

## **RHCFA/CCA/CTA/NEA Standing Rules**

### **1-Series:**

#### **Rule 1-1: Statement of Mission, Goals and Objectives**

The RHCFA Executive Board shall adopt a “Statement of Mission, Goals and Objectives” at the first Executive Board meeting of the academic year. That statement shall establish the Association’s priorities over a one-year period and shall guide the appropriate governance bodies in their development of goals and expenditure of funds within their budget.

#### **Rule 1-2: Policy Making Body**

The policy-making body of this Association shall be the general membership.

1. The Association shall meet a minimum of six times a year; the time and place of such meetings shall be decided by the Executive Committee.
2. Special meetings of the Association may be called by the President of the Association or by petition containing the signatures of twenty percent (20%) of the membership.
3. Special meetings of the Association shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
4. Notices and agendas for all meetings shall be distributed (either electronically or in print) at least two days prior to the date of the meeting.
5. For emergency meetings during crisis situations, the Executive Committee shall adopt procedures to notify members of meeting dates, places, and times.
6. The budget of the Association shall be adopted by the membership on or before the first regular meeting of the academic year.

#### **Rule 1-3: Officers**

- A. 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.
2. Preside as chairperson at all meetings of the Executive Committee.
3. Prepare the agenda for meetings.
4. Appoint all chairpersons and members of committees and of the bargaining team, with the approval of the Executive Committee.
5. Co-sign checks, with the Treasurer or Vice-President (President-Elect), drawn upon the treasury.
6. Serve as the official spokesperson for the Association.
7. Serve as a member of all committees.
8. Coordinate grievance programs with the Executive Committee and governance body.
9. Attend meetings of the Service Center Council of which the Association is a part and CCA Council meetings (as directed by the membership) or send an alternate.
10. Be familiar with the governance documents of the RHCFA, CCA, CTA and NEA.
11. Attend other CCA/CTA/NEA meetings as directed by the membership.
12. Serve as liaison between the Association and the Faculty Senate.

13. Suggest policies, plans, and activities for the RHCFA and be held responsible for the progress and work of the Association.
14. The Association shall provide funds for reassigned time for the President.
15. The president will attend the CTA President's Conference and or will be trained through CCA's Building Strong Locals Academy.
16. The president will recruit members to attend CCA Conferences and will submit the appropriate paperwork for each conference. The president shall attend each CCA Conference while in office.

B. The **Vice-President** shall:

1. Assist the President in all duties of the President.
2. Serve as ex-officio (non-voting) member of all committees of the Association.
3. Serve as coordinator of the activities, calendar, and functions of all committees of the Association.
4. Assume other duties upon the request of the President.
5. Co-sign checks, with the Treasurer or President, drawn upon the treasury.
6. The Vice-President will attend CCA Conferences.

The President and Vice-President shall be elected through open nominations and by secret ballot in April of each year and shall be elected for a term of two years. **The President will have a two-term limit.** The President and Vice-President shall assume the duties of office at the end of the spring semester in the year in which elected.

C. The **Secretary** shall:

1. Keep a careful and accurate record of the proceedings of each meeting regular or special of the association.
2. Be responsible for the distribution of minutes, notices of meetings, and agendas for all meetings to the members.
3. Maintain a current roster of the membership of all committees of the Association along with the membership chair.
4. Be responsible for correspondence pertaining to the affairs of the Association, as directed by the President.
5. Record minutes of the general meetings and send copies to membership one week before the next meeting.
6. Maintain copies of all Association materials for the Archives.
7. Attend at least one CCA Conference per year.

D. The **Treasurer** shall:

1. Receive all funds belonging to the Association and shall be responsible for their safekeeping and accounting.
2. Pay out funds as directed by the Executive Committee.
3. Prepare a quarterly budget report on the Association's financial status for distribution to the membership at the regular meetings and submit it to the Executive Committee for approval.
4. Co-sign checks, with the President or Vice President (President-Elect), drawn upon the treasury the Association.
5. Submit information and financial reports to the Chapter, CTA, NEA and other agencies as required by law.

