
ALUM ROCK EDUCATORS ASSOCIATION/CTA/NEA
STANDING RULES

Rule 1 Purpose of Standing Rules

- Rule 1-1: Standing Rules are the procedures that Alum Rock Educators Association employs in order to administer the business of the Association. The Standing Rules compliment, not contradict or supplant, the Bylaws.
- Rule 1-2 Standing rules may be adopted or modified by a majority vote of the Executive Board.

Rule 2 Mission Statement

- Rule 2-1: The Mission of the Alum Rock Educators Association is to protect and promote the well-being of its members; to improve the conditions of teaching and learning; to advance the cause of free, universal, and quality public education for all students; to ensure that the human dignity and civil rights of all children and youth are protected; and to secure a more just, equitable, and democratic society.

Rule 3 Executive Board

Rule 3-1: Meeting Attendance

- Rule 3-1.1: Board members shall record their name on the roster.
- Rule 3-1.2: The meeting shall begin at 3:45 p.m. on Mondays or as called by the President.
- Rule 3-1.3: Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes, and must be approved by a majority of those signed in to the meeting.
- Rule 3-1.4: Quorum is defined in the Association Bylaws. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.
- Rule 3-1.5: When meetings are held virtually cameras shall be on. If a camera is off during the meeting it will be assumed that the member is not present.

Rule 3-2: Meeting Agenda

Rule 3-2.1: The order of the Agenda shall be:

1. Call to Order
2. Adopt the Agenda with Flexibility
3. Approval of the Minutes
4. Officer and Executive Director Reports, (including Representatives - at - Large)
5. New Business
6. State Council
7. Committees
8. Comments and Concerns
9. Announcements
10. Adjournment

- Rule 3-2.2 The President or his/her designee shall offer a proposed agenda to the Executive Board. All members of the body shall have an opportunity to add items to the proposed agenda. The Executive Board must adopt the agenda as a whole before business continues.

Rule 3-2.3 The President or their designee shall attempt to prioritize agenda items based on a limited number of topics that can be reasonably addressed. Issues of timely importance shall be included in the proposed agenda along with some key questions Board members can consider prior to the scheduled meeting. Sharing ideas via e-mail is encouraged.

Rule 3-2.4: Should the need arise to call an emergency Executive Board meeting, only the specific topic giving rise to the emergency meeting shall be offered on the proposed Agenda.

Rule 3-2.5: Committee Reports shall be introduced in writing whenever possible.

Rule 3-3: Meeting Procedures

Rule 3-3.1: The proposed Agenda for an upcoming, scheduled meeting and the Minutes of the previous meeting are available to Board members the week prior before the scheduled meeting. The Minutes will be considered read after the meeting is called to order.

Rule 3-3.2: There will be no side conversations during the meeting.

Rule 3-3.3: The President or their designee may establish a time limit on agenda items for the specific purpose of moving the agenda. The time will be kept on a visible timing device by the Vice President or a designee.

Rule 3-3.4: When speaking to an issue, be brief and concise. Do not repeat what another Board member has said. Stay on topic.

Rule 3-3.5: All members shall have the opportunity to speak to an item before allowing a member to speak a second time.

Rule 3-3.6: Comments and Concerns: When speaking, identify the issue, who is involved, what has been done to-date, and by whom. Try to structure your comments by suggesting possible solutions to the issue. If a motion is suggested, it can be taken up as part of New Business.

Rule 3-3.7: When non-Executive Board members visit in order to request funding or make proposals, etc., that require action from the Board, said visitor(s) must leave after the request is made and questions are answered (as needed). The visitor(s) may not remain for discussion or vote. The President will later notify the visitor(s) of the Board's decision.

Rule 3-4: Composition

Rule 3-4.1: The Executive Board shall be composed of the four (4) elected officers, and five (5) elected At-Large Directors as long as this complies with the "one-person – one-vote" rule.

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Primary At-Large Director (TK, K, 1 and 2)
6. Intermediate Grade At-Large Director (3, 4, and 5)
7. Middle Grade At-Large Director (6, 7, and 8)
8. Special Education At-Large Director (Pre-K through 8)
9. At-Large Director*

**Self identifies as BIPOC/LGBTQIA+*

Rule 3-4.1.a: The Directors must be certificated employees of the Alum Rock Union School District.

Rule 3-4.1.b: Primary, Intermediate, and Middle Grade At-Large Directors will be elected to represent the grade level based on their written initial assignment for the upcoming school year.

Rule 3-4.1.c: Members of the Executive Board may not also be Representatives from a school site.

