

**STANDING RULES
OF
Ontario-Montclair Teachers
Association/
CTA/NEA**

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Standing Rule 1

Additional Procedures for Selection of NEA Delegates

In the selection of NEA delegates the Human Rights Committee shall assist the President and the Elections Committee (when needed) by becoming informed and remaining informed concerning the NEA Bylaws and Standing Rules relating to the selection and certification of the delegates to the annual convention.

An election by secret ballot 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. (1/28/02)

Standing Rule II

Specific Duties of Committees

- A. **TIF (Teacher Initiated Funds)**: Shall provide representation with appointed district members to collaboratively decide on approving conferences and workshops for bargaining unit members to attend for the purpose of professional growth. Shall communicate to the Board of Directors and Rep Council how the fund is being used and how many applications are approved.

- B. **IPD (Instruction and Professional Development)**: Shall evaluate the needs of Bargaining Unit Members and offer trainings and professional development opportunities to the Association for all Bargaining Unit Members. Shall share out with the Board of Directors and Rep Council when trainings will be provided and distribute a calendar of events.

- C. **Organizing**: Shall work to ensure clear communication between OMTA Board, Rep Council, Committees and the General Membership. Members of Organizing Team will conduct meetings at school sites during each school year to learn of member interests, concerns, and questions regarding work related issues in order to increase involvement of the Membership. Shall share out with Board of Directors, Rep Council and General Membership findings of site meetings.

- D. **Membership**: Shall conduct the annual membership campaign during the months of August and September and be constantly alert during the entire year for opportunities to enlist new members.

- E. **Curriculum and Instruction**: Shall study and recommend action relating to instruction, teacher load, instructional materials, instructional aids, procedures, and pupil guidance; and shall review all related items for negotiations prior to their presentations for the Board of Directors or the Representative Council.

F. Human Rights: Shall promote within the profession a better understanding of international and intercultural relations and shall assist the President and the Elections Committee (when needed).

G. Insurance Benefits: shall give a report to the Board of Directors and Rep Council of the insurance benefits available to district employees and their dependents and any special services benefits available to the members; and shall conduct a survey of all Bargaining Unit Members if a change in the current provider is being considered.
Shall keep members informed about the State Teachers Retirement System and its benefits and shall (upon request of the Second Vice-President) supply the names of members planning to retire at the completion of the current year.

Standing Rule III

Composition, Additional Duties, and Resources of the Bargaining Team

A. Composition and Terms of Service

Members of the Bargaining Team shall serve terms as follows:

Each year two members and alternates shall be appointed to serve terms of two years.

In addition the Association shall appoint a Bargaining Team member who may be the team leader.

Members appointed to fulfill incompleated terms shall complete only the unexpired portions thereof. Members may be appointed to succeed themselves.

By a two-thirds majority vote of approval of the Representative Council the President may at any time and for any reason replace any member of the Bargaining Team.

B. Additional Duties

1. To report to the Board of Directors, the Representative Council, and the general membership of the Association (concerning the status of negotiations and for direction) as often as directed by these respective bodies; and
2. To submit all successfully negotiated items to the members of the Bargaining Unit for approval.

C. Resources of the Bargaining Team

The Bargaining Team may use any members of the Association as unpaid consultants and (with the approval of the Board of Directors) may use the

assistance of the CTA and/or NEA staff as well as the assistance of other paid experts.

Standing Rule IV

Voting and Reporting Procedures for All Elections Involving the General Membership

See Election Standing Rules as attached.

Standing Rule V

The Order of Business

The order of business shall be prescribed by Roberts Rules of Order revised except when modified by the President upon approval of the Representative Council.

Standing Rule VI

Procedures for Payment of Membership Dues

Membership Dues shall be paid by one of the following methods:

- A. Payroll deductions (one tenth or more of the total dues to be deducted each month beginning with October salary warrant)
- B. Check or money order on or before October 31.

Delinquency for Non-Payment of Dues

Any member not paying the required dues by October 31st shall be dropped from the membership of the Association. The member who is dropped from the roles for non-payment of dues will be added to the list of “Agency Fee Payers”.

Standing Rule VII

Retiring Educators’ Scholarship Fund

An account known as the Ontario-Montclair Teachers Association Retiring Educators Scholarship Fund, deposited with the Ontario-Montclair School Employees Federal Credit Union, is restricted for the purpose of establishing an annual scholarship fund.

Scholarship Fund Guidelines:

Purpose: To honor educators, upon retirement, by awarding a scholarship to a deserving student who attended school in the Ontario-Montclair School District, an employee (or dependant of an employee) of the Ontario-Montclair School District, seeking a career

in education.