6. Attend at least one CCA Conference per year.

The **Secretary** and **Treasurer** shall be elected through open nominations and by secret ballot in April of each year and shall be elected for a term of two years. The Secretary and Treasurer shall assume the duties of office at the end of the spring semester in the year in which elected.

- E. The **two At-Large members** of the Executive Committee will perform duties designated by the President and the Executive Committee. Such duties may include, but are not limited to, the following:
  1. Provide training opportunities for faculty on teaching methods, employment, retirement, and other matters
  2. Assist representation of faculty in grievance procedures and other matters relating to employment.
  3. Assist the President with communicating to the Board of Trustees about matters important to the Association.
  4. Assist the Political Action Committee.
  5. Be responsible for obtaining information on the budget of the college.
  6. Be responsible for obtaining financial information relevant to negotiations.
  7. Attend at least one CCA Conference per year.
- F. The **Past-President** of the Association shall assist the President in those areas designated by President and the Executive Committee. The Past-President shall:
  1. Provide his/her expertise, suggestions and advice to the President and the Executive Committee on matters pertaining to Association business.
  2. Provide his/her expertise, suggestions, and advice to the President and the Executive Committee in matters pertaining to the relationship between the Association and the District.
  3. Assume other duties upon the request of the President.
- G. The **Part-Time Representatives** will perform duties designated by the President and the Executive Committee. Such duties may include, but are not limited to, the following:
  1. Serve as a liaison to part-time faculty in all areas, including negotiations, health benefits, representation, career development, and communication with part-time membership.
  2. Provide advice and guidance to the Negotiations team on bargaining issues relevant to part-time faculty.
  3. Assist the President in the education of part-time members on union-related issues.
  4. Assume other duties upon the request of the President.
  5. Attend at least one CCA Conference per year.

**Part-Time** and **At-Large representatives** shall be elected through open nominations and by secret ballot in April of each year. The Part-Time and At-Large Representatives shall be elected for a term of one year. The Part-Time and At-Large Representatives shall assume the duties of office at the end of the spring semester in the year in which elected.

The Part-Time Representatives positions are restricted to only those unit members working in a part-time capacity. Those part-time unit members hired as a full-time unit member after serving one semester as the Part-Time Representative are permitted to complete their year-long term. However, they are then ineligible to run for another term as Part-Time Representative, as their employment status has changed to fulltime.

- H. **Association members selected to statewide CCA or CTA offices** (if any) including the CCA Board Member, CTA Board Member, or CTA State Council Representative shall be ex-officio (non-voting) members of the Executive Committee. Such members shall:
1. Be informed on the goals, programs, activities, and problems of the Association so that they can serve effectively as representatives to CCA or CTA.
  2. Be informed on the programs and activities of the CCA or CTA so that they can capably represent CTA to the Association.
  3. Attend all meetings of council and committees of which they are members so that the Association is never without representation.
  4. Bring to the Association in writing reports of actions considered and taken by the CCA Board or Council and CTA Council and/or committees.
  5. Report in writing to the Executive Committee on points in the CCA or CTA program pertinent to its interest and/or responsibilities.
- I. The **President of the Academic Senate** shall serve as ex-officio (non-voting) member of the Executive Committee and
1. Shall act as liaison between the Association and the Senate.
  2. Shall communicate the activities of the Senate to the Executive Committee so that the Association and Senate may work together to serve the needs of the faculty in their respective roles as defined in the Education Employees Relations Act and Title V.

#### **Rule 1-4: Succession Rules**

- A. In order to hold office, the President, Vice President, Treasurer, Secretary, Part-Time and At-Large Representatives must be active, dues paying unit members.
- B. Should a vacancy occur in the office of Part-Time or At-Large Representatives, the Executive Committee shall appoint an interim, at its next regular meeting, until a special election is held according to established election procedures.
- C. Should a vacancy occur in the office of the President, the Vice-President will fill the vacancy until an election is held.
- D. Should a vacancy in the position of Vice-President occur, the executive committee shall appoint another executive member to serve as Vice-President until an election is held.
- E. Should a vacancy in the Treasurer position occur, the executive committee shall appoint another executive member to serve as Treasurer until an election is held.
- F. Should a vacancy in the Secretary position occur, the executive committee shall appoint another executive member to serve as Secretary until an election is held.
- G. Should a vacancy occur in the At Large or Part-Time representatives occur, the executive committee may appoint a volunteer from the general membership to serve in the position until an election is held.

