



ASSOCIATED CHAFFEY  
TEACHERS

# **Standing Rules**

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## Standing Rules

### I. Fiscal Year

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

### II. Adoption of Budget

- A. Copies of the proposed budget shall be sent to members of the Representative Council at least ten (10) days prior to the meeting at which the budget is to be adopted. The budget should be adopted no later than September 30 of every year.

### III. Dues

- A. The dues of each member of the Association shall be the sum of the ACT annual dues the annual dues of the California Teachers Association and the National Education Association.
- B. The annual membership dues for active members of the Associated Chaffey Teachers shall be an amount rounded to the nearest dollar and equal to no more than .75% of the base salary of the Chaffey Joint Union High School District Teacher Salary Schedule for the school year immediately preceding the Association membership year. The Executive Board of Directors shall review the dues amount annually. Any recommended adjustments shall be presented to the Representative Council no later than the April meeting of each year.

### IV. Travel and Other expenses

- A. The rules governing the control and payment of necessary expenses of Association officers, directors, employees, representatives on the State Council of Education and representatives on Service Center Council and such other persons as may be duly authorized to represent the Association from time to time shall be as follows:
  - 1. the President of the Association shall be allowed \$300 per month during the term of office for incidental expenses. Actual expenses above this amount may be submitted to the Executive Board of Directors for approval. The President shall be allowed mileage reimbursement expense at the federal mileage rate allowance.
  - 2. All members shall be allowed expenses for approved conferences upon submission of expense lists and receipts.
  - 3. The CTA mileage allowance will be allowed.
  - 4. Coach airfare, transportation to and from terminals, and airport parking shall be paid when the Board of Directors authorizes travel.
  - 5. CTA per diem will be paid for meals.
  - 6. The Association will pay for the cost of a hotel room for travel beyond a radius of twenty-five minutes of the meeting place unless an early morning meeting follows a late evening meeting. Personal expenses (laundry, phone calls, valet, entertainment) shall not be allowed.

7. Any exception to the above rules shall be allowed only upon the approval of the Executive Board of Directors.

## V. Representatives to Affiliated Associations

- A. ELECTION. The CTA State Council Representative shall be elected by the membership of ACT. In years when ACT is part of a multiple state council position, the members of ACT and its partner association shall elect the CTA State Council representative(s). NEA Delegates to the Representative Assembly shall be elected by a vote of the ACT membership
- B. CTA State Council Duties: Attend all meetings of all CTA councils and committees of which they are a member.
  1. Attend all meetings of all CTA councils and committees of which they are a member
  2. Report on CTA actions and decisions to the Executive Board of Directors, the Representative Council and/or the membership.
  3. Represent the Association to the best of ~~his/he~~/their ability.
  4. Serve a term as specified by CTA bylaws.
  5. Represent the Association as directed by the Executive Board of Directors and/or Representative Council.
  6. The number of local representatives to CTA State Council of Education shall be determined by **the** CTA Representation Committee.
- C. National Education Association Delegate Duties
  1. Attend all meetings of the National Education Association Representative Assembly and all meetings of the California Caucus at the Representative Assembly.
  2. Report on National Education Association actions and decisions to the Executive Board of Directors, the Representative Council and/or the membership.
  3. Represent the Association to the best of their ability.
  4. Represent the Association as directed by the Executive Board of Directors and/or the Representative Council.
  5. The term of office shall be three (3) years.
  6. The number of local delegates to the NEA Representative Assembly shall be determined by CTA/NEA.
  7. Travel to and from the NEA Representative Assembly will be reimbursed at the rate set by CTA. ACT reimburses for a full room rate.
  8. Members attending the annual NEA Representative Assembly must adhere to the state delegate responsibilities outlined in Appendix: State Delegate Responsibilities.

## VI. Official Communication Tool

- A. The official communication tool/publication of the Association shall be our website [chaffeyteachers.org](http://chaffeyteachers.org)

## VII. Office of the Association

- A. The Executive Board of Directors, upon approval of the Representative Council shall determine the location of the office of the Association, currently 3281 E. Guasti Rd. Suite 700 Ontario, CA 91761.

## VIII. Audit

- A. The accounts and other financial records of the Association shall be audited annually by an independent accountant or accounting firm, to be designated by the Board of Directors, currently Ybarra and Gillespie.
- B. A copy of the annual audit shall be sent to the unit membership no later than October 30 of every year.

## IX. Authorization of Delegates to Conventions

- A. No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless the Executive Board of Directors has approved such representation in advance.
- B. The Executive Board of Directors shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Association

## X. Qualification for Alternates

- A. An alternate faculty representative must be a member of the Association.
- B. No one may be an alternate faculty representative who is a member of the Representative Council by virtue of some other office.

