the event a representative is elected mid-year to complete an unexpired term, that representative shall assume the committee responsibility of the replaced representative, provided that no new Council member without at least one previous year of Council service shall be assigned to the State Legislation Committee. *(Adopted June 1981, Amended November 1991)*
7. **Elections.** At the last State Council meeting of the year, each Committee shall elect its officers for the following year. *(Adopted January 1992)*
  - A. An announcement that officers will be elected at the next meeting will be made during the Committee's meeting at the third State Council of the year. At both the third and the fourth meetings, interested members will be given an opportunity to declare their candidacies. The Budget and Representation Committees will elect provisional officers but will hold official elections at the first State Council meeting of the year. *(Amended April 1992, September 1998)*
  - B. All Committee members shall be eligible to vote. *(Amended September 2004)*
  - C. The CTA Board liaison will conduct the election. In the event the Board liaison is unavailable, a member of the CTA Elections Committee will conduct the election.
    - 1) Elections will be held just prior to the adjournment of the Committee.
    - 2) Elections will be conducted by secret ballot.
    - 3) The CTA Board liaison may ask Committee members not seeking election to assist in the elections.
    - 4) In the event that the Committee chair is unable to continue serving as chair, the vice chair shall assume the chair. Election for a new vice chair shall be conducted as soon as feasible. *(Amended June 2005)*
8. **Responsibility of Committee Chairs**
  - A. Be familiar with appropriate CTA policy.
  - B. Develop committee meeting agenda in consultation with the assigned committee staff consultant(s) and Board Liaison.
  - C. Attend appropriate pre-meetings of CTA State Council.
  - D. Conduct committee meeting.
  - E. Finalize committee report in consultation with the assigned committee staff consultant and Board Liaison.
  - F. Present committee report during business session of State Council.

- G. Consult on interim legislative positions.
- H. Attend committee specific lobby days.
- I. Attend other related meetings as appointed.

The committee vice-chair shall fill-in for the Chair as needed. *(Added May 2014)*

## **RULE 7-2: Adult, Alternative and Career Technical Education Committee (ACT)**

The Adult, Alternative and Career Technical Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991, Amended December 1992, May 1995, Renamed March 2004, September 2004, Amended September 2009, Renamed April 2012)*

1. Current issues in the coordination of alternative and vocational curriculum offerings in K-12 and post-secondary education, particularly in the context of the new Carl Perkins Vocational and Applied Technology Education Act.
2. Current issues in the coordination of adult education curriculum offerings in K-12 and post-secondary education.
3. The interests of alternative and vocational educators at both the K-12 and post-secondary levels.
4. Activities related to the advancement of alternative and vocational education, including the establishment of necessary liaisons with agencies and organizations crucial to alternative and vocational education.
5. The development of an articulated school restructuring policy and program which integrates academic alternative and vocational education to the maximum benefit of students. *(Amended June 2005)*

## **RULE 7-3: Assessment and Testing Committee (AST)**

The Assessment and Testing Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991; Amended September 1992, May 1995, September 2009)*

1. The assessment and testing of students including, but not limited to, performance assessment, portfolios, and the California Assessment Program; *(Amended December 1997)*
2. Implementation of CTA policy on assessment and testing;
3. Reviewing state and federal proposals for the assessment and testing of students; and
4. The implications of student assessment, and accountability, in all its forms, on teacher evaluations. *(Amended December 1997)*

#### **RULE 7-4: Budget Committee (BUD)**

1. **Composition.** The Budget Committee shall have the same number of members as the CTA Board of Directors, and of this total number, there will be an appropriate number of racial/ethnic minority member(s). *(Amended August 1983)*
2. **Selection.** Each geographical and at-large director shall submit to the President prior to the Board's annual organizational meeting each year two or more names for consideration of persons whose place of educational service is within the boundaries of the geographical district of the Board member making the nomination. Executive Officers and At-Large Directors shall make nominations for their appointees on a statewide basis. The President shall select one person from each such list for recommendation to the Board for appointment. *(Amended November 1982, June 1984)*
3. **Chairperson.** The CTA Secretary-Treasurer shall be the Chairperson of the Committee. The Committee shall elect its own Vice Chairperson, as well as such other subcommittee chairpersons as deemed necessary. *(Amended January 1999)*
4. **Functions.** The committee shall have the following functions:
  - A. To develop the Association's annual budget for consideration of the Board of Directors.
  - B. To hold hearings on the budget to receive membership input during all phases of its preparation, i.e., State Council, regional conferences, and service center council meetings. *(Amended January 1999)*
  - C. To make recommendations to the Board of Directors on any items of proposed expenditures which are not included in the current budget of the Association.
  - D. To review proposals upon referral by the Board of Directors and/or State Council of Education which have implications for future budgets of the Association.
  - E. To provide continuous review of the fiscal status of the Association. *(Adopted June 1980, Amended May 1989)*

#### **RULE 7-5: Civil Rights in Education Committee (CRE)**

The Civil Rights in Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Amended May 1995)*

1. Promotion of positive human relations practices within the profession.
  - A. Advocacy and promotion of the principle that every child should be given equal educational opportunities in a safe and secure environment. *(Amended November 1982)*
  - B. Investigation, evaluation, and promotion of the use of appropriate materials and methods.
  - C. Methods by which the Association can cooperate with individuals, groups, and agencies which are committed to civil rights objectives and goals.

2. Promotion of policies as they relate to human and civil rights in educational perspective.
  - A. Advocacy and promotion of the principle that every child should be given equal educational opportunities.
  - B. Study and search for resolution of underlying economic and social conditions which undermine and deny equal opportunities to individuals and groups within American society.
  - C. Promotion of a climate of public understanding and cooperation for achieving “equality of opportunity” and positive racial/ethnic school integration in accord with Association policy.
  - D. Promotion within affiliates and chapters of the creation of organizational structures for study of issues relating to human/civil rights and assistance in developing effective programs in this area.
  - E. Advocacy of positive teaching practices of the basic principles of human rights and examination and evaluation of teaching methods, pre-service and in-service education of teachers.
  - F. Aid in the development of opportunities for young people of racial/ethnic minority groups to enter the teaching profession.
  - G. Advancing the placement of certificated minority teachers to provide a racially and culturally balanced teaching staff within every school district.
  - H. Advocacy for safe, secure and adequate living conditions, proper nutrition and access to medical attention for our students, education employees and all their families. *(Amended July 2002)*
  - I. Advocacy and promotion of environmental issues and education to foster respect for Earth and its inhabitants. *(Amended July 2002)*
  - J. Advocacy for issues pertaining to peace and international relations having an impact on educational opportunities for California students and education employees. *(Amended July 2002)*
  - K. Advocacy, promotion and protection of Gay, Lesbian, Bisexual and Transgender rights and issues. *(Adopted December 1997, Amended July 2002)*
  - L. Advocacy of equal rights for all. *(Adopted November 1980, Amended June 1984, May 1988, May 1992, December 1997, June 2002, July 2002)*

**RULE 7-6: Communications Committee (COM)**

The Communications Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Amended July 1991, July 1993)*

1. Building and maintaining a strong public image for educators and positioning CTA as the pre-eminent voice for public education, Pre-K through the university system.
2. Enhancing the Association’s statewide media relations programs.

3. Creating communications strategies to promote CTA's legislative agenda.
4. Strengthening community action programs, including the Association's political action efforts.
5. Providing communications resources and programs to the Association's field operation.
6. Promoting careers in education. *(Amended February 1999)*
7. Expanding the Association's strong program of membership promotion throughout the state.
8. Improving communications with the Association's membership throughout the state.
9. Developing and maintaining an overall Communications Action Plan.
10. Evaluating nominees and making recommendations to the Board of Directors for the Association's annual CTA Communications Awards, CTA State Gold Awards and sponsoring the John Swett Awards for Media Excellence.