### **Rule 1-5: Executive Committee and Other Representatives**

- A. The **Executive Committee** shall be composed of the elected officers of the Association President, Vice-President, Treasurer, Secretary, the immediate Past President, Two Part-Time Representatives, and the two at-large members.
1. The President of the Academic Senate, Chairpersons of the Negotiations, Political Action and Membership committee, CTA State Council Representative from Rio Hondo, if any, and Association members selected to statewide CCA or CTA offices shall be ex-officio (non-voting) members of the Executive Committee.
  2. The agenda for each meeting of the Executive Committee shall be distributed by the President.
  3. Minutes of each meeting shall be recorded and distributed only to the Executive Committee members and the CCA Primary Contact Staff.
  4. A quorum for meetings of the Executive Committee shall be a majority of the voting members of the Executive Committee.
- B. The **Executive Committee** shall have authority and responsibility for:
1. Coordinating the activities of the Association.
  2. Recommending a budget for the Association to the membership.
  3. Directing the negotiations activities and process of the Association, subject to policies established by the membership.
  4. Adopting and monitoring grievance procedures
  5. Approving appointments by the President to committees, including chairpersons.
  6. Acting upon matters of business which arise between the regular meetings of the Association on behalf of the Association.
  7. Approving the expenditure of the Association's treasury.
  8. Approving the collection of funds for any purpose in the name of the Association.
  9. Appointing as interim, at its next regular meeting, a member of the Association whenever a vacancy in an office other than the office of President, until a special election is held according to established election procedures.
  10. Preparing all governance documents and any changes therein.
  11. Recommending to the membership any proposed changes in an existing contract in which the intent is changed or new procedures are proposed.
- C. The **Executive Committee** shall establish the committees of the Association and coordinate their functions and activities.
1. The Executive Committee shall work closely with the Political Action Committee to achieve the goals of the Association. The Political Action Committee shall report its activities to the Executive Committee in such form and in such frequency as the Executive Committee may require.
  2. The Executive Committee shall have the responsibility and authority for Grievance processing.
  3. The Executive Committee shall have the responsibility and authority for the activities and functions of the Membership Committee.

4. The Executive Committee shall have the responsibility and authority for directing the Negotiations Committee on behalf of the Association, subject to policies established by the membership.
5. The Executive Committee shall have responsibility and authority for the functions and activities of the Elections Committee.
6. The Executive Committee shall have the responsibility and authority for the functions and activities of the RH-1 Committee.
7. The Executive Committee shall have authority and responsibility for establishing the Advisory Council.
8. The Executive Committee shall have authority and responsibility for establishing ad hoc committees as the need arises, and to set a time line for the duration of such committees.

#### **Rule 1-6: Parliamentary Authority**

Robert's Rules of Order, newly-revised, latest edition, shall be followed at all meetings of the Association and those of the Executive Board.

#### **Rule 1-7: Organizational and Media Relations**

The purpose of RHCFA's organizational outreach program and media relations is to enhance Rio Hondo College faculty interests. To that end the following rules govern contacts with organizations and others outside of RHCFA:

1. The president is RHCFA's official spokesperson on all issues.
2. The RHCFA President may designate other elected leaders to articulate the organization's policies or positions either on a specific occasion or, within defined limits during his/her term of office on a continuing basis. The President will determine the occasions and will define any limits.
3. No RHCFA elected leader shall initiate contact with any other organization or with the media to encourage a position or activity without the specific authorization of the RHCFA President or his/her designee. A request for such authorization will include a detailed account of the position/activity and if an activity, the cost estimates of RHCFA's participation.
4. Any invitation to attend/participate in an event sponsored by another organization shall be shared with the RHCFA President who will decide if the event should be attended and who should represent RHCFA, with the approval of the Executive Board.

