



Standing Rules

Standing Rule 1 - Fiscal Year

The fiscal year of the Association shall commence on September 1 and end on August 31.

Standing Rule 2 - Membership Year

The membership year in the Association shall be from September 1 to August 31.

Standing Rule 3 - Travel Expenses

All expenses must receive prior approval by the Board. The following guidelines will be followed:

1. Travel:

A. Plane: Actual, most economical coach fare (with back copy of the airline ticket required as receipt).

B. Train or bus: Actual fare (with receipt).

C. Auto: Current CTA approved rate per mile round trip by shortest highway route: however, mileage reimbursement cannot exceed the cost of coach plane fare.

D. Carpools: Carpooling is encouraged.

E. Airport Shuttle: PSTA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare will be reimbursed only when no other form of transportation is available.

F. Parking: Actual costs of airport parking and hotel parking.

2. Lodging:

A. Half the cost of a double-occupancy hotel room. If a single room is requested, it is understood the Association will only cover 50% of the costs.

B. If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

C. Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.

D. Spouses' expenses shall be the responsibility of the member.

E. No charges for hotel accommodations shall be allowed for travel within a radius of twenty-five (25) miles of the school district.

3. Meals:

A. A maximum of sixty-five dollars (\$65.00) for any one day, and no more than thirty-five dollars (\$35.00) per meal, except for days when meals are provided by the conference. Receipts are required.

B. This amount is considered as a maximum allowance and in no case is more to be charged than the actual cost of meals and tip.

4. Any additional costs, exceptions, or variations from the above rules covering travel expenses shall be allowed only with approval of the Executive Board.

Standing Rule 4 - Official Publication

The official publication of the Association shall be known as "PSTA Connections".

Standing Rule 5 - Audit

The accounts and other financial records of the Association shall be audited annually as determined by the Executive Board.

Standing Rule 6 - Annual Stipends

The annual stipends for officers of the Association will be paid one-half (½) in December and one-half (½) in May each year, except the treasurer who will receive his/her payments in January and September. Officers must carry out their responsibilities in order to receive their stipend. Exceptions may be granted at the request of a Board member and accepted by the Executive Board. Executive Board and other Association stipends shall be determined annually with the approval of the Association Budget.

Standing Rule 7 - Conferences/NEA Representation

The PSTA Budget will be developed around the number of participants authorized to attend the various San Gorgonio Service Center, CTA, and NEA conferences. The PSTA Executive Board may amend the number by identifying revenue sources to cover the cost. The delegates attending the NEA RA will receive reimbursement of actual expenses up to the amount approved annually by the Executive Board. Receipts are required for all expenses.

Standing Rule 8 - Reimbursement of Expenses

Reimbursements of expenses will be made only upon submission of a voucher form properly completed and approved by the treasurer. Receipts are required for all expenses.

Standing Rule 9 - Expense Advance

In cases of an unusually large expense, it is possible to receive an advance of up to seventy-five percent (75%) of expected expenses. The member shall sign a Voucher acknowledging their responsibility to properly document expenses upon their return. Any unused monies shall be returned to the Association. Members are responsible for costs when they are prepaid by the Association and they do not attend.

Standing Rule 10 - Credit/Debit Cards

The Association shall have two (2) credit/debit cards. Receipts are required to be attached to expense vouchers. Credit/debit cards will be held by the Association President and the Bargaining Chairperson.

Standing Rule 11 - Grievance Processing

1. When a member believes that his/her contractual rights have been violated by the District, that member has the right to initiate a grievance against the District.
2. The association shall assist a member in filing a grievance:
 - A. By helping to identify the section(s) of the contract that have been violated.
 - B. By providing grievance forms and assisting in monitoring timelines.
 - C. By determining if a grievance should proceed to Level 3 (binding arbitration) within ten (10) days of a request from the grievant.
 - D. The grievant may make a presentation to the Grievance Committee regarding his/her grievance.
 - E. Following the decision of the Grievance Committee, the grievant will be notified in writing. If the request for arbitration has been denied, the reasons for such denial will be made available to the grievant. If the grievant is not satisfied with the decision of the Grievance Committee, the grievant may appeal to the Executive Board.
 - F. The Grievance Committee chair shall present any relevant information regarding the grievance to the Executive Board.
 - G. The grievant shall be notified in writing of the date, time, and place of the Executive Board meeting to consider an appeal for arbitration. The grievant may make a presentation to the Executive Board regarding his/her grievance.
 - H. The decision of the Executive Board shall be final. Following the decision of the Executive Board, the grievant will be notified in writing. If the request of the

arbitration has been denied, the reasons for such denial will be made available to the grievant.