Rule 3-5: Duties

- Rule 3-5.1: Exercise all the business and organizational powers and duties for the Association as prescribed by law and the bylaws;
- Rule 3-5.2: Act for the Representative Council when school is not in session;
- Rule 3-5.3: Coordinate the activities of the Association;
- Rule 3-5.4: Adopt, amend and publicize the local Standing Rules for the Association;
- Rule 3-5.5: Recommend a budget for the Association to the Representative Council;
- Rule 3-5.6: Approve by majority vote the President's appointments and removal of committee members, including chairpersons;
- Rule 3-5.7: Approve by majority vote the President's appointments and by two-thirds (2/3) vote removal of bargaining team members;
- Rule 3-5.8: Direct the bargaining activities of the Association, subject to the policies established by the Representative Council; and
- Rule 3-5.9: Adopt grievance procedure and direct the grievance activities of the Association.
- Rule 3-5.10: Perform any other duties assigned by the President.
- Rule 3-5.11: The duties of the At-Large Directors are to act as the liaison and communication link between the Executive Board and the Representative Council.
 - Rule 3-5.11.a: The Directors shall convene at least once a year to meet with their constituents.
 - Rule 3-5.11.b: They shall notify the Presidents of the dates for inclusion on the Association calendar.
 - Rule 3-5.11.c: A written report of these meetings shall be submitted to the Executive Board and Representative Council.

Rule 3-6: Operating Procedures

- Rule 3-6.1: The Executive Board shall be given the authority to approve the expenditures of up to \$700.00 on any one issue without prior Representative Council approval. Any greater amount shall be approved by the Representative Council. The President must report to the Representative Council the purpose of any non-budgeted expenditure over \$250.
- Rule 3-6.2: In the event of a crisis which is subject to strict timelines and requires immediate action, the President shall have the authority to approve an amount of money sufficient to cover the crisis, provided he/she has the approval of a majority of the Executive Board.
- Rule 3-6.3: The Executive Board shall designate at least 3 members of the Executive Board who shall be authorized to sign checks drawn upon the accounts of the Association. Two authorized signatures shall be required on all checks.

Rule 3-6.4: When an officer or At-Large Director has 3 unexcused absences from meetings, the officer shall be notified by email of this fact and the Executive Board shall declare the seat vacant.

Rule 4 Representative Council Meetings

Rule 4-1: Attendance

Rule 4-1.1: Representatives and/or their elected alternates shall record their name on the roster corresponding to their attendance area upon entering the meeting area.

Rule 4-1.2: Representation at the Representative Council will be based upon this table as defined in the Association Bylaws:

Number of Reps	1 Rep per 15 members
1	1 – 23
2	24 – 37
3	38 – 53
4	54 – 67
5	68 - 83
≥ 6	Same interval

* the number of members at a school site used to determine the number of Reps a site may have cannot be counted as any other unit (i.e., VAPA, Counselors, Psychologists)

Rule 4-1.3: The meeting shall begin at 3:30 p.m. on Mondays or as called by the President.

Rule 4-1.4: Quorum is defined in the Association Bylaws. A quorum for all meetings of the Representative Council shall consist of a majority of the elected members of that body.

Rule 4-1.5: Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes, and must be approved by a majority of those signed in to the meeting.

Rule 4-1.6: When meetings are held virtually cameras shall be on. If a camera is off during the meeting it will be assumed that the member is not present.

Rule 4-2: Agenda

Rule 4-2.1: The Agenda may be comprised of:

1. Call to Order
2. Adopt the Agenda with Flexibility
3. Meeting Procedures
4. Approval of the Minutes
5. Officer and Executive Director Reports
6. State Council
7. Committee Reports
8. Unfinished Business
9. New Business
10. Comments and Concerns
11. Announcements
12. Adjournment

Rule 4-2.2: The President or their designee shall offer a proposed agenda to the Representative Council. All elected members of the body shall have an opportunity to add items to the proposed agenda. Non-elected members may place items on the proposed agenda only through their elected site representatives. The Representative Council must adopt the agenda as a whole before business continues.

Rule 4-2.3: Individuals or groups of people who are not part of our bargaining unit may be granted an opportunity to speak to the Representative Council by the consent of the council members in attendance.

Rule 4-3: Meeting Procedures

Rule 4-3.1: Each elected member of the Representative Council is entitled to one vote cast by using the voting cards. Duly elected Alternates may vote in place of the regular site representative using the same procedure as long as the majority of the Representative Council seats them and they represent the same constituency as the regular site representative. When meetings are held virtually cameras shall be on at the time of the vote in order for a vote to be counted.

