



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

BYLAWS

I. NAME AND LOCATION

The name of this Association shall be the Oak Grove Educators Association/CTA/NEA in Santa Clara County.

II. PURPOSE

The primary purpose 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 teachers.
- C. To provide an opportunity for continuous study and action on problems of the profession.
- D. To provide a means of representation for its ethnic-minority members.
- E. To promote professional attitudes and ethical conduct among members.
- F. To encourage cooperation and communication between the profession and the community.
- G. To foster good fellowship among members.

III. AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)

- A. The Oak Grove Educators Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Oak Grove Educators Association shall be an affiliated local association of the National Education Association (NEA).
- C. The Oak Grove Educators Association shall be affiliated with the Santa Clara Chapter Presidents Coordination Council.

IV. MEMBERSHIP

- A. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee for the Oak Grove School District, and whose primary assignment is such as not to hold supervisory responsibility over other certified employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.
- B. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Teaching Profession (UTP) dues appropriate to the class of membership.
- C. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. 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.



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- H. No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.
- I. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

V. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. Increases in Association dues shall be equal to the percentage increase to the salary schedule.
- C. Representation fees shall be apportioned on the same percentage basis as the full United Teaching Profession (UTP) dues.
- D. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or 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 the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its power from and shall be responsible to the membership. There shall be no set limit to the number of terms served.
- B. The Representative Council shall be composed of the following Active members:
 - 1. Executive Board, ex-officio.
 - 2. Faculty Representatives elected on the basis of one-person one-vote.
 - 3. The following additional representatives:
 - a. Elected Service Center Council Representative(s), when not already serving on the Representative Council in another capacity.
 - b. Committee Chairpersons, ex-officio, non-voting.
 - c. CTA State Council Representatives.
 - d. Any members of the Association who hold CTA/NEA offices or committee appointments, ex-officio, non-voting.
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives.
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year.
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board.
- D. The Representative Council shall meet at least once a month during each school year; the number, place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.



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- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
- J. Members of the Representative Council shall serve a term of one year.

VII. FACULTY REPRESENTATIVES

- A. Faculty Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. There shall be no limit on the number of terms a Faculty Representative can be elected to serve on the Representative Council.
- C. Each faculty shall be entitled to at least one representative and shall have one representative for each fifteen (15) Association members or fraction thereof.
- D. Active members who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Faculty Representatives shall:
 - 1. Conduct constant and on-going liaison between the Representative Council and the Active members of the faculty unit.
 - 2. Serve as the official channel through written communications and publications, which can be easily and quickly transmitted between the Association and the Active members.
 - 3. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.
 - 4. Perform such additional duties as prescribed by the Executive Board.
 - 5. Not conduct an election in which he/she is a candidate.

VIII. OFFICERS

- A. The officers of the Association shall be a President, Vice-President, a Secretary, a Treasurer, and a Parliamentarian.
- B. These officers shall be and remain currently paid-up members of the United Teaching Profession (UTP) 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. Officers shall be elected for a term of two (2) years. Beginning in 2002, officers will be elected in May for two (2) year terms commencing on July 1 of any calendar year.
- E. Should there be a vacancy on the Executive Board due to resignation or other unforeseen event and the Executive Board is unable to fill this vacancy through special election, the board shall allocate the responsibilities of said vacancy to the remaining Executive Board members who shall be equitably compensated through stipend based on new responsibilities assumed.
- F. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 - 1. Be the official spokesperson for the Association.
 - 2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board.



