

VUEA STANDING RULES

And

POLICIES

October 2010

VUEA STANDING RULES

ARTICLE I -- IDENTIFICATION AND GOALS

- 1 - 1 Address of Association. The address of the Association shall be: 1727 Mesa Verde Avenue, Suite 120, Ventura, California, 93003. Phone (805) 644-0876. <http://www.vuea.org>.

ARTICLE II -- MEMBERSHIP

- 2 - 1 Dues. The VUEA dues for each Unit member of the Association shall be \$179.00 per year.
- 2 - 2 Conformity of dues structure with CTA and NEA. Categories II & II shall be 50% of VUEA dues.

ARTICLE III -- LOCAL FACULTY UNITS

Duties

- 3 - 1 Representatives or Alternates shall attend every Representative Council meeting.
- 3 - 2 Representatives shall communicate Representative Council actions and issues to VUEA members at the building site within one week after a Council meeting.

ARTICLE IV -- GOVERNANCE AND GOVERNANCE DOCUMENTS

- 4 - 1 On all matters of procedure, not otherwise covered by provisions of the Bylaws, or by the Standing Rules of the Association, Robert's Rules of Order, latest revised edition, shall be the official guide.

ARTICLE V -- GENERAL ELECTIONS

General Meetings

- 5 - 1 General Meetings will be called by the President, Executive Board, or Representative Council in accordance with Article 5-7 of the VUEA Bylaws.

Ballot Retention

- 5 - 2 After any election, all returned ballots and tally sheets shall be kept on file in the VUEA Office for ninety (90) days.
- 5 - 3 Following a ninety (90) day period, the returned ballots shall be destroyed by the

President or his/her designee.

5 - 4 The tally sheets for any and all elections shall remain on file in the VUEA Office for a period of one year.

5 - 5 Nominations and Elections

A. Elections Committee

1. There shall be an Elections Committee
2. The Elections Committee shall be appointed
3. The Elections Committee shall be composed of at least three members.
4. The chair of the Elections Committee shall be appointed by the President
5. Members of the Elections Committee shall be approved by the Executive Board.
6. 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.

B. Election Requirements

1. The chapters 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 may be required.
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a ten (10) day period between notice of election and the actual voting
4. There shall be an all member vote.
5. A chapter shall provide means for all members to vote 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.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at time of issuance of the ballot or on an envelope when returning the voted ballot.
If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. 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.

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 every member has an opportunity to declare candidacy by:

- a. email
- b. phone call to VUEA office
- c. nomination at Representative Council meeting
- d. mail

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. 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.
 - b. Date for preparation of ballots
 - c. Date on which ballots will be distributed
 - d. Date(s) when voting will take place
 - e. Date for absentee voting
 - f. Deadline date, time and place for return of ballots, including absentee ballots.
 - g. Date, time and place where ballots will be counted.
 - h. Date(s) that announcement of results will be made to leadership, candidates and members.
 - i. Dates and timelines for run-off election, if necessary
 - j. Deadline for filing of challenges.

E. Finances

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contribution in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

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 elections timeline, procedures and guidelines.
3. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Campaign Guidelines and Procedures

1. All campaign flyers/materials must include a disclaimer stating that the views and opinions expressed are those of the candidate and not necessarily those of VUEA/CTA.
2. It is illegal to use the Association logo on any campaign materials.

3. The candidate may print his/her own flyer or email and must provide VUEA with a copy.
 - a. A flyer printed by the candidate for distribution shall be one page, no larger than 8-1/2 X 11 inches.
 - b. The flyer must state who wrote it and paid for it
4. No campaign material will be within 100 yards of the polling place

H. Ballot

1. The names of the candidates shall be printed on the ballot in (CTA election alphabet). 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.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

I. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot
2. Voting shall be by one or a combination of the following methods:
 - a. At school Site/Specified Voting SiteIf a Site Representative is a candidate, refer to A. Elections Committee

1.) Voting At School Site(s)/Specified Voting Site

- 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 includes a place for a signature

2) Voting At School Site(s)/Specified Voting Site Using Envelopes

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

- a). A list of current members shall be prepared, which includes each members name, school.
- b). The voter shall be provided with the following:
 - (1). A ballot;
 - (2). The Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope.
 - (3). A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4). A larger envelope (outer envelope) on which the voter prints

and signs his/her name and site.

