

# MONTEREY BAY TEACHERS ASSOCIATION/CTA/NEA

## STANDING RULES

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### Rule 1 Purpose of Standing Rules

- Rule 1-1: Standing Rules are the procedures that Monterey Bay Teachers Association employs in order to administer the business of the Association. The Standing Rules compliment, not contradict or supplant, the Bylaws.
- Rule 1-2 Standing rules may be adopted or modified by a majority vote of the Executive Board.

### Rule 2 Mission Statement

- Rule 2-1: Here at Monterey Bay Teachers Association, we are proud to advocate for our preschool-Adult school teachers, nurses, counselors, speech pathologists, academic counselors. We firmly believe that the work we do has a direct benefit on the educational quality of our schools. Empowered teachers means empowered students. We ensure that the civil rights of all students and educators are protected.

### Rule 3 Executive Board Meetings

#### Rule 3-1: Attendance

- Rule 3-1.1: The Association Secretary shall conduct a roll call at the beginning of each Board of Directors Meeting
- Rule 3-1.2: Executive Board meetings shall be made up of the members of the Executive Board: the officers: the President, Vice President, Secretary and Treasurer as well as the Directors-at-large for High School, Middle School, Elementary, Preschool, Special Education and Student Services. In addition, the Committee Chairs will attend as non-voting members of the Executive Board.
- Rule 3-1.3: The meeting shall begin at 4:30 p.m.
- Rule 3-1.4: Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes, and must be approved by a majority of those signed in to the meeting.
- Rule 3-1.5: Quorum is defined in the Association Bylaws.

#### Rule 3-2: Agenda

- Rule 3-2.1: The order of the Agenda shall be: Call to Order, Adopt the Agenda with Flexibility, Approval of the Minutes, Officer and Executive Director Reports, (including Directors-at-Large), Committees, State Council (if applicable), New Business, Comments and Concerns, Announcements, and Adjournment.
- Rule 3-2.2 The President or his/her designee shall offer a proposed agenda to the Executive Board. All members of the body shall have an opportunity to add items to the proposed agenda. The Executive Board must adopt the agenda as a whole before business continues.
- Rule 3-2.3 The President or their designee shall attempt to prioritize agenda items based on a limited number of topics that can be reasonably addressed. Issues of timely importance should be included in the proposed agenda along with some key questions Board members can consider prior to the scheduled meeting. Sharing ideas via e-mail is encouraged.
- Rule 3-2.4: Should the need arise to call an emergency Executive Board meeting, only the specific topic giving rise to the emergency meeting shall be offered on the proposed Agenda.
- Rule 3-2.5: Committee Reports should be introduced in writing whenever possible.

#### Rule 3-3: Meeting Procedures

- Rule 3-3.1: The proposed Agenda for an upcoming, scheduled meeting and the Minutes of the previous meeting are available to Board members one week before the scheduled meeting. The Minutes will be considered read after the meeting is called to order.
- Rule 3-3.2: There will be no side conversations during the meeting.
- Rule 3-3.3: The President or their designee may establish a time limit on agenda items for the specific purpose of moving the agenda. The time will be kept by the Secretary, unless the Secretary is speaking, in which case it will fall to the Vice President.
- Rule 3-3.4: When speaking to an issue, be brief and concise. Do not repeat what another Board member has said. Stay on topic.
- Rule 3-3.5: All members shall have the opportunity to speak to an item before allowing a member to speak a second time.
- Rule 3-3.6: Comments and Concerns: When speaking, identify the issue, who is involved, what has been done to-date, and by whom. Try to structure your comments by suggesting possible solutions to the issue. If a motion is suggested, it can be taken up as part of New Business.

Rule 3-3.7 When non-Executive Board members visit in order to request funding or make proposals, etc., that require action from the Board, said visitor(s) must leave after the request is made and questions are answered (as needed). The visitor(s) may not remain for discussion or vote. The President will later notify the visitor(s) of the Board's decision.

## Rule 4 Representative Council Meetings

### Rule 4-1: Attendance

Rule 4-1.1: Representatives and/or their elected alternates shall sign their name on the roster corresponding to their site upon entering the meeting area or electronic meeting.

