

# **BYLAWS**

## Vallejo Education Association/CTA/NEA

### I. NAME AND LOCATION

The official name of this Association shall be the Vallejo Education Association/CTA/NEA in Solano County.

### II. PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To raise the standards for education support professionals;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

### III. AFFILIATION WITH CTA/NEA

- A. The Vallejo Education Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Vallejo Education Association shall be an affiliate local association of the National Education Association (NEA).

### IV. MEMBERSHIP

- A. Categories of Membership. There shall be categories of membership in the Association: Active and Associate.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Vallejo City Unified School district, and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.
- C. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. Persons whose eligibility for Active membership has been withdrawn because of holding a non-bargaining unit position may be enrolled as Associate members in accordance with policies adopted by the Representative Council. Rights and privileges in such cases shall be limited to continuance in economic benefits and insurance programs previously held as Active members.
- D. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.

- E. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- F. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- G. Active members shall adhere to *The Code of Ethics of the Education Profession*.
- H. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- I. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- J. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.
- K. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the active membership of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
  - 1. Executive Board, ex-officio voting;
  - 2. Faculty/Site Representatives elected on the basis of one-person one-vote;

The following additional representatives, ex-officio non-voting:

- C. Committee Chairpersons,
- D. CTA State Council Representatives, and
- E. Any members of the Association who hold CTA/NEA offices or committee appointments.
- F. The Representative Council shall:
  - 1. Establish Association policies, procedures and objectives;

2. Adopt the annual budget of the Association on or before the first meeting of the school year;
  3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
  4. Establish the dues of the Association.
- G. The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
- H. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active membership.
- I. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- J. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- K. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- L. A quorum for all meetings of the Representative Council shall consist of ~~at least (1/3) one third~~ a majority of all voting members of the Representative Council.
- M. Members of the Representative Council shall serve a term of 1 year(s). (Except for the CTA State Council Representative whose terms are set by CTA.)

## VII. FACULTY/SITE/SITE UNIT REPRESENTATIVES

- A. Faculty/Site/Site Unit representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot. Terms shall be for up to 2 (two) years.
- B. Each faculty/site/site unit shall be entitled to at least one representative and shall have one representative for each 15 Active members on the faculty, or major fraction thereof.
- C. Active members who are not represented through an individual school faculty group shall be counted as a special faculty/site/site unit group entitled to the same representation on the Representative Council as individual school faculty groups
- D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- E. Faculty/Site/Site Unit Representatives shall:
1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
  2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
  3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
  4. Serve on a VEA committee.
  5. Perform such additional duties as prescribed by the Executive Board.
- F. A Faculty/Site/Site Unit Representative may not conduct an election in which he/she is a candidate.

## VIII. OFFICERS

- A. The officers of the Association shall be a President, a 1<sup>st</sup> Vice President, Secretary, Treasurer who are elected at large.
- B. Two (2) High School Directors, two(2) Middle School Directors, three(3) Elementary Directors, one(1) Adult School Director, one(1) Child Development Director, one (1) Special Education Director who are elected at large.
- C. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- D. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- E. Officers shall be elected for a term of two (2) year(s), commencing at the June Representative Council of the year the VEA election is held.
  1. In odd years the following shall be elected:
    - President
    - First Vice President
    - Secretary
    - 1 High School Director
    - 1 Middle School Director
    - 2 Elementary Directors
    - 1 CDC Director
  2. In even years the following shall be elected:
    - Treasurer
    - 1 High School Director
    - 1 Middle School Director
    - 1 Elementary Director
    - 1 Adult School Director
    - 1 Special Ed Director
- F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the 1st Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- G. The President shall be the chief executive officer of the Association and its policy leader.
- H. The President shall:
  1. Preside at all meetings of the Association, the Representative Council and Executive Board;
  2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
  3. Be the official spokesperson for the Association;
  4. Be familiar with the governance documents of the Association, CTA, and NEA;
  5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
  6. Appoint the chairperson and members of the bargaining team with the approval of the Executive Board by the beginning of each school year;