#### **RULE 7-7: Credentials and Professional Development Committee (CPD)**

The Credentials and Professional Development Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the fields of teacher education (pre-service and in-service), accreditation, certification, and professional personnel supply. *(Amended June 1984, September 2009)*

#### **RULE 7-8: Curriculum and Instruction Committee (C&I)**

The Curriculum and Instruction Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the areas of classroom curriculum, materials, and instructional methods, including: *(Amended September 2009)*

1. Matters pertaining to curriculum and instruction impacting upon the education needs of the students of California.
2. Matters pertaining to curriculum and instruction impacting upon the organizational needs of the state and local associations.
3. Reviewing and recommending appropriate actions upon referrals in accordance with CTA policy. *(Amended June 1984, November 1984, February 1991, September 2009; Renumbered September 2009)*

#### **RULE 7-9: Early Childhood Education Committee (ECE)**

The Early Childhood Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991; Amended May 1995, September 2009)*

1. The development and implementation of programs in childhood education (birth through age eight) with special attention to curriculum, assessment, on the staffing



and the funding of those programs; implementation of CTA policy on early childhood education. *(Amended July 1995)*

2. Interpretation of state and federal proposals for early childhood education.

### **RULE 7-10: Financing Public Education Committee (FPE)**

The Financing Public Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies on matters pertaining to the financing of public education in California. *(Amended June 1984, September 2009)*

### **RULE 7-11: Language Acquisition and Development Committee (LNG)**

The Language Acquisition Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991, Amended May 1995, September 2009)*

1. State and federal agencies that impact language acquisition and development through litigation, policies and regulations, and funding. *(Amended September 2009)*
2. Development of strategies for the implementation of CTA policies and programs including member education and education of the public at all organizational levels. *(Amended September 2009)*
3. Implementation of language acquisition and development in the areas of certification and teacher training, class size, recruitment, funding, staffing, and curriculum and instruction. *(Amended September 2009, Renumbered September 2009)*

### **RULE 7-12: Negotiations Committee (NEG)**

The Negotiations Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: all matters concerning negotiations and collective bargaining, including but not limited to bargaining support, chapter concerns, contract language, salary and coordinated bargaining. *(Amended April 1980, June 1984, September 2009)*

### **RULE 7-13: Political Involvement Committee (PIC)**

The Political Involvement Committee studies and recommends policies and procedures for consideration by CTA governance bodies regarding political action in such areas as: *(Amended September 2009)*

1. Endorsement and political activities on behalf of candidates supportive of public education.
2. Funding and statewide activities in support of CTA's political positions. *(Amended September 2009)*
3. The political process and statewide ballot measures, consistent with CTA policies and mission. *(Adopted September 2009)*

4. Community engagement and coalition building with groups supportive of public education. *(Adopted January 2015)*
5. Continuing voter registration and get-out-the-vote efforts.
6. Special programs to involve such specific groups as retired teachers, new voters, parents and minority groups in the political process.
7. Models for local Chapter implementation of political and legislative programs.
8. Activities to support CTA positions in coordination with NEA policies and programs in regard to federal legislation and political issues. *(Amended January 2015)*
9. Promote membership involvement in political action *(Adopted August 1981; Amended June 1984, September 2009; Renumbered September 2009)*
10. Review strategies for successful campaigns to make recommendations to the CTA Board of Directors and/or workgroups. *(Adopted January 2015)*

#### **RULE 7-14: Professional Rights and Responsibilities Committee (PRR)**

The Professional Rights and Responsibilities Committee studies and recommends policies and procedures for consideration by CTA governance bodies on matters pertaining to rights and responsibilities in employment issues, except those delegated to committees dealing with due process, retirement and negotiations. Some of the areas considered to be within the province of this Committee are: *(Amended October 1980, June 1984, November 1995, September 2009)*

1. Contract rights and enforcement
2. Non-contract rights
3. Personnel files
4. Assignment, transfer and promotion of personnel
5. Policies and procedures for all types of leaves
6. Personnel standards
7. Professional standards

#### **RULE 7-15: Representation Committee (REP)**

1. **Composition.** The Representation Committee shall have the same number of members as the CTA Board of Directors, and of this total number, there will be an appropriate number of racial/ethnic minority member(s) and an ESP member. *(Amended November 1982, August 1983, March 2012)*
2. **Selection.** Each Geographical and At-Large Director shall submit to the President prior to the Board's annual organizational meeting each year one or more names for consideration of persons whose place of educational service is within the boundaries of the geographical district of the Board member making the nomination. Executive Officers and At-Large Directors shall make nominations for their appointees on a statewide basis. The President shall select one person from each such list for

recommendation to the Board for appointment. *(Amended November 1982, June 1984, July 1990)*

3. **Charge to Committee.** The Representation Committee shall report through the Board of Directors regarding the following areas:
  - A. To maintain records of geographical distribution of Association members.
  - B. To recommend the boundaries of directorial and electoral districts, apportioning representation, in as equitable a manner as possible, among the electoral district.
  - C. To adjudicate representation disputes by convening as a hearing panel of no less than three members. The recommendation of the hearing panel shall be submitted to the Committee for decision. The decision of the Committee shall be subject to appeal to the State Council of Education.
  - D. To recommend to the Board of Directors an initial list of assignments to committees of members of the State Council of Education each year as elsewhere prescribed herein. After appropriate consideration, the Committee may assign/reassign State Council members to committees during the year. Any assignment/reassignment is subject to final ratification by the Board of Directors *(Amended September 1994, June 1997)*
  - E. To recommend boundaries for NEA directorial districts.
  - F. To recommend allocations of NEA state delegates to the geographical Service Center Council areas.
  - G. To conduct the annual survey of racial and ethnic minority membership of the State Council of Education.
  - H. To list each State Council member in the annual Representation Report indicating years served, including completed and/or extended terms. *(Adopted December 1980, Renumbered August 1983)*
4. **Chairperson and Vice Chairperson.** The chairperson and vice-chairperson shall be elected by and from among the members of the Committee at the first scheduled State Council meeting each year. *(Amended August 1978, September 1994)*

### **RULE 7-16: Retirement Committee (RET)**

The Retirement Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Amended September 2009)*

1. Improvement of the State Teachers Retirement System and/or the Public Employees Retirement System. *(Amended March 1998)*
2. Understanding of provisions of the existing retirement law and proposed changes.
3. Information concerning the relationship of national retirement legislation to the State Teachers Retirement System and/or the Public Employees Retirement System. *(Amended March 1998)*

4. Means and measures to safeguard the retirement interests of both active and retired teachers. *(Amended June 1984)*
5. Strive to ensure that the State Teachers Retirement System and/or the Public Employees Retirement System maintain fiduciary integrity. *(Adopted March 1994, Amended March 1998)*
6. Provide health care benefits to retired members of STRS. *(Adopted March 1994)*

#### **RULE 7-17: School Safety/School Management Committee (SSM)**

The School Safety/School Management Committee studies and recommends policies and procedures for consideration by CTA governance bodies related to school safety, including the issues involved in the process of whole-school management. The Committee shall recommend specific procedures that should be in place to ensure safety for every school student/employee. The Committee may recommend publication of documents addressing issues of safety, school leadership, and school management. *(Adopted September 1993; Amended September 1995, November 1999, September 2009)*

#### **RULE 7-18: Special Education Committee (SEC)**

The Special Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas:

1. Matters pertaining to special education needs of California students;
2. Matters pertaining to special education concerns of the state and local associations;
3. Other matters, upon referral, that falls under its purview. *(Adopted November 1991; Amended September 2004; September 2009; Renumbered September 2009)*

#### **RULE 7-19: State Legislation Committee (STL)**

The State Legislation Committee shall review all recommended positions from the CTA standing committees to ensure the recommendations are consistent with CTA's policies. When necessary, the State Legislation Committee advises the committee(s) of policy jurisdiction of the need to propose consistent policies within which the legislative proposals will fit. *(Amended June 1984, May 1985, September 2009, Renamed April 2012, Amended November 2013)*

#### **RULE 7-20: Student Support Services Committee (SPS)**

The Student Support Services Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: school counseling and guidance, nursing/health services, psychology, social work, library services, and welfare and attendance services. *(Adopted June 1999; Amended February 2000, September 2009)*

## **RULE 7-21: Teacher Evaluation and Academic Freedom Committee (TEAF)**

The Teacher Evaluation and Academic Freedom Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas:  
*(Amended February 1994, September 2009)*

1. Proposals, laws, and procedures which improve the educational opportunities for children in the schools by promoting careful attention to the selection, retention, and supervision of teachers.
2. Statements on academic freedom and responsibility and policies to implement these statements. Matters pertaining to personnel standards are not within the assignment of this Committee. *(Amended June 1984)*

## **8-SERIES: Board Appointed Advisory Groups**

*(Renumbered 1982, 1994, 2005, 2009, 2013, 2014, 2015)*

### **RULE 8-1: Overall Guidelines for Appointment of Board Advisory Groups, Committees, Task Forces, Work Groups, Panels and Programs**

A Board Advisory Group is defined as a group of members of the Association, recommended by the President and appointed annually by the CTA Board of Directors to accomplish a specific charge. Advisory Groups shall meet at such times as deemed necessary with the approval of the Board of Directors and are limited to three meetings per year unless otherwise approved by the Board of Directors. Chair(s), Vice Chair(s) and a voting member from the Board of Directors are recommended by the President and appointed annually by the Board of Directors. Unless otherwise specified, Board Advisory Groups shall report to the Board of Directors their findings and recommendations and the Board shall be responsible for such further reporting to the State Council of Education as may be deemed appropriate. *(Amended August 1978, May 1984, April 1987, June 1989, October 1989, May 1990, June 1994, November 1998, September 1999, November 2004, June 2009, January 2010)*