Rule 4-1.2: Representation at the Representative Council will be based upon this table as defined in the Association Bylaws:

Number of Reps	1 Rep per 10 members
1	1 – 15
2	16 – 25
3	26 – 35
4	36 – 45
5	46 – 55
≥ 6	Same interval

Rule 4-1.3: The meeting shall begin at 4:30 p.m.

Rule 4-1.4: Quorum is defined in the Association Bylaws

### Rule 4-2: Agenda

Rule 4-2.1: The Agenda may be comprised of: Call to Order, Adopt the Agenda with Flexibility, Approval of the Minutes, Officer and Executive Director Reports, State Council, Committee Reports, Unfinished Business, New Business, Zone Check-in (lead by the Director-At-Large), Comments and Concerns, Announcements, and Adjournment.

Rule 4-2.2: The President or their designee shall offer a proposed agenda to the Representative Council. All elected members of the body shall have an opportunity to add items to the proposed agenda. Non-elected members may place items on the proposed agenda only through their elected site representatives. The Representative Council must adopt the agenda as a whole before business continues.

Rule 4-2.3: Individuals or groups of people who are not part of our bargaining unit may be granted an opportunity to speak to the Representative Council by the consent of the council members in attendance.

### Rule 4-3: Meeting Procedures

Rule 4-3.1: Each elected member of the Representative Council is entitled to one vote. Duly elected Alternates may vote in place of the regular site representative using the same procedure as long as the majority of the Representative Council seats them and they represent the same constituency as the regular site representative.

Rule 4-3.2: Any Association member may attend a meeting of the Representative Council, and would be permitted the right to speak if recognized. However, motions and voting privileges are reserved to the elected site representatives or their seated alternates.

Rule 4-3.3: The proposed Agenda for an upcoming scheduled meeting and the Minutes of the previous meeting are available to Representatives and Alternates one week before the scheduled meeting. The Minutes will be considered read after the meeting is Called to Order.

Rule 4-3.4: Zone Check-In shall begin at 5:15p.m. Motion to Suspend the Rules for the purpose of extending the 10-minute time limit of *Zone Check-in* shall only be made from a duly elected representative on the floor of the Council. A two-thirds vote in the affirmative must be reached in order for the Motion to Suspend the Rules to carry. Comments & Concerns will begin as soon as Check-In is over and will run no more than 15 minutes, unless voted to extend the time. Each member will speak for no more than 3 minutes unless the group votes to extend the time.

Rule 4-3.5: Members elected as a State Council Representative to Multiple Groups shall serve as an *ex-officio*, non-voting member of the Representative Council.

### Rule 4-4: State Council Representative to Multiple Groups

Rule 4-4.1: Represent the Association(s) at the Council, having the authority commensurate with that responsibility.

Rule 4-4.2: Inform the Representative Council(s) of proposed actions and report policies, actions and activities of the California Teachers Association to the Representative Council(s) and Membership(s).

Rule 4-4.3: Perform duties and functions in accordance with provisions of the California Teachers Association.

Rule 4-4.4: Will not serve as an *ex-officio*, non-voting member of the Executive Board. However, the member(s) serving as State Council Representatives to Multiple Groups may be invited by the President to attend Executive Board meetings on an as-needed basis.

Rule 4-5: Any member who serves as a Standing Committee or *Ad Hoc* Committee Chair or who otherwise holds an elective CTA or NEA office and is not themselves an elected member of the Representative Council may attend the Representative Council meeting as an *ex-officio*, non-voting member.

Rule 4-6: Local Delegates to the NEA Representative Assembly

Rule 4-6.1: Represent the Association at the National Education Association Representative Assembly.

Rule 4-6.2: Inform the Representative Council and Membership of proposed actions and report key decisions following the annual NEA Representative Assembly.

Rule 4-6.3: Perform duties and functions in accordance with the provisions of the National Education Association.

Rule 4-6.4: State Delegates to the NEA Representative Assembly who are Association members may follow these rules at their own discretion since they are under they perform their role under CTA rules.