7. Call meetings of the Association, Representative Council and the Executive Board;
  8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
  9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
  10. Attend all meetings of the Napa-Solano Regional Resource Center
  11. Attend meetings of the Service Center Council of which the Association is a part; and
  12. Attend other CTA/NEA meetings as directed by the Representative Council.
  13. Co-sign all checks, with the Treasurer, drawn upon the treasury or assign same to his/her designee.
  14. Attend all Vallejo City Unified School District School Board meetings or assign to his/her designee.
  15. Be an ex officio member of all committees of the Association.
  16. Appoint a Parliamentarian with the approval of the Rep Council.
- I. The 1<sup>st</sup> Vice-President shall:
1. Serve as assistant to the President in all duties of the President;
  2. Assume the duties of the President in the absence of the President;
  3. Be responsible for the formation and distribution of the Association's calendar of activities; and
  4. Serve as coordinator of committee activities at the direction of the President.
  5. Be responsible to help coordinate up to four meeting each school year with the Directors.
  6. Shall help the Secretary coordinate the Back to School, Day of the Teacher, and Retirement events with the Membership Committee chair.
- J. The Secretary shall:
1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
  2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
  3. Keep an accurate roster of the membership of the Association and of all committees; and
  4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President; and
  5. Keep an accurate record of attendance at all Representative Council meetings for the purposes of assessing professional growth credit.
  6. Shall coordinate the refreshment for the Rep Council Meeting.
  7. Shall help the Vice President coordinate the Back to School, Day of the Teacher, and Retirement events with the Membership Committee chair.
- K. The Treasurer shall:
1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
  2. Pay out such funds upon orders of the President;

3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
  4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
  5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
  6. Be an ex-officio member of the Budget Committee.
- L. Elementary, Middle School, High School, Adult School, CDC, and Special Education, Director shall:
1. Be responsible for establishing and maintaining an up to date communication system, including a “phone tree” at each work site within the bargaining unit;
  2. Make periodic visitations to work sites within the bargaining unit in order to become aware of those areas of concern requiring actions by the appropriate constitutional bodies within the Association.
  3. Be responsible for scheduling up to four meetings with the school sites assigned in order to address concerns and issues on a regular basis.
  4. Be responsible for submitting two written reports to the Executive Board on site concerns and issues. The first report will be submitted at the December Executive Board meeting and the second report will be submitted at the June Executive Board meeting.
  5. Coordinate action which requires large-scale membership participation; and be responsible for the Association’s New Teacher Activities and Back to School Events.
- M. Parliamentarian:
1. Shall be appointed by the President with the approval of the Executive Board.
  2. Shall be familiar with and possess a copy of the By-Law of the Vallejo Education Association;
  3. Shall be familiar with and possess a copy of the latest edition of Robert’s Rules of Order,
  4. Shall provide parliamentary interpretation when requested by the President or through the Chair; and
  5. Shall maintain regular attendance at all appropriate meetings.

**IX. EXECUTIVE BOARD**

- A. The Executive Board shall be composed of the following ex officio voting and non-voting members:
1. 10 directors-- two (2) High School Directors, two (2) Middle School Directors, three (3) Elementary Directors, one (1) adult School Director, one (1) Child Development Director, one (1) Special Education Director, ex officio voting members.
  2. CTA State Council Representatives and chairpersons of all standing and special committees, ex officio non-voting members.
  3. Past President shall serve 1 (one) after last term served as President, ex officio non-voting.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.

- C. The Directors/at-large members of the Executive Board shall be elected with open nominations and by secret ballot.
- D. The Directors/at-large members of the Executive Board shall be elected for a term of 2 year(s), commencing at the June Representative Council meeting of any calendar year.
- E. Vacancies in the position of Director/at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
- F. The Executive Board shall meet once each month, the date and time to be determined by the Executive Board and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board. All regulary calendared meetings shall be included in the Association's calendar, hard copies provided to Site Representatives. Other meetings of the Executive Board shall be sent via electronic mail and hard copies to Site Representatives.
- G. The duties and the responsibilities of the Executive Board are:
  - 1. Coordinate the activities of the Association;
  - 2. Act for the Representative Council when school is not in session;
  - 3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
  - 4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
- H. Recommend a budget for the Association to the Representative Council;
- I. Approve all appointments to and removal (majority vote) of committees, including chairpersons;
- J. Adopt the Standing Rules for the Association;
- K. Adopt grievance procedure;
- L. Direct the grievance activities of the Association; and
- M. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
- N. Appoint and remove PAR Joint Committee VEA representatives.
- O. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