There are five types of Board Appointed Advisory Groups:

1. A Board Advisory Committee that is composed of State Council members and meets at State Council; i.e., Budget Committee and Representation Committee. *(November 1998)*
2. A Board Advisory Committee that has an ongoing responsibility within the Association. With the exception of the Liaison Committee, an individual appointee shall be eligible for a maximum of three one-year terms of consecutive appointments to a particular advisory group, after which at least one year must pass before s/he becomes eligible for service on that advisory group, except that the Board may waive this provision to ensure that at least one-third of an advisory group's membership continues from one year to the next. Unless otherwise indicated by Board action,

terms on a Board Advisory Committee shall end upon the committee meeting its charge of June 25 of each year. *(Amended November 1998, January 2000)*

3. A Task Force is a restricted, special committee appointed to meet a particular short-term need, whose existence automatically terminates upon completion of its charge. A Task Force may be re-established for a second year if necessary. If a third year is required for the charge to be completed, the CTA Board will consider changing the Task Force to an ongoing Board Advisory Committee. *(Amended September 1998)*
4. A Workgroup is a Board Advisory Committee comprised of CTA members and staff appointed to meet a specific short term objective, whose existence automatically terminates upon the completion of the task. *(Adopted November 1998)*
5. A Panel is a group of CTA members appointed to serve in an advisory capacity to the Board of Directors. Panels may hold hearings and consider special requests either on legal matters or Association sponsored programs. Panels meet when necessary, subject to approval of the Board and make reports to the Board as appropriate. An individual appointee shall be eligible for a maximum of three one-year terms of consecutive appointments to a particular panel, after which at least one year must pass before s/he becomes eligible for service on that panel, except that the Board may waive this provision to ensure that at least one-third of a panel's membership continues from one year to the next. Unless otherwise indicated by Board action, terms on the panel shall end upon the committee meetings its charge of June 25 each year. *(Adopted November 1998; Amended June 2009, January 2010)*

**Racial/Ethnic Minority Guarantees.** At least one third of the members of a Board Advisory Group shall be members of identified racial and ethnic minority groups. In a group of seven members, this goal shall be considered to be met by the appointment of two of the total of seven from such groups. *(Amended September 1999)*

**Removal.** The Board may choose to remove an appointee at time of committee appointments without notice or hearing by exercising its right of peremptory challenge. Such a motion to remove by peremptory challenge shall be non-debatable in Board deliberations and shall not be deemed to be a negative or punitive action. Once appointed, a member can be removed by the appointment authority, i.e., the Board of Directors, in one of the following procedures: *(Amended November 1998, Amended January 2010)*

1. **Non-Attendance at Meetings.** If the member does not attend 2 of any 3 sequential meetings of the appointive body, removal is deemed automatic unless specifically excused by action of the appointive or elective body. *(Amended May 1984, February 1987, November 1998, November 2004)*
2. **Cause.** Removals for cause shall be deemed as punitive. Such actions shall require the following steps: *(Amended November 1998)*
  - A. **Notice and Suspension.** By majority vote in executive session, the Board may suspend a member from participation and voting and give notice of its intention to



remove an appointee for cause. The reason for removal shall be stated as part of the action. *(Amended November 1998)*

- B. **Hearing.** An independent body, constituted as an “Ethics Committee” within the meaning of the latest edition of Robert’s Rules of Order, shall hear the charges and report the facts back to the Board in a timely manner. The constitutional rights of the appointive member to due process shall be scrupulously protected. *(Amended November 1998)*
- C. **Finding.** Following the report to the Board, the Board shall act to remove the cause or reinstate the appointive member to full status on the body. *(Adopted November 1978; Amended June 1981, May 1984, November 1998)*

Appointed members of governance advisory groups are presumed to be serving on such groups as members, representing the membership interests of the Association. Acceptance of part-time employment from any level of the Association sets up a condition whereby a possible conflict-of-interest may result. The procedures which follow are intended to provide a framework for the resolution of such conflicts. *(Amended November 1998)*

- 1. **Full-Time Employment.** Members of an advisory group who accept full-time employment with any level of the Association are thereby considered to have vacated their appointment to the advisory group. *(Amended November 1998)*
- 2. **Part-Time Long-Term Employment.** If a member of an advisory group is employed part-time on a long-term basis (i.e., more than six months), the appointment to that advisory group is thereby automatically vacated. *(Amended November 1998)*
- 3. **Part-Time Short-Term Employment.** In the event a member of an advisory group is employed on a short-term basis (less than six months), the question of conflict-of-interest which is thereby raised shall be resolved with the following procedures: *(Amended November 1998)*
  - A. **Initial Finding.** The CTA Executive Officers shall have the responsibility for ongoing monitoring of the status of appointed members of advisory groups who accept part-time short-term employment. Where the Officers feel that a conflict-of-interest exists, the President shall immediately notify the member concerned of the potential conflict. *(Amended November 1998)*
  - B. The notice shall include giving the member a choice of options: either to choose to make a written appeal of the matter to the Board of Directors or to resign from the appointment to the advisory body. If the route of appeal is chosen, the member shall stand aside from attending meetings of the advisory group in question while the issue is being resolved. Failure to respond to the notice shall be presumptive evidence of resignation from the advisory group. *(Amended November 1998)*
  - C. The Board of Directors shall, in case of appeal, take into consideration all pertinent factors in deciding whether to vacate the appointment. These factors shall include: the nature of the business conducted by the advisory group; any interrelationship between that and governance decisions; and the propriety of



continuing to service on the advisory group while being employed by some level of the Association in a short-term part-time capacity. *(Amended November 1998)*

### **RULE 8-2: Advisory Panel on Diversity**

1. **Purpose.** The Diversity Advisory Panel is advisory to the Board of Directors in implementing affirmative action policies in situations where the Association is an employer. *(Renamed July 2005)*
2. **Composition.** The Panel shall consist of 10 members including but not limited to members from the Civil Rights in Education Committee, the CTA Board of Directors and the NEA Board of Directors. *(Amended November 1984, January 1987, June 2009)*

### **RULE 8-3: Advisory Panel on Endorsed Services**

1. **Function as Hearing Panel.** Matters concerning adjudicating disputes between an individual member and Association sponsored programs, both insurance and economic, shall be the responsibility of the Panel, functioning as a hearing panel.
2. **Composition.** The Panel shall consist of nine (9) members. *(Amended June 2009)*

### **RULE 8-4: Advisory Panel on Legal Services**

1. **Jurisdiction.** The Panel shall serve in an advisory capacity to the Board of Directors on all matters concerning the legal services of the Association, including but not limited to:
  - A. To review the prescribed legal services program and its conformance to the adopted Budget of the Association. *(Amended June 1984)*
  - B. To review and make recommendations for change in the Group Legal Services Manual, to be adopted and revised as necessary by the Board of Directors. *(Amended June 1984)*
  - C. To consider requests for special legal assistance in cases not specifically covered by the provisions of the Group Legal Services Manual, and to make recommendations on such requests to the Board of Directors. Such recommendations shall include specification identification of the budget area within the overall legal services budget from which funding is to be derived. *(Amended June 1984)*
  - D. To review and make recommendations to the Board of Directors for improvements and safeguards pertaining to the operation of all phases and aspects of the legal services program of the Association. *(Amended June 1984)*
2. **Composition.** The Panel shall consist of nine (9) members. *(Amended August 1982, June 1984, April 1992, June 1994, June 2009)*

## **RULE 8-5: California Reads/Read Across America Activities Planning Committee**

1. **Composition:** The committee shall be comprised of 10 CTA members, including one CTA Board member liaison.
2. **Purpose:** The California Reads/Read Across America Activities Planning Committee is an advisory group to the CTA Board of Directors. The Committee coordinates all aspects of the California Reads and Read Across America programs. The California Reads program expands our current day of reading celebration to a yearlong promotion of reading. California Reads offers teacher-approved quarterly book recommendations for all age groups. The Read Across America program focuses on motivating children and teens to read through events, partnerships and reading resources. *(Adopted February 2015, Amended June 2015, September 2015)*

## **RULE 8-6: Communications Advisory Committee**

1. **Composition.** The Communications Advisory Committee shall consist of nine (9) members including the CTA Board liaison to the CTA State Council Communications Committee. Included among the nine (9) members will be representatives from ESP and Higher Ed. *(Amended July 1990, June 1996, October 1998, May 2000, June 2009, October 2011)*
2. **Purpose.** The committee is an ongoing advisory group to the CTA Board of Directors that makes recommendations on CTA member publications including the magazine and the website. *(Amended July 1990, June 1996, May 2000, June 2009, October 2011)*

## **RULE 8-7: Crisis Assistance Panel**

1. **Composition.** The Crisis Assistance Panel shall consist of nine (9) members, including two (2) from the CTA Board of Directors (one (1) from the South and one (1) from the North), one NEA Director from California, and the remainder to be chosen at large. The three (3) elected CTA Executive Officers shall serve as ex officio members (nonvoting). *(Amended March 1982, September 1986, June 2009)*
2. **Functions.** The Panel shall:
  - A. Evaluate, through the use of crisis evaluation teams, plans for action by local chapters which involve the potential use of the resources and/or name of the Association. *(Amended June 1984)*
  - B. Allocate crisis funds within general budgetary amounts established by the State Council and such additional control parameters as may arise from time to time by actions of the Board of Directors. Such allocations shall be made consistent with the overall amount of available funds, other potential demands on those funds, degree of local effort within the context of available resources, and a candid assessment of the viability of the contemplated crisis plan.