## XI. Annual Retirement Gift

- A. The Association will provide member retirees a one-year membership to CTA Retired (or equivalent gift card).
  - 1. Upon retirement, members who have served on the executive board as an officer or as a campus director for a minimum of seven (7) years of service will receive a lifetime membership to CTA Retired.
  - 2. Upon retirement, members who have served a minimum of seven (7) years as a member of the bargaining team will receive a lifetime membership to CTA Retired.

## XII. Associated Chaffey Teachers Retired Educators Scholarship Fund

- A. Purpose: to honor retired educators who have shown exceptional dedication to Associated Chaffey Teachers. Awards include:
  - 1. Maryellen Hill Scholarship Fund will grant a scholarship to a deserving teacher employed by Chaffey Joint Union High School District who is seeking a credential or Masters degree in special education.

2. Bill Pitts Scholarship Fund will grant a scholarship to a deserving CJUHSD student who intends to pursue a career in a vocational or STEM field and has been accepted into an appropriate training program or community college.
  3. The ACT University Acceptance Award will grant a scholarship to a deserving CJUHSD student who intends to attend a four-year college or university and has been accepted into their school of choice.
  4. The ACT University Acceptance Award for Minority Students will grant a scholarship to a deserving CJUHSD student from an ethnic minority background who intends to attend a four-year college or university and has been accepted into their school of choice.
- B. Voluntary contributions from employees of the Chaffey Joint Union High School District and other friends of education will be accepted.
- C. The amount of each scholarship shall be \$1000.

## XII. Elections

- A. No official body or representative, including but not limited to standing committees, special committees, task force groups, committee chairpersons, task force leaders, rep council members, campus directors or officers of ACT may publicly endorse any candidate for office in their capacity as an official spokesperson for ACT. Public endorsement includes any verbal, written, or visual support (e.g., speeches, signs, handouts, verbal statements) that promotes a candidate or their campaign during the event.
- B. Public Endorsements by non-candidate ACT members may not be made at official union-sanctioned events. These events include, but are not limited to, social events, the contractual 15-minute period at staff meetings, rep council meetings, executive board meetings, site-based campus rep meetings. Public endorsement includes any verbal, written, or visual support (e.g., speeches, signs, handouts, verbal statements) that promotes a candidate or their campaign during the event.
- C. Candidates may campaign at social events.
- D. Any individual may privately endorse any candidate.
- E. The district-wide election of officers of ACT (President, Vice-President, Secretary, and Treasurer) is to be held by the third week in March every other year. The term will begin on June 1st in the odd years for President and Secretary, and the term will begin on June 1st in the even years for Vice President and Treasurer. The outgoing officers shall serve until May 31st of their term year to ensure a smooth transition of responsibilities.
- F. All campus elections for Directors and delegates to the Representative Council will be held concurrently by the third week in April every other year prior to the two (2) year term that will begin in the odd numbered years.
- G. Vacancies in or additions to a Representative Council that occur throughout the year shall be duly elected if they are to serve as voting members of Rep Council.
- H. The ballot may be waived if the number of candidates is equal to or less than the number of positions to be filled [CTA Elections Manual, (III-4)(1)(b)]
- I. In the event that there are no declaration of candidacy forms received for a position, the election shall be held with a write-in provision on the ballot for that position. [CTA Elections manual, (I-5)(1)(b)].



- J. Persons removed from a Representative Council position shall not be eligible for appointment to a representative position. They shall become eligible at the next general election for Representative Council Representatives.
- K. Unit members shall be notified of a vacancy and be given at least five (5) days to submit their names in writing to the campus director.
- L. Campus elections will use the prescribed ballot format as described in these standing rules.
- M. Any candidate for Representative Council may be considered for campus director. In this manner, no one running for campus director shall be excluded from serving on the Representative Council.
- N. Rules Governing the Distribution of Campaign Materials
  - 1. Candidates may create campaign ~~flyers~~/materials to distribute to the electorate.
  - 2. Campaign materials are defined as a flyer, a poster, or a video.
    - a) District resources are not allowed to be used in the production of campaign materials.
    - b) All campaign materials must include the following disclaimer, which must be verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of the ACT, CTA or NEA."
    - c) The use of any association logo shall not be allowed on any campaign materials.
    - d) The content of the campaign materials should include information about the candidate and may not include the name or information about other candidates.
    - e) Campaign materials may not be derogatory in any way.
    - f) Material printed in violation of the campaign procedures section will be pulled by the ACT Elections Committee and distribution will cease until materials are corrected.
    - g) Materials must be submitted to the ACT elections chair for approval at least five (5) business days before the intended distribution date.
    - h) Materials for distribution in site-based elections must receive approval of the campus director at least five (5) business days before the intended distribution date.
  - 3. Videos: Candidates may create a video that is no longer than four (4) minutes in length to send to campus directors to play during contracted time at staff meetings or to be shown in lieu of a speech at rep council.
    - a) Videos must have the following text displayed on their video for the entire length of the video that states verbatim "The views and opinions expressed are those of the candidate and not necessarily those of the ACT, CTA or NEA."
    - b) The required text may be added directly to the video as a text crawler at the bottom, or as stationary text at the bottom.
    - c) The required text may also be displayed on a poster that appears in the video. The text should be of a reasonable size and clarity so that it is easily seen and read throughout the video. This poster may not be obscured, hidden, or otherwise be made difficult to view.
  - 4. Flyers: Candidates wishing to create a flyer may must do so at their own expense.
    - a) Paper Flyers may not be larger than 8.5 x 11.
    - b) Flyers must fit easily into unit member mailboxes.