X. ETHNIC-MINORITY REPRESENTATIVE

- A. The Representative Council and Executive Board shall each have a proportionate numbers of ethnic-minority representatives according to the Association's ethnic minority membership.
- B. If there is not a sufficient number of ethnic-minority representatives elected to meet the requirements of Section A, then the President shall make appointments with the approval of the Representative Council. If appointed by the President, the Ethnic-Minority Representative shall be non-voting.
- C. Ethnic-minority shall mean those persons designated as ethnic-minority by statistics published by the United States Bureau of the Census.

XI. MEETINGS OF THE GENERAL MEMBERSHIP:

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active membership.
- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be at least one-third (1/3) of the Active Membership.

## XII. BARGAINING TEAM

- A. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- E. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- F. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit members.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Representative Council.
- H. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Representative Council in that unit.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

## XIV. GRIEVANCE PROCESSING

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



3. Evaluation of the Association's grievance policies and procedures.

## XV NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
  1. Open nomination procedure;
  2. Secret ballot;
  3. All Active member votes;
  4. Record of voters receiving or casting ballots; and
  5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.
- F. The duties of the Elections Committee shall be to:
  1. Ensure that all Association/CTA/NEA election codes and timelines are followed;
  2. Establish election timelines;
  3. Develop and carry out timelines and procedures;
  4. Prepare ballots for election of officers and such other elections as may be necessary;
  5. Count the ballots and certify the results; and
  6. Handle initial challenges.
- G. Election of officers, Site Representatives, State Council Representatives and NEA Delegates, shall be conducted by May 15 by secret ballot.

## XVI. COMMITTEES

1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
2. Each committee shall submit reports to the Executive Board and Representative Council, a minimum of two (2) times per year.
3. All Standing Committees and Ad Hoc Committees duties shall be listed in the Standing Rules of the Chapter's By-Laws.

## XVII. PARLIAMENTARY AUTHORITY

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

**XVIII. AMENDMENTS/PROCEDURES:**

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

## IX. ELECTIONSTANDING RULES: NOMINATIONS AND ELECTIONS

### A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible at the beginning of each school year.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

### B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.
4. There shall be an all Active member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
7. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

### C. **Announcement**

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

### D. **Timeline**

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
  - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
  - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;

- c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
- d. Final date to acknowledge candidates' declaration of candidacy;
- e. Date for preparation of ballots;
- f. Date on which ballots will be distributed;
- g. Date by which to request a ballot;
- h. Date(s) when voting will take place;
- i. Deadline date (date received, not post-marked date), time and place for return of ballots;
- j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
- l. Dates and timelines for run-off election, if necessary; and,
- m. Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked date).

#### E. Finances and Use of Unit Resources

- 1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
- 2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
- 3. A unit may not state or indicate its preference for a candidate in the unit's publications.
- 4. The use of links to any Association website by a candidate is prohibited.
- 5. Candidates cannot campaign on any chapter, Service Center Council, Uniserv or district-created social networking site.
- 6. District e-mail addresses and/or systems shall not be used for campaigning. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates. This prohibition includes candidate email addresses.

#### F. Candidate's Rights

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

#### G. Ballot

- 1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.

