

STANDING RULES
HESPERIA TEACHERS ASSOCIATION
Amended on July 28, 2011 and October 16, 2013

I. MEETING DATES

The following days and times shall be established for regular meetings:

Executive Board ----- Second Tuesday of each month
Representative Council -----Fourth Tuesday of each month

All Representative Council meetings shall begin at 4:15 PM

II. FINANCES

Bank accounts shall bear three signatures of Executive Board members.
Budgets are to be proposed by April in order to be approved in May.

III. ELECTIONS AND NOMINATIONS

Elections shall be conducted by the Election Committee. Results shall be tabulated by the committee. Nominations for Executive Board shall be put forth in April with elections in May

A. ELECTION COMMITTEE

1. The Election Committee shall be composed of at least three members who are not on the Executive Board. Members of the Election Committee cannot serve on the Executive Board.

2. The chairperson of the Election Committee shall be appointed by the Executive Board.

3. Members of the Election Committee shall be approved by the Executive Board

4. A member shall abstain from participation in Election Committee activities during the period in which s/he or her/his immediate family is a candidate.

The following sections may be superseded by electronic voting procedures adopted by the Executive board:

B-6,	D-2(d),	D-2 (g)	D-2 (h)
D-2 (i)	D-2 (j)	H (all)	I -1
I-2	I-3	I-4	I-5
I-7	I-8	J (all)	

B. ELECTION REQUIREMENTS

1. The association shall ensure that an open nomination procedure is in place.
 - a. Any member may nominate any member, with their consent.
 - b. Any member may nominate himself or herself
- c. The only requirement for candidacy is membership in the Association.

2. All elections shall be held by secret ballot.

3. There shall be at least a fifteen (15) day period between the notice of election and the actual voting.

4. All elections shall be an all member vote. Any member who is on approved leave shall have an opportunity to vote by mail.

5. The association shall provide means for all members to vote, 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, i.e. the member's school site

6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot. (Or initials on a prepared membership list supplied by the membership chair.)

7. All elections shall be decided by a simple majority. In the event that no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest of votes.

C. ANNOUNCEMENT

1. The announcement of election shall include the offices, length of terms and the election timelines.

2. The announcement shall be publicized to the reps at the March rep council meeting and in the flyer posted on all site Association boards.

D. TIMELINE

1. Schools on alternate calendars shall be considered when setting election timelines
2. The timeline for the elections are:
 - a. Vacancies for Executive Board officers and Directors to be announced at the March Rep Council meeting in March.
 - b. Nominations for Executive Board officers and Directors due to the Election Committee by date of the April Executive Board meeting in April. Nominations are to be received by this date, not postmarked.
 - c. Within one week of April Executive Board meeting, Election Committee will acknowledge declaration of each candidate.
 - d. Ballots will be prepared the week prior to the April Rep Council meeting.
 - e. Ballots, autobiographies of the candidates, and current membership list will be distributed at the April Rep. Council meeting.
 - f. Voting will take place in the two (2) weeks following the April Rep Council meeting.
 - g. Absentee ballots may be required up to April 30
 - h. All ballots and signature sheets shall be returned to the Election Committee (to the school site of the Election Chair) no later than the date of the May Executive Board meeting at 3:00 P.M.
 - i. Ballots will be counted by the Election Committee and designees at the Association on the day after the May Executive Board meeting at 3:30 P.M.

- j. The Election Committee shall submit a report to the Executive Board. Results will be announced at the May Rep. Council meeting. Reps to announce and post results at their sites the following day.
- k. Should the need for a run-off election exist, the new election would be held at the earliest possible date of the new school year.
- l. Any challenges to the election need to be submitted in writing to Election Committee Chair within ten (10) days of the announcement of the results of said election.

E. FINANCES

- 1. Association monies received through dues shall not be used to promote any candidate.
- 2. The Association may not give direct contributions from the treasury or indirect contributions in the form of use of the Association's assets, facilities, staff, equipment, mailings, good will or credit to any candidate.

F. CANDIDATE'S RIGHTS

- 1. All candidates may provide the election committee with an autobiographical sketch to be included with the ballot.
- 2. Each candidate shall receive a copy of the election timelines, procedures and guidelines. These will be provided by the Election Committee at the time of acknowledgment of candidacy.
- 3. Each candidate shall have the right of access to a list containing the names and school sites of all members.
- 4. All candidates wishing to bring and distribute campaign statements may do so at their own expense.