- c) Do not place flyers in the boxes of non-members, management, or of classified staff.
  - d) Candidates may request a list of non-members by site.
- 5. Use of Association Website for Distribution of Campaign Materials
  - a) The Association website may host an election page for publishing campaign content.
  - b) Candidates may submit a photograph, a candidate statement, a link to a digital flyer, and/or a link to a video. Flyers, videos, and statements must be approved before posting. No changes may be made after approval.
  - c) The Association will post their photograph and the links to their materials.
  - d) The ACT Elections chair will send an email to all voting members within the campaign window. The email will include the following statement: "Please click the link below to be taken to the candidate information page."
  - e) Materials for posting on the Association Website must be submitted to the ACT elections chair for approval at least five (5) business days before the intended distribution date to allow the web manager time to post all materials.
- 6. Distribution of Campaign Materials
  - a) In-Person Rep Council Meetings: When rep council meetings are held in-person, all district-wide candidates will have the opportunity to distribute their campaign flyer in a printed form at a designated Rep Council Meeting. Flyers should be distributed before the meeting and/or during the Elections Report of the Standing Committees.
  - b) Virtual Rep Council Meetings: When rep council meetings are virtual, candidates may be permitted to share their digital flyer during the Elections Report of the Standing Committees.
  - c) During virtual meetings, flyers may be distributed via the chat function by the candidate, the Elections Chair, or the ACT Secretary only during the designated time.
  - d) If a candidate cannot attend the designated in-person or virtual Rep Council Meeting, the candidate or designee may submit the materials to the elections chair, or if the elections chair is unavailable, to the ACT secretary for distribution
  - e) No individual other than the candidate, the Elections Chairs, or the ACT Secretary may distribute election materials during official meetings of the rep council. When the secretary is a candidate, the vice president or treasurer may appoint a designee.
- 7. Speeches
  - a) All district-wide candidates will have the opportunity to make a four (4) minute speech at a designated Rep Council Meeting. This speech may also be a pre-recorded video. Speeches may only be delivered during the Elections Report of the Standing Committees. Speeches and videos may not exceed four minutes. Videos must adhere to the guidelines outlined in XIII: J.3.a-c.
- 8. The Use of District Email and other Digital Resources
  - a) The use of District email for campaigning is strictly prohibited. The use of staff Mailboxes on the site is permitted for distribution of campaign materials. Materials must easily fit into district mailboxes.

- b) Use of district communication platforms (e.g. group chats, Teams, Zoom, school-based online forums, etc.) for campaign-related discussions is also prohibited.
- 9. Distribution of Campaign Materials
  - a) Placing campaign materials into the boxes of non-members, management, or classified staff is prohibited.
    - (1) Candidates may request a list of non-members from the Association.
  - b) Materials may not be distributed during the school day, except for before school, after school, and during lunch.
  - c) Candidates may not remove, obscure, damage, or otherwise destroy the campaign materials of other candidates.
  - d) Although candidates may enlist the assistance of colleagues throughout the district to distribute materials into mailboxes, the candidate is ultimately responsible for the distribution of their own campaign material.
- O. Campaign Information District-Wide Elections
  - 1. Candidates for district-wide elections may create campaign flyers/materials to distribute to the district-wide electorate.
  - 2. Candidates must follow the Rules Governing the Distribution of Campaign Materials outlined in XIII: J.1-8.
  - 3. Candidates may not use district email or other district digital resources to distribute any campaign materials. (XII, 8 a-b)
- P. Campaign Information for Site-Based Elections
  - 1. Campaign Items
    - a) Candidates may create campaign materials (as described in XIII: J.2. a-h) to distribute to the electorate on their site.
    - b) Candidates must follow the Rules Governing the Distribution of Campaign Materials outlined in section XIII: J.1-8.
    - c) Candidates may not use district email or other district digital resources to distribute any campaign materials as outlined in section XII, 8 a-b.
- Q. Campaign Complaints: Complaints must be filed by the complaining party with the ACT Elections Chairperson within 48 hours of becoming aware of the violation to be considered by the ACT Elections Committee. The complaint must be submitted prior to the election. Once the election has been held, a challenge must be filed.
- R. Campaign Violations: Repeat violations by the same candidate may result in sanctions, including a public warning, loss of distribution privileges, or disqualification from the election, depending on severity, as determined by the Elections Committee.
- S. Requesting Active Membership Information: Candidates may request a list from the ACT Office of the names and site work address for all active members for the purposes of campaigning from the ACT Office.
- T. Candidates are solely responsible for the campaigning that they do. No Association funds or facilities may be used for candidates campaigning for any office. Campaigning is not considered Association business.
- U. For paper-ballot elections:
  - a) The polling place on each campus shall be located at a central and convenient location, as determined by each campus director.
  - b) The polls will open fifteen (15) minutes before the school day and close fifteen (15) minutes after the school day. Valley View/District polls will close at 3:35 pm.