Standing Rule 12 - Elections

1. Elections Committee

A. There shall be an appointed Elections Committee composed of at least three members.

B. The chairperson of the Elections Committee shall be appointed by the President.

C. Members of the Elections Committee shall be approved by the Executive Board.

D. The Elections Chairperson shall appoint Cluster Captains with the approval of the Executive Board.

E. The duties of the Cluster Captains shall include:

i. Distribute all elections materials as well as collect ballot boxes and count ballots for all Association members including those on leave and/or off-track.

ii. Be in daily contact with assigned site(s) during the elections period.

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

2. 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 membership in the chapter, may be required.

B. Every active member shall be assured of voting by secret ballot.

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

D. There shall be an all active member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.

E. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.

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

G. 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.

3. Announcement

A. The announcement of election shall include the offices, length of terms, and the election timeline.

B. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

4. Timeline

A. Schools on alternative calendars shall be considered when setting election timelines.

B. The timelines for the election shall include dates for:

i. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.

ii. Date of acknowledgement of declarations from candidates.

iii. Date for preparation of ballots.

iv. Date on which ballots will be distributed.

v. Date(s) when voting will take place.

vi. Deadline date for requesting absentee ballot.

vii. Deadline date, time, and place for return of ballots, including absentee ballots.

viii. Date, time, and place where ballots will be counted.

ix. Date(s) that announcement of results will be made to leadership, candidates, and members.

x. Dates and timelines for run-off election, if necessary.

xi. Deadline for filing challenges.

5. Finances

A. Chapter monies received through dues, assessment, or similar levy shall not be used to promote any candidate.

B. 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.

C. A unit may not state or indicate its preference for a candidate in the unit's publications.

D. 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 unit, CTA, or any of its affiliates.

6. Candidate's Rights

A. Privileges extended to one candidate shall be extended to all candidates.

B. Each candidate shall receive a copy of the election timeline, procedures, and guidelines.

C. Each candidate shall have the right to a list of the name and address of the school sites and the number of Active members at each site for the purpose of campaigning.

D. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

7. Ballot

A. The names of the candidates shall be printed on the ballot in (CTA election alphabet) alphabetical order or in an order pre-selected by the unit for one year. 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.

B. The ballot shall state the name of the office, the term, and the names of the candidates.

C. The ballot shall include space for a write-in candidate, except in run-off elections.

8. Distribution of Ballots and Methods of Voting

A. Each member shall receive a ballot.

B. Voting shall be by one or a combination of the following methods:

i. Voting at School Site/Specified Voting Site

Note: If a Site Representative is a candidate, refer to Standing Rule 12.1.F.

1. Voting at School Site/Specified Voting Site

a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.

i. Voter roster - list of eligible voters

ii. Voter sign-up sheet - list of eligible voters which includes 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.
- 2. Voting at School Site(s)/Specified Voting Site Voting is conducted at school or specified sites using the following procedures:
 - a. Envelopes
 - i. A list of current members shall be prepared, which includes each member's name, school, and home address.
 - ii. The voter shall be provided with the following:
 - 1. A ballot;
 - 2. Instructions of folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope addressed to the chapter; and the deadline date for receipt of the voted ballot at the chapter office; and
 - 3. At the time of counting of the ballots, the names on the outer envelopes 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.
 - 4. The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - 5. All the inner envelopes shall be placed in a separate receptacle.
 - 6. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

b. By Mail

Members who are off track or on a dues paying leave of absence shall be notified by mail in order to provide them with an opportunity and right to vote.

Special care should be taken in all phases of handling ballots to ensure the accuracy and the secrecy of voting by mail.

The following procedures and guidelines have been developed for this situation:

- i. A list of current official members shall be prepared which includes name, school, and home address.
- ii. The mailing list shall exactly correspond to the current official roll of voting members.
- iii. Each voter shall be provided with:
 - 1. A ballot
 - 2. Instructions on:

- a. Folding and placing of the ballot in the unsigned inner envelope;
 - b. Placing of the unsigned inner envelope into the outer envelope;
 - c. Signature and school/site on the outer envelope addressed to the chapter; and,
 - d. Deadline date for receipt of the voted ballot at the chapter office.
 - 3. Inner envelope
 - 4. Outer return envelope, addressed to the chapter office; and,
 - 5. Instructions on returning of the voted ballot, including the signature.
- iv. The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- v. At the time of counting, the names on the outer envelopes shall be checked against the official list of members who are off-track.
- vi. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- vii. All inner envelopes shall be placed in a separate receptacle.
- viii. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

3. 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-ins are valid and must be counted.