Rule 4-7: Any member may request copies of the Representative Council Agenda and/or Minutes either from their Site Representatives or from the Chapter Office.

## **Rule 5 General Membership Meetings**

Rule 5-1: Attendance

Rule 5-1.1: Members shall sign their name on the roster corresponding to their attendance area upon entering the meeting area.

Rule 5-1.2: The meeting shall begin at a time determined by the Executive Board.

Rule 5-1.3: Quorum is defined in the Association Bylaws

Rule 5-2: Agenda and Meeting Procedures will be developed consistent with the Association Bylaws.

## **Rule 6 Bylaw-defined Standing Committees**

Rule 6-1: Bargaining Team

Rule 6-1.1: Composition

Rule 6-1.1.a: The President shall appoint the Chair and the members of the Bargaining Team consistent with the provisions of the Bylaws.

Rule 6-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-1.1.c: Changes in the composition of the Bargaining Team will follow the provisions of the Bylaws.

Rule 6-1.2: Duties

Rule 6-1.2.a: The Bargaining Team will meet at least one (1) time a month.

Rule 6-1.2.b: The Bargaining Team may meet either to caucus or to negotiate at the table, or both, subject to the call of the Chair.

Rule 6-1.2.c: All but 1 member of the Bargaining Team needs to be present in order to conduct a caucus meeting or to negotiate. The Bargaining Team will not conduct business unless this threshold is met.

Rule 6-1.2.d: The Bargaining Team will report to the President during and after each bargaining session as well as to produce a written report for dissemination to the membership.

Rule 6-1.2.e: The Bargaining Chair, along with any members of the Team if available, shall provide an in-person report to the Executive Board at every regularly scheduled meeting while negotiations are underway.

Rule 6-1.2.f: The Executive Board will enter into Executive Session while the Bargaining Report is being presented. Executive Session means that no Minutes are taken and no notes are written by any members present at the meeting. Any actions required by the Executive Board must be transacted in Open Session after the completion of the Bargaining Team report.

Rule 6-1.2.g: The Bargaining Chair, along with any members of the Team, if available, shall provide an in-person report to the Representative Council at every regularly

scheduled meeting while negotiations are underway. The meeting will be in Open Session. No information that is meant to be confidential for the purposes of reaching a tentative agreement shall be stated in Open Session.

Rule 6-1.3: Operating Procedures when reaching a Tentative Agreement

Rule 6-1.3.a.: The Bargaining Chair and Team shall make a formal presentation of the Tentative Agreement to the Executive Board. The Executive Board will consider a referral motion to the Representative Council indicating their support or opposition to the Tentative Agreement.

Rule 6-1.3.b: The Representative Council shall consider the referral motion from the Executive Board at either the next regularly scheduled meeting or at a Special Meeting. Once the motion is offered, the Bargaining Chair and Team will formally present the Tentative Agreement. The Representative Council will take action on the referral motion. The results of that vote, along with the Executive Board referral motion, will be presented on the ballot for the ratification vote of the membership.

Rule 6-1.4: Memorandum of Understanding/Side Letters of Agreement

Rule 6-1.4.a: When there is a very narrow scope of bargaining that necessitates the use of either a Memorandum of Understanding (M.O.U.) or Side Letter of Agreement (S.L.A.), the President shall inform the Executive Board and Representative Council of the intent to create this agreement without the Bargaining Team.

Rule 6-1.4.b: Ratification of an M.O.U. or S.L.A. shall be accomplished by a majority vote of the Executive Board.

Rule 6-1.4.c: When the scope of bargaining is broad and necessary during the span of the 3-year CBA, the Bargaining Team shall conduct the negotiations and follow the same processes as outlined in Standing Rules 6-1.3.

Rule 6-2: Grievance Committee

Rule 6-2.1: Composition

Rule 6-2.1.a: The President shall appoint the Chair and the members of the Grievance Committee consistent with the provisions of the Bylaws.

Rule 6-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-2.1.c: Changes in the composition of the Grievance Committee will follow the provisions of the Bylaws.

