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**STANDING RULES
OPERATING PROCEDURES
REPRESENTATIVE COUNCIL POLICY**

REVISED & ADOPTED BY:

**Representative Council
April 26, 2011**

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STANDING RULES

SECTION I

BARGAINING TEAM STANDING RULES

- I. Team Selection
 - a. By Presidential appointment, with recommendation of the Executive Board and approval of the Representative Council
 - b. Number of Team Members:
 - i. 5 Regular
Recommended Minimum:
1 Elementary, 1 Middle, 1 High, 1 special services
 - ii. CTA Representative
- II. Term of Office
 - a. Two years
 - i. Term begins on July 1.
 - ii. There is the option for re-appointment upon completion of two year term.
- III. Criteria for Appointment
All areas be represented whenever possible
 - a. Elementary
 - b. Secondary (Middle and High)
 - c. Special Services
 - i. Special Education Teachers
 - ii. Health & Psychological Services
 - iii. Speech Pathologists
 - iv. Counselors
 - v. Librarians
 - vi. Others (i.e. continuation high school, alternative schools, independent study)
- IV. Team Responsibility
 - a. To represent and to bargain for the bargaining unit(s)
 - b. Receive direction from and report to Representative Council

INTERNAL FUNCTIONS OF BARGAINING TEAM

I. Team Composition

- a. Officers
 - i. Team Chairperson
 - 1. FCEA President will appoint the chairperson, subject to approval of the Executive Board.
 - 2. Acts as spokesperson for the Team.
 - 3. Spokesperson to the School board regarding negotiations.
 - 4. Reports to Representative Council.
 - b. Secretary/recorder
 - i. Records the transactions of the Negotiations meetings.
 - ii. Provides copies of transactions to Team members.

II. “Negotiation Update”

- a. Negotiation Updates to be prepared and disseminated by the Team.
 - i. To be prepared following each negotiating meeting and at additional intervals, when deemed appropriate.

III. Negotiating Sequence

- a. Prepare Survey
- b. Survey bargaining unit members. Survey members (optional)
- c. Compile survey results.
- d. Report survey results to Executive Board and Representative Council.
- e. Prepare proposed FCEA Contract Amendments as directed by Executive Board and Representative Council.
- f. Submit to Representative Council for approval.
- g. FCEA sunshines the proposed FCEA Contract/Amendments to the District Negotiator
- h. District negotiator presents proposal to School Board at a
 - i. Board meeting for public response.
 - j. School Board sunshines their proposed Contract/Amendments.
 - k. Establish meeting dates and times for negotiating sessions.
 - l. Report on Negotiating progress to Representative Council after each negotiating session for further direction.
- m. Tentative Agreement on Contract/Amendments.
 - i. If no agreement:
 - 1. Impasse
 - 2. Mediation
 - 3. Fact-Finding
 - 4. Post fact-finding mediation
 - 5. Other actions deemed appropriate by Rep Council/Executive Board
 - ii. Tentative Agreement is signed by the FCEA Negotiating Team,

- Chairperson, and the School Board's Representative.
- iii. Tentative Agreement will be presented to Representative Council for their recommendation.
 - iv. FCEA will present the Tentative Agreement to the unit members.
 1. Tentative Agreement information will be disseminated to General Membership at a Mass meeting or as determined by the Executive Board.
 2. Procedure is as follows: (if mass meeting)
 - a. Selection of meeting place.
 - b. Establish date and time.
 - c. Make physical arrangements: (i.e. seating, PA system, tables, etc.)
 3. Agenda: (if mass meeting)
 - a. Presentation of Tentative Contract/Amendment changes by Chairperson
 - b. Questions/Discussion

IV. Voting

- a. Voting **BY FCEA MEMBERS** to take place as determined by Election Committee/Executive Board.
- b. Ballots to be counted by Election Committee
- c. Results reported to unit members, and to District.

SECTION II

NOMINATION AND ELECTION STANDING RULES

A. Elections Committee

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

B. Election Requirements

1. The FCEA shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the FCEA.
2. Every Active member shall be assured of voting by secret ballot.