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3. Preside at all meetings of the Association, the Representative Council and the Executive Board.
 4. Be familiar with the governance documents of the Association, CTA, and NEA.
 5. Appoint all chairpersons and members of committees, and 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.
 9. Attend other CTA/NEA meetings as directed by the Representative Council.
 10. The President and the Treasurer shall co-sign checks for expenditures of the Association monies
- 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. Be responsible for the formation and distribution of the Association's calendar of activities.
 4. 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, Representative Council, and the Executive Board.
 2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and the Executive Board, and to the membership when appropriate.
 3. Keep an accurate roster of committees.
 4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
 5. Maintain an accurate roster of the membership of the Association.
- 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. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board.
 4. Be responsible for an annual review/audit of the books of the Association by a certified public accountant and distribute a summary of this review/audit to the membership. Odd numbered years will be an audit and even numbered years will be a review.
 5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.
- J. The Parliamentarian shall:
1. Be responsible for maintaining order at Executive Board Meetings, Representative Council Meetings, and General Membership Meetings.
 2. Be knowledgeable with respect to OGEA Bylaws and Robert's Rules of Order.
 3. Be a member of any committee dealing with amendments to the Bylaws.
 4. Be the authority for voting or attendance eligibility.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the officers.



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- B. All members of the Executive Board shall be and remain members of the United Teaching Profession (UTP) as a condition for nomination to and service in this position.
- C. The Executive Board shall meet before each regular meeting of the Representative Council and 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 of the Executive Board shall be to:
 - 1. Coordinate the activities of the Association.
 - 2. Act for the Representative Council when school is not in session.
 - 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council.
 - 4. Approve and remove bargaining team members.
 - 5. Recommend a budget for the Association to the Representative Council.
 - 6. Approve Committee appointments.
 - 7. Adopt the Standing Rules for the Association.
 - 8. 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 Representative Council.
- E. A quorum for all meetings of the Executive Board shall consist of three members of the Executive Board.
- F. In the event of an unforeseen vacancy; an Executive Board member may occupy more than one office until the vacant position is filled.
- G. Should the attendance of any Executive Board member become problematic the Executive Board shall meet in closed session to discuss the issue and take action deemed appropriate by a majority of the Executive Board. (This may include requesting the resignation of said Executive Board member.)

X. BARGAINING TEAM

- A. The bargaining team and such alternates as the Executive Board deems necessary shall be appointed by the President and approved by the Executive Board.
- B. The chairperson of the team shall be approved by the Executive Board and ratified by the Representative Council.
- C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board.
- D. The Executive Board, by three-fifths (3/5) majority, may remove a member of the bargaining team and appoint a replacement.
- E. The duties of the bargaining team are to represent and to bargain for the bargaining unit.
- F. Bargaining unit members shall be surveyed to determine contents of the proposed contract demands, and the contract proposal shall be approved by Active bargaining unit members.
- 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 membership.
- H. The bargaining team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- 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 membership in the appropriate units unless such ratification shall have been specifically waived or otherwise delegated by that membership.



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XI. GRIEVANCE PROCESSING PROCEDURES

- A. The chairperson of the Grievance Council shall be nominated by the President and approved by the Executive Board.
- B. The chairperson shall be nominated by the Executive Board and ratified by the Representative Council.
- C. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- D. 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.
- E. The Executive Board, by three-fifths (3/5) majority, may remove the chairperson.

XII. NOMINATIONS AND ELECTIONS

- A. The President will provide active bargaining unit members an opportunity to vote in all elections. The President does not have the option of deciding that an election shall not be held.
- B. There shall be an Elections Committee composed of at least 3 (three) members who are not on the Executive Board.
- C. Elections shall be conducted with:
 - 1. Open nomination procedure. Any member may nominate any member, including himself or herself.
 - 2. Candidate's Rights
 - a. All members shall receive notification of procedures for submitting nominations in a timely fashion.
 - b. A candidate may not accept direct contributions from the Association's treasury or indirect contributions in the form of use of the Association's assets, facilities, staff, equipment, mailings, good will and credit.
 - c. Privileges extended to one candidate shall be extended to all candidates.
 - d. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
 - e. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
 - 3. All member vote - all members are entitled to vote.
 - 4. Record of voters receiving or casting ballots.
 - 5. Keeping voted ballots for one year to facilitate possible recount requests or procedure challenges.
 - 6. Secret Ballot.
 - 7. Majority vote. In the event of no candidate reaching majority, the candidate with the lowest vote count will be dropped from the list of candidates, and members will be asked to revote.
- D. State Council Representative elections shall be conducted according to CTA guidelines after the Chapter or Service Center Council has been notified by the CTA Elections Committee.
- E. NEA State Delegate elections shall be conducted according to CTA guidelines.
- F. NEA Local Delegate elections shall be conducted according to NEA/CTA guidelines.
- G. The duties of the Elections Committee shall be to:
 - 1. Ensure that all OGEA/CTA/NEA election codes and timelines are followed.
 - 2. Establish election timelines.
 - 3. Develop and carry out timelines and procedures.
 - 4. Prepare and distribute election materials.