#### **Rule 1-8: Budget Preparation Processes**

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

- A. Dues Computation: The RHCFA Executive Board shall determine whether RHCFA has a balanced budget. The Executive Board shall recommend to the RHCFA membership one of the following directions:
  1. Keep the dues and overall governance expenditures at the current level.
  2. Keep the dues at the current level but reduce governance expenditures by the amount needed to maintain a balanced governance budget.
  3. Reduce the dues and overall governance expenditures.

4. Increase the dues by a specific amount for full-time faculty and by a specific amount for part-time faculty.
- B. The RHCFA membership must approve the budget by a majority vote of those members present at the last meeting of the academic year.

**Rule 1-9: Determination of Delegates attending CCA Council**

- A. All delegates to the CCA Fall, winter, and Spring Councils are Active members who volunteer to attend. Executive Board members will have priority to attend CCA Council. If the number of members applying to attend the Council exceeds the number of delegate positions available, a lottery will be used to determine participation for those who are not Executive Board members.
- B. The results of the lottery with the names of participants to attend the CCA Council will be shared at the general membership meeting.
- C. Delegates will submit expenses to the RHCFA treasurer for reimbursement of half of the hotel cost should the member room alone, if not covered by CCA. The other half of the room cost, transportation and parking costs, tips, and dinner shall be paid by CCA/CTA. Any other incidentals to be reimbursed must be presented to the RHCFA Executive Board for approval.
- D. The executive board shall approve any non-delegate attendees to attend conferences.

**Rule 1-10: Reimbursement of Expenses for Conferences, Travel, Committees etc.**

**A. Delegates:**

1. Original itemized receipts, hotel folios, and all itemized transportation costs must be documented on the CCA MES and provided to the treasurer of CCA for council/conference attendance reimbursement. CCA will reimburse delegates to CCA conferences for the cost of a single occupancy hotel room. The RHCFA Executive Board must approve any expenditure not covered by CCA/CTA that are beyond the normal scope of conference attendance.
2. The Executive Board in advance of attendance must approve any other conference attendance and reimbursement.
3. Travel by car/bus/plane to other approved conferences or events by the RHCFA Executive Board must be approved in advance and itemized receipts provided to our treasurer for reimbursement. Travel by car will be reimbursed according to the IRS mileage rate for the shortest route for RHCFA business. Any additional mileage for personal use will be excluded. Receipts for gas will not be reimbursed. Google Maps or similar electronic map showing mileage must accompany any receipts submitted.
4. Taxi or shuttle fare shall be reimbursed only when no cheaper alternative form of transportation is available. Lyft or Uber, if cheaper than a taxi or shuttle, will be

reimbursed at the lowest non-pool rate. The RHCFA Executive Board has the right to refuse any transport costs that are out of the ordinary for events offsite during conferences or for other RHCFA approved events.

5. Parking will be reimbursed for approved RHCFA events or CCA conferences when the MES does not cover these expenses and is approved by the RHCFA Executive Board. Receipts must be provided to the RHCFA Treasurer.
6. Meals for committees or RHCFA Executive Board business will be reimbursed with an itemized receipt if approved by the Executive Board in advance. Reimbursement should not exceed the allowable limit according to the RHCFA budget, when possible.
7. Office expenses or supplies for RHCFA Executive Board members will be reimbursed if approved by the Executive Board in advance of the purchase and must pertain to RHCFA business only. Itemized receipts must be provided to the RHCFA Treasurer.