3. There shall be at least a fifteen (15) calendar day period between notice of election and the actual voting.
4. There shall be an all Active member vote. A member who is off-track or on dues paying leave shall be sent election information by mail to his/her last known residence.
5. The FCEA shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the FCEA if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

C. Announcement

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

D. Timeline

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;
 - h. Date(s) when voting will take place;
 - i. Deadline date (date received, not post-marked date), time and place for return of ballots;
 - j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
 - l. Dates and timelines for run-off election, if necessary; and,
 - m. Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked date).

E. Finances and Use of Unit Resources

1. FCEA 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 FCEA's treasury or indirect contributions in the form of use of a FCEA's assets, facilities, staff, equipment, mailings, good will and credit.
3. The FCEA may not state or indicate its preference for a candidate in the FCEA's publications.
4. The use of links to any Association website by a candidate is prohibited.
5. Candidates cannot campaign on any FCEA, Service Center Council, UniServ or district created social networking site.
6. District email addresses and/or systems shall not be used for campaigning.
7. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the FCEA, CTA, or any of its affiliates. This prohibition includes candidate email addresses.

F. Candidate's Rights

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

G. Ballot

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

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

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

H. Distribution of Ballots and Methods of Voting

1. **Each method of voting must be included in your standing rules in order for your bylaws and standing rules to be in compliance with CTA.**
2. Each member shall receive a ballot. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
3. Voting shall be by one or a combination of the following methods:
 - a. At School/Work Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. Elections Committee, 5.

- 1) On Site Voting – Using Ballot Box
 - a) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) Voter Sign-up Sheet – List of eligible voters which include a place for a signature.
 - b) The marked ballot must be returned to a designated site representative or ballot box.
 - c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
 - d) Preliminary counts shall not be completed at school/work sites.
 - e) Refer to Section K for the Counting of Ballots procedures.
- 2) On Site Voting - Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a) A list of current Active members shall be prepared, which includes each member's name and school/work address.
 - b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on:
 - i. Folding and placing of the ballot in the unsigned inner envelope;
 - ii. Placing of the unsigned inner envelope into the outer envelope;
 - iii. Signature and school on the outer envelope addressed to the chapter; and
 - iv. Deadline date for receipt of the voted ballot at the FCEA office.
 - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4) A larger envelope (outer envelope) addressed to the FCEA, on which the voter prints and signs his/her name.
 - c) At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e) All inner envelopes shall be placed in a separate receptacle.
 - f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - g) Refer to section K for the "Counting of Ballots" procedure.
- b. Voting By Mail

Special care should be taken in all phases of handling of ballots to ensure the

accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1) A list of current Active members shall be prepared, which includes the following: name, school/work and home address.
- 2) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- 3) Each voter shall be provided with:
 - a) A ballot;
 - b) Instructions on:
 - (1) Folding and placing of the ballot in the unsigned inner envelope;
 - (2) Placing of the unsigned inner envelope into the outer envelope;
 - (3) Signature and school on the outer envelope addressed to the FCEA; and
 - (4) Deadline date for receipt of the voted ballot at the FCEA office.
 - c) A small envelope (Inner envelope) in which to place the voted ballot;
 - d) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- 4) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
- 5) The name on the official list should be marked to show that the voter has returned a ballot.
- 6) The outer envelopes shall then be opened and put in a separate stack for safekeeping.
- 7) All inner envelopes shall be placed in a separate container.
- 8) All inner envelopes shall be opened and the ballots removed from the envelopes, stacked, and then counted.
- 9) Refer to section K for the “Counting of Ballots” procedure.

I. Electronic Voting

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

J. Vote Requirement

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

1. A majority vote means more than half of the legal votes cast for each office/position on the ballot.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
4. For FCEA officers, the election will be by majority.
5. For State Council: The election will be by majority vote and will follow the requirements set forth in the CTA Elections Manual. [See the Election Timelines,

Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.]

For a multiple unit electoral district results must be sent to the Service Center Council Elections Committee, which counts and reports the results.