Rule 6-2.2: Duties

Rule 6-2.2.a: To provide educational materials, resources, and support for unit members and Site Representatives regarding teacher rights or grievances.

Rule 6-2.2.b: To provide grievance and teacher rights training for Site Representatives.

Rule 6-2.2.c: To consider carefully the merits of each Level Two Grievance and to make recommendations to the Executive Board concerning whether or not to submit a grievance to arbitration.

Rule 6-2.2.d: To set standards or guidelines for filing a grievance.

Rule 6-2.2.e: To establish a filing system for grievance.

Rule 6-2.2.f: All committee members with voting rights on the committee shall be Active members of the Association.

Rule 6-2.3: Operating Procedures

Rule 6-2.3.a: The Grievance Committee shall meet monthly or as needed.

Rule 6-2.3.b: Minutes shall be taken and maintained on file.

Rule 6-2.3.c: The Chair shall call a meeting upon receipt of a request from a grievant to submit a request for arbitration.

Rule 6-2.3.d: A quorum is a majority of committee members. A quorum will be required to make any decisions or recommendations relevant to grievances.

Rule 6-2.3.e: The Grievance Committee will make recommendations to the Executive Board concerning the submission of a grievance to arbitration. The recommendation will be based on Association policy and advice of staff.

Rule 6-2.3.f: All Association grievances will be processed in a timely manner.

Rule 6-2.3.g: All information will be kept in the strictest of confidence.

Rule 6-2.3.h: Should the Grievance Committee recommend that a given grievance not be submitted to arbitration, the grievant shall have the right to appeal, in writing, the Grievance Committee's recommendation to the Executive Board. The

grievant shall also have the right to present their case before the Executive Board.

Rule 6-2.3.i: The decision of the Executive Board shall be final and binding.

Rule 6-2.3 j: Zone reps will keep of track of the timeline for any grievance initiated in their zone.

Rule 6-2.4 Criteria for Recommending Arbitration to the Executive Board

Rule 6-2.4.a: Does the Association have credible evidence and arguments to support its position?

Rule 6-2.4.b: Is the grievance meritorious?

Rule 6-2.4.c: Is there a reasonable chance of winning the case?

Rule 6-2.4.d: Is the cost worth the economic and political gains sought?

Rule 6-2.4.e: Is it incidental or precedential?

Rule 6-2.4.f: Does the Association have the resources to see it through?

Rule 6-2.4.g: Are serious organizational considerations involved?

Rule 6-2.4.h: Will the grievance achieve the goal sought?

Rule 6-2.4.i: Will a victory deter the employer from similar adverse actions in the future?

Rule 6-2.4.j: Have all procedural steps been followed properly?

Rule 6-3: Elections Committee

Rule 6-3.1: Composition

Rule 6-3.1.a: The President shall appoint the Chair and the members of the Elections Committee consistent with the provisions of the Bylaws.

Rule 6-3.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 6-3.1.c: Changes in the composition of the Elections Committee will follow the provisions of the Bylaws

Rule 6-3.1.d: To the extent possible, members of the elections committee can not be made up of Executive Board members, Site Representatives, or any elected officer.

Rule 6-3.2: Duties

Rule 6-3.2.a: The chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*.

**Rule 7 Other Standing Committees**

Rule 7-1: Equity and Human Rights Committee

Rule 7-1.1: Composition

Rule 7-1.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.

Rule 7-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-1.1.c: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

Rule 7-1.1.d: The Human Rights Committee shall have *at least* a Women's Rights Lead and an LGBTQ+ Lead.

Rule 7-1.2: Duties

Rule 7-1.2.a: The Human Rights Committee shall draft a belief statement for the union based on equity and human rights. They will present the statement to the Site Rep Council to be voted on. It may be updated as necessary with permission of the Executive Board.

Rule 7-1.2.b: The Human Rights Committee will solicit information about the current state of equity and human rights within MPUSD - this could include, but is not limited to: creating a survey for members, conducting listening tours, analyzing Youth Truth survey, asking for information from district leadership that pertains to their goals, surveying members on PD opportunities they would like etc.