## **B. Non-Delegates:**

1. The Executive Board in advance of attendance must approve any non-delegate attendance to conferences.
2. Original itemized receipts, hotel folios, and all itemized transportation costs must be documented on the RHCFA non-delegate conference reimbursement form and provided to the treasurer for conference attendance reimbursement.
  - Receipt requirements: All non-delegate conference reimbursement forms must be accompanied by itemized receipts; credit card receipts are not accepted;
  - Food receipts must be itemized; inclusion on hotel receipts does not suffice;
  - Food receipts that include multiple members need to identify the members by name and the individual members need to note whose reimbursement the receipt is attached to.
3. Transportation to conferences
  - Travel by car/bus/plane to approved conferences or events by the RHCFA Executive Board must be approved in advance and itemized receipts provided to our treasurer for reimbursement.
  - RHCFA shall only reimburse for coach/economy fares when traveling by plane for conferences.
  - Travel by car will be reimbursed according to the IRS mileage rate for the shortest route for RHCFA business. Any additional mileage for personal use will be excluded. Receipts for gas will not be reimbursed. Google Maps or similar electronic map showing mileage must accompany any receipts submitted.
  - Taxi or shuttle fare shall be reimbursed only when no cheaper alternative form of transportation is available. Lyft or Uber, if cheaper than a taxi or shuttle, will be reimbursed at the lowest non-pool rate. The RHCFA Executive Board has the right to refuse any transport costs that are out of the ordinary for events offsite during conferences or for other RHCFA approved events.



4. Lodging in Hotel/Motel:

- RHCFA shall reimburse non-delegates to CCA conferences for the cost of a single occupancy hotel room;
- All participants at CCA conferences must stay in the site facility. The only time it is permissible to stay elsewhere is if the site hotel is completely booked. If this must be done, RHCFA shall reimburse no more than the conference rate;
- RHCFA shall not reimburse for lodging if travel by car necessitated the stay except with the approval of the Treasurer;
- Personal charges, such as laundry, telephone calls, snacks and entertainment, are not reimbursable.

5. Parking will be reimbursed for CCA conferences when CCA does not cover these expenses and is approved by the RHCFA Executive Board. Receipts must be provided to the RHCFA Treasurer.

6. Meals:

- Most Meals are provided by CCA at conferences.
- Meals incurred because of regular travel – travel incurred so that the member may arrive on time and stay until the end of the conference or meeting – shall be reimbursed as follows:
  - \$20 breakfast per diem, \$30 lunch per diem, \$50 dinner per diem;
  - Meal expenses will not be reimbursable if the conference provides said meals;
  - Lunch is reimbursable on the last day of the conference if the conference does not provide lunch. Dinner is not reimbursable after the end of the conference;
  - RHCFA will not reimburse meal costs for additional guests;
  - Itemized receipts are required for all meals reimbursements;
  - Food receipts that include multiple meals need to identify the cost associated with member for reimbursement.

7. Gratuities

- Standalone gratuities shall be reimbursed up to \$10 per day;
- Standalone gratuities do not include tips on meals, taxis, rideshare, etc. which are reimbursable as part of the respective service.

8. Filing Deadline

- All non-delegate conference reimbursement forms must be filed within thirty (30) calendar days of the conference;
- Non-delegate conference reimbursement forms may not be processed after that 30-day period unless accompanied by a letter stating the extenuating circumstances for the late report;

- Non-delegate conference reimbursement forms filed more than sixty (60) calendar days after the end of the conference in which they are incurred shall require approval by the Executive Board. This approval is not automatic; therefore, those submitting late reimbursement forms must recognize that they may not be reimbursed should they submit forms after the 60-day deadline.

#### **Rule 1-11: Logo**

- A. **Form.** The form of the Association names shall be as follows: “Rio Hondo College Faculty Association/CCA/CTA/NEA” or “RHCFA/CCA/CTA/NEA.”
- B. **Use.** The use of RHCFA and/or Rio Hondo College Faculty Association name and logos shall be limited to individuals or groups authorized by the President or Executive Board.

#### **Rule 1-12: Leadership Involvement in Political Campaigns**

- A. RHCFA leadership shall follow the recommendations taken by the CTA State Council and/or the RHCFA Political Action Committee. Should a member take a position before CTA State Council or RHCFA Political Action Committee action for or against a candidate/initiative not recommended by CTA State Council or RHCFA Political Action Committee, he/she shall not use his/her union title and should make it clear that he/she is acting as an individual.
- B. This policy shall in no way infringe upon the rights of individual RHCFA members to express support for/against individual candidates/initiatives.

### **2-Series: Committees**

#### **Rule 2-1: Establishment**

- A. The RHCFA Executive Board shall establish all committees.
- B. Committees are: Representative Council, Political Action Committee, Grievance Committee, Membership Committee, Negotiations Committee, and Elections Committee.