6. If no candidate receives a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. **There shall be no provisions for write-in candidates in run-off elections.**
7. For NEA Local Delegates, the election will be by majority or plurality vote with the determination to be made in advance of the announcement of the election by the local. Results must be sent to the CTA Governance Support Department.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be overseen by the Service Center Council. The local Elections Committee shall submit to the Service Center Council the official CTA/NEA state delegate election Teller's Report, ballots, Tally Sheets and signature sheets/rosters. The Service Center Council will forward the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

K. Counting of Ballots

1. The Elections Committee shall verify signature sheets with ballots received, count the ballots, which should be completed immediately following the deadline for receipt of voted ballots.
2. Each office/position on the ballot shall be treated as a separate race.
3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. Member not listed on the voter roster;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (probably reproduced);
 - e. Candidate is not a member.
4. Ballots set aside and not counted are:
 - a. More ballots than signatures;
 - b. Ballot(s) received after deadline;
 - c. Voting envelopes without a signature; and
 - d. Ballots that are separated from Roster/Sign-up sheet.
5. The Elections Committee should categorize each illegal ballot, make a determination of whether the vote(s) in that category should be counted separately, as listed in 4 above, and make a note of the decision. The ballots should remain separate.
6. The Elections Committee will prepare the Teller's Report, recording information on

the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.

7. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site as soon as possible following the election.
8. The ballots and voter sign-up sheets should be retained by the FCEA for one year after the election.

L. Observers

1. Each candidate shall be allowed to have one observer, who may be the candidate, at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results and has notified each candidate of the results. The observer must maintain the confidentiality of the election process.

M. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to NEA RA follow procedures in the CTA Elections Manual.
3. The challenging party(ies) must notify the unit president and elections chair of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number 5.

The notification must be on the official CTA Challenge Form. (See Appendix M of CTA Elections Manual – may be accessed on MyCTA).

4. Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the FCEA's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
 - a. Is a violation of the FCEA's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
 - e. Within the same 10 calendar day period, the FCEA's Elections Committee shall submit a written report including issues and recommendations to the FCEA President and the Executive Board.
5. Any member of the Executive Board who was a candidate in a race that is challenged,

- or whose immediate family member is such a candidate, shall abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
6. The Executive Board shall act on the report no later than 10 calendar days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures - Local Elections of CTA Elections Manual. The Executive Board must issue its decisions in writing to the challenger and the Elections Committee Chair.
 7. If the Executive Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described below by writing to the CTA President.
 8. If the challenging party(ies) wish(es) to appeal the decision of the FCEA's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and additionally shall include the local Elections Committee report and the Executive Board's decision.
 9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

N. Initiative Procedures

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

O. Referendum Procedures

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

P. 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. Any Active member(s) desiring to recall a FCEA officer or other elected office holder must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
3. The petition must include the following information:
 - a. Name of individual who is the subject of the recall;
 - b. Office of individual;
 - c. Date of petition;
 - d. Name(s) of person(s) filing petition;
 - e. Notation that "Each signature must be in ink"; and,
 - f. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
 - a. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s). (See number two (2) above.)
 - b. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
 - c. The Chairperson of the Elections Committee shall send written notification to the FCEA officer whose recall is being proposed and shall also notify the other officers of the FCEA. A copy of the petition shall be enclosed.
5. Monies from the FCEA's treasury or indirect contributions in the form of use of the FCEA's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
6. FCEA shall not state or indicate its preference in the unit's newspaper, newsletter or communications to its members.
7. The timeline for gathering of signatures will commence the day that the notice of intent is registered.