- Goal:** To collect \$2000 or more to set up a perpetual fund. Funds to be deposited in the Ontario-Montclair School Employees Federal Credit Union and interest earned Be used for scholarship grants.
- Fund:** The scholarship fund may be included in the Ontario-Montclair Teachers Association budget (for accounting and IRS purposes), however, a separate account will be set up with the Credit Union, namely, THE ONTARIO-MONTCLAIR TEACHERS ASSOCIATION RETIRING EDUCATORS SCHOLARSHIP FUND.
- Contributions:** Voluntary contributions from employees of the Ontario-Montclair School District and other friends of education will be accepted.
- Scholarship First:** The 1968-1969 scholarship will be awarded in honor of Mary Peters (whose suggestion inspired this fund to be created) and other retirees. Minimum amount of each scholarship shall be \$100. Principal to be used for first scholarship.
- Succeeding:** Contributions will be accepted every year to enlarge the fund and scholarships of not less than \$100 each will be awarded to honor retirees.
- Committee:** The committee shall establish guidelines, advertise and screen applicants for scholarships. This Committee shall recommend the number of scholarships to be awarded, amount of each, and recipients, to the OMTA Representative Council for approval.

Standing Rule VII
Donations and Contributions

By the Association charities and other needy groups shall be limited to activities involving the schools, the Retiring Educators Scholarship Fund (see Standing Rule VII), and those organizations and groups that directly benefit the teaching profession. The annual total of any such contributions may not exceed the amount budgeted for the fiscal year.

Standing Rule IX

Expenditures From the OMTA Treasury

Expenditures from the OMTA treasury shall conform to the budget as adopted by the Representative Council, and shall not exceed the budgeted amount in excess of 2% of the total annual budget without the expressed approval of the Representative Council. By the same manner, no more than 5% of the total annual budget shall be spent on any one item (purchase or employment) without the consent of the Representative Council. The Representative Council shall approve to a vote of a membership any expenditure involving one third or more of the remaining undesignated monies (reserves).

Standing Rule X

Endorsement for Public Office or Public Ballot Measure

No candidate for public office or public ballot measure may carry or advertise the endorsement of the OMTA without the express consent of its Representative Council.

1. Ontario-Montclair Teachers Political Action Committee will recommend candidates or officeholders by using a process of interviewing the local candidates. Our recommendation process will follow a thorough and fair process in which:
 - a) A cover letter and questionnaire will be sent to all candidates.
 - b) All candidates returning the written questionnaire will be interviewed.
 - c) Ontario-Montclair Teachers Political Action Committee will report interview results to the Rep. Council which will then vote with a 60% majority on our Association's recommended list of candidates.
 - d) No funds or support in kind may be spent on non-recommended candidates.
 - e) Ontario-Montclair Teachers Political Action Committee may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.
2. Ontario-Montclair Teachers Political Action Committee may recommend a position on state and local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration.
 - a) The Ontario-Montclair Teachers Political Action Committee may research state and local educational issues (including ballot measures).

- b) The Ontario-Montclair Teachers Political Action Committee will report the research results to the Rep Council, which will then vote with a 60% majority on recommendation for position.
 - c) No funds or support in kind may be spent on non-recommended issues.
 - d) Ontario-Montclair Teachers Political Action Committee may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.
3. Composition of Ontario-Montclair Teachers Political Action Committee will be no more than ten (10) members including the President, Vice-President, and PAC Treasurer. Members shall be appointed by the Association President with the consent of the Executive Board. Reasonable efforts will be made to promote diversity on the Ontario-Montclair Teachers Political Action Committee.
 4. Funding of the Ontario-Montclair Teachers Political Action Committee will be voluntary. A voluntary amount of \$1.50 per member per month (based on 10 months) will be placed in the account of the Ontario-Montclair Teachers Political Action Committee. These monies will remain segregated from the general membership account. Members choosing not to contribute to the Ontario-Montclair Teachers Political Action Committee will fill out Form A yearly to divert the \$1.50 per month (based on 10 months) contribution to the General Fund.

Standing Rule XI
Honorariums

- President - \$2,000
- Bargaining Chair -\$1,500
- 1st VP - \$1,000
- All Executive Board Members -\$500
- Elections Chair - \$500
- Building Reps -\$250

No individual will collect more than one honorarium

Qualifications for Building Reps:

1. Rep Council - Attend 80% of all Rep Council meetings (8 of 10)
2. Conduct all elections in accordance with timelines and rules
3. Distribute OMTA materials at building site to BUMs and/or Members
4. Must be selected in an election of all members at site (with all members given an opportunity to self-nominate)

5. Will conduct monthly onsite meetings with members as necessary to disburse information and receive feedback

Elections must be held before the last rep council of the year.