- c) Volunteers, who are in good standing as members of the association, named by the Election Committee member or campus director shall staff the polling places throughout the day.
  - d) Ballots and membership lists must be secured from the ACT office. The campus director or Election Committee member will count the number of ballots needed for the membership on that campus and sign a form indicating that number. This form will be turned in before leaving the ACT office. All used and unused ballots must be returned to the ACT office. The ballots may not be duplicated. If additional ballots are needed, contact the ACT office.
- 2. Members will sign for their ballot and cast their vote in a reasonably private place. The number of ballots cast must be equal to or less than the number of signatures.
- 3. No campaigning shall be permitted at the polling place.
- 4. Tally sheets will be filled out at the site for the number of ballots and signatures only. Ballots for district wide positions shall be counted at the ACT office, or alternate central location as necessary when approved by the Executive Board, to determine the winner.
- 5. For local office and state council elections, if a candidate does not receive a majority vote, a run-off election will be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. There will be no provisions for write-in candidates in run-off elections.
- 6. The Campus Election Committee will certify the election by counting the ballots and signatures and filling out the tally sheet. They will then forward the ballots to the ACT office that day to certify the official results for publication.
- 7. After At 4:00pm on the day of the election, the Election Committee will open and tally any sealed ballots (absentee and other). The privacy of these ballots shall be preserved. The general tally will begin as results are brought in from each campus. Election results will be announced immediately following tabulation.
- V. For online Elections
  - 1. District email will be used for voting purposes.
  - 2. Voting will be conducted using a CTA-Approved secure, independent platform that tracks voter anonymity while logging vote receipt confirmations. The system shall generate a verifiable audit trail reviewed by the Elections Committee. All members will receive a link to this platform via their district email.
  - 3. Members may request a paper ballot.
  - 4. The poll will be open online for a period of time from 3 to 5 days, as determined in the election timeline.
  - 5. After the election window has closed, the ACT Election Chair and Committee will verify the certification of the election results and manage any sealed paper ballots that may have been submitted. The privacy of these ballots will be preserved.
  - 6. For local office and state council elections, if a candidate does not receive a simple majority vote (50% plus one), a run-off election will be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled.
  - 7. There will be no provisions for write-in candidates in run-off elections.
  - 8. In the event of a tie in a run-off election, the winner shall be determined by a coin toss or random drawing overseen by the Elections Committee, with both candidates or their designees present.

9. Election results will be announced no later than 5 days following the verification of certified results.

W. Special Site-Based Elections

1. Certain site-based elections such as unfilled campus representative positions, school site council, staff development, or department chair may be conducted using an alternative such as a Google Forms.

X. Absentee Balloting Procedure

1. Members expecting to be absent on the day of the election may, in accordance with the election timeline, at least one week prior to the election, request that ACT mail them an absentee ballot.
2. The absentee ballot shall include a ballot, an envelope with a signature line stamped across the flap, a pre-addressed and pre-stamped envelope and an explanation of the balloting procedure.
3. The marked ballot shall be sealed in the envelope with the signature line stamped across the flap. The voter shall sign across the seal.
4. The signed envelope shall be placed in the preaddressed, pre-stamped envelope and mailed.
5. Absentee ballots must be received by the ACT office no later than the close of polls on Election Day to be counted.