8. A maximum of sixty (60) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) of the Active members of the FCEA. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent (25%) of the members of the electing constituency.
9. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.
10. The Elections Committee shall have ten (10) calendar days after receipt of the petition to verify signatures.
11. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail within five (5) calendar days of verifying the signatures that the petition failed for a lack of signatures.
12. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.
13. The FCEA president, or the FCEA vice president if the FCEA president is the person being recalled, shall cause a ballot to be furnished to Active members no less than twenty (20) calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.
14. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
15. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
16. The election shall be certified in accordance to the FCEA's bylaws.
17. The Chairperson of the elections committee will deliver the report to the president of the FCEA who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

SECTION III

COMMITTEE FORMATION STANDING RULES

- I. Committee Selection
 - a. By Presidential appointment, with approval of the Executive board
 - b. Committee Composition
 - i. Chairperson
 - ii. Size to be determined by the President, always to be an odd number more than one (1), not including chairperson

Recommended Representation
Elementary, Middle, High, Special Services
(District wide representation)
 - iii. President or designee may sit as an ex officio member on any committee

- c. Member Selection Procedure:
 - i. The President shall appoint all chairpersons, co-chairpersons and members of committees, with the approval of the Executive Board.

II. Term of Office

- a. The term of office shall be determined by Executive Board
 - i. Term begins on date of committee formation.

III. Committee Responsibility

- a. Take direction from Executive Board/President
- b. Keep records of meetings and activities
- c. Report to Executive Board and Representative Council for input and actions

INTERNAL FUNCTIONS OF COMMITTEES

1. Committee Chairperson or co-chairperson (non-voting, votes only as a tie-breaker)
 - a. Appointed by the President
 - b. Acts as spokesperson for the Committee
 - c. Maintains a sign in roster for each meeting
 - d. Reports back to Executive Board and Representative Council for direction
2. Recorder
 - a. Selected by Committee Members.
 - b. Records the transactions of the Committee meeting.
 - c. Reviews with Committee members at the conclusion of each meeting.

SECTION IV

JOB DESCRIPTIONS

I. Executive Director

- a. Identify and train leaders for officers, chairpersons, grievance representatives and faculty representatives;
- b. Assists Reps/members in problem solving and informal grievances and complaints.
- c. Manages formal grievances and complaints in the pursuit of member redress of complaints and grievances;
- d. Under the direction of the President or Executive Board will assist the President in representing the FCEA its positions, and philosophies, before the Administration, Board of Education, local and state and national professional organizations and the news media;
- e. Provide professional advice for the Executive Board, the Representative Council, committee members and members of the FCEA;
- f. Provide research and serve as a consultant of the Negotiating Team and a consultant to all standing committees;
- g. Serve as a member of the Negotiating Team or any other standing committee

- as deemed necessary by the Executive Board;
- h. Coordinate the public relations activities of the FCEA;
 - i. Be responsible for directing the implementation of programs within the limits of policies set by the Executive Board and the Representative Council;
 - j. Administer or delegate administration of the Benefit Services, Group Legal Services, Salary Protection, as needed;
 - k. Maintain contact with schools for the following purposes:
 - establish rapport with building representatives
 - be responsive to problems at the building level
 - assist in building membership.
 - l. Submit recommendation and suggest procedures for improvement of the FCEA and the welfare of all members;
 - m. Be in charge of office routine and staff;
 - n. Be familiar with the governance documents of the FCEA, CTA, and NEA;
 - o. Promote the goals and objectives of the FCEA;
 - p. The Executive Director shall be employed at the discretion of the Executive board for a minimum of one year.

II. Officers – President, Vice President, Secretary, Treasurer

a. President

- i. Directs all Executive Board members and faculty reps;
- ii. Enforce all policies;
- iii. Promote the goals and objectives of the FCEA;
- iv. Appoint a Parliamentarian for the FCEA;
 - v. Make appointments with the approval of the Executive Board to positions, chairs and other constituted bodies of the FCEA;
- vi. Coordinate all FCEA activities and committees;
- vii. Signatory on all bank accounts;
- viii. Call special meetings as needed;
- ix. Act as an ex-officio member of all committees, teams, task forces and other official bodies of the FCEA with the exception of the Election Committee;
- x. Act as liaison with other employee organizations and community groups;
- xi. Maintain contact with schools for the following purposes: establish rapport with building representatives be responsive to problems at the building level assist in building membership

b. Vice President(s)

- i. In the absence of the President, the senior Vice President shall assume the duties of the President;
- ii. The senior Vice President shall become President on the resignation or removal of the President;
- iii. Serve in any other capacity as mutually agreed upon between the Vice President and President;