Rule 7-1.2.c: The Committee will come up with goals/ ideas to address the needs of MPUSD students and staff as they pertain to Human Rights and Equity then work to achieve those goals.

Rule 7-1.2.d: The Committee will work in collaboration with union leadership to respond to any acts of hate that take place within MPUSD, either through written statements sent to membership, speeches given, or social media posts. For any of these, they will work with the Communications Committee.

Rule 7-1.3: Operating Procedures

Rule 7-1.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.

Rule 7-1.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.

Rule 7-1.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.

Rule 7-1.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

Rule 7-2: Communications Committee

Rule 7-2.1: Composition

Rule 7-2.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.

Rule 7-2.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-2.1.c: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

Rule 7-2.2: Duties

Rule 7-2.2.a: Members will publish the Association newsletters and keep the website up to date.

Rule 7-2.2.b: Members may solicit articles, information, or advertisements from officers, educators and community members and properly work on the layout of their choosing.

Rule 7-2.2.c: This committee may also prepare press releases for Association events and work with a variety of media tools.

Rule 7-2.2.d: Prior to distribution, all communications must be approved by Association leadership.

Rule 7-2.2.e: Development of a webpage and other social media platforms shall be organized and implemented based upon the direction of the President and the concurrence of the Executive Board.

Rule 7-2.3: Operating Procedures

Rule 7-2.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.

Rule 7-2.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.

Rule 7-2.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.

Rule 7-2.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

Rule 7-4: Organizing Committee

Rule 7-4.1: Composition

Rule 7-4.1.a: The President shall appoint the Chair and the members of the Organizing Committee consistent with the provisions of the Bylaws.

Rule 7-4.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-4.1.c: Changes in the composition of the Organizing Committee will follow the provisions of the Bylaws.

Rule 7-4.2: Duties

Rule 7-4.2.a: The Organizing Committee shall prepare Site Rep Training each year, in collaboration with the Executive Board, as necessary to achieve the committee & union goals.

Rule 7-4.2.b: The Committee shall prepare and update an organizing calendar for the year that includes structure tests (ex: red shirt days, listening tours, picketing, strike) in cooperation with the Bargaining Team.

Rule 7-4.3: Operating Procedures

- Rule 7-4.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.
- Rule 7-4.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.
- Rule 7-4.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.
- Rule 7-4.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

Rule 7-5: Curriculum, Policy, & Professional Development Committee

Rule 7-5.1: Composition

- Rule 7-5.1.a: The President shall appoint the Chair and the members of the C.P.P. D Committee consistent with the provisions of the Bylaws.
- Rule 7-5.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 7-5.1.c: Changes in the composition of the IPD Committee will follow the provisions of the Bylaws.

Rule 7-5.2: Duties

- Rule 7-5.2.a: *The Executive Board can draft these duties.*

Rule 7-4.3: Operating Procedures

- Rule 7-4.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.
- Rule 7-4.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.
- Rule 7-4.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.
- Rule 7-4.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

Rule 7-6: Membership Committee

Rule 7-6.1: Composition

- Rule 7-6.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.
- Rule 7-6.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.
- Rule 7-6.1.c: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

Rule 7-6.2: Duties

- Rule 7-6.2.a: Members will be in charge of organizing New Member Recruitment at the beginning of the year, including presenting to new members during the Early Year Teacher Academies.
- Rule 7-6.2.b: Members will manage the Membership-by-Site document, ensuring that it is aligned with CTA360, and that Site Reps know how to use both documents.
- Rule 7-6.2.c: The Committee will organize member events throughout the year, which may include the End of Year Banquet or celebration, or more regular get-togethers.
- Rule 7-6.2.d: The Committee will work on relationships with local businesses and use these to solicit discounts or donations, as well as to build their allyship with MBTA for organizing purposes.
- Rule 7-6.2.e: Membership will organize Teacher Appreciation Month.
- Rule 7-6.2.f: Membership will work to improve member understanding of CTA and NEA Benefits, their retirement, student loans and any other information that members may wish to know about.

Rule 7-6.3: Operating Procedures

- Rule 7-6.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.
- Rule 7-6.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.