Rule 4-3.2: Any Association member may attend a meeting of the Representative Council, and would be permitted the right to speak if recognized. However, motions and voting privileges are reserved to the elected site representatives or their seated alternates.

Rule 4-3.3: The proposed Agenda for an upcoming scheduled meeting and the Minutes of the previous meeting are available to Representatives and Alternates the week prior before the scheduled meeting. The Minutes will be considered read after the meeting is Called to Order.

Rule 4-3.4: Comments and Concerns shall begin no later than 5:00 p.m. Motion to Suspend the Rules for the purpose of extending the 15-minute time limit of *Comments and Concerns* shall only be made from a duly elected representative on the floor of the Council. A two-thirds vote in the affirmative must be reached in order for the Motion to Suspend the Rules to carry.

Rule 4-3.5: Members elected as a State Council Representative to Multiple Groups shall serve as an *ex-officio*, non-voting member of the Representative Council.

Rule 4-4: State Council Representative to Multiple Groups

Rule 4-4.1: Represent the Association(s) at the Council, having the authority commensurate with that responsibility.

Rule 4-4.2: Inform the Representative Council(s) of proposed actions and report policies, actions and activities of the California Teachers Association to the Representative Council(s) and Membership(s).

Rule 4-4.3: Perform duties and functions in accordance with provisions of the California Teachers Association.

Rule 4-4.4: Will not serve as an *ex-officio*, non-voting member of the Executive Board. However, the member(s) serving as State Council Representatives to Multiple Groups may be invited by the President to attend Executive Board meetings on an as-needed basis.

- Rule 4-5: Any member who serves as a Standing Committee or *Ad Hoc* Committee Chair or who otherwise holds an elective CTA or NEA office and is not themselves an elected member of the Representative Council may attend the Representative Council meeting as an *ex-officio*, non-voting member.
- Rule 4-6: Local Delegates to the NEA Representative Assembly
- Rule 4-6.1: Represent the Association at the National Education Association Representative Assembly.
- Rule 4-6.2: Inform the Representative Council and Membership of proposed actions and report key decisions following the annual NEA Representative Assembly.
- Rule 4-6.3: Perform duties and functions in accordance with the provisions of the National Education Association.
- Rule 4-6.4: State Delegates to the NEA Representative Assembly who are Association members may follow these rules at their own discretion since they perform their role under CTA rules.
- Rule 4-6.5: Any member elected to represent both State and Local shall designate to go State.
- Rule 4-7: Any member may request copies of the Representative Council Agenda and/or Minutes either from their Site Representatives or from the Chapter Office.

Rule 5 General Membership Meetings

- Rule 5-1: Procedures
- Rule 5-1.1: Members shall record their name on the roster corresponding to their attendance area upon entering the meeting area.
- Rule 5-1.2: The meeting shall begin at a time determined by the Executive Board.
- Rule 5-1.3: Quorum is defined in the Association Bylaws. A quorum for meetings of the Association shall be twenty five percent (25%) of the Active membership.
- Rule 5-1.4: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 6 Bylaw-defined Standing Committees

- Rule 6-1: Bargaining Team
- Rule 6-1.1: Composition
- Rule 6-1.1.a: The President shall appoint the Chair and the members of the Bargaining Team consistent with the provisions of the Bylaws.
- Rule 6-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 6-1.1.c: Changes in the composition of the Bargaining Team will follow the provisions of the Bylaws.
- Rule 6-1.1.d: Attending members of the Bargaining Team shall record their name on the roster upon entering the meeting area.
- Rule 6-1.2: Duties
- Rule 6-1.2.a: The Bargaining Team will meet at least one (1) time a month.
- Rule 6-1.2.b: The Bargaining Team may meet either to caucus or to negotiate at the table, or both, subject to the call of the Chair.
- Rule 6-1.2.c: All but 1 member of the Bargaining Team needs to be present in order to conduct a caucus meeting or to negotiate. The Bargaining Team will not conduct business unless this threshold is met.