G. BALLOT

1. The names of the candidates will be printed on the ballot in CTA election alphabet order. The name of each candidate shall be as printed on the declaration of candidacy
2. The ballot shall state the name of the office the term and the names of the candidates,
3. The ballot shall include space for a write-in candidate, except in run-off elections.
4. Official election material submitted by election committee shall not be altered or added to by any member.

H. DISTRIBUTION OF BALLOTS AND METHOD OF VOTING

1. Each member shall receive a ballot.
2. Voting shall be by:
 - a. Secret ballot at the member's school site or
 - b. Secret ballot by mail.

I. COUNTING OF BALLOTS

1. Upon receipt of ballots and signature sheets, the Election Committee and designees approved by Election Chair shall count the ballots in a secure area with only the Election Committee members and designees and observers present. There shall be no less than 3 counters.
2. The Election Committee and designees shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot
 - b. More ballots than signatures
 - c. Ballot submitted after the deadline
 - d. Voter's intent unclear
 - e. Votes cast for more than number allowed
 - f. Vote cast on unofficial ballot
 - g. Vote cast for ineligible candidate
 - h. Illegible signatures
3. The Election Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot should be kept separate.
4. The Election Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast

- b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to pass or win.
 - d. The number or votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome of the election.
 - f. Signature of each Election Committee members and Designees present during the preparation of the report.
- 5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
 - 6. The President shall announce the results at the May Rep Council meeting with a copy of the Final Report for each rep to post at her/his site.
 - 7. If the votes set aside would affect the outcome of the election, the Representative Council shall decide:
 - a. To count the votes which have been set aside,
 - b. Not to count the votes which have been set aside, or
 - c. If the election should be conducted again.

Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

- 8. The ballots and voter sign-up sheets shall be retained for one year after the election at the Association.

J. OBSERVERS

- 1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Election
- 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.

K. CHALLENGE PROCEDURE

- 1. Any member observing a violation of the election procedures shall notify the Association President and the chair of the Election Committee in writing within ten (10) calendar days of the announcement of results. The notification must
 - a. Specify which requirement has been violated

- b. Include supporting information
 - c. List names of parties who can provide information
- 2. The Election Committee shall respond within ten calendar days after receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
 - a. The challenge alleges a violation of an association election requirement;
 - b. The challenge is supported by appropriate documentation;
 - c. The alleged violation may have affected the outcome of the election.
- 3. The Election Committee shall report to the Executive Board on its findings and recommendations within twenty (20) school days.
- 4. The Executive Board shall make a decision on the resolution of the challenge.
- 5. The challenging party and all candidates in that race shall be notified of the decision of the Executive Board within five (5) calendar days.
- 6. If the challenging party is not satisfied with the decision, s/he may appeal the decision in writing to the CTA president within ten (10) calendar days of the receipt of the decision.

L. 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. A member shall file a notice of the intent to circulate a petition with the Association 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 Association 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 45 school days shall be permitted to obtain the signatures of at least one third of the active members of the association.
5. The circulators shall present to the Association president the petition containing original signatures.
6. The Association president shall have 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures the petition circulator shall be notified in writing of the number of signatures needed to qualify the petition. The petition circulator shall have additional 7 school days in which to gather and submit the necessary signatures. The Association president shall have 3 school days in which to verify the membership of the additional signers.
8. The Association president shall cause a ballot to be furnished in the members no less than 15 school 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 timelines.
10. The proposal shall take effect immediately upon receipt of the required number of votes. (Simple majority)

M. RECALL PROCEDURES

1. The active membership shall have the authority to recall from office any person who has been elected by the association's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the Association president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the

person holding the office of president, the request shall be made to the next ranking officer.

3. The Association 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 60 school days shall be permitted to obtain the signatures of at least one third of the active members of the association
5. The circulators shall present to the Association president the petition containing original signatures.
6. The Association president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified in writing of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The Association president shall have 5 school days in which to verify the membership of the additional signatures.
8. The Association president shall cause a ballot to be furnished to the members in no less that 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures shall be followed including voting timelines.
10. The proposal shall take effect immediately upon receipt of the required number of votes. (Two thirds majority)

IV COMMITTEES

The following committees shall be established to serve purposes as designated. Committees shall have representation from both elementary and secondary levels. Committees shall be appointed annually. The president shall appoint all chairpersons and members of committees and of the Bargaining Team, with the approval of the Executive Board. Membership on any committee is open to all active members.

