

BYLAWS
Oroville Secondary Teachers Association/CTA/NEA

I. NAME AND LOCATION

The official name of this Association shall be the Oroville Secondary Teachers Association/CTA/NEA in Butte County.

II. PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To raise the standards for education support professionals;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community;
- H. To foster good fellowship among members.

III. AFFILIATION WITH CTA/NEA

- A. The Oroville Secondary Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Oroville Secondary Teachers Association shall be an affiliated local association of the National Education Association (NEA).

IV. MEMBERSHIP

- A. Categories of Membership. There shall be categories of membership in the Association: Active and Associate

- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Oroville Union High School district, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.
- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA representation fees.
- D. The right to vote and to hold elective office or appointed position within the Association shall be limited to Active members.
- E. Active members shall be eligible to vote in all elections, hold elective office or appointed position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- F. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- G. Active members shall adhere to The Code of Ethics of the Education Profession.
- H. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
- I. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- J. The membership year shall be from the first working day of any given school year through August 31 of the following calendar year, inclusive.
- K. Unless otherwise expressly provided by law, persons who defer their representation fee to an organization defined in Article V of the bargaining agreement will be represented by the Association, but shall have no other rights or privileges within this Association. Such members will be Associate Members.

V. REPRESENTATION FEES

- A. The basic annual representation fees for Active members in the bargaining unit shall be sufficient to cover the operation expenses of the Association.

- B. The Association's basic annual representation fees shall be established by action of the active membership of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. POLICY-MAKING BODY

- A. The policy-making body of this Association shall be the general Active membership.
- B. The Association shall meet a minimum of 2 times a year; the time and place of such meetings to be decided by the Executive Board.
- C. Special meetings of the Association may be called by the President or by petition containing the signatures of twenty percent (20%) of the Active membership.
- D. Special meetings of the Association shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- E. Notices and agendas for all meetings shall be posted in the building(s) at least two days prior to the date of the meeting.
- F. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify members of meeting dates, places, and times.
- G. A quorum for all general membership meetings of the Association shall consist of a majority of all Active members present.
- H. The budget of the Association shall be adopted by the Active membership on or before the first regular meeting of the school year.

- I. Grievance procedures shall be approved by the Active membership.

VII. OFFICERS

- A. The officers of the Association shall be a President, a Vice-President, a Secretary, a Treasurer, a Policy Chair, a Political Action Chair, a Membership Chair, a Grievance Chair, a Research Chair, a Publicity Chair, a School Board Representative, and School Site Representatives shall comprise of the Executive Board.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. These officers shall be elected for a term of one year, commencing on July 1 of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, inability to serve or failure to perform duties of the elected office in any of the offices of the Association. In the event a vacancy occurs in the office of the President, the Vice-President shall assume the office.
- F. The President shall be the chief executive officer of the Association and its policy leader.
The President shall:
 - 1. Preside at all meetings of the Association and Executive Board;
 - 2. Prepare the agenda for the meetings of the Association and the Executive Board;
 - 3. Be the official spokesperson for the Association;
 - 4. Be familiar with the governance documents of the Association, CTA, and NEA;
 - 5. Appoint all non-elected chairpersons and members of committees, vacant elected offices, and members of the bargaining team, with the approval of the Executive Board;
 - 6. Call meetings of the Association and the Executive Board;
 - 7. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
 - 8. Attend meetings of the Service Center Council of which the Association is a part; and
 - 9. Attend other CTA/NEA meetings as directed by the membership.
- G. The Vice-President shall:

1. Serve as assistant to the President in all duties of the President;
2. Assume the duties of the President in the absence of the President;
3. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and of the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members;
3. Maintain an accurate roster of all committees;
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

I. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;
3. Have available a written report on the financial status of the Association at each Association meeting and at each Executive Board meeting;
4. Be responsible for an annual audit of the books of the Association and shall have available a summary of this audit to the membership;
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

J. The Policy Chair shall:

1. Review policies of the Oroville Union High School District.
2. Be aware of policy changes and keep the Executive Board informed;
3. Make a continuing study of the existing OSTA Collective Bargaining Agreement and By-Laws and to suggest changes to Executive Board;
4. Be responsible for other policy matters as designated by the President of OSTA.

