

MOUNTAIN VIEW- LOS ALTOS UNION HIGH SCHOOL DISTRICT TEACHERS' ASSOCIATION/CTA/NEA BYLAWS

I. NAME AND LOCATION

The name of this Association shall be the Mountain View-Los Altos Union High School District Teachers' Association/CTA/NEA located in Northern Santa Clara 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; to advocate and take action on all matters pertaining to public education;
- D. To promote cooperation and communication between education support professionals and certificated educators;
- E. To provide a means of representation for its 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 THE CTA/NEA

- A. The Mountain View-Los Altos District Teachers' Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Mountain View-Los Altos District Teachers' Association shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. The primary category of membership shall be Active members.

Active membership shall be open to any person who is engaged in or who is on limited leave of absence from non-administrative, non-supervisory, public education employment and is an employee of Mountain View-Los Altos Union High School District (MVLAUHSD).
- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CTA/NEA dues appropriate to the class of membership.

- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. Active members shall adhere to *The Code of Ethics of the Education Profession*.
- F. Members shall enjoy the same rights and privileges, regardless of age, gender identity, race, ethnicity, national origin and sexual orientation.
- G. Any and all disciplinary matters shall include due process. Due process includes the right to select representation, to present evidence on their behalf, to confront and cross-examine their accuser and any other witnesses against them, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. All members have the right to appeal the decision of the hearing panel to the governing body.
- H. The membership year shall be that period of time from August 1 of any given calendar year through July 31 of the following calendar year, inclusive.

V. DUES AND ASSESSMENTS

- A. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues shall be established by action of the Representative Council no later than at the last regular meeting of the school year.
- C. Membership in a given class or category 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 not either paid the established annual membership dues for the current membership year, or 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. Voting members of the Executive Board;
 - 2. Site Representatives elected on the basis of one-person one-vote;
 - 3. Active members of a chapter shall have the right to attend and observe official meetings of the Representative Council. Business shall be conducted by duly-elected Representatives or Seated Alternates.
 - 4. State Council Representatives – Multiple Chapter Representative(s) – *ex-officio*, non-voting member unless otherwise elected to the Representative Council.
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the second meeting of the school year;

3. Approve the establishment or discontinuance of *ad hoc* committees and/or task forces including the membership of those bodies as recommended by the Executive Board; and
 4. Establish the dues of the Association.
 5. Appoint the chairperson and members of the Bargaining Team by the beginning of each school year;
- D. 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.
 - E. 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.
 - F. 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.
 - G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
 - H. 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.
 - I. Representative Council meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.
 - J. A quorum for all meetings of the Representative Council shall consist of a fifty-one percent (51%) of the body with at least two-thirds (2/3) of the schools represented.

VII. SITE REPRESENTATIVES

- A. Site representatives shall be elected by and from the Active membership for each faculty group. Such elections shall be by open nominations and by secret ballot.
- B. Members of the Representative Council shall serve a term of three (3) years.
- C. Each site shall be entitled to at least one representative and shall have one representative for each twenty (20) Active members on the faculty, or major fraction thereof.
- D. Active members who are not represented through an individual school site group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school site groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- F. Site Representatives shall:
 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the 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 site in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Site Representative may not conduct an election in which they are a candidate;

- H. Shall approve minutes from the previous Representative Council meeting.
- I. Approve by majority vote appointments to bargaining team and by two-thirds (2/3) vote removal of bargaining team members;

VIII. OFFICERS

- A. The officers of the Association shall be a President, a 1st Vice- President, a 2nd Vice- President, a Secretary, and a Treasurer.
- B. 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.
- C. These Officers shall be elected by and from the Active membership of the Association. Such elections shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of three (3) years, commencing on August 1st of any calendar year.
- E. 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, including the President, should the 1st Vice- President decline the position, a special election shall be held to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader. 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. Adhere to the governance documents of the Association, CTA, and NEA;
 - 5. Appoint all chairpersons and members of committees by the beginning of each school year;
 - 6. Call meetings of the Association, Representative Council, and the Executive Board;
 - 7. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
 - 8. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - 9. Attend meetings of the Service Center Council of which the Association is a part;
 - 10. Attend other CTA/NEA meetings as directed by the Representative Council; and
 - 11. Order the payment of funds as necessary. *(As outlined in the CTA Treasurer's Handbook)*
- G. The 1st 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. Serve as coordinator of committee activities at the direction of the President.
- H. The 2nd Vice-President shall:
 - 1. Serve as assistant to the President in all duties of the President; and