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5. Count the ballots and certify the results.
 6. Handle initial challenges.
- H. Notification of vacancies to members.
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.
- I. 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.
 4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
- J. Ballot.
1. The names of the candidates shall be printed on the ballot in (*CTA election alphabet, alphabet or random*) 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.
 2. The ballot shall state the name of the office, the term, and the names of the candidates.
 3. The ballot shall include space for a write-in candidate, except in run-off elections.
- K. Distribution of Ballots and Method of Voting.
1. Each member shall receive a ballot.
 2. Voting shall be by one or a combination of the following methods:
 - a. At school site.
 - b. At specified voting site.
 - c. By mail
 - d. Electronically using private email
- L. Vote Requirement
1. 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.
 - a. A majority vote means more than fifty percent (50%) of the legal votes cast.
 - b. A plurality vote means the largest number of votes to be given any candidate or issue.
 - c. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast.
 - d. For unit officers, the election will be by majority.
 - e. For State Council: [*See the Election Timelines, Procedures, and Guidelines in section IV- 9.2 of the CTA Elections Manual.*]
 1. 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.
 2. 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.
 - f. 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



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- 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.
- g. 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 Support Department and to the Service Center Council.
 - h. 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.
 - i. 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.
 - j. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.
- M. Counting of Ballots.
1. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
 2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot.
 - b. More ballots than signatures.
 - c. Ballot submitted after deadline.
 - d. Voter not a member.
 - e. Voter's intent unclear.
 - f. Votes cast for more than number allowed.
 - g. Vote cast on unofficial ballot.
 - h. Vote cast for ineligible candidate.
 3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
 4. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast.
 - b. The number of set aside ballots with an explanation for each category of ballot not counted.
 - c. The number needed to win or pass.
 - d. The number of votes received by each candidate or issue.
 - e. A notation whether the set aside votes would affect the outcome.
 - f. Signature of each Elections Committee member present during the preparation of the report.
 5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
 6. The President shall announce the results as prescribed by the timelines.
 7. If the votes set aside would affect the outcome of the election, the Executive Board or Representative Council shall decide:
 - a. To count the votes which have been set aside.



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- b. Not to count the votes which have been set aside, or
 - c. If the election should be conducted again.
 - d. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
 8. The ballots and voter sign-up sheets shall be retained for one year after the election.
- N. 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 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.
- O. Challenge Procedure.
 1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
 2. Any member observing a violation of election procedures shall notify the chapter President and the chair of the Elections Committee in writing, within ten (10) school days of the announcement of results. The notification must:
 - a. Specify which requirement has been violated.
 - b. Include supporting information.
 - c. List names of parties who can provide information.
 3. The Elections Committee shall respond within ten (10) school days after receipt of the challenge in an effort to resolve the issue. The Committee shall determine whether:
 - a. The challenge alleges a violation of a chapter election requirement.
 - b. The challenge is supported by appropriate documentation.
 - c. The alleged violation may have affected the outcome of the election.
 4. The Elections Committee shall report to the Executive Board on its findings and recommendations within twenty (20) school days.
 5. The Executive Board shall make a decision on the resolution of the challenge.
 6. The challenging party and all candidates in that race shall be notified of the decision of the (body that appointed Committee).
 7. If the challenging party is not satisfied with the decision, s/he may appeal the decision in writing to the CTA President within ten (10) school days of receipt of the decision.
 8. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly shall be followed as outlined in the CTA Elections Manual.