Send to Associated Chaffey Teachers  
% Elections Committee Chairperson  
3281 E. Guasti Rd. Suite 700  
Ontario, CA 91761

Y. Campus Elections

1. Applicable Procedures from Standing Rules regarding elections will apply.
2. Tabulation for campus positions shall begin after the polling place closes. Tally sheets will be filled out for the number of ballots, signatures and votes. (For online elections, this procedure will not be necessary.)
3. The Campus Election Committee will certify the results, email them to the members on their campus, post them on the ACT bulletin board on the campus, and forward the results to the ACT office immediately thereafter. (For online elections, the ACT Elections Chairperson will manage these procedures).
4. The ballots and tally sheets will be saved for one year by the campus director.

## XIII. Committees

A. Bargaining Committee

1. The bargaining committee shall consist of the members appointed to the bargaining team by the ACT President and/or volunteers from each campus. The chair of the bargaining team or president's designee as approved by the Executive Board, shall also serve as the bargaining committee chair. Prior to the commencement of the bargaining committee meetings, volunteers from each campus shall be added to the committee. If the list of members who volunteer to participate exceed the number needed on the committee, the President shall submit to the Executive Board of Directors and the Representative Council a list of candidates for the Bargaining Committee for approval.
2. The Executive Board of Directors shall, with the approval of the Representative Council, fill vacancies created by resignations or temporary inability to serve.

3. The Executive Board of Directors, by two-thirds (2/3) majority, may recommend removal of a member of the bargaining committee and appoint a replacement. This action must be ratified by a simple majority of the Representative Council.
  4. Bargaining Committee members shall serve for a period of one year and may be appointed to succeed themselves.
  5. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board of Directors, subject to policies established by the Association Representative Council.
  6. The Bargaining Committee Chairperson shall report the activities of the Bargaining Committee to the Executive Board of Directors in such form and with such frequency as the Board of Directors may require.
  7. The Executive Board of Directors shall provide for the dissemination of information regarding activities of the Bargaining Committee to the Representative Council and the general membership.
  8. The Bargaining Team members are appointed by the president, in accordance with our ACT By-Laws, and are to be selected from the members who have previously served on of the Bargaining Committee and who have training in CTA/NEA Negotiations and Finance or training as approved by the Executive Board.
    - a) The Bargaining Team may request any member of the Association to serve them in a consultative capacity.
    - b) The Bargaining Team may utilize additional expert consultants as deemed appropriate. except that The expenditures for paid counsel shall be subject to approval by the Executive Board of Directors
- B. Election Committee
1. The Election Committee shall function in accordance with current CTA Election Standing Rules.
- C. Grievance Committee
1. The President, with the approval of the Executive Board of Directors, shall appoint the members of the Grievance Committee and fill vacancies created by resignation or temporary inability to serve.
  2. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing. These procedures shall include, but not be limited to:
    - a) Provide for representation to assist all members of the bargaining unit in processing grievances if requested.
    - b) Training for handling grievances.
    - c) Evaluation of the Association's grievance policies and procedures.
  3. Grievance Committee members shall serve for a period of one year and may be appointed to succeed themselves.
- D. Membership Committee
1. The members of this committee shall be appointed for two-year terms, one half the membership to be appointed each year. The President, with approval of the Executive Board of Directors, shall appoint the committee chair.
  2. This committee shall plan and conduct the membership campaign.
- E. Political Action Committee
1. Purpose: The Committee ACT/PAC is established for the following purposes:
    - a) To inform ACT members of candidates who will be seeking office as Governing Board members.

- b) To serve as a voluntary funding structure through which ACT members may give direct and indirect financial contributions to support or oppose such local candidates for Governing Board as deemed worthy of support (or opposition) from the standpoint of educational issues and without regard to partisan consideration.
  - c) It is the intent of ACT/PAC to work in a cooperative manner with the California Teachers Association (CTA) and the National Education Association (NEA).
- 2. Any ACT member may be appointed by the President to be on the ACT/PAC Committee and may serve with the approval of the ACT Executive Board of Directors.
- 3. The ACT Board of Directors shall be the Board of Directors of the ACT/PAC and members of the committee.
- 4. The Chairperson will call meetings when there is business to conduct. All members will be notified in advance of the meeting.
- 5. Officers
  - a) The President shall appoint a Chairperson, PAC Treasurer, and PAC Committee members. The members included in the committee will be recommended by the President and approved by the Executive Board.
  - b) The officers of ACT/PAC shall be a Chairperson and a Treasurer (or a Chairperson/Treasurer).
  - c) PAC Chairperson and PAC Treasurer shall file reports with any governmental agency in connection with the performance of any of its' duties in the name of the committee or the committee members.
  - d) The ACT Executive Board will appoint the PAC officers.
  - e) The term of office for PAC Chair and PAC Treasurer shall be two (2) years.
- 6. Funding
  - a) Associated Chaffey Teachers PAC generates funds, screens candidates, and makes recommendations to the Association for the endorsement of local school board candidates and any local elections or appointed positions.
  - b) Funds may be used to support candidates for the Chaffey Joint Union High School District School Board endorsed by the ACT/PAC.
  - c) Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose as judged by the ACT Executive Board of Directors.
    - (1) The Chairperson and the Treasurer may spend amounts up to \$200.00 without previous authorization of the ACT/PAC Board. Reports of these expenditures will be made to the Board on a regular basis.
    - (2) Amounts over \$200.00 may only be spent with prior approval of the ACT/PAC Board.
    - (3) Funds approved as line items in a budget that has been approved by the ACT/PAC Board may be spent without additional approval. These expenditures will be included in the regular reports to the Executive Board and ACT Representative Council.