- Rule 6-1.2.d: The Bargaining Team will report to the President during and after each bargaining session as well as to produce a written report for dissemination to the membership.
- Rule 6-1.2.e: The Bargaining Chair, along with any members of the Team if available, shall provide an in-person report to the Executive Board at every regularly scheduled meeting while negotiations are underway.
- Rule 6-1.2.f: The Executive Board will enter into Executive Session while the Bargaining Report is being presented. Executive Session means that no Minutes are taken and no notes are written by any members present at the meeting. Any actions required by the Executive Board must be transacted in Open Session after the completion of the Bargaining Team report.
- Rule 6-1.2.g: The Bargaining Chair, along with any members of the Team, if available, shall provide an in-person report to the Representative Council at every regularly scheduled meeting while negotiations are underway. The meeting will be in Open Session. No information that is meant to be confidential for the purposes of reaching a tentative agreement shall be stated in Open Session.
- Rule 6-1.3: Operating Procedures when reaching a Tentative Agreement
 - Rule 6-1.3.a.: The Bargaining Chair and Team shall make a formal presentation of the Tentative Agreement to the Executive Board. The Executive Board will consider a referral motion to the Representative Council indicating their support or opposition to the Tentative Agreement.
 - Rule 6-1.3.b: The Representative Council shall consider the referral motion from the Executive Board at either the next regularly scheduled meeting or at a Special Meeting. Once the motion is offered, the Bargaining Chair and Team will formally present the Tentative Agreement. The Representative Council will take action on the referral motion. The results of that vote, along with the Executive Board referral motion, will be presented on the ballot for the ratification vote of the membership.
- Rule 6-1.4: Memorandum of Understanding/Side Letters of Agreement
 - Rule 6-1.4.a: When there is a very narrow scope of bargaining that necessitates the use of either a Memorandum of Understanding (M.O.U.) or Side Letter of Agreement (S.L.A.), the President shall inform the Executive Board and Representative Council of the intent to create this agreement without the Bargaining Team.
 - Rule 6-1.4.b: Ratification of an M.O.U. or S.L.A. shall be accomplished by a majority vote of the Executive Board.

Rule 6-1.4.c: When the scope of bargaining is broad and necessary during the span of the 3-year CBA, the Bargaining Team shall conduct the negotiations and follow the same processes as outlined in Standing Rules 6-1.3.

Rule 6-2: Grievance Committee

Rule 6-2.1: Composition

Rule 6-2.1.a: The President shall appoint the Chair and the members of the Grievance Committee consistent with the provisions of the Bylaws.

Rule 6-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-2.1.c: Changes in the composition of the Grievance Committee will follow the provisions of the Bylaws.

Rule 6-2.2: Duties

Rule 6-2.2.a: To provide educational materials, resources, and support for unit members and Site Representatives regarding teacher rights or grievances.

Rule 6-2.2.b: To provide grievance and teacher rights training for Site Representatives.

Rule 6-2.2.c: To consider carefully the merits of each Level Two Grievance and to make recommendations to the Executive Board concerning whether or not to submit a grievance to arbitration.

Rule 6-2.2.d: To set standards or guidelines for filing a grievance.

Rule 6-2.2.e: To establish a filing system for grievance.

Rule 6-2.2.f: All committee members with voting rights on the committee shall be Active members of the Association.

Rule 6-2.3 Operating Procedures

Rule 6-2.3.a: The Grievance Committee shall meet monthly or as needed.

Rule 6-2.3.b: Minutes shall be taken and maintained on file.

Rule 6-2.3.c: The Chair shall call a meeting upon receipt of a request from a grievant to submit a request for arbitration.

Rule 6-2.3.d: A quorum is a majority of committee members. A quorum will be required to make any decisions or recommendations relevant to grievances.

Rule 6-2.3.e: The Grievance Committee will make recommendations to the Executive Board concerning the submission of a grievance to arbitration. The recommendation will be based on Association policy and advice of staff.

Rule 6-2.3.f: All Association grievances will be processed in a timely manner.

Rule 6-2.3.g: All information will be kept in the strictest of confidence.

Rule 6-2.3.h: Should the Grievance Committee recommend that a given grievance not be submitted to arbitration, the grievant shall have the right to appeal, in writing, the Grievance Committee's recommendation to the Executive Board. The grievant shall also have the right to present their case before the Executive Board.

Rule 6-2.3.i: The decision of the Executive Board shall be final and binding.

Rule 6-2.3.j: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 6-2.4 Criteria for Recommending Arbitration to the Executive Board

Rule 6-2.4.a: Does the Association have credible evidence and arguments to support its position?

Rule 6-2.4.b: Is the grievance meritorious?

Rule 6-2.4.c: Is there a reasonable chance of winning the case?

Rule 6-2.4.d: Is the cost worth the economic and political gains sought?

Rule 6-2.4.e: Is it incidental or precedential?

Rule 6-2.4.f: Does the Association have the resources to see it through?

Rule 6-2.4.g: Are serious organizational considerations involved?

Rule 6-2.4.h: Will the grievance achieve the goal sought?

Rule 6-2.4.i: Will a victory deter the employer from similar adverse actions in the future?

Rule 6-2.4.j: Have all procedural steps been followed properly?

Rule 6-3: Elections Committee

Rule 6-3.1: Composition

Rule 6-3.1.a: The President shall appoint the Chair and the members of the Elections Committee consistent with the provisions of the Bylaws.