Executive Board will include: President, First Vice President, Second Vice President, Secretary, Treasurer, Service Center Representatives, and State Council Representatives.

No individual will receive more than one honorarium, or any additional compensation in addition to their honorarium.

Qualifications for Executive Board Honorariums -

- 1) Attend 80% (8/10) of all Rep Council meetings
- 2) Attend 80% (8/10) of all Executive Board meetings
- 3) Attend 75% (3/4) of elected position responsibilities

GLOSSARY

1. Bargaining Unit

Any group of school district employees organized into one unit for the purpose of bargaining with the employer in matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

There may be multiple bargaining units within an Association (i.e. librarians, counselors, nurses, etc.)

Only unit employees may contribute input into the proposed contract items for any given bargaining unit.

2. Minority Members

Minority members are those members of the Association which are defined as such under the bylaws of the California Teachers Association,

STANDING RULES

NOMINATIONS AND ELECTIONS

A. 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 appropriate governance body to which it is responsible at the beginning of each school year.

3. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
 4. Any Association member who is 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 chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
 2. Every Active 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. A member who is on leave and active may request election information to be sent by mail to his/her last known residence.
 5. A chapter 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 chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
 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.
- 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 declaration of candidacy.
- D. Timeline
1. 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 declaration of candidacy;
 - 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 declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;

- g. Date by which to request a ballot;
- h. Date(s) when voting will take place;
- i. Deadline date (date received, not post-marked date), time and place 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; and,
- m. Deadline for filing of challenges (date received, not post-marked date).

E. Finances and Use of Unit Resources

- 1. Chapter monies 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 contributions in the form of use of a chapter'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 unit'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 unit, CTA, 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 school sites and the number of Active members at each site for the purposes of campaigning.

G. Ballot

- 1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. 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.

In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name,

the CTA alphabetical order shall continue to be applied throughout the name including the first name.

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

(Each method of voting must be included in your standing rules in order for your Bylaws/Standing Rules to be in compliance with CTA)

H. 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/Work Site/Specified Voting Site

If a Site Representative is a candidate, refer to A. Elections Committee, 5.

1) Voting At School/Work 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.
- b) The marked ballot must be returned to a designated site representative or ballot box.
- c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
- d) Active members who are on a dues paying leave shall notify OMTA if they'd like to vote by mail in order to provide them an opportunity and right to vote.

2) Voting At School/Work 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 Active members shall be prepared, which includes each member's name and school/work address.
- b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on folding of the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and deadline date for receipt of the voted ballot at the chapter office;

- (3) A small envelope (inner envelope) in which to place the voted ballot; and,
- (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- 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.
- g) Active members who are on a dues paying leave shall notify OMTA if they'd like an opportunity to vote by mail to provide them an opportunity to vote.

b. By mail

When the voting is conducted by mail, the procedure shall be as follows:

Active members who are on a dues paying leave shall notify OMTA if they'd like an opportunity to vote by mail in order to provide them an opportunity to vote.

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1) A list of current Active members shall be prepared, which includes the following: name, school/work and home address.
- 2) The mailing list shall exactly correspond to the current official roll of voting members.
- 3) Each 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) Signature and school on the outer envelope addressed to the chapter; and
 - (4) Deadline date for receipt of the voted ballot at the chapter office.
 - c) Inner envelope;
 - d) Outer return envelope, addressed to the chapter.

- 4) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- 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. 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 unit officers, the election will be by majority.
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. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is taking place.
2. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
3. 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); and,
 - g. Voting envelopes without a signature.
4. 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.
5. 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.
6. 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.

7. 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.
8. The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

K. Observers

1. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) of the observer(s) to the Elections Committee at least 24 hours 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 unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

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.
3. Within ten (10) calendar days after receipt of the challenge, the unit'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 unit'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.
 4. The unit's Elections Committee shall submit a written report including issues and recommendations, within the same 10 day period, to the Chapter President and the Governance Board.
 5. The Governance 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 Governance Board must issue its findings in writing to the challenger.

6. Any member of the Governance 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 Governance Board is unable to act on the challenge the decision shall move to the next highest decision making body according to the unit's governance documents.
7. If an individual wishes to appeal the decision of the unit's governance body, 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 unit level, and shall include:
 - a. Specifically which unit 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 unit's governance body to original challenge.
8. If the Governance Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-c) above by writing to the CTA President.
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 chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
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 chapter president the petition(s) containing original signatures.
6. The chapter 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 calendar days, after signature verification, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
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.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council 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 calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
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.

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 chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar 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 chapter president the petition(s) containing original signatures or the vice president if the chapter president is the person being recalled.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person 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 chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
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.

Anything not addressed in these standing rules on elections procedures, refer to CTA Elections Manual for procedures.