- d) No amount of funding or support in kind can be given to support or oppose a local or state initiative or ballot measure, or to support or oppose any city, county, or Community College Board candidate.
  - e) An amount up to of \$2.00 per ACT member per month will be placed in an ACT/PAC account from current local dues unless the member states in writing that he/she does not want this done. These monies will remain segregated from the general membership account. Actual amounts shall be adjusted by the Executive Board and ACT Representative Council to reflect the need of ACT/PAC.
7. Endorsement Procedures
- a) Candidates in elections for local school board, may be invited to participate in the Associated Chaffey Teachers recommendation and/or endorsement process. The committee can choose to recommend a friendly incumbent without going through the formal interview process.
  - b) ACT will endorse candidates and office holders only if ACT/PAC and the Representative Council take action.
  - c) ACT/PAC may endorse a candidate for school board after a thorough process in which:
    - (1) All incumbents are evaluated as to their contribution to the welfare of students and teachers of the Chaffey Joint Union High School District and to public education.
    - (2) All candidates are evaluated as to their positions on important issues facing public education.
    - (3) All candidates interviewed by the PAC Committee will be asked identical questions developed by the Committee. Telephone or virtual interviews may be included if a candidate cannot attend a scheduled interview.
  - d) The Committee shall operate on a consensus basis. Only candidates that have a consensus of support will be reported out of the Committee.
  - e) The PAC Committee will report its recommendation(s) to the Executive Board after the conclusion of the interviews, at the next regularly scheduled Executive Board meeting. In the event that recommendation(s) need to be made sooner, the President can call for either a Special Executive Board meeting or conduct an email/virtual vote.
  - f) The PAC Committee may recommend that no candidate be supported or that one or many candidates warrant the support of the Association. The Committee may also recommend a neutral position in a given race. Under no circumstances shall the Committee recommend more candidates than there are available seats.
  - g) Recommendations and endorsements are made by the ACT/PAC Board and ratified by the ACT Representative Council.
  - h) No officer of the Association will support any candidate not officially recommended by the Association in their capacity as officer of Associated Chaffey Teachers.
  - i) Early endorsement is permitted for incumbents who meet the above criteria
8. PAC Treasury Funds may only be utilized for the endorsement and support of an approved campaign.



9. The President may issue letters or statements for press releases and/or member education after approval of any endorsement.

F. Political Involvement Committee

1. The members of this committee shall be appointed for a one-year term. Members may be reappointed. The Chairperson may be the ACT/PAC chair. The President, with approval of the Executive Board, shall appoint the committee chair and members.
2. The Political Involvement Committee shall:
  - a) Study all legislation and political matters in the district, city, county, state, and the nation relating to the interest of education in general and to the welfare of pupils and teachers in particular.
  - b) Report to the Executive Board of Directors and/or the Representative Council all legislative and political matters of importance.
  - c) Advise the general membership and make recommendations for actions concerning pending legislation and/or political matters.
  - d) Interview candidates for political office and make recommendations for endorsement.

G. Public Relations Committee

1. The members of this committee shall be appointed for two-year terms, one half to be appointed each year. The President, subject to the approval of the Executive Board of Directors, shall appoint the chairperson.
2. The Public Relations Committee shall:
  - a) Secure advantageous publicity for the activities of the Association
  - b) Maintain and strengthen communications within the Association and between the Association and other organized groups in the community.
  - c) Communicate the interest of the Association and of the teachers to the public.
  - d) Regularly issue an official publication of the Association, in which there may be included a summary of the official acts of the Representative Council. The official communication tool publication of the Association shall be the ACT website [chaffeyteachers.org](http://chaffeyteachers.org), known as ACT NOW.
  - e) Secure approval of all publications from the President.

H. Community Outreach and Organizing Committee

1. The President, with the approval of the Executive Board of Directors, shall appoint the members of the Community Outreach/organizing Committee and fill vacancies created by resignation or temporary inability to serve.
2. This committee will only be formed and serve in years where there is a particular need as deemed by the Executive Board.