Rule 6-3.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-3.1.c: Changes in the composition of the Elections Committee will follow the provisions of the Bylaws

Rule 6-3.2: Duties

Rule 6-3.2.a: The chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.

Rule 6-4: Operating Procedures

Rule 6-4.1: The Elections Chair and committee shall follow the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.

Rule 6-4.2: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 6-4.3: The Elections Committee will notify all members of an election via electronic communication and a physical posting at the school sites.

- Rule 6-4.4: The Elections Committee Chair will designate a date and time that voting will take place. The electronic voting window shall be held from 7:00 AM and close at 7:00 PM the following work day.
- Rule 6-4.5: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 7 Other Standing Committees

Rule 7-1: Political Action Committee

Rule 7-1.1: Composition

- Rule 7-1.1.a: The President shall appoint the Chair and the members of the Political Action Committee consistent with the provisions of the Bylaws. The PAC Treasurer shall be appointed as an *ex-officio*, voting member. The President and Vice-Presidents shall be *ex-officio*, non-voting members.
- Rule 7-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 7-1.1.c: Changes in the composition of the Political Action Committee will follow the provisions of the Bylaws.

Rule 7-1.2: Duties

- Rule 7-1.2.a: The Political Action Committee (PAC) shall inform the membership about the records and opinions of candidates for school board, Legislature and Congress regarding questions affecting schools and educators.
- Rule 7-1.2.b: The Political Action Committee will recommend candidates or officeholders by using a process of interviewing the local candidates.
- Rule 7-1.2.c: The Political Action Committee may recommend a position on local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration.
- Rule 7-1.2.d: The PAC Chair along with any members of the PAC committee, if available, shall provide a report to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 7-1.3: Operating Procedures

- Rule 7-1.3.a: Funding of PAC will be voluntary. Members choosing not to contribute to the PAC will fill out the "Association PAC Opt-Out Form" by September 30, working with the Association Treasurer, to divert their contribution to the General Fund. These PAC monies will remain segregated from the general membership account.
- Rule 7-1.3.b: Candidate Recommendation Procedure:
 - 1) A cover letter and questionnaire will be sent to all known candidates.
 - 2) All candidates returning the written questionnaire will have an opportunity to be interviewed.

- 3) PAC will report interview results to the Rep. Council which will then vote. Each candidate receiving a 60% majority of the Rep Council's vote shall be placed on our Association's recommended list of candidates.
- 4) No funds or support in kind may be spent on non-recommended candidates.
- 5) PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

Rule 7-1.3.c: Issue Recommendation Procedure:

- 1) The PAC may research local educational issues (including ballot measures).
- 2) The PAC will report the research results to the Rep Council, which will then vote. Each position receiving a 60% majority shall be considered the Association's recommended position.
- 3) No funds or support in kind may be spent on non-recommended issues.
- 4) The PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

Rule 7-1.3.d: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 7-1.3.e: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 7-2: Communications Committee

Rule 7-2.1: Composition

Rule 7-2.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.

Rule 7-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-2.1.c: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

Rule 7-2.2: Duties

Rule 7-2.2.a: Members will keep the website up to date, update social media accounts, and publish the Association newsletter if directed by the president.

Rule 7-2.2.b: Members may solicit information, photos, and articles from officers, educators and community members and will determine where and how it will be shared and/or communicated.

Rule 7-2.2.c: This committee may also prepare press releases for Association events and work with a variety of media tools.

Rule 7-2.2.d: Prior to distribution, all communications must be approved by the Association President and/or the concurrence of the Executive Board.

Rule 7-2.2.e: Development of a webpage and other social media platforms shall be organized and implemented based upon the direction of the President and the concurrence of the Executive Board.

Rule 7-2.2.f: The Communications Chair, along with any members of the committee, if available, shall provide an update to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 7-2.3: Operating Procedures

Rule 7-2.3.a: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 7-2.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 7-3: Contract Construction Committee

Rule 7-3.1: Composition

Rule 7-3.1.a: The President shall appoint the Chair and the members of the Contract Construction Committee consistent with the provisions of the Bylaws.

Rule 7-3.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-3.1.c: Changes in the composition of the Contract Construction Committee will follow the provisions of the Bylaws.

Rule 7-3.2: Duties

Rule 7-3.2.a: The Contract Construction Committee (CCC) shall work in collaboration with the Association Bargaining Team and Grievance Committee to formulate an initial membership survey of potential articles in the CBA to open for a 3-year successor agreement.