- C. Administer, as the agent of the Board of Directors, the Arbitration Participation Fund pursuant to guidelines established by the Board. *(Adopted April 1999)*
- D. Administer, as the agent of the Board of Directors, the National Education Employees Assistance Fund in and for California, pursuant to guidelines established by the Board. *(Amended April 1999)*
- E. Serve as the administrative agent of the Board of directors for holding the Charter for a Chapter which is not the exclusive bargaining agent for its members, review plans for regaining such recognition and make recommendations to the Board for approval or disapproval, monitor the performance of a chapter in adhering to the plan, and make recommendations for further actions including the appointment of an Organizing Committee wherever appropriate. *(Amended March 1982, April 1999)*
- F. Perform such other crisis-related tasks of any kind as may be directed by the Board of Directors. *(Adopted April 1999, Amended July 1980, March 1982, June 1984, January 1990, April 1992, June 1992, June 2009, October 2010)*

**RULE 8-8: Disaster Relief Committee**

- 1. **Purpose.** The Disaster Relief Committee shall determine recipients of Disaster Relief Fund Grants.
- 2. **Composition.** The Committee shall be comprised of two (2) CTA Board members and the CTA Secretary-Treasurer. The Secretary-Treasurer shall serve as chair. *(Adopted July 2009)*

**RULE 8-9: Educational Support Professional (ESP) Issues Advisory Committee**

The Board Advisory Committee on Educational Support Professional (ESP) Issues will review, comment on and make specific recommendations to the CTA Board of Directors on matters related to educational support professionals' issues.

- 1. **Composition.** The committee will consist of 12 members. The committee shall have six chapter presidents and six State Council members designated by the Board. *(Adopted June 2015)*

**RULE 8-10: Elections and Credentials Committee**

- 1. **Composition.** The Elections and Credentials Committee shall consist of 11 members. All members shall be chosen either from among those who have served at least three years on the State Council of Education but who are not in such positions at the time of appointment or during the time of service on the Committee. *(Amended December 1978, September 1979, September 1987, June 2005, June 2009)*
- 2. **Charge to Committee.** The functions of the Committee shall be as follows:

- A. To develop and recommend to the Board of Directors for adoption the material to be contained in the Elections Manual as prescribed elsewhere in these Standing Rules.
  - B. To count and certify the votes on elections and/or issues decided by the State Council and such additional matters as may be prescribed by the Board of Directors.
  - C. To hold such hearings in connection with its duties as may be prescribed by the Board of Directors.
  - D. To be responsible for the supervision of the accreditation of members and alternates at the meetings of the State Council of Education, including giving assistance in settling any dispute over the seating of a delegate within the following procedures:
    - 1) An opportunity shall be given for interested parties to present their positions to the Committee, after which the Committee shall consider the evidence and submit its recommendations to the Board of Directors for action.
    - 2) The decision of the State Council of Education shall be final.
  - E. To verify the documentation of members elected to fill unexpired terms.
  - F. To verify the documentation of alternates.
3. **Quorum.** The presence at any meeting of five members shall constitute a quorum for the transaction of business. A lesser number of members than that required for a quorum may discuss and take action on any item of business subject to the ratification by a quorum at a subsequent meeting. The Committee shall regularly be available for meetings concurrent with meetings of the State Council of Education, and additionally as deemed necessary upon call of the chairperson in accordance with procedures adopted by the Board of Directors.
4. **Prohibition.** As a condition of being retained on the Committee:
- A. Members shall refrain from being involved in actively promoting any campaign for elected office, or issue, in the Association, whether such activity is identified as promotion or opposition to such candidate, or issue. This prohibition shall apply whenever the Committee has, or has the potential of being assigned, jurisdiction over an election or its appeals process in any way. This shall not operate to preclude activities within the chapter to which a member of the Elections and Credentials Committee belongs, except that when an issue arising from such a chapter becomes the property or is placed under the jurisdiction of the Committee, the member of the Committee belonging to that chapter shall not discuss or vote on the issue as a committee member. *(Adopted November 1978; Amended July 1979, June 2009)*
  - B. Members shall abstain from participating in the Committee activities related to balloting during the specific meeting(s) in which his/her immediate family member is a candidate. *(Amended February 1990)*

### **RULE 8-11: Gay, Lesbian, Bisexual and Transgender Issues Advisory Committee**

The Board advisory committee on gay, lesbian, bisexual and transgender issues will review, comment on and make specific recommendations to the CTA Board of Directors on matters related to sexual orientation and gender identification. *(Adopted March 2000, Amended May 2002)*

1. **Composition.** The committee will consist of 11 members. The committee shall have one male and one female co-chairperson designated by the Board. *(Adopted March 2000, Amended June 2009)*

### **RULE 8-12: Governance Documents Review Committee**

1. **Purpose.** This Committee conducts ongoing reviews of governance documents of chartered chapters for CTA and NEA. It reports its findings to local chapters. Upon request, these reports shall be made available to the CTA Board of Directors. *(Adopted March 200)*
2. **Other duties include:**
  - A. Review of chartering procedures, including the methods of granting and withdrawal. *(Adopted March 2001)*
  - B. Review of specific charter applications with recommendation to the Board of Directors for final action. *(Adopted March 2001)*
  - C. Review of chartering status of local CTA chapters. *(Adopted March 2001)*
  - D. Periodically to review the Rules of Operation of recognized Service Center Councils to determine their consistency with CTA policies and governance documents. *(Added September 2013)*
  - E. Performance of any other governance document related reviews that may be referred to the Committee by the Board of Directors. *(Adopted March 2001; Amended June 2009)*

### **RULE 8-13: Health Benefits Advisory Coordinating Committee**

1. **Purpose.** To coordinate information and make recommendations to the Board concerning state and national health care issues, including health care coalitions, thereby providing a means for local associations to organize, engage and educate their members and communities while promoting high quality, accessible and affordable health care for all. *(Adopted January 2015)*

### **RULE 8-14: Higher Education Advisory Committee**

1. **Composition.** The Higher Education Advisory Committee shall be comprised of 10 members, including four (4) from the Community College Association, four (4) from the California Faculty Association, one from Student CTA and the CTA Board Liaison.

2. **Purpose.** The Higher Education Advisory Committee shall review, comment on and make specific recommendations to the CTA Board of Directors on matters related to higher education. *(Adopted October 2014)*

## **RULE 8-15: Liaison Committee**

1. **Composition.**
  - A. The number of members shall be sufficient to monitor activities of appropriate state agencies. Recommendations for appointment shall take into consideration a primary area of expertise; an overall knowledge of CTA policy and the ability to keep current on such policy; and the ability to articulate CTA policy when necessary during meetings of the state agencies being monitored. In addition to the area of primary expertise, appointees shall be considered as being in an overall pool of talent, available to cover other than the primary state agency when deemed necessary. Community College Association officers shall serve on the Liaison Committee by virtue of their CCA positions. *(Amended February 2002)*
  - B. Supplement Appointments may also be made during the year as necessary to meet changing circumstances. Where members of the Liaison Committee are unable and/or unavailable to attend a meeting of a state agency and it is determined such attendance is necessary, the President may appoint an interim liaison to attend the meeting.
  - C. **Externally Appointed Liaisons.** CTA recognizes the value of conducting ongoing liaison with California state task forces, commissions, and similar state governmental regulatory agencies dealing with education. In those cases where CTA members are appointed to serve on such bodies, they can also serve as an external liaison to CTA's liaison program, upon the recommendation of the CTA Executive Officers. *(Adopted September 1986, Amended May 1988, October 2012)*
2. **Purpose.** The Liaison Committee shall monitor and report on meetings of state governmental agencies and organizations in matters affecting educational policy and administration. The Committee shall consider and make any necessary recommendations concerning the status of procedures for individual monitoring of the activities of state governmental agencies. *(Amended June 2009)*
3. **Meetings.** The Committee shall regularly meet during meetings of the State Council of Education, with such additional meetings as may be specifically authorized by the Board of Directors.
4. **Charge to Committee Members.**
  - A. Individual members of the committee shall attend meetings of state governmental agencies and/or organizations as are assigned, rendering a written report of each meeting for further distribution and consideration as the Board may from time to time determine.