I. Equity Committee

1. The members of this committee shall be appointed for a one-year term. Members may be reappointed. The Chairperson may be the At Large Director. Members of this committee may be the at-large reps from each campus. The President, with approval of the Executive Board, shall appoint the committee chair and members.
2. The composition of the members of the Equity Committee will consist of the following CTA recognized caucus groups: African American, American Indian/Alaska Native, Hispanic, Pacific Asian American, Women and LGBTQ+.

3. The purpose of the Committee shall include but not be limited to the following:
  - a) Monitor BIPOC representation within Associated Chaffey Teachers and CJUHSD to ensure that there are lateral and upward mobility opportunities in leadership;
  - b) Provide additional input from BIPOC members on ACT and CJUHSD programs and activities;
  - c) Make specific recommendations to ACT and CJUHSD for continuing input from BIPOC members at school sites;
  - d) Work towards an Association that is a balanced, all-inclusive team that communicates with, involves and empowers its equity-minded members;
  - e) Develop activities and programs that will assist in the recruitment and retention of BIPOC teachers
  - f) Assess the needs of BIPOC teachers using a variety of approaches in order to identify issues and concerns;
  - g) Identify BIPOC Community-Based Organizations to use as a resource in building community outreach/political activities;
  - h) Meet with site At-Large reps in order to promote BIPOC involvement;
  - i) Promote BIPOC attendance at CTA/NEA conferences and training;
  - j) Monitor and encourage BIPOC participation at the NEA Representative Assembly as well as at the local and State Council levels.

#### XIV. Parliamentarian

- A. The president, with approval of the board, shall appoint annually a member in good standing to the role of parliamentarian.
- B. The parliamentarian's primary duty is to advise the presiding officer and the assembly on parliamentary procedures.
- C. They do not have the power to make motions or take part in debates.
- D. The parliamentarian does not have a right to vote on motions for debates, but may vote in a ballot vote or virtual poll vote.
- E. Meetings will follow Robert's Rules of Order. The Parliamentarian may adapt or adjust these rules to suit our meeting structure (See XV).
- F. The parliamentarian will publish and maintain a list of meeting norms for representative council meetings and board of director meetings.

#### XV. Order of Business for Representative Council Meetings

1. Call to order
  - a) Roll Call
  - b) Seating of Alternates
2. Approval of agenda
3. Presentation and approval of minutes
4. Treasurer's Report
5. Business Items: New Business Items in Rep Council meetings must be submitted by 12 noon on the Thursday prior to the Tuesday meeting.

6. Campus Time
7. Reports and announcements
  - a) Membership
  - b) Committees
  - c) State Council
  - d) President's Report
8. Adjournment

## XVI. Order of Business for Executive Board Meetings

1. Call to order
  - 1.1 Roll Call
2. Executive Session
3. Approval of Agenda
4. Presentation and Approval of Minutes
5. Reports and Announcements
  - 5.1 President
  - 5.2 Treasurer
  - 5.3 Standing Committees
  - 5.4 Membership Report
  - 5.5 Special Committees
  - 5.6 State Council
6. Old Business
7. New Business
8. Campus Reports & Announcements
9. Adjournment

## XVII. Officer Standing Rules

### A. President

1. Be available Monday-Friday (9:00-5:00) in person or by phone in order to conduct Association business.
2. Schedule regular meetings with the officers. Meetings may be conducted virtually or in-person.
3. Attend all Board of Directors and Rep Council meetings
4. Attend quarterly Service Center One Council meetings and Service Center presidents' meetings, San Bernardino County Coalition president meetings.
5. Attend CTA, NEA conferences as directed (Service Center One Leadership Conference, Region III Leadership Conference, Equity and Human Rights Conference, Issues Conference, GLBT Issues Conference, Summer Institute, President's Conference, NCUEA and other conferences as requested).
6. Create and sign Memorandums of Understanding (MOUs) reached with the district in consultation with the Executive Board.

7. Fulfill any and all other duties as outlined in the bylaws.

B. Vice-President

1. Be available by appointment or as needed (3:30-5:00).
2. Attend all Board of Directors and Rep Council meetings.
3. Attend CTA, NEA, and Service Center trainings and conferences as directed.
4. Be available to attend scheduled ACT Officers' meetings as needed.
5. Act as the de facto chairperson for any committee.
6. Fulfill any and all other duties as outlined in the bylaws.

C. Secretary

1. Be available to attend regularly scheduled ACT Officers' meetings as needed.
2. Attend all Board of Directors and Rep Council meetings and record minutes.
3. Be available as needed to sign Association checks.
4. Attend CTA, NEA, and Service Center trainings and conferences as directed.
5. Fulfill any and all other duties as outlined in the bylaws.