- iv. Promote the goals and objectives of the FCEA;
- v. Be familiar with the governance documents of the FCEA, CTA, and NEA;

c. Secretary

- i. Secretary or designee will be the recorder for all Executive Board and Rep Council meetings;
- ii. Will submit minutes to the President for inclusion in the Executive Board and Rep Council agendas;
- iii. Promote the goals and objectives of the FCEA;
- iv. Be familiar with the governance documents of the FCEA, CTA, and NEA;

d. Treasurer

- i. Responsible for the preparation of the books for the annual external audit and tax preparation;
- ii. Responsible for the annual budget and presentation to the Executive Board and Representative Council in May;
- iii. Present and interpret reports to the Representative Council concerning current status of finances and related matters as directed by the Executive Board or Rep Council on a monthly basis;
- iv. Responsible for financial transactions of FCEA;
- v. Signatory on all bank accounts;
- vi. Promote the goals and objectives of the FCEA;
- vii. Be familiar with the governance documents of the FCEA, CTA, and NEA;

III. Faculty Representatives

- a. Communicate with their faculties on all matters related to FCEA a minimum of twice a month or as needed;
- b. Faculties with multiple reps at a school site need to appoint a lead rep that would serve as spokesperson for FCEA at their site;
- c. Lead faculty rep and designee will be responsible for problem solving at their site, meeting at least two times a month or as needed, with their site administrator(s), following the current language in the FCEA contract; Site reps will receive two (2) adjunctive duty assignments.
- d. Perform such additional duties as prescribed by the Executive Board;
- e. Attend Rep Council meetings monthly or as needed, per the Rep Council adopted calendar, or send their alternate;
- f. Help develop and determine association governance documents;
- g. Be responsible for any necessary voting concerning chapter business;
- h. Encourage members to become active in the association program and help orient new members to the professional services available;
- i. Receive and distribute FCEA, CTA, and NEA materials to their faculty;
- j. Maintain an FCEA bulletin board, and post FCEA, CTA, and NEA

- information;
- k. Maintain the FCEA site binder, by saving one (1) copy of FCEA information, and making available to FCEA members;
 - l. Encourage members to submit individual problems, in written form, to the appropriate committee of FCEA and/or CTA;
 - m. Complete and keep current, the FCEA phone tree from their site;
 - n. Report news items to FCEA's publications/newsletter;
 - o. Bring the FCEA site binder to each Rep Council meeting for information/update;
 - p. Facilitate a buddy system of new teachers with experienced FCEA member teachers;
 - q. Keep the school site list of members and non-members updated, and report changes to FCEA;
 - r. Refrain from posting lists of members and non-members at school sites, per CTA;

SECTION V

RECOMMENDATION OF CANDIDATES FOR SCHOOL BOARD STANDING RULES

- I. All candidates for school board shall be invited to participate in the FCEA recommendation process.
- II. The recommendation process shall occur in the following manner:
 - a. All candidates shall be requested to submit a written statement.
 - b. All candidates may make a three to five minute presentation to the Representative Council, the order to be determined by random drawing.
 - c. All candidates shall be requested to be available to answer questions from Council members for a brief period subsequent to the final candidate's presentation.

Telephone interviews may be included if a candidate cannot attend a scheduled presentation. The candidates shall be notified that presentations may be recorded and posted on the Internet.
- III. The Representative Council may recommend that no candidate be supported or that one or many candidates warrant the support of the Association. The Council may also recommend a neutral position in a given race. Under no circumstances shall the Council recommend more candidates than there are available seats.
- IV. To be officially recommended by the FCEA, a candidate(s) must receive 2/3 of the votes cast by the Council members present.
- V. The Representative Council shall report its recommendation(s) to their school sites.
- VI. No funds will be allocated out of any PAC fund for any candidate who does not receive official FCEA recommendation.

- VII. No officer of the Association will support any candidate not officially recommended by the Association in their capacity as officer of the FCEA.