- B. Liaisons are the guests of the Committee Chairs at the respective State Council Committee Meetings and may provide State Council Committee Chairs with current information and policy advice as it relates to information concerning the Liaison's assigned agency, commission or organization. *(Amended May 2005)*
- 5. **Chairperson.** The chairperson shall, under the direction of the President, ensure that all appropriate meetings of state governmental agencies are monitored by one or more members of the committee; that reports of such monitoring are adequate; and that all members of the Committee are kept informed regarding current CTA policies. The Chairperson shall prepare and submit an annual budget for Liaison Committee activities through such channels as may from time to time be prescribed by the Board of Directors.

**RULE 8-16: Rural Issues Advisory Committee**

- 1. **Purpose.** This Committee has the responsibility to advise the CTA Board of Directors on issues important to our members serving in rural school districts. In addition the Committee is responsible for planning of the Rural Issues Conference.
- 2. **Composition.** Shall be composed of 15 members who are representative of the diversity of rural chapters within the CTA membership. *(Adopted June 2009)*

**RULE 8-17: Vendor Evaluation and Screening Committee**

- 1. **Purpose.** This Committee shall be responsible for reviewing and screening prospective sponsored vendors for recommendation to the Board of Directors, and to evaluate sponsored vendors and report to the Board of Directors.
- 2. **Composition.** The Committee shall consist of five (5) persons. Terms of Committee members shall expire on August 31st of each year. *(Adopted February 1985, Amended July 2005, June 2009, October 2014, January 2015, February 2015)*

**9-SERIES: Board Advisory Groups (Non-Board Appointed)**

*(Renumbered 2009, 2013)*

**RULE 9-1: CTA/ABC Committee**

- 1. **Name.** The political action fund of the Association shall be administered by a committee known as the CTA/ABC Committee.
- 2. **Purposes.** The purposes of the CTA/ABC Committee are as follows:
  - A. To serve as an advisory committee through which CTA members may support important state and local educational issues as well as worthy state and local



candidates for office. This shall be done on a non-partisanship basis. *(Amended January 1999)*

- B. To be a standing advisory committee within CTA subject to the policy and governance structure of CTA. *(Amended September 1988)*
- 3. **Governance.** The CTA/ABC Committee shall be governed as a component part of CTA, within the following parameters:
  - A. **Governance Bodies.** The following shall be the governance bodies for the CTA/ABC Committee, in the order of their rank and precedence:
    - 1) **Policymaking.** The CTA State Council of Education shall be the policymaking body for the CTA/ABC Committee.
    - 2) **Supervisory.** The CTA Board of Directors shall be the agent of the CTA State Council of Education in supervising the ongoing activities of the CTA/ABC Committee.
    - 3) **Administrative.** The CTA/ABC shall be the policy implementation and administrative body for the CTA/ABC Fund.
  - B. **Governance Documents.** All types and classes of governance shall be conducted in accordance with the governance documents of CTA.
  - C. **Modification of Structure.** The policies adopted by the State Council of Education shall determine the structure of the CTA/ABC Committee. *(Amended January 1999)*
- 4. **CTA/ABC Committee Members.**
  - A. **Powers, Duties and Functions.** The general management of the business and affairs of the CTA/ABC Committee shall be under the control, supervision and direction of the CTA/ABC Committee members within the requirements of law, the CTA Bylaws, policies adopted by the CTA State Council of Education, and guidelines established within such policies by the CTA Board of Directors.
  - B. **Composition.** The CTA/ABC Committee shall reflect the number of geographical districts of the CTA Board of Directors as determined in Standing Rule 2-1.1. Additionally, the same racial/ethnic minority guarantees shall exist for the Committee as are prescribed for the CTA Board of Directors. *(Amended January 1999, November 2013)*
  - C. **Election of Members.** Election of the CTA/ABC Committee members shall take place in the same manner as that prescribed for CTA Directors.
  - D. **Eligibility for Service.** Any member of CTA shall be eligible for service as CTA/ABC Committee member.
  - E. **Term of Service.** Term of service and limitations upon the number of terms of service as CTA/ABC Committee member shall be the same as prescribed for CTA Director. Each term shall expire June 25 of the year ending the term. *(Amended January 1990)*
  - F. **Vacancies.** Vacancies in the office of CTA/ABC Committee member shall be deemed to exist in the event of excessive absence, inability to serve, resignation

- or failure to adhere to the policies of the CTA State Council of Education as implemented by guidelines adopted by the CTA Board of Directors. Declaration of vacancy shall be by action of the CTA Board of Directors, taking into account any extenuating circumstances which may be set forth by action of the Committee. An appeal may be taken from the declaration of vacancy to the CTA State Council. Vacancies shall be filled at the next meeting of the CTA State Council of Education in the same manner as if a regular election were being held except that, in the case of a vacancy created by inability to serve or resignation, the President may designate, subject to Board of Directors approval, an interim CTA/ABC Committee member to serve until an election is held, the selection of an interim Committee member to be made from a list of nominees submitted by the CTA Board of Directors member(s) for that directorial district following consultation with the Service Center Chair(s) in that directorial district.
- G. **Meetings.** The Committee shall meet at least quarterly, or as needed.
5. **Committee Leadership.** The CTA Executive Officers shall be charged with working on a daily basis with the CTA/ABC Committee and its leadership for the proper performance and safeguarding of the funds of CTA/ABC. Additional specific duties of designated CTA/ABC Committee leaders shall be as contained in this paragraph.  
*(Amended February 1989)*
- A. **Committee Chairperson.** The CTA/ABC Committee Chairperson shall be elected by and from the current members from each geographical district and At-Large members of CTA/ABC Committee, using procedures contained within the CTA Elections Manual. The Chairperson shall serve a period of one year beginning on June 26, or until the end of the period of service as a member of the Committee. The Chairperson shall preside over meetings of the CTA/ABC Committee and shall serve as the official spokesperson for the committee within the internal structure of CTA. In the event of a vacancy during a term in the office of CTA/ABC Committee Chairperson, the CTA/ABC Committee Vice Chairperson shall become the CTA/ABC Committee Chairperson. *(Amended June 1999, June 2005)*
- B. **CTA/ABC Committee Vice Chairperson.** The CTA/ABC Committee Vice Chairperson shall be elected by and from the current members from each geographical district and At-Large members of the CTA/ABC Committee at the same time and in the same manner as prescribed for CTA/ABC Committee Chairperson. In the event of a vacancy, the election shall be held at a CTA/ABC Committee meeting as soon as feasible. The CTA/ABC Committee Vice Chairperson shall serve for a period of one year beginning June 26 or until the end of the period of service as CTA/ABC Committee member. The CTA/ABC Committee Vice Chairperson shall serve as an assistant to the Chairperson.  
*(Amended June 1999, June 2005)*
- C. **Recording Secretary.** The CTA/ABC Committee Recording Secretary shall be elected by and from the current members from each geographical district and At-

Large members of the CTA/ABC Committee at the same time and in the same manner as prescribed for CTA/ABC Committee Chairperson and Vice Chairperson. The CTA/ABC Committee Recording Secretary shall serve for a period of one year beginning June 26 or until the end of the period of service as CTA/ABC Committee member. The CTA/ABC Committee Recording Secretary shall: *(Amended June 1999, June 2005)*

- 1) Keep an accurate record of all action items taken during the ABC meeting.
- 2) Review the monitoring report and the financial reports to ensure categories and accounts are accurate and adaptable to the needs of the committee.
- 3) Review policy and working materials essential to the ABC to ensure they are accurate. *(Amended January 1999)*
- 4) Review special reports as deemed necessary and requested by the ABC, e.g. the minority participation report and the report and materials from the long day meeting.
- 5) Participate with the other Officers of ABC in the development of the ABC internal working annual budget.