D. Treasurer

1. Be available to attend regularly scheduled ACT Officers' meetings as needed.
2. Attend all Board of Directors and Rep Council meetings.
3. Maintain weekly office hours to complete all receipts, expenditures, bank reconciliation, maintain computerized financial records file, payroll and financial reports.
4. Attend CTA and/or Service Center One Treasurer Trainings.
5. Be available during June and July to pay bills and collect mail.
6. Fulfill any and all other duties as outlined in the bylaws.

# APPENDIX SECTION

## Appendix: State Delegate Responsibilities

The CTA State Council of Education has adopted duties and responsibilities of state delegates to the NEA Convention as follows:

- A. Attend the delegate orientation session, if possible.
- B. Attend all State Caucuses.
- C. Attend all sessions of the Representative Assembly.
- D. Consider CTA State Council policy when voting on NEA proposals.
- E. Provide assistance, when requested, to the CTA/NEA Convention Task Force in the operation of the California Delegation and its activities.
- F. Submit a written report to the executive board upon return from the NEA/RA.
- G. Report back to the rep council in the first business meeting of the year.

The Associated Chaffey Teachers Board of Directors has adopted a procedure for monitoring and reporting attendance of state delegates by requiring them to sign an attendance roster at each session, once for the CA Caucus then twice on the RA floor (morning and afternoon). Attendance for State Delegates will be taken at the California Caucus as well as on the floor of the NEA Representative Assembly (morning and afternoon sessions) each day.

State Delegates must be present at all sessions in order to receive full reimbursement. Attendance will be done using the form at the end of this Appendix. Attendance may be verified by CTA staff or Service Center staff in attendance. It is the responsibility of the member to get their attendance verified.

\*Example chart (based on the 2025 NEA/RA). Deductions will change based on the annual reimbursement rate.

Delegates will receive a copy of the current chart annually.

Number of Absences	Reduction in Reimbursement
1	\$50
2	\$100
3	\$150
4	\$250
5	\$350
6	\$500
7	\$650
8	\$850
9	\$1050
10	\$1300

11	\$1550
12	\$1850
13	\$2200

All delegates are expected to sit with their respective Service Center Council on the RA floor to facilitate communications. If a delegate must be absent, they should notify the CTA Board Member from their area so in the event of an emergency, information of concern to the delegate can be transmitted.

State delegates will only be reimbursed for actual expenses according to the guidelines stated on the back of the CTA expense reimbursement statement, not to exceed the approved amount by CTA.

Expenses should be submitted no later than 30 days after the end of the event. Expenses submitted later than this may not be reimbursed without approval of the executive board. ACT will reimburse for a full room rate.

## NEA Representative Assembly: Attendance Verification Form

Date	Type of Meeting (Business or State Caucus)	Name of Person Verifying	Verifiers initials

This form should include eight (8) business meetings and five (5) state caucus meetings.  
Please submit to your local association treasurer along with your reimbursement form and receipts.



## Sample Ballots

### Balloting Format: Sample Form A

OFFICIAL BALLOT  
ACT OFFICERS ELECTION  
DATE \_\_\_\_\_

VOTE FOR ONE

PRESIDENT

.. \_\_\_\_\_ CANDIDATE A  
.. \_\_\_\_\_ CANDIDATE B  
.. \_\_\_\_\_ WRITE-IN

VOTE FOR ONE

VICE-PRESIDENT

.. \_\_\_\_\_ CANDIDATE A  
.. \_\_\_\_\_ CANDIDATE B  
.. \_\_\_\_\_ WRITE-IN

VOTE FOR ONE

SECRETARY

.. \_\_\_\_\_ CANDIDATE A  
.. \_\_\_\_\_ CANDIDATE B  
.. \_\_\_\_\_ WRITE-IN

VOTE FOR ONE

TREASURER

.. \_\_\_\_\_ CANDIDATE A  
.. \_\_\_\_\_ CANDIDATE B  
.. \_\_\_\_\_ WRITE-IN

Return this ballot to the ballot box no later than fifteen (15) minutes after the close of the school day

## ASSOCIATED CHAFFEY TEACHERS/CTA/NEA ELECTION CHALLENGE FORM

Your Name\_\_\_\_\_

Home Phone\_\_\_\_\_

Mailing Address\_\_\_\_\_

School site\_\_\_\_\_

School Phone\_\_\_\_\_

Election\_\_\_\_\_Date\_\_\_\_\_

Specify which election requirement(s) have been violated, and include evidence, insofar as possible. List names and address of parties who can give evidence. (Use back of this form if more space is needed)

Would the alleged violation have affected the outcome of the election? Explain. (Use back of this form if more space is needed)

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