2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting (Both voting methods must be included in your standing rules)

1. Each method of voting must be included in your standing rules in order for your Bylaws/Standing Rules to be in compliance with CTA
2. Each member shall receive a ballot. Active members who are off-track or on a dues-paying leave shall be notified by mail in order to provide them an opportunity to vote.
3. Voting shall be by one or a combination of the following methods:
  - a. At School/Work Site/Specified Voting Site  
If a Site Representative is a candidate, refer to A. Elections Committee, 5.
    - 1) Voting At School/Work Site(s)/Specified Voting Site
      - a) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
        - (1) Voter Roster – List of eligible voters.
        - (2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
      - b) The marked ballot must be returned to a designated site representative or ballot box.
      - c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
      - d) Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
      - e) Preliminary counts shall not be completed at school/work sites.
      - f) Refer to Section K for the Counting of Ballots Procedure.
    - 2) Voting At School/Work Site(s)/Specified Voting Site Using Envelopes  
When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:
      - a) A list of current Active members shall be prepared, which includes each member's name and school/work address.
      - b) The voter shall be provided with the following:
        - (1) A ballot;
        - (2) Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;

- (3) A small envelope (inner envelope) in which to place the voted ballot; and,
- (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c) At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e) All inner envelopes shall be placed in a separate receptacle.
- f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
- g) Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
- h.) Refer to section K for the "Counting of Ballots" procedure.

b. Voting By mail:

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

Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.

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

- 1) A list of current Active members shall be prepared, which includes the following: name, school/work and home address. The mailing list shall exactly correspond to the current official roll of voting members.
- 2) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- 3) Each voter shall be provided with:
  - a) A ballot;
  - b) Instructions on:
    - (1) Folding and placing of the ballot in the unsigned inner envelope;
    - (2) Placing of the unsigned inner envelope into the outer envelope;
    - (3) Signature and school on the outer envelope addressed to the chapter; and
    - (4) Deadline date for receipt of the voted ballot at the chapter office.
  - c) Inner envelope;
  - d) Outer return envelope, addressed to the chapter.
- 4) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- 5) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.

- 6) The names on the official list should be marked to show that the voter has returned a ballot.
- 7) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- 7) All inner envelopes shall be placed in a separate receptacle.
- 8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
- 9) Refer to section K for the “Counting of Ballots” procedure.

#### Electronic voting

Electronic voting is only permitted through CTA Elections and Credentials Committee and with CTA Board approval. See Requirements for Chapter Elections Procedures, Sections VII.4., page 6 for requirements.

#### I. Vote Requirement

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

1. A majority vote means more than half of the legal votes cast for each office/position on the ballot.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
4. For unit officers, the election will be by majority.
5. For State Council: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual.
  - a. if a unit is a single electoral district, the election for State Council Representative will be counted and reported by the chapter Elections Committee.
  - b. if the unit is within a multiple unit electoral district, result must be sent to the Service Center Council Elections Committee, which counts and reports results.

Vallejo Education Association is a single electoral district; the election for State Council Representative will be by majority vote.

6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by plurality vote with the determination to be made in advance of the announcement of the election by the local. Results must be sent to the CTA Governance Department.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

9. For NEA State Delegates, the election will be overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the official CTA/NEA state delegate election Teller's Report, ballots, Tally Sheets, and signature sheets/rosters. The Service Center Council will forward the results to CTA. 10. Vallejo Education Association shall refer to CTA guidelines and refer to the official CTA Elections Manual when the chapter By-laws are silent.

#### J. Counting of Ballots

- 1) The Elections Committee shall verify signature sheets with ballots received and count the ballots, which should be immediately following the deadline for receipt of voted ballots.
- 2) Each office/position on the ballot shall be treated as a separate race. If a majority vote is required, it shall be calculated as more than half of the legal votes cast for each office/position on the ballot.
- 3) Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
  - a. Member not listed on the voter roster;
  - b. Voter's intent unclear;
  - c. Votes cast for more than number allowed;
  - d. Votes cast on unofficial ballot (probably reproduced); and,
  - e. Candidate is not a member.
- 4) Ballots set aside and not counted are:
  - a. More ballots than signature;
  - b. Ballot(s) received after deadline; and
  - c. Voting envelopes without a signature.
  - d. Ballots that are separated from Roster/Sign-up sheet.
- 5) After verification of signatures, ballots shall no longer be separated by site.
- 6) The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots should remain separate.
- 7) The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast; the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
- 8) The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five (5) calendar days following the counting of the ballots.
- 9) The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

#### K. Observers

1. Each candidate shall be allowed to have one observer, who may be the candidate, at the vote counting site and shall give the name of the observer to the Elections Committee before counting.