A. SCHOLARSHIP

The committee shall select recipients for the HTA Scholarships by the May Executive Board meeting for graduating seniors of an active member.

B. MEMBERSHIP

1. Quarterly meetings will be held to review membership issues and receive training
2. The committee chairperson shall report to the Executive Board after each meeting
3. Periodic reports will be made to the Executive Board, Representative Council and general membership
4. Ongoing recruitment activities shall include things such as targeting contacting and sponsoring special activities for prospective members.
5. An updated membership list shall be maintained and available to the Executive Board and Representative Council.

C. GRIEVANCE

1. Quarterly meetings will be held to review contract and grievance issues. Special meeting will be held to address urgent issues.
2. The committee chairperson will report to the executive Board after each meeting.
3. Training meetings will be held in order to acquire working knowledge of contractual matters, representational rights and the grievance process.

4. Periodic reports will be made to the Executive Board and Representative Council to inform members of the committee's purpose and activities, which may include suggested contract language changes an/or progress of any pending grievance.

D. POLITICAL ACTION

1. Monthly meetings will be held to receive training and plan the political action agenda to address appropriate local, state, and national issues.
 - a. Agendas are to be approved by the Executive Board.
 - b. Minutes of each meeting will be made available to Executive Board and site representatives.
 - c. Reports will be made available to active members
2. The committee chairperson shall report to the Executive Bard after each meeting.
3. Duties of the committee may include:
 - a. Attend HUSD Board meetings to address non-contractual issues and concerns.
 - b. Provide speakers at Representative Council meeting.
 - c. Provide information to the membership regarding HUSD Board of Trustees through forums, candidate surveys, etc.
 - d. Maintain regular contact with community news agencies.
 - e. Organize and mobilize the bargaining unit for appropriate action on local, stat or national issues under direction of the Executive Board

E. HIGH DESERT SERVICE CENTER

The Executive Board may appoint a representative from the Association to attend meetings with the President as voting representatives. Other members may attend training sessions.

F. SCHOOL AND COMMUNTIY RELATIONS

1. The Association shall publish a newsletter at least quarterly – September, December, March and June. All expenses are to be paid by the Association. An editor shall be appointed by the Executive Board.

2. All other activities to enhance teacher-community relations shall be at the discretion of the Executive Board
3. All press releases shall be cleared through the President.

G. BARGAINING

1. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board, subject to policies established by the Representative Council.

H. ELECTIONS

1. Training meetings shall be held with CTA specialist on election practices and may include appropriate knowledge of HTA bylaws and Standing Rules. HTA Contract and, and the California Education Code.
2. The committee chairperson will report to Executive Board after each meeting,
3. Periodic reports shall be submitted to the Representative Council and included in the HTA newsletter.
4. The committee is responsible for preparing and distributing all election materials according to HTA and CTA guideline. (See Standing Rules Section III)

I. BYLAWS

1. The Executive Board shall ensure that Bylaws and Standing Rules are reviews no less frequently than every five (5) years.
2. The committee chairperson will report to the Executive Board after each meeting.

IV. CALENDAR

1. A calendar shall be established and published by the Executive Board to include meetings and events that are relevant to members.

V. PROCEDURE FOR NOTIFICATION OF EMERGENCY MEETING OF THE REPRESENTATIVE COUNCIL

- A. The President shall call the Vice President and the Secretary and notify Executive Board and Representatives.
- B. The Vice President shall call the Treasurer and the Director at Large.
- C. The Secretary shall call the Elementary Director and the Secondary Director.
- D. The Directors shall call the site representatives from their assigned sites.