- 1. A majority vote means that more than fifty percent (50%) of the legal votes cast.
- 2. A plurality vote means the largest number of votes to be given any candidate or issue.
- 3. A two-thirds ($\frac{2}{3}$) vote means at least two thirds of the legal votes cast.
- 4. For unit officers, the election will be by majority vote.
- 5. For State Council:
 - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
 - b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.

6. If a candidate does not receive 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. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. 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, as defined in the unit's governance documents. Results must be sent to the CTA Governance Support Department and to the Service Center Council.
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 by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council which will forward the results to CTA.
10. For additional CTA/NEA elections guidelines, refer to the official CTA Elections Manual

9. Counting of Ballots

A. Upon receipt of ballots, tally sheets, and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.

B. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:

- i. Blank ballot;
- ii. More ballots than signatures;
- iii. Ballot submitted after deadline;
- iv. Voter not a member;
- v. Voter's intent unclear;
- vi. Votes cast for more than number allowed;
- vii. Votes cast on unofficial ballot;
- viii. Vote cast for ineligible candidate.

C. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.

D. The Elections Committee shall prepare the Final Report, recording the following information:

- i. Total number of ballots cast.
- ii. The number of set aside ballots with an explanation for each category of ballot not counted.
- iii. The number needed to win or pass.
- iv. The number of votes received by each candidate or issue.
- v. A notation whether the set aside votes would affect the outcome.
- vi. Signature of each Elections Committee member present during the preparation of the report.

E. The Elections Chairperson shall submit the Final Report to the President or designee who shall inform all candidates of the results.

F. The President shall announce the results as prescribed by the timelines.

G. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:

- i. To count the votes which have been set aside;
- ii. Not to count the votes which have been set aside; or
- iii. If the election should be conducted again.

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

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

10. Observers

A. Each candidate shall be allowed to have one observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.

B. 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.

11. Challenge Procedure

A. A challenge cannot be initiated until after the results of the elections have been posted at each work site.

B. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) calendar days after the announcement of the results of the elections.

The notification must:

- i. Specify which requirement has been violated.

- ii. Include evidence.
 - iii. List names and addresses of parties who can give evidence.
- C. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an and determine whether:
- i. The challenge alleges a violation of the unit's elections requirement.
 - ii. The challenge is supported by appropriate documentation.
 - iii. More information is needed; in which case, the information will be obtained via the more feasible method.
 - iv. The alleged violation may have affected the outcome of the election.
- D. The Elections Committee shall submit a report including issues and recommendations to the Chapter President and the Chapter Board of Directors/Executive Board. The Governance Board shall act on the report immediately at its first opportunity.
- E. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
- F. 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.

12. Initiative Procedures

- A. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
- B. 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.
- C. 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.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 15 calendar days shall be permitted to obtain the signatures of at least sixty (60) percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the chapter president the petition(s) containing original signatures.
- F. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
- G. If there are insufficient signatures, the petition circulator will be within three (3) calendar days that the petition failed for lack of signatures.
- H. 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.
- I. Regular election procedures (e.g., election of officers) shall be followed including voting times.

J. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

13. Referendum Procedures

A. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds vote of the Representative Council at any valid meeting.

B. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.

C. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.

D. Regular election procedures (e.g., election of officers) shall be followed including voting times.

E. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

14. Recall Procedures

A. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.

B. 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, that request shall be made of the next ranking officer.

C. The chapter president shall register the receipt of the notice of intent to circulate, and acknowledge such registration in writing with the member filing the notice.

D. 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.

E. The circulators shall present to the chapter president the petition(s) containing original signatures.

F. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.

G. 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.

H. 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.

I. Regular election procedures (e.g., election of officers) shall be followed including voting times.

J. 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.

K. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Standing Rule 13 - Executive Board

1. Executive Board officers will be elected in April. Their term will begin July 1.
2. Newly elected officers shall attend a retreat prior to August 31 for training and planning the coming year.