2. Be responsible for the formation and distribution of the Association's calendar of activities.
- I. 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.
 - J. 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. Prepare 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. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers and the Chief Negotiator/Contract Manager.
- 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 President, 2nd Vice-President, and Secretary shall be elected during odd years. The 1st Vice-President, and Treasurer shall be elected during even years.
- H. The Executive Board shall meet before each regular meeting of the Representative Council 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.
- I. The duties of the Executive Board shall be to:
 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 set by the Representative Council;
 4. Adopt grievance procedures and direct the grievance activities of the Association.
 5. Recommend a budget for the Association to the Representative Council;
 6. Approve, by majority vote, the President's appointments and removal of committee members, including chairpersons;

7. Adopt, amend and publicize the local Standing Rules for the Association; and
 8. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws.
- J. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.

X. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Board, or by a 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. General Membership meetings that are connected electronically may be held if members may interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the Secretary.
- E. A quorum for meetings of the Association shall be twenty percent (20%) of the active membership.

XI. BARGAINING TEAM

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The Representative Council shall appoint all members and alternates with the concurrence of the Executive Board.
- C. The Representative Council, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Representative Council.
- E. All bargaining unit members shall be surveyed to determine contents of the proposed contract demands. The contract proposal shall be approved by the Representative Council.
- F. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- G. The Executive Board, after consulting the bargaining team, shall appoint the Chief Negotiator/Contract Manager.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- I. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

XII. 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.

XIII. NOMINATIONS AND ELECTIONS

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*. The chapter president must provide all Active members an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held

- A. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible at the beginning of each school year.
- B. The duties of the Elections Committee shall be to:
 - 1. Ensure that all chapter/CTA/NEA election codes and timelines are followed;
 - 2. Establish, develop and carry out election timelines and procedures;
 - 3. Prepare ballots for election of officers and such other elections as may be necessary;
 - 4. Count the ballots and certify the results; and
 - 5. Handle initial challenges.
- C. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;
 - A. The CTA Alphabet must be used to determine the order of the candidate's names.
 - a. 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.
 - b. The 2024-25 CTA Alphabet is: C K N G U E H A M Y R J O V Q D Z B P F T L W X I S
 - B. The ballot shall include the following:
 - a. Name of the office/position;
 - b. Term of Office;
 - c. Number of votes allowed for each office/position (e.g., vote for no more than XX);

- d. Name(s) of each declared candidate who filed a Declaration of Candidacy within the timeline;
 - e. A write-in provision for each office/position, except in a run-off election. For most elections, the number of write-in spaces should be equal to the number of votes allowed for the office/position. In the event there are write-in candidates:
 - i. The top two write-in candidates will be invited to participate in a run-off election.
 - ii. If more than two write-in candidates tie for the most votes, each candidate will be invited to participate in a run-off election.
- C. In the event there are no declared candidates, the chapter will remove the office / position from the ballot and run the election at another time.
- a. **Remove the office/position from the ballot and run the election at another time.**
3. All Active member vote;
 4. Record of voters receiving or casting ballots; and
 5. Majority vote, unless otherwise specified.
- D. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or service center council has been notified to do so by the CTA Elections and Credentials Committee.
- E. NEA State Delegate elections shall be conducted in accordance with CTA rules.
- F. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA rules.
- G. Elections timeline:
1. The Elections Chair should request self-nominations for the following school year in the last week of April.
 - a. Members will have one week to declare candidacy
 2. During the first week of May, the Elections Chair should declare the candidates to membership.
 3. During the second week of May, the Elections Chair should release the ballot to membership for voting.
 - a. Members will have 7 calendar days to vote.
 - b. After 7 calendar days, the results will be released to the membership.
 - c. If needed, a run-off election should take place during the third week of May.
 4. The deadline for filing an election challenge is one week after the announcement of the final election results.
 - a. Election challenges should be sent in writing directly to at least 2 members of the Executive Board.

XIV. COMMITTEES

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

- C. The Executive Board shall direct the activities of all committees, subject to the policies established by the Representative Council.

XV. PARLIAMENTARY AUTHORITY

On all matters of procedure not otherwise covered by the provisions of these Bylaws, *Robert's Rules of Order*, latest revised edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVI. AMENDMENTS

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 and provided to members of the Association on or before the meeting preceding the one at which it is to be voted upon.