OPERATING PROCEDURES

I. WORKS NEWSLETTER

- a. *WORKS* articles are not to be contrary to FCEA policies and positions.
- b. All newsletters and other communications are to be seen by the President before publication, and distribution.
- c. ADS in *WORKS* (1998-99 prices)
Based on 8 ½" x 11" paper

	Non-Member	Member
Business card	\$ 25.00	\$5.00
¼ page	\$ 50.00	\$10.00
½ page	\$100.00	\$100.00
Full page	\$150.00	\$150.00

- d. *WORKS* Editor to receive \$150 per issue stipend/fee, unless editor is employed by FCEA.

II. FCEA SCHOLARSHIP FUND

- a. FCEA will establish a scholarship fund to be budgeted on an annual basis.
- b. Money earned from fundraisers to be used for scholarships.
- c. FCEA accepts donations to FCEA's scholarship fund.
- d. Scholarships will only be awarded to FCEA members and/or their dependents.

III. REP COUNCIL MEETINGS

- a. Food will be served at each meeting

IV. STIPENDS

- a. Stipends will be reviewed annually, and increases, additions, deletions, made as necessary, per vote of the Executive Board.
- b. Officer and committee member stipends will be paid in December and May and Representative Council Stipends will be paid in May.

V. TRAINING

- a. FCEA will remain committed to train members that are elected to Executive Board positions, currently serving on committees, or elected reps, as deemed necessary by the FCEA President.
- b. FCEA shall pay travel expenses (registration fees, mileage, food, and lodging) from a Representative Council approved budget account to those members who attend conferences and training sessions authorized by the representative Council.
The rates of reimbursement shall not exceed the following:

Mileage – the rate per mile established by the IRS
Food & Lodging – the rate established by the FCUSD
Registration – the actual cost of the registration fee

VI. RETIREES

FCEA will pay the cost for a one (1) year membership in FCRTA for all first year retiring FCEA members.

VII. CELL PHONES

FCEA will supply cell phones to the President and the Executive Director.

VIII. MEMORIALS

- a. Donate \$50.00 as a memorial when an FCEA member passes away.
- b. Send condolence letter to site.
- c. Send CTA benefit information and condolence letter to next of kin.

IX. WAIVER OF DUES

FCEA will waive the FCEA member dues and change CTA dues to the lowest category for members who have an illness, run out of sick leave, and go on District differential for an extended period of time.

X. LEADERSHIP RELEASE TIME

The budget committee, under the direction of the Treasurer, will define the amount of funds available for the purpose of release time prior to Chapter Elections. This will be included in the Budget for approval by the Representative Council.

Following Chapter Elections, chapter leaders interested in being released will submit a letter to the President or President-Elect that includes the responsibilities they would like to assume and the amount of release requested (see Leadership Responsibilities and Release Time in Appendix). The President or President-elect will recommend and the Executive Board will approve release time assignments at the May meeting. The President notifies the District.

APPENDIX A

FCEA REP COUNCIL ALLOCATION PER CONSTITUTION

“15 MEMBERS OR FRACTION THEREOF”

1 – 22 MEMBERS	= 1 REP
23 – 37 MEMBERS	= 2 REPS
38 – 52 MEMBERS	= 3 REPS
53 – 67 MEMBERS	= 4 REPS
68 – 82 MEMBERS	= 5 REPS
83 – 97 MEMBERS	= 6 REPS
98-112 MEMBERS	= 7 REPS
113-127 MEMBERS	= 8 REPS

