



# Teachers Association of Long Beach, CTA/NEA

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## Standing Rules

### 1. NAME AND LOCATION

The official name of this Association shall be the Teachers Association of Long Beach, CTA/NEA in Los Angeles County by written Articles of incorporation. The Association office is located at 4362 Atlantic Avenue, Long Beach, California 90807.

### 2. PURPOSES

The Teachers Association of Long Beach (TALB) is an organization of educational professionals advocating for the rights of its members and working in partnership with the Long Beach Unified School District (LBUSD), the community and other groups for quality education and the improvement of the teaching profession. It is not within the scope or purview of our local association to take a position on geopolitical affairs, foreign policy or global conflict not pertaining to education.

### 3. AFFILIATION WITH CTA/NEA

The Teachers Association of Long Beach (TALB) shall be a charter chapter of California Teachers Association (CTA) and shall be an affiliated local of the National Education Association (NEA).

### 4. MEMBERSHIP

- 4.1 Teachers Association of Long Beach (TALB) Membership Year
- 4.2 Membership Assessments – Solicitation
- 4.3 Retired Membership
- 4.4 Associate Membership
- 4.5 TALB Sponsor

#### **Standing Rule 4.1 – TALB Membership Year**

The membership year of the Association shall begin September first (1<sup>st</sup>) and continue through August thirty-first (31<sup>st</sup>) of the following year.

#### **Standing Rule 4.2 – Membership Assessments – Solicitations**

The membership shall be assessed for funds only when it is established that the use of the funds is directly connected with the business of either TALB, CTA, or NEA. Solicitations, as recommended by the Executive Board or the Representative Council, shall be kept to a minimum.

### **Standing Rule 4.3 Retired Membership**

Retirees who are members in good standing at the time of retirement are eligible for free TALB Retired Membership. Retired members will not be eligible for the Survivors' Benefit.

Retired Members shall be entitled to receive all benefits and services of this Association as follows:

- a. Assistance with CalSTRS problems
- b. Assistance with Health Plan problems
- c. Attendance at TALB social activities
- d. Regular TALB publications are available via email
- e. Serve on the TALB-R Committee - Retired Members shall not be considered "Active Membership" and therefore shall not have the right to vote, hold office, or serve as chairperson of a committee, other than the TALB-R committee

### **Standing Rule 4.4 Associate Membership**

Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. Membership is non-tax deductible.

- a. Subscription to quarterly newsletter
- b. Invitations to TALB events
- c. T-Shirt & Sticker

### **Standing Rule 4.5 TALB Sponsor**

Sponsorship Packages are available at 5 levels of support. Each package includes recognition as a sponsor and opportunities to connect with TALB members through TALB newsletters, social media, website, member activities and annual events. TALB does not endorse or take liability for sponsors' messages or products. Donations are non-tax deductible.

## **5. DUES**

### **5.1 Payroll Deduction**

### **5.2 Cash Payments**

### **5.3 Exceptions**

### **5.4 Pro-rate Payments**

### **5.5 Dues Refund**

### **5.6 Changes in Dues Structure**

### **5.7 Restrictions**

### **5.8 Membership Status**

### **Standing Rule 5.1 – Payroll Deduction**

- a. Members may pay their dues by monthly payroll deductions.
- b. Associate members may pay their dues by cash, check or debit card.
- c. TALB Sponsors may pay by cash, check or debit card.

### **Standing Rule 5.2 – Cash Payments**

Cash payments may be made on or before the opening date of school and become delinquent on the Wednesday following the receipt of the paystub / school warrant in November, except when a separate monthly payment agreement has been made with the Association.

### **Standing Rule 5.3 – Exceptions**

If a member's dues become delinquent while they are on sick leave, the member may pay the amount within thirty (30) days of return to active service.

### **Standing Rule 5.4 – Pro-rated Payments**

Prorated dues may be allowed for employees for who the Association functions as exclusive representative who:

- a. Are returning from a leave of absence,
- b. Are newly employed after the Wednesday following the receipt of the paystub / school warrant in November,
- c. Have never previously been members of this Association.

### **Standing Rule 5.5 – Dues Refund**

There shall be no refund of a member's dues at any time.

### **Standing Rule 5.6 – Restrictions**

TALB shall not support any economic service in whole or in part by TALB dues.

### **Standing Rule 5.7 – Membership Status**

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 or 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 active membership roster.