Rule 7-6.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.

Rule 7-6.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

## Rule 7-7: Finance Committee

### Rule 7-2.1: Composition

Rule 7-2.1.a: The President shall appoint the Chair and the members of the Communications Committee consistent with the provisions of the Bylaws.

Rule 7-2.1.b: Positions within the Committee will include an MBTA internal budget lead (normally the Treasurer), an MPUSD Budget lead and a CA State budget lead.

Rule 7-2.1.c: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 7-2.1.d: Changes in the composition of the Communications Committee will follow the provisions of the Bylaws

### Rule 7-2.2: Duties

Rule 7-2.2.a: The committee will oversee the MBTA Budget, helping the Treasurer to set and maintain a budget for each school year.

Rule 7-2.2.b: The committee will be responsible for one annual internal review of the MBTA Budget, then will give their recommendation to the Executive Board about whether a further external review or audit is recommended.

Rule 7-2.2.c: The Committee will work to understand MPUSDs budget so that membership can engage with the LCAP and so that Bargaining gains a better understanding of MPUSD finances going into the year.

Rule 7-2.2.d: The Committee will work on State Budgets, understanding any changes from the Governor that will help our Bargaining team to succeed.

Rule 7-2.2.e: The Committee will ensure that information about both MPUSD and MBTAs budget are transparent and understood by members who wish to understand them.

### Rule 7-2.3: Operating Procedures

Rule 7-2.3.a: The Chair of the Committee will share the dates for all committee meetings for the school year with the Vice President after their first meeting, so that they may be placed on a union calendar.

Rule 7-2.3.b: The Chair of the Committee will hold the first committee meeting within one month of the start of the school year.

Rule 7-2.3.c: The Chair will provide a written report for the Executive Board meeting & share it with the Vice President.

Rule 7-2.3.d: The Chair will share the meeting notes from each meeting with the Vice President, to be filed into union drives.

## Rule 8 *Ad Hoc* Committees

### Rule 8-1: Political Action Committee

#### Rule 8-1.1: Composition

Rule 8-1.1.a: The President shall appoint the Chair and the members of the Political Action Committee consistent with the provisions of the Bylaws. The PAC Treasurer shall be appointed as an *ex-officio*, voting member. The President and Vice-Presidents shall be *ex-officio*, non-voting members. In the event that there is no PAC Committee, the PAC Treasurer will be an *ex-officio* voting member of the Finance Committee.

Rule 8-1.1.b: The term of service will be renewed at the first Executive Board meeting of the school year.

Rule 8-1.1.c: Changes in the composition of the Political Action Committee will follow the provisions of the Bylaws.

#### Rule 8-1.2: Duties

Rule 8-1.2.a: The Political Action Committee (PAC) shall inform the membership about the records and opinions of candidates for school board, Legislature and Congress regarding questions affecting schools and educators.



Rule 8-1.2.b: The Political Action Committee will recommend candidates or officeholders by using a process of interviewing the local candidates.

Rule 8-1.2.c: The Political Action Committee may recommend a position on local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration.

Rule 8-1.3: Operating Procedures

Rule 8-1.3.a: Funding of PAC will be voluntary. Members choosing not to contribute to the PAC will fill out the "Association PAC Opt-Out Form" to divert their contribution to the General Fund. These PAC monies will remain segregated from the general membership account.

Rule 8-1.3.b: Candidate Recommendation Procedure:

- 1) A cover letter and questionnaire will be sent to all known candidates.
- 2) All candidates returning the written questionnaire will have an opportunity to be interviewed.
- 3) PAC will report interview results to the Rep. Council which will then vote. Each candidate receiving a 60% majority of the Rep Council's vote shall be placed on our Association's recommended list of candidates.
- 4) No funds or support in kind may be spent on non-recommended candidates.
- 5) PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

Rule 8-1.3.c: Issue Recommendation Procedure:

- 1) The PAC may research local educational issues (including ballot measures).
- 2) The PAC will report the research results to the Rep Council, which will then vote. Each position receiving a 60% majority shall be considered the Association's recommended position.
- 3) No funds or support in kind may be spent on non-recommended issues.
- 4) The PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

**Rule 9 Release Time and Stipends**

Rule 9-1 Release Time

Rule 9-1.1: Officers, Directors-At-Large, committee chairs and members may be released from District duties and the Association shall provide substitute time, subject to the discretion of the Executive Board.