- C. The Executive Board may establish ad-hoc committees.

### **Rule 2-2: Formation**

The RHCFA President shall appoint and the Executive Board approves all members and chairs of committees.

### **Rule 2-3: Meeting Dates**

- A. Committee chairs shall submit meeting dates and locations to the RHCFA President for his/her approval.
- B. If approved, the chair shall inform all members of the committee of the meeting date and location.

### **Rule 2-4: Standing Rules for the Representative Council**

- A. The Representative Council shall be comprised of Division Points of Contact.
- B. There shall be a Division Point of Contact designated in each division or combination of divisions as determined by the RHCFA Executive Board based on the number of faculty, both full and part-time in the area. One Division Point of Contact per 30 faculty shall be elected in their area and must attend the general membership meetings and will report faculty association business to members in their division meetings.
- C. The Representative Council shall make recommendations to the RHCFA Executive Board regarding the budget, negotiation items, the need for ad hoc committees, needed communication to members, and will report problems or concerns with the faculty association or the contract from members in their area.

### **Rule 2-5: Standing Rules for the Political Action Committee**

- A. The President of the Association shall appoint five fund contributors as members of the PAC with the approval of the Executive Board and ratification of the contributors.
  - 1. At least three of the PAC fund members shall be residents of the Rio Hondo Community College District.
  - 2. Two members shall be appointed on even numbered years and three on odd numbered years for two-year terms.
  - 3. Because of the election calendar, the term of office for members shall be from January 1 to December 31.
  - 4. The Treasurer of the Association shall be an ex officio (non-voting) member of the PAC.
  - 5. The RHCFA President with the approval of the Executive Board shall appoint the Chairperson. The chair shall appoint an Assistant Chairperson and a Secretary and

their names shall be reported to the Executive Board. Terms of these offices shall be one year.

- B. The PAC shall search for, recruit, interview and make recommendations to the Executive Board for candidates for local, State, and Federal office.
  - 1. PAC members shall work with appropriate regional CTA endorsement committees as representatives of the Association. The PAC shall recommend candidates and ballot proposition endorsements to the membership. Endorsements shall be subject to the majority vote of the fund membership who responds to a request for vote. Endorsements shall be in the name of the Rio Hondo College Faculty Association Political Action Committee (RHCFA-PAC).
  - 2. The PAC shall make recommendations to the Executive Board regarding expenditures of funds for or against candidates and/or ballot propositions. The RHCFA general membership shall approve donations to candidates and/or ballot propositions.
  - 3. PAC members shall act as liaison between the Association and key community political groups, as appropriate.
  - 4. Upon a Board candidate's being endorsed by the Association, the PAC shall have the duty of monitoring the campaign of the candidate and being involved in additional fund raising, campaign worker recruitment, and other campaign-related activities.
  - 5. Minutes of all PAC meetings shall be recorded and copies submitted to the RHCFA Executive Board. The proportion of Association dues to be set aside for political action shall be set at the regular membership meeting in May.
  - 6. Any Association member who objects to paying PAC dues shall inform the Treasurer in writing. At the end of the year, such PAC dues shall be placed in the general fund and not used for political purposes.
  - 7. A member is defined as one who:
    - (a) has contributed PAC dues during the most recent pay period, and
    - (b) has not notified the Treasurer of his/her decision to withdraw future contributions.

#### **Rule 2-6: Standing Rules for the Grievance Committee**

- A. The Grievance Committee shall assist members of the bargaining unit in processing grievances by:
  - 1. Counseling and advising members with problems.
  - 2. Securing and maintaining grievance forms and records.
  - 3. Observing time lines in processing grievances.
- B. The Grievance Committee shall study the Association's grievance processing program and policies and make recommendations to the Executive Board for maintaining and improving the effectiveness of such programs and policies.
- C. It shall make recommendations to the Executive Board regarding the budget for grievance processing and shall keep the Executive Board informed regarding the operation of the grievance program.