Rule 7-3.2.b: The CCC will schedule and hold Open Hearings at school sites, other work locations, or electronically in order to solicit oral testimony from members regarding the potential articles in the CTA to open for a 3-year successor agreement. These Open Hearings may also be organized around issues of common interest or Special Units, as defined in the Bylaws.

Rule 7-3.2.c: The CCC will work collaboratively with the Bargaining Team to provide a timeframe in which to begin and to conclude the work.

Rule 7-3.2.d: The CCC shall present both a written and oral report to the Executive Board regarding their findings. The Executive Board will refer their written report to the Bargaining Team.

Rule 7-3.2.e: The CCC will present a summary oral report to the Representative Council meeting. This will complete their work and the CCC will disband.

Rule 7-3.3: Operating Procedures

Rule 7-3.3.a: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 7-3.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 7-4: Organizing Committee

Rule 7-4.1: Composition

Rule 7-4.1.a: The President shall appoint the Chair and the members of the Organizing Committee consistent with the provisions of the Bylaws.

Rule 7-4.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-4.1.c: Changes in the composition of the Organizing Committee will follow the provisions of the Bylaws.

Rule 7-4.2: Duties

Rule 7-4.2.a: The Organizing Committee will meet at least one (1) time a month.

Rule 7-4.2.b: The Organizing Committee will work at the direction of the President and Executive Board to disseminate information and mobilize the membership around matters pertaining to the association.

Rule 7-4.2.c: The Organizing Committee shall provide an update to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 7-4.3: Operating Procedures

Rule 7-4.3.a: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 7-4.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 7-5: Instruction and Professional Development Committee

Rule 7-5.1: Composition

Rule 7-5.1.a: The President shall appoint the Chair and the members of the Instruction and Professional Development (IPD) Committee consistent with the provisions of the Bylaws.

Rule 7-5.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-5.1.c: Changes in the composition of the IPD Committee will follow the provisions of the Bylaws.

Rule 7-5.2: Duties

Rule 7-5.2.a: The IPD Committee will meet at least one (1) time a month.

Rule 7-5.2.b: The IPD Committee will work in partnership with the President and Executive Board, and in conjunction with the At-Large Directors, to provide resources, training, and support educational best practices.

Rule 7-5.2.c: The IPD Committee shall provide an update to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 7-5.3: Operating Procedures

Rule 7-5.3.a: Attending members of the committee shall record their name on the roster upon entering the meeting area.

Rule 7-5.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 8 *Ad Hoc* Committees/Task Forces

Rule 8-1: New Member Task Force

Rule 8-1.1: Composition

Rule 8-1.1.a: The President shall appoint the Chair and the members of the New Member Task Force (NMTF) consistent with the provisions of the Bylaws.

Rule 8-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 8-1.1.c: Changes in the composition of the New Member Task Force will follow the provisions of the Bylaws.

Rule 8-1.2: Duties

Rule 8-1.2.a: The NMTF Committee will meet at least one (1) time a month.

Rule 8-1.2.b: The NMTF shall work in partnership with the Executive board and the President to facilitate and deliver welcome to the association information and resources.

Rule 8-1.2.c: Working in partnership with the Secretary, identify newly hired and newly committed members of the association. Track the committed association members and potential members and develop a plan to recruit potential members.

Rule 8-1.2.d: Working in conjunction with the Organizing Committee and the Instructional and Professional Development Committee, provide ongoing communication and support to new members.

Rule 8-1.2.e: The NMTF shall provide an update to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 8-1.3: Operating Procedures

Rule 8-1.3.a: Attending members of the Task Force shall record their name on the roster upon entering the meeting area.

Rule 8-1.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 8-2: Member Engagement Task Force

Rule 8-2.1: Composition

Rule 8-2.1.a: The President shall appoint the Chair and the members of the Member Engagement Task Force (METF) consistent with the provisions of the Bylaws.

Rule 8-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 8-2.1.c: Changes in the composition of the METF will follow the provisions of the Bylaws.

Rule 8-2.2: Duties

Rule 8-2.2.a: The METF will meet at least one (1) time a month.

Rule 8-2.2.b: The METF will work at the direction of the President and Executive Board, and in conjunction with the Organizing Committee, to plan activities to engage, build and retain membership.

Rule 8-2.2.c: The METF shall provide an update to the Executive Board and Representative Council at every regularly scheduled meeting.

Rule 8-2.3: Operating Procedures

Rule 8-2.3.a: Attending members of the METF shall record their name on the roster upon entering the meeting area.

Rule 8-2.3.b: Agenda and Meeting Procedures shall be developed consistent with the Association Bylaws.