VI. REIMBURSEMENT

- A. The association shall reimburse for the following expenses:
 - 1. Mileage for valid association business (at the CTA rate)
 - 2. Refreshments for meetings
 - 3. Conference expenses
 - 4. Association business expenses, including monies expended by individuals, release time, etc.
 - 5. Expenses will be paid for the following positions approved by the Representative Council.
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Elementary Director
 - f. Secondary Director
 - g. Director at large
 - h. Site Representatives
 - i. Negotiators
 - j. Grievance Chair
 - k. Grievance Co-Chair
 - l. Membership Chair
 - m. Communication Chair
 - n. PAC Chair
 - o. PAC Treasurer
 - p. Election Chair

q. Webmaster

B. Payment of expenses is contingent upon participation in regularly scheduled meeting.

VII. AMENDMENTS

A. These Standing Rules may be amended by a majority vote of the Site Representatives at any regular meeting of the Representative Council, provided written notice of the propose Standing Rules amendment shall have been submitted to the Secretary and made available to all members of the Representative Council at the meeting preceding the one at which the amendment is to be voted on.

B. These Standing Rules shall be reviewed and amended as necessary, but no less frequently than every five years.

DEFINITIONS

A. DAY: A day is a day in which the District Office is open for business unless otherwise specified

Changes:

1. Article 1
 - a. Liaison Meeting day has been dropped
 - b. Time and place of Liaison Meeting also dropped
2. Dropped any language that referenced former meeting dates (1st, 3rd Thursdays)
3. Before Article III added:

The following sections may be superseded by electronic voting procedures adopted by the Executive board:

B-6, D-2 (i) I-2 I-7	D-2(d), D-2 (j) I-3 I-8	D-2 (g) H (all) I-4 J (all)	D-2 (h) I -1 I-5
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- a.
4. Article III.D.2
 - a. (k) Dropped “No later than the second week of school”
 - b. (l) Changed “two (2) weeks” to “ten (10) days”
5. Article III.K.1 and 2
 - a. Changed “five school days” to “ten (10) calendar days”
6. Article III.K.6
 - a. Changed “twenty (20) school days” to “ten (10) calendar days”
7. Article III.L.4
 - a. Changed “ten percent” to “one third”
8. Article III.M.4
 - a. Changed “25 percent” to “one third”
9. Article IV
 - a. Changed “nominations for appointment to any committee shall be made by the Representative Council” to “The president shall appoint all chairpersons and members of committees and of the Bargaining Team”
10. Article IV.A

- a. Changed “The Representative Council, with Executive Board approval may appoint three people to serve on this commit. The committee shall select recipients for the HEA Scholarships by the May Executive Board meeting. First consideration shall be given to graduation seniors of an active member. If there are no qualified dependents of active members, the scholarship would go the child of any employee of the District and lastly to any eligible high school student.” To “The committee shall select recipients for the HTA Scholarships by the May Executive Board meeting for graduating seniors of an active member.”

11. Article IV.B

- a. Dropped 1 and 2.
 - a. “The Representative Council, with the Executive Board approval, shall appoint a committee of up to nine (9) members, consisting of three (3) members from each elementary schools, middle schools and high schools.”
 - b. “During the first month of the school year, the site representative shall serve as the committee.”

12. Article IV.C

- a. Dropped: “The Representative Council, with the Executive Board approval, shall appoint a committee of up to six (6) members, consisting of two (2) members from each elementary schools, middle schools and high schools.”

13. Article IV.D

- a. “The Representative Council, with the Executive Board approval, shall appoint a committee of up to nine (9) members, consisting of three (3) members from each elementary schools, middle schools and high schools.”

14. Article IV.G

- a. “The Representative Council, with the Executive Board approval, shall appoint a committee of up to three (3) members, consisting of one (1) members from each elementary schools, middle schools and high schools.”

15. Article IV.H.2

- a. Dropped “The Association shall employ interest-based bargaining methods when negotiating all contractual matters with the District.
16. Article IV.I
- a. Dropped “The Representative Council, with the Executive Board approval, shall appoint a committee of up to six (6) members, consisting of two (2) members from each elementary schools, middle schools and high schools.”
17. Article IV.J
- a. Changed “The Representative Council. With the Executive Board approval, shall appoint a committee of up to three (3) members of more members to review Bylaws and Standing Rules no less frequently than every four (4) years.” To “The Executive Board shall ensure that Bylaws and Standing Rules are reviews no less frequently than every five (5) years.
18. Article VI
- a. Changed language of naming specific sites to “assigned sites”
19. Article VII
- a. Changed mileage from a specified amount to “the CTA rate”
 - b. Added list of positions for reimbursement
 - c. Dropped the dollar amounts