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

#### L. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the CTA Elections Manual.
3. The challenging party (ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number 5. The notification must be on the official CTA Challenge form. (See Appendix M of the CTA Elections Manual – may be accessed on MyCTA.)
4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
  - a. Is a violation of the unit's election requirement(s).
  - b. Is supported by the appropriate documentation.
  - c. Requires more information. The information will be obtained via the most feasible method.
  - d. Identified violation(s) that may have affected the outcome of the election.
  - e. Within the same 10 calendar day period, the unit's Elections Committee shall submit a written report including issues and recommendations to the Chapter President and the Governance Board.
  - f. The names of challengers and challenge forms shall remain confidential.
5. Any member of the Executive Board who was a candidate in a race that is challenged, or whose immediate family member is a candidate in the race, shall recuse themselves from discussion of and abstain from voting on the report. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
6. The Executive Board shall act on the report no later than 10 calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
7. If the challenging party (ies) wishes (es) to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board's decision.
8. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in below by writing to the CTA President.

9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

#### M. Initiative Procedures

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

#### N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds (2/3) vote of the Representative Council at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than fifteen (15) calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### O. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.

2. An Active member desiring to recall a unit officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
3. The petition must include the following information:
  - a. Name of individual who is subject to recall;
  - b. Office of individual
  - c. Date of petition;
  - d. Name(s) of person(s) filing petition;
  - e. Notation that “Each signature must be in ink”; and
  - f. Space must be provided for the printed name, signature, work site and date signing for each name on the petition.
4. Within fourteen (14) working days after receipt, the Chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
  - a. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s). (See number two (2) above.)
  - b. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures, and timeline (beginning date and deadline for gathering signatures), and the need for protection of due process rights of the parties.
  - c. the Chairperson of the Election Committee shall send written notification to the unit officer whose recall is being proposed and shall notify the other officers of the unit. A copy of the petition shall be enclosed.
5. Monies from a unit’s treasury or indirect contributions in the form of use of a unit’s assets, facilities, staff, equipment, mailings, goodwill and credit, or in-kind services must not be used in the recall process.
6. No unit may state or indicate its preference in the unit’s newspaper, newsletter, or communications to its members.
7. The timeline for gathering signatures will commence the day that the notice of intent is registered.
8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least 25 percent (25%) of the Active members of the chapter. If the person subject to recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.
9. The signed petition(s) must be received by the Chairperson of the Elections Committee by the specified deadline date. The Elections Committee shall have ten (10) calendar days in which to verify the membership of the signers of the petition. If there are insufficient signatures, the Chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures that the petition failed for lack of signatures. Immediately upon verification of the signatures, the Chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.
10. The chapter president, or chapter vice president if the chapter president is the person being recalled, shall cause a ballot to be furnished to the Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.

11. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
12. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
13. The election shall be certified in accordance to the unit's bylaws.
14. The Chairperson of the Elections Committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

## **Local Standing Rules**

### **Committee Standing Rules**

#### General Rules Governing All Standing Committees

- A. Each committee chairperson shall submit a list of tasks and a calendar timeline for the year to the Executive Board and Rep. Council following the second meeting of the committee.
- B. Each Committee Chairperson shall attend appropriate workshops provided by the Association.
- C. Each Committee Chairperson shall submit two reports (first at the December Executive Board meeting and the second at the June meeting) to the Executive Board and/or the Rep. Council.
- D. Each committee shall meet at least four times during the school year or more often as needed.

#### II. The Bargaining Team

- A. The Bargaining Team and such alternates as the Executive Board deems necessary shall be appointed annually by the President subject to ratification by the Executive Board. The Executive Board shall consider grade level and programs when ratifying appointments.
- B. Prior to February 1 or at the conclusion of ratification of any year in which vacancies on the Bargaining Team occur, an interview committee consisting of the President, one (1) member of the Bargaining team, and three (3) members of the Executive Board appointed by the President, shall be created.
- C. Prior to February 1 of any year in which vacancies on the Bargaining Team occur, possible members to the Bargaining Team will be solicited.
- D. Members desiring appointment to the Bargaining Team shall meet the following requirements:
  1. The ability to represent all unit members equally.
  2. The knowledge or the willingness to gain the knowledge of bargaining processes and skills.
  3. The ability to organize thoughts, communicate positions, and argue effectively.
- E. Vacancies created during bargaining by resignation or inability to serve shall be filled from the list of alternates with approval of the Executive Board.
- F. The Executive Board, by a two-thirds majority, may remove a member of the Bargaining Team and appoint a replacement from a list of alternates.
- G. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.