Rule 9 Release Time and Stipends

Rule 9-1: Release Time

Rule 9-1.1: Officers, committee chairs and members may be released from District duties and the Association shall provide substitute time, subject to the discretion of the Executive Board.

Rule 9-2: Stipends

Rule 9-2.1: The Association may pay the member a stipend to compensate for work done outside of normal working hours.

Rule 9-2.2: The yearly stipend shall be reported to the IRS on form 1099 and will be taxable income for each officer receiving it if a member receives an amount equivalent to \$600 or higher.

Rule 9-2.3: Monthly obligations must be completed in order to receive stipend for that month.

Rule 9-2.4: An Annual Stipend for the President of \$8,000 shall be paid to the President for Association work during the summer.

Rule 10 Association Business Standards and Practices

Rule 10-1: Local Office

Rule 10-2: Calculation of Local Dues

Rule 10-2.1: The local dues will be indexed based on the first salary cell of the Certificated Teachers Salary Schedule

Rule 10-3: Travel Reimbursement

Rule 10-3.1: Request for the intent to seek reimbursement for travel expenses incurred while on Association business will be submitted in writing to the President at least five (5) school days prior to the departure date.

Rule 10-3.2: Request for reimbursement for travel expenses must be submitted using the form developed by the Association on or before 30 calendar days after the date the member returned from the business-related travel.

Rule 10-4: Conference Expenses

Rule 10-4.1: Expenses for attendance at conferences shall be made according to CTA guidelines unless otherwise directed by the Standing Rules through action of the Executive Board.

- Rule 10-4.2: Reimbursement for attendance at two conferences per year (excluding the NEA RA, the Presidents Conference, the Summer Institute, and the Region I Political Institute) shall be given to elected officers of the Association.
- Rule 10-4.3: Reimbursement for attendance at one conference per year (excluding the NEA RA, the Presidents Conference, the Summer Institute, and the Region I Political Institute) shall be given to committee chairs.
- Rule 10-4.4: Reimbursement for conference attendance for committee chairs shall be limited to \$800. Elected officers may attend two conferences, but combined costs may not exceed \$1600.
- Rule 10-4.5: Conference attendees will be reimbursed for the cost of half of a double-occupancy room (CTA rates). Elected officers and committee chairs must submit a written report with the expense form and appropriate documents.
- Rule 10-4.6: Association members who are funded to attend any conference or event are expected to attend the meetings at the conference and to be active in the Association in order to share the expertise gained at the conference. In cases where registration and/or other expenses are prepaid by the Association, if the member is unable to attend, he/she is expected to contact the Association and find an appropriate replacement or reimburse the Association for the amounts already spent. Members who do not comply will receive no further funding for attendance at events. Extenuating circumstances may be appealed to the Executive Board.
- Rule 10-4.7: Copies of the written reports shall be distributed to both the Executive Board and the Representative Council.

Rule 10-5: NEA Representative Assembly

- Rule 10-5.1: AREA Local Delegates: AREA Delegates are reimbursed for registration, travel, lodging, and meals (using CTA guidelines for dollar amounts) while attending the NEA RA (Representative Assembly). Attendees must submit a written report with the expense form and appropriate documents. The cost of half of a double-occupancy room (CTA rates) may be reimbursed. Copies of the written reports shall be distributed to both the Executive Board and the Representative Council.
- Rule 10-5.2: State Delegates: Any member elected to represent both State and Local shall designate to go State.
- Rule 10-5.3: Pre-Conference on Minorities and Women: Both local and state delegates from AREA shall be eligible to attend the Pre-Conference on Minorities and Women. Costs to be reimbursed by AREA are one night hotel room between the Pre-Conference and the RA, meals not covered by the Pre-Conference fees, and registration for the conference.
- Rule 10-5.4: Human and Civil Rights Dinner: When possible, tickets for the Human and Civil Rights Dinner will be purchased for AREA State and Local Delegates who wish to attend and so indicate in writing to the AREA President who will designate a delegate to purchase and distribute the tickets. If there are fewer tickets available than requested, a lottery will be held at the first California caucus meeting to determine which delegates will attend. If a delegate is unable to attend the dinner, the cost of the ticket shall be deducted from the delegate's daily meal allowance unless it is used by another AREA delegate.

Rule 10-5.5: Registration: AREA Delegates and State Delegates will receive reimbursement for the California Caucus registration (the amount paid to CTA) upon receipt of a copy of your Registration and Housing form.

Rule 10-5.6: Timelines

Rule 10-5.6.1: AREA Delegates may apply for an advance of the amount advanced by CTA to State Delegates. This request must be received by the first Monday in June.