- 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.

J. Counting of Ballots

1. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure areas with only the Elections Committee members and observers present.
2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. blank ballot;
 - b. more ballots than signatures;
 - c. ballot submitted after deadline
 - d. voter not a member
 - e. voter's intent unclear
 - f. votes cast for more than number allowed
 - g. vote cast on unofficial ballot
 - h. vote cast for ineligible candidate.
3. 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.
4. The Elections Committee shall prepare the Final Report, recording the following information.
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass
 - d. The number of votes received by each candidate or issue
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
6. The President shall announce the results as prescribed by the timelines

7. If the votes set aside would affect the outcome of the election, the appropriate governing body shall decide:
 - a. to count the votes which have been set aside;
 - b. not to count the votes which have been set aside; or
 - c. if the election should be conducted again.
8. The ballots and voter sign-up sheets shall be retained for ninety (90) days after the election.

K. Observers

1. Each candidate shall be allowed to have one (1) observer 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.

ARTICLE VI -- REPRESENTATIVE COUNCIL

Meetings

- 6 - 1 Meetings will be held each month from September to June at a designated site starting at 3:45 p.m.

Authorized Representation of Delegates to Conventions and Special Meetings

- 6 - 2 No person shall have authority to attend conventions or other professional meetings as an official delegate or representative of the Association unless said Representative has been approved by the Representative Council, Executive Board, and/or the President.
- 6 - 3 The Executive Board shall determine the extent to which any said Delegate or Representative shall receive reimbursement of expenses from the Association.

ARTICLE VII -- EXECUTIVE BOARD

Recommended Agenda of Business

- 7 - 1 The agenda may include the following items:
- a. Opening Procedures
Adopting of Minutes
Adopting Treasurer's Report

- b. Reports
 - Officers
 - Committees (Standing and Special)
 - CTA State Council/Channel Islands Service Center Council
- c. Discussion/Action Items (old, new, and unfinished business)
- d. Announcements
- e. Adjournment

ARTICLE VIII -- OFFICERS

President

- 8 - 1 The President shall be responsible for the progress and work of the Association. The outgoing President will assist the in-coming President in order to assure a smooth transition of power, providing records, CTA guidelines, supplies and other Association materials in a timely manner.

Vice President

- 8 - 2 The Vice President shall serve as assistant to the President in all duties of the President. The Vice President shall assume the duties of the President when the President is unavailable.

Treasurer

- 8 - 3 The Treasurer shall be one of the cosigners of the Association checks. The signators of the Association shall be any two (2) of the following three (3) people: Treasurer, President, and/or Permanent Personnel (authorized by the President).

Elementary, Middle, and Secondary Board Representatives

- 8 - 4 Elementary, Middle, and Secondary Board Representatives shall be responsible to Unit Members at schools within the areas they service and shall act as a liaison for communication within the Association. Schools will be equally distributed amongst these Representatives.

ARTICLE IX -- CTA STATE COUNCIL REPRESENTATIVES

- 9 - 1 Terms and numbers of Representatives shall be determined by CTA State Council.

Duties

9 - 2 Representatives shall

- a. Attend State Council, VUEA Representative Council, VUEA Executive Board, and Channel Islands Service Center Council meetings. If the Representative is unable to attend, the VUEA President shall appoint an official alternate.
- b. Represent the views and input of the membership of the Unit in votes taken in the State Council, conducting accurate, frequent, and regular polls of the membership for this purpose.
- c. On vital issues at the State Council level (i.e., dues increases, major policy changes, and new legislation), the Representative shall seek direction from the membership of the Unit either through the Representative Council, the Executive Board, or a poll of all the Local Faculty Units.
- d. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the state organization and the Association.
- e. Prior to reporting to the Representative Council, make a capsule summary of State Council action to the Executive Board.

ARTICLE X -- COMMITTEES

Committee Powers and Duties

10-1 Committee powers and duties shall include the following:

- a. All committees shall designate subcommittees, as needed, and report to the Representative Council or Executive Board as requested.
- b. Each Standing Committee will develop its own standing rules subject to the approval by the Executive Board; Special Committees will develop their own rules in conformity with their direction, subject to the approval of the Executive Board.
- c. If the costs are incurred for consulting services, the Executive Board must give prior approval.