XIII. INITIATIVE PROCEDURES

- A. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
- B. A member shall file 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 (3) persons supporting the proposed measure and responsible for its circulation.
- C. 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.



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- D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least ten (10) percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the chapter President the petition(s) containing original signatures.
- F. The chapter President shall have five (5) school days in which to verify the membership of the signers of the petition.
- G. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter President shall have three (3) school days in which to verify the membership of the additional signers.
- H. The chapter President shall cause a ballot to be furnished to the members no less than fifteen (15) school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
- I. Regular election procedures (e.g. election of officers) shall be followed including voting times.
- J. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XIV. REFERENDUM PROCEDURES

- A. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon two-thirds (2/3) vote of the Representative Council at any valid meeting.
- B. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
- C. The chapter President shall cause a ballot to be furnished to the members no less than 15 (fifteen) school 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.
- D. Regular election procedures (e.g. election of officers) shall be followed including voting times
- E. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XV. RECALL PROCEDURES

- A. The Active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's Active members.
- B. A 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 (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.
- C. 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.
- D. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of sixty (60) school days shall be permitted to obtain the signatures of at least twenty-five percent (25%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
- E. The circulators shall present to the chapter President the petition(s) containing original signatures.
- F. The chapter President shall have ten (10) school days in which to verify the membership of the signer of the petition.



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- G. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional fifteen (15) school days in which to gather and submit the necessary signatures. The chapter President shall have five (5) school days in which to verify the membership of the additional signers.
- H. The chapter President shall cause a ballot to be furnished to the members no less than twenty (20) school days after verification of membership. The period that school is officially not in session shall not be included in this count.
- I. Regular election procedures (e.g. election of officers) shall be followed including voting times.
- J. 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.
- K. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XVI. COMMITTEES

- A. Committees, except as otherwise provided in these Bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

XVII. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Board, the Representative Council, or by written petition of twenty percent (20%) of the membership.
- B. Notice of Association meetings, including date, place, time, and purpose of the meeting, shall be made available to all members of the Association at least two (2) days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be twenty percent (20%) of the Active membership.

XVIII. PARLIAMENTARY AUTHORITY

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

XIX. AMENDMENTS

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

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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, and voter signature area.
4. Each voter shall be provided with a ballot.
5. Each voter must sign the school site roster of eligible voters. The number of signatures on the official school site roster must match the number of ballots submitted.
6. If there are more ballots submitted than signatures, the entire school site vote is invalid and will be disqualified.
7. The marked ballot must be returned to a designated site representative or ballot box.
8. Site representatives must return all school site roster sheets and ballots to the Elections Committee by the designated date and time.
9. Itinerant teachers or District Office personnel may choose a school site for the purpose of voting or they may vote at the OGEA office.
10. Ballots for contract ratification.
 - A. There will be a general assembly meeting to present information and get questions answered.
 - B. The vote at school sites will be conducted in the buildings by secret ballot.
11. 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.
12. If there are disqualified votes, the disqualified school site(s) will be notified.

APPENDIX B – VOTING BY MAIL PROCEDURE

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

1. Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.
2. A list of current Active members shall be prepared, which includes the name, school and home address.
3. The mailing list shall exactly correspond to the current official roll of voting members.
4. Each voter shall be provided with:
 - A. A ballot
 - B. Inner envelope
 - C. Outer return envelope, addressed to the chapter, and
 - D. Instructions on returning of the voted ballot, including the signature.
5. 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.
6. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
7. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.



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8. All inner envelopes shall be placed in a separate receptacle.
9. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.

APPENDIX C – VOTING AT SCHOOL SITE (S), USING ENVELOPES

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

1. A list of current active members shall be prepared, which includes the following: name, school, and home address.
2. A determination shall be made before the election whether the ballots shall be sent to the school or to the home of the member.
3. The voter shall be provided with:
 - A. A ballot
 - B. Inner envelope
 - C. Outer return envelope, addressed to the chapter, and
 - D. Instructions on returning of the voted ballot, including the signature.
4. At the time of counting, 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.
5. The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
6. All inner envelopes shall be placed in a separate receptacle.
7. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.