- D. **CTA/ABC Committee Treasurer.** The CTA Treasurer shall function ex officio as Treasurer for the CTA/ABC Committee for purposes of fund control responsibility, rendering such internal and external reports as may be required by the CTA governance structure and/or by the CTA/ABC Committee members.
6. **Financial.** The ultimate fiscal controls and responsibility for the fiscal processes used by the CTA/ABC Committee reside by law with the CTA Board of Directors as the corporate board responsible for the activities of the California Teachers Association. This paragraph provides for the inter-relationship between the CTA Board of Directors and the CTA/ABC Committee members on an operational level.
- A. **Income.** The amount of income available for allocation to CTA/ABC Committee activities shall be established in CTA governance actions as part of the budget preparation and adoption processes of CTA.
- B. **Contributions.** Contributions, gifts and bequests may be accepted for the treasury of the CTA/ABC fund at any time when they are without restrictions as to use. Any conditions attached to such use must first be approved by the CTA Board of Directors prior to final acceptance.
- C. **Fiscal Year.** The fiscal year of the CTA/ABC fund shall be the same as the fiscal year of CTA.
- D. **Budget for Committee and the CTA/ABC Fund.** The development and proposal of the details of the CTA/ABC Committee budget shall be the responsibility of the CTA/ABC Committee members, subject to any fiscal controls imposed by the CTA governance structure. The Committee shall recommend an initial budget proposal for the CTA/ABC fund to the CTA Board of Directors for ultimate adoption and administration within the CTA Governance structure.

- E. **Expenditure of and Accounting for Funds.** The CTA/ABC Committee members shall be responsible to the CTA Board of Directors for setting up adequate procedures for the control and expenditure of funds. All actions allocating funds shall have the status of recommendations until approved by the CTA Board of Directors.
- F. **Appointments to Public Office.** Regular CTA program funds are not to be expended on efforts to influence the appointment of individuals to public office with the exceptions of testimony or letters of support or objection sent to relevant governmental entities on behalf of CTA regarding a potential appointee, and communications and activities among Association members regarding such appointments. CTA/ABC funds used for involvement in seeking or opposing appointments to public office shall be separately maintained and accounted for as required by law. *(Adopted February 1980; Amended June 1984, November 1988, July 1989)*

- 7. **Conflict of Interest Provisions.** Individual members of the CTA/ABC Committee are charged with taking every appropriate measure to avoid both conflict-of-interest and the appearance of conflict of interest.

If a member of the CTA/ABC Committee is seeking any public office and funding is being requested from the CTA/ABC Fund for his/her campaign, the CTA/ABC Committee member in question shall be granted a leave of absence immediately upon his/her declaration of candidacy and for the duration of his/her candidacy. The CTA Board of Directors, upon the recommendation of the CTA President, shall appoint a temporary CTA/ABC Committee member from the appropriate district to serve during such leave of absence. *(Amended September 2012)*

If a member of the CTA/ABC Committee is seeking any public office and funding is not being requested from the CTA/ABC Fund for his/her campaign, the CTA/ABC member will recuse his/herself from all committee business associated with any and all candidates for that office. *(Amended September 2012)*

If a member of the CTA/ABC Committee is holding any public office where funding is being requested for other candidates from the CTA/ABC Fund, the CTA/ABC member will recuse his/her self from all committee business associated with any and all candidates for that office.

In the event a CTA/ABC Committee member must recuse him/herself, the CTA President or designee will appoint a CTA/ABC Minority-At-Large Committee member to serve the affected chapter in the interim. *(Adopted November 1989; Amended November 2012)*

## **RULE 9-2: Ethnic Minority Affairs Committee (EMAC)**

- 1. **Composition.** The Committee will be composed of three (3) representatives from each of the following recognized ethnic minority caucuses:
  - A. American Indian/Alaska Native

- B. African American *(Amended December 1991)*
  - C. Hispanic *(Amended December 1991)*
  - D. Pacific Asian American
2. **Purpose.** The EMAC is advisory to the CTA Board of Directors and will: *(Amended September 2012)*
    - A. Promote ethnic minority participation in all areas of CTA leadership; *(Added Amended September 2012)*
    - B. Monitor ethnic minority representation within the Association as set forth in the governing documents; *(Amended July 1993, September 2012)*
    - C. Provide ethnic minority input on CTA membership programs and policies; *(September 2012)*
    - D. Make specific recommendations to the Board for continuing ethnic minority input into the Association; *(Amended October 2000, September 2012)*
    - E. Work toward an inclusive Association that involves and empowers its equity-minded members; and *(Adopted October 2000, Amended September 2012)*
    - F. Advise the Board in addressing the needs of California's ethnically diverse student population. *(Adopted October 2000, Amended September 2012)*
  3. **Nomination and Appointment.** Each ethnic minority caucus shall make nominations to fill vacancies on the Committee from among its members who are regularly funded to attend State Council. Nominations will be forwarded to the CTA President for further recommendation to the Board. The Board shall make the final appointments, with terms expiring on June 25 of each year. *(Amended October 2000, July 2005)*
  4. **Co-Chairpersons.** The Committee shall select its own co-chairpersons from among its members.
  5. **Meetings.** Meetings of the Committee will be held pursuant to actions of the CTA Board of Directors. *(Adopted February 1985)*

### **RULE 9-3: Large Urban Advisory Committee (LUAC)**

1. **Charge.** The Large Urban Advisory Committee is to advocate for the educators and the students of large urban school districts in California. The primary goal is achieving educational equity.
2. **Composition.** The Committee shall consist of presidents and one (1) staff person from each local of the large urban chapters that meet CTA Board of Directors adopted eligibility criteria.
3. **Meetings.** The Committee shall meet on a schedule to be approved annually by the Board of Directors. *(Adopted July 2009)*

#### **RULE 9-4: Omnibus Bill Monitoring Task Force**

When a bill is multi-subject in nature with features too important to lose by taking a firm position, the CTA President or designee is authorized to create and chair an Omnibus Bill Monitoring Task Force. The Task Force will include representatives from each of affected Council standing committees. The Task Force makes recommendations to the CTA Board and lasts for the life of the bill. *(Amended July 1979, October 1981, January 1982, June 1994, February 2004, July 2011)*

#### **RULE 9-5: Service Center Council Chairs Committee**

1. **Purpose.** The Service Center Council Chairs Committee is established for the following general purposes:
  - A. To provide an opportunity for the exchange of ideas and program implementation among individual Service Center Councils.
  - B. To receive applications from groups of chapters for recognition as Service Center Councils and evaluate such applications in terms of their consistency with the policies of CTA.
  - C. To make recommendations to the Board of Directors regarding recognition and revocation of recognition of specific Service Center Councils.
  - D. To perform such other tasks as may from time to time be assigned by the Board of Directors. *(Amended)*
2. **Composition.** Membership on the Service Center Council Chairs Committee shall consist of chairpersons of recognized Service Center Councils together with the CTA President or designee of the President. The Committee shall elect its own chairperson and/or vice chairperson at the first scheduled Service Center Council Chairs Committee meeting of the school year on an open nominations, one-person, one-vote basis with provision that all current members shall be given an adequate opportunity to vote.
3. **Meetings.** The Committee shall meet on a schedule to be approved annually by the Board of Directors. A quorum shall consist of the presence of a majority of the voting members of the Committee. The formation of any subcommittees shall be consistent with broad-based representation, both geographically and with representation from chairpersons who do and do not have voting status on the State Council of Education on a proportional basis to their membership on the total Committee.

