



## **Oak Grove Educators Association**

CTA-NEA 4810 Harwood Road Suite 101, San Jose, CA 95124-5281 (408) 363-1646 FAX (408) 363-3521 www.ogea.org

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### **STANDING RULES**

#### **OAK GROVE EDUCATORS ASSOCIATION CTA/NEA**

These standing rules may be amended by a simple majority vote of the Executive Board. The amendments need to be ratified by the Representative Council.

#### **Membership Committee**

1. The chairperson of the Membership Committee shall be nominated by the President and approved by the Executive Board.
2. The chairperson and members of the Membership Committee shall be nominated by the Executive Board and ratified by the Representative Council.
3. The Executive Board, by three-fifths (3/5) majority, may remove the chairperson or individual members.
4. The chair is responsible for:
  - A. Keeping an accurate roster of the membership of the Association.
  - B. Disseminating CTA/NEA/Chapter membership information in a timely fashion.
  - C. Being responsible for completion of any CTA/OGSD forms as needed.
  - D. Training the Vice President in membership maintenance.

#### **State Council Representatives**

1. Members elected as State Council Representatives shall be entitled to ½ the cost of lodging provided that the following conditions are met:
  - A. State Council Representatives shall attend all scheduled meetings in their entirety.
  - B. State Council Representatives shall attend all Service Center Meetings.
  - C. State Council Representatives shall deliver an appropriate report after each meeting.
2. Should these requirements not be met, no compensation shall be allocated to the State Council Representative.

#### **Political Action Committee**

1. The President of the Association shall appoint a Chair for the Political Action Committee (PAC). If an Organizing Committee already exists, the President may consider expanding the role of this committee to include political organizing.
2. The Chair, working in conjunction with the President, shall recruit team members for the Committee. A good faith effort will be made to assure the committee be representative of the overall membership. This shall include an effort to represent the various school sites or grade levels, gender, age and ethnicity. On average, the size of the committee will consist of 3-7 members. The Chair shall invite leaders of AFSCME and CSEA to participate in the interviews.
3. The Committee *shall be* charged with the task of developing a recommendation timeline and budget for the chapter endorsement process. The Committee is encouraged to work with the CTA Regional Political Organizer to help plan and budget all campaign related activities. The timeline and budget shall be adopted by the Executive Board.



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4. All known, viable board of education candidates, including all incumbents up for reelection, shall be invited to interview. The Committee shall decide how, when and where interviews will be conducted. Since this process is considered Union business, a classroom or office on school property may be used.
5. Candidates for school board shall be interviewed using identical questions developed by the Committee. The Committee is encouraged to create a written questionnaire to be sent out to all candidates electronically, with a separate set of questions developed for the oral interview portion.
6. The Committee shall operate on a consensus basis. Only candidates that receive a consensus of support will receive a recommendation from the Committee to be moved to the next meeting of the Exec Board and/or Rep Council.
7. The Committee may recommend one of the following positions regarding candidate endorsements:
  - a. **No Recommendation** – None of the candidates were worthy of endorsement
  - b. **Endorse** – one or more candidates warrant endorsement
  - c. **Neutral** – This keeps the Chapter out of the race, but allows for individual Chapter members to endorse if they so choose
8. Under no circumstances will the chapter endorse more candidates than there are available seats.
  - a. The Committee may also consider endorsing in other local, non-school board elections within the boundaries of the county, by recommending to the Executive Board and the Rep Council that the endorsements of the local labor council be forwarded for approval in lieu of a separate interview process.
9. A majority of the Executive Board will be required to adopt the recommendations of the Committee before moving to a vote of the Rep Council. A majority threshold must also be reached by the body of the Rep Council before any endorsement is official. Every attempt shall be made to finalize this process by late August or early September of an election year.
  - a. The final endorsing meeting of the Rep Council will be open to the entire membership to achieve higher participation.
  - b. The Committee may consider conducting interviews prior to the candidate filing process (mid-July) if the Chapter has either recruited candidates, or would like to recommend incumbents who have been student and teacher centered in their policies.
10. Chapter PAC funds will only be used to advocate for local candidates and/or ballot measures endorsed by the Chapter. No funds will be allocated out of the PAC for any candidate or local measure without an official endorsement vote of the Rep Council.

### **Political Involvement**

1. The chairperson of the Political Involvement Committee shall be nominated by the President and approved by the Executive Board.
2. The chairperson and members of the Political Involvement Committee shall be nominated by the Executive Board and ratified by the Representative Council.
3. The Executive Board, by three-fifths (3/5) majority, may remove the chairperson or individual members.



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4. The chair is responsible for:
  - A. Attending meetings of the Service Center Council's Political Involvement Committee and reporting back to the Executive Board and Representative Council.
  - B. Informing the membership of pending state and national legislation which affects our profession.

### **Communications Committee**

1. The chairperson of the Communications Committee shall be nominated by the President and approved by the Executive Board.
2. The chairperson and members of the Communications Committee shall be nominated by the Executive Board and ratified by the Representative Council.
3. The Executive Board, by three-fifths (3/5) majority, may remove the chairperson or individual members.
4. The chair is responsible for:
  - A. Working with the President to inform the membership.
  - B. Passing all communications through the President prior to release.

### **Elections Committee**

1. The Elections Committee shall be composed of at least three members who are not on the Executive Board. Members of the Elections Committee cannot serve on the Executive Board. Members of the Executive Board cannot serve on the Elections Committee.
2. The chairperson of the Elections Committee shall be nominated by the President and approved by the Executive Board.
3. The chairperson and members of the Election Committee shall be nominated by the Executive Board and ratified by the Representative Council.
4. The Executive Board, by three-fifths (3/5) majority, may remove the chairperson or individual members.
5. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

### **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). Only reasonable qualification for office such as membership in the chapter may be required.
2. Every 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 member vote.
5. A chapter shall provide means for all 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



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regularly scheduled voting place.

6. A 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. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

### **Announcement**

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

### **Timeline**

1. The timeline for the election shall include dates for:
  - A. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
  - B. Date for acknowledgment of declarations from candidates.
  - C. Date for preparation of ballots.
  - D. Date on which ballots will be distributed.
  - E. Date(s) when voting will take place.
  - F. Deadline date for requesting absentee ballot.
  - G. Deadline date, time and place for return of ballots, including absentee ballots.
  - H. Date, time and place where ballots will be counted.
  - I. Date(s) that announcement of results will be made to leadership, candidates and members.
  - J. Dates and timelines for run-off election, if necessary.
  - K. Deadline for filing of challenges.

### **Finances**

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contribution 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.

### **Executive Board**

1. The president will be a full voting member. (Adopted September 2005)
2. Any executive board member may make an executive board motion. Seconds must be made by an executive board voting member. (Adopted September 2005)



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### **APPENDIX A – VOTING AT SCHOOL SITES**

When the voting is at the school sites, the procedure shall be as follows:

1. The voting will last one (1) week.
2. The voting week will include one (1) full Wednesday providing AM/PM voting opportunities.
3. A list of current active members shall be prepared, which includes the following: name, school, email to be used.
4. Each voter shall be provided with an electronic ballot
5. Each voter must submit their vote to receive electronic confirmation.
6. Ballots for contract ratification.
  - a. There will be a general assembly meeting to present information and get questions answered.
  - b. The vote will be conducted electronically by secret ballot.
7. Tentative Agreements will be presented to the Representative Council first so that questions can be clarified and answered. Then a general assembly meeting will be held.
8. If there are disqualified votes, the disqualified school site(s) will be notified.