- H. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- I. Agreements reached between the Bargaining Team and the School Board or its designees shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit unless such ratification shall have been specifically waived or otherwise delegated by that membership.

IV. Contract Committee

- A. The Contract Committee shall include the following subcommittees:
  - 1. Contract Development Subcommittee
  - 2. Finance Subcommittee
  - 3. Health and Welfare Subcommittee
- B. Contract Development Subcommittee
  - 1. The Contract Development Subcommittee shall include, but not be limited to, one (1) Elementary and one (1) Secondary Director, one (1) Adult School Director, one (1) Childcare/Preschool Director, one (1) Special Education Director, one (1) member each of the Bargaining Team, the Grievance Committee, the Finance Committee, and the Health and Welfare Committee, appointed by the President.
  - 2. The duties of the Contract Development Subcommittee shall include:
    - a. Surveying Association members and members of the bargaining unit for the purpose of obtaining information and advice on contract issues.
    - b. Evaluating information and advice and reporting conclusions and recommendations on contract issues to the Executive Board.
    - c. Preparing initial contract proposals as directed by the Executive Board.
- C. Finance Subcommittee
  - 1. The Finance Subcommittee shall be responsible for providing information on the financial status of the District as required by the Executive Board, Rep. Council, Bargaining Team and Contract Committee.
  - 2. The Finance Subcommittee shall be responsible for preparing financial reports as directed by the Executive Board, Rep. Council, Bargaining Team and Contract Committee.
  - 3. The Finance Subcommittee shall prepare a cost analysis of any contract item.

D. Health and Welfare Subcommittee

The Health and Welfare Subcommittee shall evaluate and make periodic reports to the Executive Board, Bargaining Team, Contract Committee and Rep. Council on the availability and cost of existing and proposed health and welfare benefit programs.

V. The Action Committee

- A. The duties of the Action Committee shall include:
  - 1. Educating and informing the members of the Association about the issues pertaining to the contract and negotiations.

2. Designing and implementing plans, communication systems and proposals for action by the Association in support of the negotiations and other contract issues.
3. Coordination of all media activities of the Association in conjunction with Communications Committee.

#### VI. The Grievance Committee

- A. Shall be responsible for implementing the Association's grievance program.
- B. Shall represent the Association at grievance proceedings whenever a member of the bargaining unit is processing a grievance.
- C. Shall make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and shall keep the Executive Board informed regarding the operation of the grievance program.
- D. Shall consider carefully the merits of each grievance and make recommendations to the Executive Board regarding the submission of a grievance to arbitration.
- E. Shall keep a record of all grievances processed and submit copies to Association President.
- F. Shall study the Association's grievance processing program and policies and make recommendations to the Executive Board for maintaining and improving their effectiveness.
- G. Shall be responsible for determining that a grievance representative to assist members of the bargaining unit in processing grievances is selected for each work site within the bargaining unit no later than October 1 of each year.
- H. Shall provide for training, resources, and support for the Association's grievance representatives.
- I. Shall assist all grievance representatives in processing grievances and insuring that all grievances are phrased in language that will protect the viability of a possible arbitration proceeding.
- J. Shall seek advice from the CTA Chapter Services Consultant on the phrasing of grievances.

#### VII. Membership Committee

- A. The Membership Committee shall include the following subcommittees:
  1. Membership
  2. Social Subcommittee
  3. Awards Subcommittee
  4. Scholarship Subcommittee

B. The duties of the Membership Committee shall be:

1. Maintaining an accurate roster, by building, of all Association members.
2. To design and implement plans for training all site reps. in the membership process in conjunction with the Executive Board.
3. Distributing membership cards and information.
4. To notify CTA and NEA of membership statistics as required.
5. To develop and implement strategies for recruitment of new members.