Rule 9-2 Stipends

Rule 9-2.1: The Association may pay a member a stipend, determined by the executive board, for performing work outside of their work day.

Rule 9-2.2: The yearly stipend, as necessitated by law, shall be reported to the IRS on form 1099 and will be taxable income for each officer receiving it.

Rule 9-2.3: Obligations must be completed and reviewed by the Executive Board in order to receive the stipend.

Rule 9-2.4: Any annual Stipends for Officers, Executive Board members and Representative Council members will be determined on an annual basis by the Executive Board, with approval from Rep Council. That approval may take place as part of the budget proposal at the beginning of the year.

Rule 9-2.5 Annual Stipends for Bylaws-defined Standing Committee Chairs and Members shall be separately presented from the budget proposal to the Representative Council as these positions are appointed.

**Rule 10 Association Business Standards and Practices**

Rule 10-1 Local Office

Rule 10-1.1: Employees. If the union maintains an employee in the local office, the Executive Board must review the employee contract together each year and ensure that hours, working conditions and wages are fair, equitable and based on that contract.

Rule 10-2: Calculation of Local Dues

Rule 10-2.1: The local dues will be indexed based on the first salary cell of the Certificated Teachers Salary Schedule

Rules 10-3: Financial Duties

Rule 10-3.1 There will be an internal review of finances every year to make sure that MBTA financial records and practices are working in proper order. Every 3 years, a full internal audit must take place. After each audit and review, the Finance Committee will advise the Executive Board of the need for a further audit or review from an external source. An external review or audit may also be called for by any member, then voted upon by the union Board and Rep Council.

Rule 10-3.2 If the treasurer is unavailable, the Vice President will be the second signature along with the President on any checks needed to be written and distributed.

Rule 10-4: Travel Reimbursement

Rule 10-4.1: Request for the intent to seek reimbursement for travel expenses incurred while on Association business will be submitted in writing to the President at least five (5) school days prior to the departure date.

Rule 10-4.2: Request for reimbursement for travel expenses must be submitted using the form developed by the Association on or before 30 calendar days after the date the member returned from the business-related travel.

Rule 10-5: Conferences

Rule 10-5.1: Members wishing to attend a CTA/ NEA Conference may apply to the Executive Board for consideration for expense reimbursement.

Rule 10-5.2: The Executive Board shall determine who to cover based on budget, CTA/NEA guidelines and priorities of the organization.

Rule 10-5.3: Unless otherwise determined by the Executive Team, reimbursement shall cover the following items:

Rule 10-5.3.a: Travel expenses: The association may cover the cost of transport to an airport and flight, or mileage and parking expenses for driving, or the cost of a rental car, or the cost of a train and taxi, whichever is the cheapest of the options available within reason. For example, the Executive Board may determine that the cheapest way to get to Boston for a conference is to take an airport shuttle to San Francisco and fly from there to Boston. The member may wish to fly out of Monterey, or drive across country, but the Executive Board will determine whether to reimburse for the full amount, or only for the amount it would have cost the member to take the cheaper option.

Rule 10-5.3.b: Lodging expenses: full lodging (room rate) will be covered. If members choose to room together (more than one person to a room), then each member in the shared room will receive an additional \$100 per day that can be used for food or beverages.

Rule 10-5.3.c: The Association will cover the cost of any registration fee, as advertised by CTA or NEA for the conference.

Rule 10-5.4: In order to receive compensation, members must submit their reimbursement form, as well as notes from each day of the conference & present on their experience, as requested, to the board within 30 days of their return.

Rule 10-5.5: If a member misses half a day or more of a conference, their total reimbursement will be reduced by the same fraction of time they missed (example: if a member misses 25% of a conference, their overall reimbursement will be reduced by 25%). Exceptions can be made by the Executive Board for illness, emergencies etc.