K. The Political Action Chair shall:

1. Keep informed of proposed laws, regulations, and policies which effect education and advise the Executive Board as to the appropriate Association response;
2. Direct all media and community awareness campaigns to further enhance the image of the Association and to assure that the Association and to assure that the Association's position on issues is properly reported;
3. Advise the Executive Board on political contribution, represent the Association at candidate forums, organize letter writing campaigns

for and against proposed Legislation and make recommendations as to whom and/or what the organization should support politically;

4. Seek citizens from within the district to serve as potential candidates for the school board, and subsequently, to hold political forums and organize get-out-of-the-vote campaigns.
5. Serve as a crisis team during times of Association-District confrontations, assuming the responsibility for planning effective organization strategies and action;
6. Carry out all other political functions assigned to it by the Executive Board.

L. The Membership Chair shall:

1. Distribute CTA membership cards;
2. Report to Executive Board;
3. Resolve membership issues.

M. The Grievance Chair shall:

1. Follow Grievance procedures as outlined in contract;
2. Inform Executive Board of all grievances;
3. Consult with the Executive Board before continuing any Grievance beyond Level 2.

N. The Research Chair shall:

1. Be responsible for all research required to assist the Bargaining Team;
2. Be responsible for assisting the Policy Committee with research as it applies to District Board policies, regulations, and procedures;
3. Conduct research into any areas deemed necessary by the Executive Board.

O. The Publicity Chair shall:

1. Be responsible for publicity involving any association business as directed by President;
2. Maintain a current file of publicity.

P. The School Board Representative shall:

1. Attend all public School Board Meetings.
2. Report to the Executive Board.
3. Carry on any other functions/responsibilities that are assigned by the President or Executive Board.

Q. The School Site Representatives shall:

1. Serve as assistants to the President in all duties of the President;
2. Chair School Site Meetings as needed to conduct Association business pertaining to his/her school;

3. (May) appoint two other members from his/her school to serve with him/her which shall be approved by the President;
4. Be available to attend administrative meetings with Association members as needed;
5. Be responsible for all site level grievances and report all grievances to the Grievance Chair;
6. Carry on any other functions/responsibilities that are assigned by the President or Executive Board.

VIII. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the elected officers of the Association.
- B. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The Executive Board shall meet on the first Tuesday of each regular school month or at such other times as the President may deem necessary or upon written petition of a majority of the members of the Executive Board.
- D. The duties and responsibilities of the Executive Board are to:
 1. Coordinate the activities of the Association;
 2. Recommend a budget for the Association to the membership;
 3. Direct the bargaining activities of the Association, subject to the policies established by the Active membership;
 4. Approve all appointments to committees, including non-elected chairpersons;
 5. Approve appointment and removal of bargaining team members;
 6. Adopt grievance procedure;
 7. Direct the grievance activities of the Association;
 8. Adopt the Standing Rules for the Association;
 9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Association membership
 10. Initiate and propose to the Association any matter relative to the welfare of the Association.
 11. Approve any expenditure not included in the annual budget provided such expenditures do not exceed \$1500.00. Any expenditure in excess of \$1500.00 must be approved by the Association membership.
 12. Advise the President in the preparation of all agendas.

- E. A quorum for meetings of the Executive Board consists of at least five (5) of the elected officers of the Association.

IX. BARGAINING TEAM

- A. The President shall appoint all members and alternates of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.
- E. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the active membership.
- F. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- G. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the active membership.
- H. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Active members in that unit.
- I. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the active membership.
- K. The Bargaining Team Chairperson shall be elected by a majority of the Bargaining Team.

- L. The Bargaining Team shall be comprised of five (5) members. The term of office for the Bargaining Team members shall be two (2) years.
- M. In order to assure continuity within the Bargaining Team, staggering terms of office shall be employed.

X. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt, with the approval of the General Membership the procedures for grievance processing, which can be found in the OUHSD/OSTA collective bargaining agreement.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Training for handling grievances;
 - 3. Evaluation of the Association's grievance policies and procedures.

XI. NOMINATIONS AND ELECTIONS

The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 - 1. Open nomination procedure;
 - 2. Secret ballot;
 - 3. All Active member vote;
 - 4. Record of voters receiving or casting ballots; and
 - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.

- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.

Chapter presidents do not have the option of deciding that such elections shall not be held. The NEA Local Delegate election is the only exception to the rule that the Chapter must provide Active members an opportunity to vote in all elections. The NEA-RA Local Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.

- F. The duties of the Elections Committee shall be to:
 - 1. Ensure that all Association/CTA/NEA election codes and timelines are followed
 - 2. Establish election timelines;
 - 3. Develop and carry out timelines and procedures;
 - 4. Prepare ballots for election of officers and such other elections as may be necessary;
 - 5. Count the ballots and certify the results; and
 - 6. Handle initial challenges.

XII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association and those of the Executive Board.

XIII. AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Active members at any regular or special meeting of the Association provided notice in writing of a proposed bylaw amendment shall have been submitted to the Secretary and made available to all Active members at the meeting preceding the one at which it is to be voted upon.

XIV. STANDING RULES

A. NOMINATIONS AND ELECTIONS

Elections Committee

- 1. There shall be an Elections Committee.
- 2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board.
- 3. The Committee shall be composed of at least three (3) Association members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
- 4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.

5. Association members who are either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Election Requirements

1. The Association shall ensure that an open nomination procedure is in place. Association members can nominate themselves, but they cannot nominate another Association member without their prior consent. The only qualification for office shall be active membership in the chapter.
2. Every active voting member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all active member vote.
5. The Association shall provide means for all Active members to vote (including vote by mail) and it shall be the responsibility of the member to notify the Association if s/he desires a ballot by mail.
6. An active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot by mail. If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that ensures every member has an opportunity to file a nomination(s) for office.

D. Timeline

1. The school calendar shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a) Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a nomination(s).
 - b) At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c) Place, time and date of receipt (date received, not post-marked date) for candidate(s) nominations;
 - d) Final date to acknowledge candidate(s) nominations;
 - e) Date for preparation of ballots;
 - f) Date on which ballots will be distributed;
 - g) Date by which to request a ballot;
 - h) Date when voting will take place;

- i) Deadline date (date received, not post-marked date), time and place(s) for return of ballots;
- j) Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
- k) Date that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
- l) Dates and timelines for run-off election, if necessary;
- m) Deadline for filing of challenges (date received, not post-marked date).

E. Finances and Use of Association's Resources

- 1. Chapter monies received through representation fees shall not be used to promote any candidate.
- 2. A candidate may not accept direct contributions from a Association's treasury or indirect contributions in the form of use of a Association's assets, facilities, staff, equipment, mailings, good will and credit.
- 3. A unit may not state or indicate its preference for a candidate in the Association's publications.
- 4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the Association, CTA, NEA, or any of its affiliates.

F. Candidate's Rights

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

G. Ballot

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

H. Distribution of Ballots and Method of Voting

- 1. Each member shall have an opportunity to receive a ballot.
- 2. Voting shall be by one or a combination of the following methods:
 - a) At a Specified Voting Site(s)
 - 1) Each voter must sign [or initial] a voter sign-up sheet, which is a list of eligible voters and includes a place for a signature, before receiving a ballot.