C. Social Subcommittee

The duties of the Social Subcommittee shall include the responsibility for planning and implementing the Retirement Dinner and all other social activities assigned by the President.

D. Awards Subcommittee

1. The duties of the Awards Subcommittee shall include:

- a. To manage and administer the awards program including validating the nominations.
  - b. The authority to develop future awards.
2. Pin
- a. The VEA pin will be the current or same pin without engraving.
3. Officials
- a. Elected
    - 1) Will receive no more than one pin and the committee will develop other forms of recognition.
  - b. Appointed Chairs
    - 1) Will receive no more than one pin.
  - c. School Site Reps
    - 1) Will receive no more than one pin by attendance at 75% of Rep. Council meetings and an additional 15 hours of service through logged and unlogged committee work.
4. Service
- a. Committee Members (and on-site only Reps.)
    - 1) Will receive a pin after 15 hours of documented service (equivalent time necessary to earn one professional growth unit). Individuals must sign log sheet at each committee meeting — hours to be verified by Committee Chairs. On-site only Reps or shared duty Reps may include meeting attendance in their 15 hours. (Logged time may also be used to earn professional growth units, but must be applied to separately.)
  - b. Nominations
    - 1) Recognition for Past Service
      - a) Each school may nominate one individual per semester who has provided exceptional service for VEA in the past five years.
    - 2) Recognition for Current Service



- a) Each school may nominate one individual per semester who has provided exceptional service for VEA during the present school year.

3) Selection

- a) Nominees will be selected by the Awards Committee.

5. Longevity Pin

a. First Year

- 1) Nominate those from each school site with 15 or more years membership in VEA.

b. Subsequent Years

- 1) Automatic awarding of pin commemorating 15 years membership.

6. Presentation of Pins

- a. Association-wide presentations (i.e., Rep Council, Back-to-School Breakfast).

- b. Site Presentations – Longevity

E. Scholarship Subcommittee

1. The duties of the Scholarship Subcommittee shall include:

- a. Making available VEA/CTA scholarship applications.
- b. Awarding VEA scholarships.

VIII. Budget Committee

- A. Developing a budget that reflects the needs of the Association.

- B. Presentation of the annual budget proposal to the Executive Board and to the Rep. Council at its second meeting.

- C. An annual internal review of the books of the Association.

- D. Review budget compliance and report to Rep. Council quarterly.

IX. Elections Committee

- A. The organization and supervision of elections in accordance with the Constitutional provisions and CTA guidelines regarding the nominations and elections.

- B. Prepare ballots for all elections.

X. Communications Committee

- A. Compilation and distribution of Association newsletters.

- B. To assist Action Committee with media activities upon request.

XI. Political Action Committee

- A. The duties of the Political Action Committee shall include:

1. Establishing and maintaining communication with local, state, and federal government officials.
2. Studying and monitoring proposed legislation and current laws which may affect the Association and public education.
3. Studying recommendations and actions of the NEA and the CTA which pertain to political and legislative matters.
4. Reporting to the Executive Board, the Rep. Council and the membership on laws, legislation and the records of public officials.
5. Initiating recommendations for political and legislative action.
6. Interviewing candidates for public office, providing summaries of their positions and making recommendations to the Executive Board and the Rep. Council for action in elections.
7. Organizing political and legislative action campaigns on matters of VEA, CTA and NEA policy.
8. Organizing a "Candidates Night" or other general meetings with public officials as requested by Rep. Council.
9. Representing the Association at political gatherings and events as directed by the President and subject to review by the Executive Board.

B. The Political Action Committee shall include, but not be limited to:

1. The CTA State Council Representatives and Alternates who are members of the Association.

C. Political Recommendation Policy

D. Purpose: To determine the vote of the VEA State Council Representative(s) and/or the President or his/her designees at the Redwood Service Center Council recommendation process and of the VEA State Council Representative(s) at CTA State Council meetings.