Rule 10-5.6.2: Other expenses will be reimbursed upon receipt of expense voucher, appropriate receipts and, for local delegates, your report on the RA. The voucher and receipts must be received by August 15 after the RA.

Rule 10-5.6.2.a: You can give the expense form and receipts to the treasurer at the RA.

Rule 10-5.6.2.b: You can mail or submit online the expense form and receipts to the treasurer at home.

Rule 10-5.7: Attendance: The AREA President shall designate one of the delegates to hold an orientation meeting in San José to hand out and explain the Standing Rules for Expenses and Reimbursement. This delegate shall also keep attendance records at California Caucus and NEA Representative Assembly meetings and distribute tickets to the Human and Civil Rights Dinner if available. Any absences and/or consistent late arrivals/early departures will be reviewed by the AREA Executive Board for possible prorated loss of reimbursement.

Rule 10-5.8: Reimbursement: All receipts must be received by August 15, of the same year due to reconciliation of AREA books for the year on August 31.

Rule 10-6: President's Budget

Rule 10-6.1: The President of the Association shall be reimbursed for storage of classroom materials that must be removed from his/her classroom because of the President's full-time release status. Storage unit reimbursement not to exceed \$300/month.

Rule 10-6.2: The following are appropriate for expenditures by the AREA President:

1. Business meals not designated to other categories.
2. Cellular phone not to exceed \$100/month
3. Wifi not to exceed \$75/month
4. Child care - for meetings that extend beyond the normal workday
5. Mileage- above and beyond regular travel to and from work, to be paid \$125 per month for work-related travel within the county. For travel outside of the county, mileage will be reimbursed at the current CTA rate.

Rule 10-7: AREA Credit Card

Rule 10-7.1: It is the policy of AREA to provide a credit card to the AREA President. This card will be a Visa or MasterCard issued by a financial institution recommended by the AREA treasurer.

Rule 10-7.2: Charges will be billed directly to AREA.

Rule 10-7.3: This card will not be used by the President at any time for personal use.

Rule 10-7.4: All charges will be directly related to line items in the AREA budget.

Rule 10-7.5: Cash advances are not allowed.

Rule 11 Rules for Memorandums of Understanding

Rule 11-1: Purpose

Rule 11-1.1: The purpose of a Memorandum of Understanding (MOU) is to temporarily deviate from specifically identified terms of the Collective Bargaining Agreement currently in effect in order to improve working conditions.

Rule 11-1.2: An MOU is not intended to negatively impact the rights of any members of the Association.

Rule 11-2: Duration

Rule 11-2.1: The duration of any MOU shall be for no more than one (1) school year.

Rule 11-3: Process

Rule 11-3.1: A proposal for an MOU created by members of the site shall be submitted to the Executive Board no later than 3:00 p.m. on the last day before the December break of the prior school year for the proposed MOU.

Rule 11-3.2: The proposal shall include the specific changes to the articles of the Collective Bargaining Agreement and the rationale to support the requested changes.

Rule 11-3.3: An MOU proposal form must be completed by the Site Representative with supporting signatures from 50% of the staff who are active members at the site or itinerant members who are at the site at least 50% of the work week and submitted no later than 3:00 p.m. on the last day before the December break to the Executive Board.

Rule 11-3.4: A majority vote of the Executive Board shall determine that the proposed MOU will move forward to a site vote before negotiations with the District.

Rule 11-4: Site Voting

Rule 11-4.1: The Elections Committee Chair of the Executive Board will designate a date and time that voting will take place on the site MOU proposal, and will share that information with the elected Site Rep at the site proposing the MOU. Electronic voting window shall be held from 7:00 AM and close at 7:00 PM the following work day.

Rule 11-4.2: The elected Site Representative at the site proposing the MOU shall notify all Active members from the site the date and time the voting will take place at least five (5) work days prior to the site vote.

Rule 11-4.3: The elected Site Rep at the site proposing the MOU shall provide a copy of the proposed MOU to each Active member at the site at least five (5) work days prior to the site vote.

Rule 11-4.4: The Elections Committee Chair of the Executive Board, or his/her designee on the AREA Executive Board, shall be in charge of the voting on the proposed MOU. The voting will be done by secret ballot.

Rule 11-4.5: The vote shall include Active members who will be returning to the site. It will NOT include those members on a temporary contract or those itinerant members who are at the site less than 50% of the work week.

Rule 11-4.6: If an Active member eligible to vote does not receive a ballot on the day voting takes place, they may submit their vote to the Elections Chair prior to the close of voting.

Rule 11-4.7: MOUs need to have an 80% yes vote, of those who voted, in order for an MOU to pass.