VUSD Interview Committee

- 10-2 Appointments to Site Interview teams representing VUEA will adhere to the following procedure:
- a. The President of VUEA will notify the Reps at the effected site that the district needs one or more VUEA members to be a part of the interview team.
 - b. The building site reps will hold a special VUEA meeting in which an election will be held to pick a person(s) for the interview team.
 - c. The effected building site reps will then report back to the President of VUEA regarding which bargaining unit member will represent VUEA on the interview team.
 - d. The President will forward the names to the district office.
 - e. In all cases where an election cannot be held the president will appoint a person to the committee.
- 10-3 Appointment to District Interview Team representing VUEA will adhere to the following procedure:
- a. President of VUEA will appoint a bargaining unit member(s) to the interview teams with the approval of the VUEA Executive Board (6/95)

ARTICLE XI -- EMPLOYMENT OF STAFF

- 11-1 Refer to Article XI of Bylaws.

ARTICLE XII -- FINANCES

Audit

- 12-1 The Executive Board shall provide that an audit of the Association's books be conducted by a Certified Public Accountant.

Travel and Other Expenses

- 12-3 The rules governing the control and payment of necessary expenses of Association officials, directors, employees, representatives on the CTA State Council of Education, and of such other persons as may be duly authorized to

represent the Association from time to time as follows:

- a. The President of the Association shall be budgeted per year during his/her term of office for incidental expenses.
- b. Allowance of necessary expenses shall be budgeted and in accordance with the following provision:
 1. All expense accounts shall be submitted in forms provided.
 2. Mileage shall be reimbursed at the rate of 34 cents per mile.
- c. Any exception from the above rules shall be allowed only upon approval of the Executive Board.

ARTICLE XIII -- RECORDS AND PUBLICATION, NOTICES AND CORRESPONDENCE

Disposition of Official Records, Documents, and Correspondence

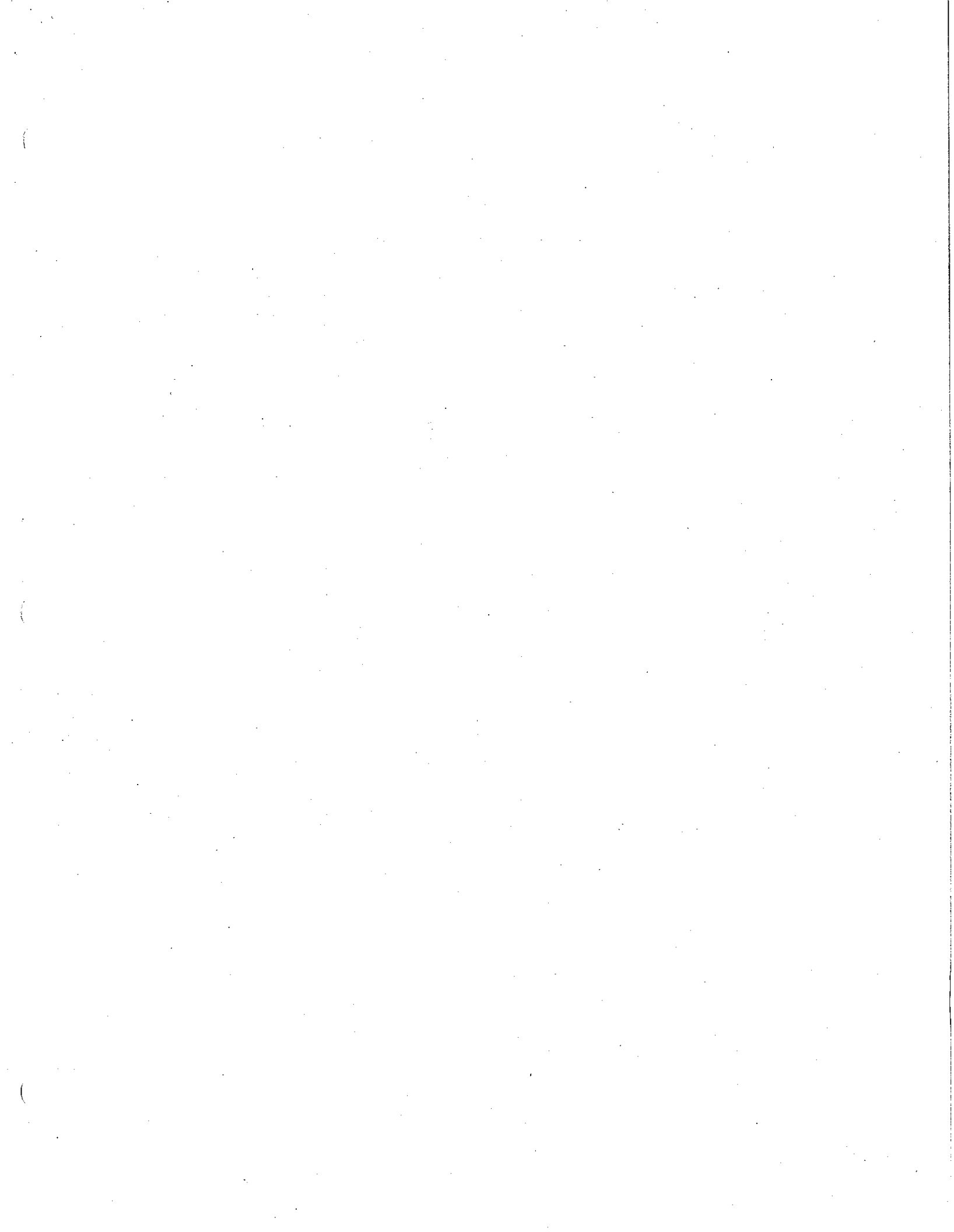
- 13-1 Minutes of the Executive Board, Representative Council, all Standing, and Special Committees shall be kept on active file for the fiscal year, on inactive file for two (2) years, and stored for two (2) years.
- 13-2 Stored materials may be destroyed with the recommendation of the Executive Board and approval of the Representative Council.
- 13-3 All Awards/Commendations, which are given out by the Ventura Unified Education Association officers(s), must be first approved by the Executive Board or the Representative Council. This excludes internal membership Awards/Commendations that have been approved by the California Teachers Association and/or the Nation Education Association. (adopted 10/3/00)
- 13-4 All Advertising that is in or attached to any Ventura Unified Education Association publication shall have the approval of the Executive Board and/or Representative Council. This excludes all endorsed companies of the California Teachers Association and/or the Nation Education Association. (adopted 10/3/00)