1. Procedure for Recommendation of Legislative, Congressional, and Statewide Candidates
  - a. The VEA Political Action Committee (PAC) shall compile a report to be issued to the membership which shall include:
    - 1) recommendations/rationale of CTA interview teams;
    - 2) PAC explanation of recommendation process including the date of discussion and vote by the Representative Council.
  - b. The report shall be distributed to the members at each site by the VEA Faculty Representatives.
  - c. The VEA Representative Council shall recommend candidates in a regular council meeting taking into consideration the opinions of site members. If the regular council meeting does not coincide with recommendation deadlines, a special VEA Representative Council meeting may be called by the President.
  - d. The VEA chapter votes will be cast by the VEA State Council Representative(s) and/or the President or her/his designee at the Redwood Service Center Council recommendation meeting.

- e. VEA recommendation of a candidate for Legislative, Congressional, or Statewide office requires at least 60% of the total votes cast at the VEA Representative Council meeting.
- 2. Procedure for Recommendation of Candidates for Local Offices
  - a. The Site Representatives and the Representative Council will follow procedures as outlined in Sections a-c of the Procedure for Recommendation of Legislative, Congressional, and Statewide Candidates, except for the following:
    - 1) Recommendation of a candidate for local office requires at least 60% of the total votes cast in the VEA Representative Council meeting.

## XII. Human Rights/Women's Issues Committee

- A. The duties of the Human Rights/Women's Issues Committee shall include:
  - 1. To clarify and analyze human rights/women's issues within the District, VEA, and community and make recommendations to the Rep. Council regarding priorities to deal with specific problem areas.
  - 2. Establishing liaisons and involvement with various ethnic community groups in Vallejo.
  - 3. Encouraging and assisting the District in developing and implementing a positive multi-cultural curriculum that accurately and adequately represents all ethnic minorities.
  - 4. To provide membership education and training on human rights and women's issues and concerns.
  - 5. Actively recruit and involve ethnic minority members in all aspects of VEA.
  - 6. Monitoring the affirmative action policies, procedures and practices of the District.

## XIII. Community Outreach Committee

- A. The duties of the Community Outreach Committee shall include:
  - 1. Recommend annually a program to the policy-making bodies of VEA which will allow VEA to be an active participant in the community.
  - 2. Prime responsibility for implementing the program as adopted by the Representative Council in all areas of community involvement.

## XIV. Peer Assistance and Review Joint Committee

- A. There will be five (5) sitting members and one (1) alternate representing VEA on the Joint Committee.
- B. Terms of all VEA members of the Joint Committee shall be for two (2) years.
- C. The Executive Board shall appoint, upon recommendation by the interview committee, the Joint Committee members.
- D. Interviews for positions on the Joint Committee shall be conducted by a panel made up of the President (or designee), and three (3) Executive Board members.

- E. If a sitting Joint Committee member is unable to continue his/her duties, the alternate will automatically become a sitting member and the President (with the approval of the Executive Board) shall appoint a new alternate for the duration of the resigning member's term.

XV. Catastrophic Leave Bank Committee

- A. Shall consist of two (2) VEA members appointed by the Executive Board.
- B. Shall serve, with one representative from the District, to review, approve/deny requests for the use of catastrophic leave according to the provisions of the contract.

XVI. Professional Growth Committee

- A. Shall consist of five (5) members appointed by the Executive Board.
- B. Terms shall be for two (2) years.
- C. Shall serve, with representatives from the District, to review, approve/deny requests from certificated staff, for professional growth equivalents.

XVII. Peer Assistance and Review Joint Committee

- A. There will be five (5) sitting members and one (1) alternate representing VEA on the Joint Committee
- B. Terms of all VEA members of the Joint Committee shall be for two years
- C. The Executive Board shall appoint, upon recommendation by the interview committee, the Joint Committee members.
- D. Interviews for positions on the Joint Committee shall be conducted by a panel made up of the President (or designee) and three (3) Executive Board members.
- E. If a sitting Joint Committee member is unable to continue his/her duties, the alternate will automatically become a sitting member and the President (with the approval of the Executive Board) shall appoint a new alternate for the duration of the resigning member's term.