### **Rule 2-7: Standing Rules for the Membership Committee**

- A. The Membership Committee shall work on membership maintenance and recruitment.
- B. The Membership Committee shall be made up of the Chair and at least three other members, preferably from three different divisions. The Chair is encouraged to include more recently hired faculty in the committee.
- C. All members of the Membership Committee shall attend CCA or CTA Membership Training in the first year of their terms.
- D. The Chair of the Membership Committee shall:
  - 1. Keep an accurate list of members and agency fee payers in the CTA membership tracking systems (e.g., MyFalcon and CTA360);
  - 2. Crosscheck the RHCFA membership list with official CTA membership data in November of each year;
  - 3. Report discrepancies to the CTA Membership Department;
  - 4. Send membership applications to CTA within two weeks of their receipt;
  - 5. Maintain an accurate membership list with personal emails;
  - 6. Post a list of current members before each election to the RHCFA electronic voting software (e.g., Vote Me).
- E. The Membership Committee shall meet during the first month of the academic year to design a plan for membership development and maintenance to be presented to the Executive Board.
- F. The Membership Committee shall request funding from the Executive Board for any membership development plans and/or events. The Executive Board may approve any plans or events below \$500, with amounts over \$500 requiring Representative Council approval.

### **Rule 2-8: Standing Rules for the Negotiations Committee**

- A. The Negotiations Committee shall engage in bargaining on behalf of the RHCFA membership.
- B. The RHCFA President with approval of the RHCFA Executive Board shall appoint the Chair, at least three (3) committee members, and the RHCFA Vice President. Committee members should represent different divisions on campus.

### **Rule 2-9: Standing Rules for the Elections Committee**

- A. There shall be an Elections Committee appointed by the President with the approval of the Executive Board.

- B. The Elections Committee shall be composed of at least three (3) members and be responsible to observe the elections of the Executive Board and Representative Council.
- C. Members shall abstain from participation in Elections Committee activities during the period in which they or their immediate family member is a candidate.

#### **Rule 2-10: Election Requirements**

- A. The chapter shall ensure that an **Open Nomination Procedure** is in place (i.e. any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as Active membership in the chapter may be required.
  - 1. Candidates for President and Vice President must have served on the Executive Board in a prior position and have undergone CCA or CTA leadership training, such as the Presidents' Conference or Building Strong Locals.
  - 2. Every member shall be assured of voting by secret ballot.
  - 3. There shall be at least a seven (7) day period between notice of election and the actual voting.
  - 4. The RHCFA shall provide means for all members to vote.
  - 5. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

#### **B. 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 every member has an opportunity to file a declaration of candidacy.

#### **C. Timeline**

- 1. The timeline for the election shall include dates for:
- 2. Time, date, and place where declarations of candidacy are to be received.
- 3. Date(s) when voting will take place, specifying the period of time voting will occur with beginning and end dates.
- 4. Date(s) that announcement of results will be made to leadership, candidates, and members.
- 5. Dates and timelines for run-off election, if necessary.
- 6. Deadline for filing of challenges.

#### **D. Finances**

- 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.

**E. 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.

**F. Ballot**

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

**G. Distribution of Ballots and Method of Voting**

1. Each Active member shall receive a ballot.
2. An electronic voting system shall be used.

**H. Counting of Ballots**

1. The Elections Committee shall prepare the Final Report, recording the following information provided by the electronic voting system:
  - a. Total number of ballots cast.
  - b. The number needed to win or pass.
  - c. The number of votes received by each candidate or issue.
2. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
3. The President shall announce the results as prescribed by the timelines.
4. The electronic voting records shall be retained for one year after the election.

**I. Procedures for Challenging**

1. A challenge cannot be initiated until after the results of the elections have been published to the membership.
2. The challenging party(s) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election. The notification must:
  - a. Specify which requirement has been violated.
  - b. Include evidence, insofar as possible.
3. Within seven (7) calendar days after receipt of the challenge, the Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based 'on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit's Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
5. 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.

## **J. 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 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 45 school days shall be permitted to obtain the signatures of at least 10 percent 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 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 by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to 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 times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## **K. 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. A member shall file a notice of the intent to circulate a petition to recall 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 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 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 60 school days shall be permitted to obtain the signatures of at least 25 percent 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 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 by mail 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 chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 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 (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
11. The recall shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.