### **10-SERIES: CTA/NEA Legislative Contact Program**

*(Renumbered 2005, 2009)*



## **RULE 10-1: CTA/NEA Legislative Contact Program**

1. **Purpose.** This Rule is intended to implement general policies adopted by the CTA State Council of Education regarding the State Legislative Contact Program. *(Amended November 1998)*
2. **Appointments of CTA/NEA Legislative Contacts.** In screening nominations and making the total list of recommendations to the CTA Board of Directors for final appointment, the CTA President shall review the total list of recommendations to insure that all general Council and Board policies for appointments have been met. This includes, but is not limited to, local concurrence by chapter governing bodies in cases where a prospective appointee is not already serving as an elected State Council representative, and the general requirement that the overall percentage of the number of appointees who are members of the prescribed racial and ethnic minorities shall be at least the same as the percentage of such minorities among the California teaching population. [See CTA/NEA Legislative Contact Program in the Procedures Section of the CTA Organizational Handbook] *(Adopted October 1983; Amended November 1998, March 2012)*
3. **Terms of Members.** An appointment to the CTA/NEA Legislative Contact Program will be for a term of two (2) years unless it is made to fill an unexpired term. There is no limit to the number of consecutive terms served. *(Adopted June 1994; Amended November 1998)*

## **11-SERIES: Awards**

*(Renumbered 1994, 2010, 2014, 2015)*

### **RULE 11-1: Awards, Commendations, and Scholarships**

1. All programs of awards, commendations, and scholarships granted in the name of the California Teachers Association shall be approved by, and all selection committees shall be appointed by, the CTA Board of Directors. *(Amended November 1989, January 2010)*
2. The CTA President shall be responsible for making and/or authorizing the appropriate presentations or announcements of awards, commendations, and scholarships. *(Amended November 1989)*
3. The Board of Directors may from time to time prescribe further rules for the making of, and announcements pertaining thereto, awards, commendations, and scholarships on behalf of the Association. *(Amended November 1989)*
4. In the event the State Council wishes to establish a new award, commendation, or scholarship, the Board of Directors shall review the proposed award, commendation, or scholarship prior to the Council taking final action. *(Adopted November 1983; Amended November 1989, March 1994)*



## **RULE 11-2: CTA Scholarships**

The California Teachers Association scholarship program gives financial aid to CTA active members, to dependent children of CTA members and members of Student CTA for study in institutions of higher education. *(Adopted February 1995)*

1. **Charge.** The CTA Scholarship Committee shall review all entries in response to the Scholarship announcement and shall forward a list of recommended award recipients to the CTA Board of Directors. *(Adopted June 2009)*

## **RULE 11-3: California Friend of Education Award**

1. **Purpose.** The Friend of Education Award is intended to recognize exemplary support of public education by any California resident, company, or organization. *(Amended June 2000)*
2. **Criteria.** Annual award(s) may be given to California residents, companies, or organizations which have made extraordinary efforts to advance the cause of public education. *(Amended June 2000)*
3. **Nomination Process.** Any member(s) or chapter of CTA may nominate any California resident, company, or organization. All nominations must be postmarked by January 15 of the school year in which the award is made. *(Amended June 2000)*
4. **Selection Process.** The CTA Board of Directors will consider the nominations submitted and may select one or more of the nominees to receive the award. If the Board of Directors believes that none of the nominees submitted for consideration of the award meet the criteria, then the Board may decide not to give the award for the current year. *(Amended June 2000)*
5. **Presentation of the Award.** The award(s) shall be given to the recipient(s) at a meeting of State Council. *(Amended June 2000)*

The Friend of Education Award is intended to recognize exemplary support of public education by any California resident, company, or organization. *(Adopted February 1990; March 1994; February 2000, June 2000)*

## **RULE 11-4: Cesar E. Chavez Memorial Education Awards Program**

The Cesar E. Chavez Memorial Education Awards Program provides recognition for students and their teachers who demonstrate an understanding of the vision and guiding principles by which Cesar Chavez lived his life. The Awards Program honors the memory of this great man and ensures that the spirit of his work continues in the classrooms of California. Awards shall be given to projects that demonstrate knowledge of Cesar Chavez's life and focus on one or more of the following: principles of non-violence, self-determination through unionization, social justice for farm workers, safe food/health/environment issues, human and civil rights issues, teamwork/cooperation/collaboration, empowerment of the disenfranchised and innovation and education. *(Adopted June 2003)*

1. **Charge.** The Cesar E. Chavez Memorial Education Awards Program Committee shall review all projects submitted in response to the awards announcement and shall forward a list of recommended awards recipients to the CTA Board of Directors. Awards must show which principles of Cesar E. Chavez’s legacy affect the applicants’ life. *(Adopted June 2009)*

#### **RULE 11-5: Communications Awards**

Communications Awards recognize and honor CTA chapters for effective communications with their members and the community. *(Adopted February 1995; Amended April 2000)*

1. **Jose Colmenares Memorial Award.** This award recognizes overall excellence in chapter communications. *(Amended April 2000, April 2014)*
2. **Ralph Flynn Memorial Awards for Digital Media.** These awards recognize efforts by CTA locals to use modern technology to communicate with their membership and the public, through digital media. *(Adopted February 1995; Amended March 2000, April 2000, April 2014)*
3. **Charge:** The Communications Committee of CTA State Council judges entries and forwards its recommendations for awards to the Board of Directors for final selection. *(Adopted November 2014)*

#### **RULE 11-6: The GLBT Guy DeRosa Safety in Schools Grant and Scholarship Program**

The GLBT Guy DeRosa Safety in Schools Grant and Scholarship Program provides financial assistance to members enrolled in teaching/counseling credential programs that are pursuing a career in public education and projects and presentations that promote understanding and respect GLBT persons. *(Adopted September 2008, Renamed July 2009, June 2015)*

1. **Charge.** The Grant and Scholarship Committee shall review all entries submitted in response to the Grant and Scholarship Program announcement and shall forward a list of recommended award recipients to the CTA Board of Directors for their final approval. The program presented for a grant, must focus on projects and presentations that promote understanding and respect of GLBT persons. A person applying for a scholarship must be a person who will provide a positive role model in education for GLBT students. *(Adopted July 2009, Amended May 2013, June 2015)*

#### **RULE 11-7: Human Rights Awards**

Human Rights Awards promote the development of programs for the advancement and protection of human and civil rights within the California Teachers Association. Awards are given each year for exemplary contributions in the areas of human and civil rights. *(Adopted February 1995; Amended September 2008)*

1. **Charge.** The Human Rights Awards Selection Committee screens and reviews nominations and makes recommendations to the CTA Board of Directors regarding the recipients of CTA’s Human Rights Awards. The committee also develops promotional activities to ensure a wide distribution of the awards program. *(Adopted June 2009; Amended January 2010)*

#### **RULE 11-8: John Swett Media Awards**

John Swett Media Awards recognize outstanding contributions by individual journalists and their publications or broadcast stations to public understanding of the issues facing California schools, colleges, and universities. *(Adopted February 1995)*

Entries are judged by panels of independent media professionals outside of CTA. Judges base their decisions on their own professional expertise and experience and their decisions are final. *(Adopted November 2014)*

#### **RULE 11-9: Martin Luther King, Jr. Memorial Scholarships**

The Martin Luther King, Jr. Memorial Scholarship fund provides financial assistance to ethnic minority individuals who are CTA members, Student CTA members, and dependents of active CTA members and CTA/NEA-Retired members who wish to pursue university studies in teaching related careers. *(Adopted February 1995; Amended February 1999)*

1. **Charge.** The Martin Luther King, Jr. Memorial Scholarship Fund Committee shall review all applications submitted in response to the Scholarship Fund announcement and shall forward a list of recommended award recipients to the CTA Board of Directors for their final approval. The Scholarship Fund must focus on applicants pursuing a teaching related career in public education and be a member of a defined ethnic minority group. *(Adopted June 2009)*

#### **RULE 11-10: The Paula J. Monroe CTA ESP of the Year Award**

1. **Purpose.** The Paula J. Monroe CTA ESP of the Year Award is intended to recognize exemplary support of public education by an educational support professional.
2. **Selection Process.** The ESP Issues Advisory Committee screens and reviews nominations and makes recommendations to the CTA Board of Directors regarding the recipient of the Paula J. Monroe CTA ESP of the Year Award. *(Adopted October 2014, May 2015)*

#### **RULE 11-11: Political Achievement Awards**

1. **Member in Politics Awards in Honor of Ted Bass.** These awards are given to individual members in recognition of outstanding contributions to fellow members through the political process and to recognize political efforts and grassroots activism. *(Adopted February 1995; Amended January 2010, February 2016)*

2. **Chapters in Politics Awards in Honor of Joyce Fadem.** These awards honor CTA chapters for outstanding contributions to members through political action and grassroots activism. *(Adopted February 1995; Amended January 2010, February 2016)*

### **RULE 11-12: Spirit of 98 Award**

The Board of Directors may, as the achievement of individual members warrants, confer a Spirit of Proposition 98 Award. *(Amended February 1999)*

1. Any CTA member may propose a member - or group of members - to a Board member for nomination for the Spirit of Proposition 98 Award. *(Amended February 1999)*
2. The Award may be granted no more than once in any given year; but the Award need not be given annually.
3. The Award shall recognize some member - or group of members - who have rendered extraordinary service to CTA or to educators, education, and students throughout the state. That service shall have demonstrably had one or more of the following effects:
  - A. A major enhancement of CTA's role as the voice of education in California.
  - B. A significant strengthening of CTA and its ability to produce gains for educators, education and students.
  - C. An indispensable contribution to winning some outstanding advance for educators, education and students.
4. The Award shall be presented at a meeting of the State Council of Education.
5. The Award shall consist of:
  - A. A suitable plaque for the recipient's possession.
  - B. The inscription of the recipient's name on a commemorative plaque that will be permanently displayed at the CTA headquarters. *(Adopted March 1990; Amended February 1999)*