APPENDIX B

FCEA STIPEND SCHEDULE

<u>OFFICE</u>	<u>STIPEND</u>
EXECUTIVE DIRECTOR	\$1596 (\$798 in Dec/\$798 in May)
PRESIDENT	\$1596 (\$798 in Dec/\$798 in May)
VICE PRESIDENT(S)	\$ 664 (\$332 in Dec/\$332 in May)
SECRETARY	\$ 664 (\$332 in Dec/\$332 in May)
TREASURER	\$ 664 (\$332 in Dec/\$332 in May)
NEGOTIATING TEAM CHAIR & MEET & CONFER CHAIR	\$ 278 (\$139 in Dec/ \$139 in May)
KDGN – 3 RD MEMBER AT LARGE	\$ 278 (\$139 in Dec/ \$139 in May)
4 th – 6 th MEMBER AT LARGE	\$ 278 (\$139 in Dec/ \$139 in May)
6 th – 8 th MEMBER AT LARGE	\$ 278 (\$139 in Dec/ \$139 in May)
9 th – 12 th MEMBER AT LARGE	\$ 278 (\$139 in Dec/ \$139 in May)
SPECIAL SERVICES MEMBER AT LARGE	\$ 278 (\$139 in Dec/ \$139 in May)
HUMAN RIGHTS REPRESENTATIVE	\$ 278 (\$139 in Dec/ \$139 in May)
STATE COUNCIL REPRESENTATIVE	\$ 278 (\$139 in Dec/ \$139 in May)
STANDING COMMITTEE CHAIRPERSONS Standing Committees appointed by Rep Council	\$ 166
COMMITTEE MEMBERS	(\$13 per meeting)
PARLIAMENTARIAN	\$ 250 (\$125 in Dec/ \$125 in May)
WORKS EDITOR (when not an FCEA employee)	\$ 150 Per Issue (10 issues per year = \$ 1,500)
FCEA FACULTY REP	\$130 (\$13 Per Month – 10 months Must attend 7 of 10 meetings) (Payable at the end of the year)

Stipends to be adjusted at the rate of the same percentage as yearly dues increase.

(Adopted by Executive Board May 4, 2010)

APPENDIX D

PETITION - RECALL

Pursuant to the provisions of Section II of the Folsom Cordova Education Association Standing Rules, the undersigned members of the Folsom Cordova Education Association submit this petition signed by 33 % of the voting members of the Folsom Cordova Education Association and respectfully seek the recall and removal of _____ from the office of _____.

Names(s) and school site(s) of person(s) filing petition.

Name	School site

Registered, prior to circulation, with the Secretary of the Folsom Cordova Education Association on _____ and filed with the Secretary on _____ within 60 days of the end of circulation.

Each signature must be in ink.

Print name	Signature	School site	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

This may be one of multiple recall sheets.
 This petition may be signed in counterparts and each shall be considered an original.

APPENDIX E

Leadership Responsibilities and Release Time

What	The Details	Time Commitment (FTE)/Who
Bargaining	<ul style="list-style-type: none"> • Survey/Report to members • Attend bargaining sessions • Train team • Contract research and maintenance 	.2 Bargaining Chair
Governance	<ul style="list-style-type: none"> • Meeting prep and facilitation • Calendar • Chapter Records/Documents • Community Representation • Attend district meetings • Committee Appointments • Rep Training 	.2 President or designee
Problem solving	<ul style="list-style-type: none"> • Member Concerns, Grievances • Contract Research and maintenance 	.1-.4 Grievance Chair President or designee
Office Management	<ul style="list-style-type: none"> • Supervise Office Staff • Timely bill paying 	.1 President or designee
Chapter budget and Finances	<ul style="list-style-type: none"> • Prepare and present financial reports for RC • Develop Budget – Spring • Plan and facilitate Budget committee • Taxes • Fee escrow account 	.1 Treasurer and President or Designee provide oversight and direction for office staff
Communication	<ul style="list-style-type: none"> • WORKS - Quarterly • Website - Weekly • What's Going On – Monthly 	.2 President or designee
Elections	<ul style="list-style-type: none"> • Coordinate timeline • Prepare materials 	Release days as needed Election Chair
Membership	<ul style="list-style-type: none"> • Fall and Spring Membership Campaign • New Teacher In-Service • Open Enrollment • Member Concerns 	Release days as needed Membership Chair Most maintenance is done by office assistant.
Organization	<ul style="list-style-type: none"> • Member activities and involvement. • Read Across America • Teacher Recognition • Speakers Bureau • Info Booth 	As volunteers, time, and money is available
IPD	<ul style="list-style-type: none"> • Plan and facilitate activities • Coordinate with District PD 	As volunteers, time and money is available