ARTIVICLE XIV - CONSIDERATION OF ARBITRATION

The Grievance Committee will make a recommendation as to whether or not to pursue arbitration of a grievance.

In determining to recommend whether or not to arbitrate, the following criteria will be considered;

1. The grievance has sufficient merit to justify arbitration;



VUEA POLICIES

January 29, 2000

VUEA Policies regarding site administrators and combination classes

Policy 1 - 1997

That any new site administrator hired by the District will have at least two (2) years classroom teaching experience if they are going to evaluate classroom teachers.

Policy 2 - 1997

That any current site administrator without any teaching experience shall not professionally evaluate a current classroom teacher.

Policy 3 - 1997

That the District discourages combination classes at all elementary sites at all grade levels.
(5/12/97)

VUEA Policies regarding safety and working conditions

Policy 1 - 2000

For the safety, confidentiality and privacy of teachers and children, the Ventura Unified Education Association believes that all classrooms in the Ventura Unified School District must have telephones in order for teachers to do their jobs.

Until permanent telephones are installed in the classrooms for the Bargaining Unit Members, Ventura Unified Education Association proposes that cell phones be made available at each work site.

Policy 2 - 2000

The Ventura Unified Education Association believes that Bargaining Unit Members must have computers at their desks to handle the business of education and to have access to District e-mail and the Internet. (1/29/00)

VUEA Policies regarding Awards & Commendations

Policy 10-2000 #3

All Awards / Commendations which are given out by the Ventura Unified Education Association officer(s), must be first approved by the Executive Board or the Representative Council. This excludes internal membership and Awards / Commendations that have been approved by the California Teachers Association and or the National Education Association.

Policy regarding Advertising

Policy 10-2000 #4

All advertising that is in or attached to any Ventura Unified Education Association publication shall have the approval of the Executive Board and or Representative Council. This excludes all endorsed companies of the California Teachers Association or the National Education Association.

These policies will take effect immediately after ratification by the Ventura Unified Education Association Executive Board.

Approve #10-2000 - 3 11/06/00

Approve #10-2000 - 4 11/06/00