### **RULE 11-13: State Gold Awards**

1. **Statement of Purpose.** The California Teachers Association may bestow each year a CTA State Gold Award(s) in each category, (profit and non-profit), that in support of teachers and students exemplify(ies) the high ideals of public education and of the Association. *(Amended July 2002)*
2. **Qualifications.** The CTA State Gold Award(s) may be bestowed upon any person(s) or organization(s) whose leadership, acts, and support on the state level have proven that person(s) or organization(s) to be a true friend of education, educators, or students. An individual recipient need not be a California resident, but he or she should reflect the philosophy and principles of CTA. Selection of finalists shall not abridge CTA's policy on non-discrimination. Eligibility for recipients of the CTA State

Gold Award(s) will include two (2) non-member categories - persons from business and from non-profit or community organizations. Nominations will be solicited and received each year, but no award need be granted. *(Adopted March 1990; Amended November 1994, February 1999, June 2002)*

3. **Charge:** The Communications Committee of CTA State Council reviews the nominations and forwards its recommendations to the Board of Directors for final selection. *(Adopted November 2014)*

### **RULE 11-14: We Honor Ours (WHO) Awards**

1. **State WHO Awards.** Chapters may nominate and Service Center Councils may select, each year, an individual member who has rendered exceptional service at the state and/or national level. *(Adopted February 1995, January 2010)*
2. **Chapter WHO Awards.** CTA encourages its chapters to honor individual members for outstanding contributions to education, the profession, and the California Teachers Association. *(Adopted February 1995)*

## **12-SERIES: Miscellaneous**

*(Renumbered 1994, 1996, 2009, 2010, 2014)*

### **RULE 12-1: Accommodations for the Physically Challenged**

1. CTA meetings, conferences, and workshops will be held in facilities that permit full participation by people who are physically challenged. *(Amended February 1999)*
2. CTA will indicate on registration forms - and on materials describing its meetings, conferences, and workshops - that the Association will provide services to facilitate the participation of people who are physically challenged. Registration forms will also include a request that physically challenged people tell or write CTA representatives about anything they may need to accommodate them. Services and facilities for people who are physically challenged will include, but are not limited to, providing "signers" and wheelchair access. *(Amended February 1999)*
3. Budgets for CTA meetings will include the projected cost of accommodating the needs of physically challenged attendees. *(Amended February 1999)*
4. The Executive Director will monitor the application of this Rule and will deliver an annual report to the Board of Directors on its implementation. *(Adopted November 1988; Amended March 1993)*

### **RULE 12-2: CTA Conference Fees**

The fee for Student CTA members for all CTA conferences shall be twenty (20) percent of the registration fee for Active members. The non-member fee for all CTA conferences shall be three (3) times the registration fee for members. The fee for agency fee payers shall be

fifty dollars (\$50) more than for members. *(Adopted April 1990; Amended September 1990, January 2009)*

### **RULE 12-3: Cadre Training**

All trainers should be active members. After a search is conducted with due diligence and a determination is made that no active members are available, then a retiree may serve as a trainer to fulfill a specific training request. *(Adopted December 2000; Amended 2005)*

### **RULE 12-4: Policy for Exhibits at CTA Functions**

Requests to exhibit at State Council and other CTA conferences must be submitted in writing in advance and approved by the Board of Directors. Endorsed vendors will not be required to receive prior approval to exhibit at CTA conferences. Arrangements must be made with the appropriate planning committee. No cost shall be incurred by CTA. No exhibit shall be in conflict with CTA-NEA policy.

If any kind of drawing for prizes is planned, the date and time of the drawing shall be posted at the table. *(Amended April 1996, July 2001, May 2006)*

#### **1. CTA-NEA Related Exhibits**

- A. Space will be provided at all CTA sponsored events for NEA Fund for Children and Public Education, Martin Luther King Jr./Cesar Chavez Scholarships and any other CTA-NEA approved programs. Sharing of tables may be a necessity due to space requirements. *(Amended July 1995, February 1999, April 2002, May 2013)*
- B. Other CTA Board approved activities shall be allocated exhibit space on a space-available basis.

#### **2. Vendors**

- A. Endorsed or Recommended vendors may have exhibit space at the Presidents Conference, regional conferences, and other CTA-sponsored conferences. They should submit in writing, annually, a list of conferences at which they will exhibit. Vendors must pay fees as determined by the CTA Board of Directors or the appropriate regional planning committee. Endorsed or Recommended vendors shall exhibit only those products endorsed by CTA. Endorsed or Recommended vendors shall receive space priority for placement of tables over non-endorsed vendors *(Amended May 2013)*
- B. Non-Endorsed or Non-Recommended vendors will be allocated exhibit space on a space-available basis. Individual members requesting exhibit space shall be considered Non-Endorsed vendors. *(Amended May 2013)*
- C. No vendor may promote products in conflict or in competition with CTA endorsed vendor products, or in conflict with CTA policy. *(Amended April 1996, May 2013, June 2013)*

#### **3. State Council Caucuses.**



- A. Recognized caucuses of the CTA State Council may request exhibit space for any two of the four Council meetings for the year. Exhibit space will be provided on a space available basis. *(Amended April 1996, April 1997, March 2003)*
  - B. Caucus exhibit space may only be used to promote caucus membership and to disseminate information. The collection of monies other than dues must receive prior Board approval. Any related costs shall be borne by the caucus. *(Amended April 1996, April 1997, March 2003)*
  - C. Request for exhibit space by recognized caucuses for CTA statewide conferences must be made in writing to the CTA Board of Directors. *(Amended April 1997, March 2003)*
4. **Regional Conferences.** Recognized caucuses may request exhibit space at regional conferences. A request must be made to the appropriate regional planning committee. *(Adopted April 1996)*
  5. **Affiliates.** Service Center Councils, UniServ units, and local chapters shall be allocated exhibit space based on space availability. Collection of monies must receive prior Board approval. Related costs shall be borne by the affiliate. *(Adopted June 1993, Amended April 1996)*
  6. **Candidates: CTA/NEA Offices.**
    - A. Candidates for CTA/NEA offices must submit their request for a table and/or campaign display at CTA-sponsored events no later than the regular board meeting immediately preceding the event. *(Adopted April 1999; Amended March 2011)*
    - B. If a candidate for CTA or NEA office requests a table and/or campaign display at a CTA-sponsored event and if such space is available, there will be no cost unless there is a cost to CTA. *(Adopted February 1995; Amended November 1995; Amended March 2011)*
  7. **Recommended Candidates.** If a recommended candidate for state or national office requests a table at a CTA-sponsored event and a table is available, the table will be at no cost unless there is a cost to CTA. *(Adopted November 1995)*

#### **RULE 12-5: Prohibition Upon Honorariums**

No elected leader of the Association shall receive honorariums for speaking and/or presiding at training workshops sponsored by the Association, other than payment of expense costs as provided elsewhere herein. A similar prohibition shall be in effect for staff employees, except that their regular salary shall not be considered within the definition of the term “honorarium.” *(Adopted November 1988)*

#### **RULE 12-6: Serving of Alcoholic Beverages on CTA Property (Non-Association Functions)**

1. **General Statement.** In scheduling the use of Association property for non-Association functions, such as by sponsored vendors, external agencies and civic



- groups, such groups shall agree as a condition of such use that alcoholic beverages shall not be served at such functions.
2. Exemption Provision for Sacramento Facility. This policy may be appealed in writing to the Executive Director in scheduling the use of the CTA Governmental Relations building in Sacramento. Such use, including alcoholic beverages, may then be granted contingent on 6) satisfaction of the following conditions:
    - A. The non-Association user/renter shall not charge a fee for alcoholic beverages.
    - B. The non-Association user/renter shall be assessed a reasonable fee to cover the cost of general liability insurance for the event. *(Adopted November 1988, Amended June 2005)*

**RULE 12-7: Smoking in CTA Facilities and at CTA Meetings**

1. Smoking is prohibited within all facilities owned, leased, and/or operated by the California Teachers Association and in all CTA meetings.
2. Appropriate signs will be posted to inform visitors and occupants that CTA facilities are smoke-free.
3. Appropriate containers for the disposal of smoking materials will be situated outside those facilities. *(Adopted August 1993)*

**RULE 12-8: Special Attendance of Chairpersons**

Whenever conferences are held where subject matter pertains to a particular State Council Committee, the Board may authorize attendance of the chairperson and Board liaison. *(Adopted November 1988; Amended February 1999)*