- 2) The marked ballot must be returned to a designated ballot box.
 - 3) Election Committee members must return all voter sign-up sheets and ballot boxes to the ballot counting place by the designated date and time.
- b) By mail
- 1) A list of current active members, who requested a vote by mail ballot or who are on leave, shall be prepared, which includes the following: name, school name and address and home address.
 - 2) If all active members shall vote by mail then the mailing list shall exactly correspond to the current official roll of voting members.
 - 3) Each vote by mail voter shall be provided with:
 - a. A ballot;
 - b. Instructions on:
 1. Folding and placing of the ballot in the unsigned inner envelope;
 2. Placing of the unsigned inner envelope into the outer envelope;
 3. Signing the sealed flap and printing the voter's name and school name on the outer envelope addressed to the Election Committee;
 4. Deadline date, not post mark date, for receipt by the Election Committee of the voted ballot.
 - c. Inner envelope;
 - d. Outer return envelope, addressed to the Election Committee.
 - 4) The ballot outer envelope shall be dated when it is received by the Election Committee and then put in a ballot box until the votes are to be counted.
 - 5) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
 - 6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - 7) All inner envelopes shall be placed in a separate receptacle.
 - 8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

I. Vote Requirement

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

1. A majority vote means more than half of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
4. For Executive Board Officers, the election will be by majority of legal votes cast.
5. For State Council: [*See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.*]
 - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
 - b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote. (*It is important that the chapter understands that this election is conducted by the Service Center.*)
6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. **There shall be no provisions for write-in candidates in run-off elections.**
7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

J. Counting of Ballots

1. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
2. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Member not listed on the voter roster;
 - d. Voter's intent unclear;
 - e. Votes cast for more than number allowed;
 - f. Votes cast on unofficial ballot (probably reproduced);

- g. Voting envelopes without a signature.
- 3. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make a note of the decision. The ballots should remain separate.
- 4. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee should report this to the unit president so that the appropriate governance body can decide how the ballots should be recorded.
- 5. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. A listing of school(s) whose ballots were set aside and not counted shall be included with an explanation of illegality.
- 6. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site as soon as possible following the election.
- 7. Any vote by mail envelopes, ballots and voter sign-up sheets should be retained by the Association for one year after the election.

K. Observers

- 1. Each candidate shall be allowed to have an 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 and has notified each candidate of the results.

L. Challenge Procedure

- 1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
- 2. The challenging party(ies) must notify the Association President of a challenge in writing within ten (10) days after the announcement of the results of the election.
- 3. The notification must:
 - a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attach evidence of the violations, insofar as possible.
 - c. List names and addresses of parties who can give evidence.
- 4. Within ten (10) calendar days after receipt of the challenge, the Association's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:

- a. Is a violation of the Association's election requirement(s).
 - b. Is supported by the appropriate documentation.
 - c. Requires more information. The information will be obtained via the most feasible method.
 - d. Identified violation(s) that may have affected the outcome of the election.
5. The Association's Elections Committee shall submit a written report including issues and recommendations, within the same 10-day period, to the Association President and the Executive Board.
 6. The Executive Board shall act on the report no later than 10-days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The Executive Board must issue its findings in writing to the challenger.
 7. Any member of the Executive Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Executive Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the Association's governance documents.
 8. If an individual wishes to appeal the decision of the Association's Executive Board fails to act within ten (10) calendar days of the initial challenge, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the Association level, and shall include:
 - a. Specifically which Association bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of Association's Executive Board to original challenge.
 9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

M. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the Association President by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.

3. The Association President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the Association President the petition(s) containing original signatures.
6. The Association President shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within 3 school days that the petition failed for a lack of signatures.
8. After verification of membership, the Association President shall cause a ballot to be furnished to the members no less than 15 school days.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified within the initiative.

N. Referendum Procedures

1. Any action or proposed action of the Executive Board shall be referred to a vote of the active membership upon two-thirds vote of the Executive Board at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the active members no less than 15 school days after action by the Executive Board,
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified within the proposal.

O. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's active members.
2. An active member shall file a notice of the intent to circulate a petition to recall with the Association President by including a copy of the petition to be circulated, and the names of at least three (3) persons

supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer not being recalled.

3. The Association President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the Association President the petition(s) containing original signatures or the next ranking officer not being recalled
6. The Association President shall have 10 school days in which to verify the membership of the signers of the petition or the next ranking officer not being recalled
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The Association President shall cause a ballot to be furnished to the Active members no less than 20 school days after verification of membership.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.