## **6. REPRESENTATIVE COUNCIL**

6.1 Membership

6.2 Election

6.3 Meetings

6.4 Duties of the Association Representative

### **Standing Rule 6.1 – Membership**

- a. One Representative and an alternate shall be elected from each site for each fifteen (15) members or majority (8) part thereof. Elections shall be by secret ballot.
- b. Each site shall be entitled to at least one Representative and an alternate.
- c. Alternates shall be elected by receiving the next highest number of votes after the elected Representative (e.g., first runner up) and shall serve in the absence of the elected Representative.
- d. Except the president, all elected officers, members of the Executive board, and TALB Representatives to CTA State Council may vote on matter(s) of the Representative council. The President may vote in cast of a tie.
- e. Special Faculty Group of members consisting of Counselors, Child Development Centers / Head Start members, Librarians, Nurses, Psychologists, Speech Language Pathologists, on a ratio of one Representative and an alternate shall be elected from each group for each fifteen (15) members or majority (8) part thereof. Members of the Special Faculty Group are ineligible to be site representatives.

### **Standing Rule 6.2 – Election**

The election of PreK-12 Association Representatives and Child Development Centers / Head Start Centers Representatives shall be elected in the spring semester prior to June 1, if possible, for a term of one (1) year provided the Association Representative maintains their membership. The term shall begin the third Monday in June of the year in which they are elected. Association Representatives are eligible for re-election without a restriction on terms.

### **Standing Rule 6.3 – Meetings**

- a. The Representative Council meetings shall be scheduled by the President with an attempt that they be on the fourth Tuesday of each month. The proposed calendar shall be sent to the Representative Council at the first Representative Council meeting for the new traditional school year.
- b. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places and times.
- c. Rudeness, ridicule, obscene or profane language, lack of respect for others and personal attacks are not acceptable behavior. The Chair is responsible for maintaining decorum. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak and/or censure.

### **Standing Rule 6.4 – Duties of the Association Representative**

- a. Representative Council Meeting Duties:
  1. Sign-in / log-in to meeting.
  2. Collect voting card.
  3. Collect materials for site distribution.
  4. Persons wishing to speak shall identify themselves by name and the site when recognized by the Chair.
  5. All motions made on the Council floor shall be in writing and presented to the Executive Director. Each motion shall be signed by the maker, and seconded, identifying their site.
- b. Site Duties
  1. Communicate information and current issues pertinent to members.
  2. Facilitate elections according to standard operating procedures.
  3. A Representative may not conduct an election in which they are a candidate.
  4. Attend Representative Council meetings regularly or send an elected alternate in accordance with Bylaws Article VI.B.3.
  5. Support an on-going membership campaign.
  6. Distribute materials.
  7. Liaise for the scheduled visitations by the President and staff; and hold meetings at the site as needed.
  8. Notify the TALB office in case of the serious illness or death of a member.
  9. Maintain the TALB bulletin board in a centralized location.
  10. Provide resources for building members to solve employment-related problems.
  11. Develop a site team to assist Association Representatives in implementing duties.
  12. Serve as the primary school based organizer for TALB organizing efforts.
  13. Conduct regular site TALB meetings.

## **7. OFFICERS AND PROFESSIONAL STAFF**

Officers shall be and remain United Education Profession members (TALB, CTA, NEA) as a requirement for, nomination to, and service in an office.

7.1 Release Time

7.2 Duties of the President

7.3 Duties of the Vice-President

7.4 Duties of the Secretary

7.5 Duties of the Treasurer

7.6 Election of Officers

7.7 Duties of the Executive Director

7.8 Duties of the Assistant Executive Director(s)

7.9 Equal Employment Opportunity

### **Standing Rule 7.1 – Release Time**

- a. The President of TALB will be released full time. The terms and provisions of the President's tenure shall be established by the Executive Board.
- b. Other Association representatives may be released in accordance with the Association leave provisions negotiated with the District under the Contract Article IV, Association Rights.

### **Standing Rule 7.2 – Duties of the President**

- a. The President shall nominate TALB members to committees, task forces, joint District committees and community committees with the advice of, and subject to the approval of, the TALB Executive Board.
- b. When needed, the President may delegate to other members the authority to speak or act for the Association, but the President remains responsible for the positions taken.
- c. The President or designated representative shall serve as the official representative of the Association.
- d. The President shall inform the membership and implement new policies and programs of the Association as directed by the TALB Executive Board.
- e. The President, in conjunction with the Executive Director, shall coordinate the activities of the Association.
- f. The President shall schedule visitations to sites providing for at least one per year by an officer, board member, or a staff member of the Association.
- g. The President will receive QuickBooks training and certification.
- h. If the Treasurer is incapable or unable to fulfill their duties, the President may be responsible for maintaining the electronic ledger and may issue electronic payments upon approval from a TALB officer.
- i. The President, the Vice-President, the Treasurer, and the Secretary are authorized to sign checks on behalf of the Association. All checks must bear the signatures of two of these officers. All expenditures and checks shall be audited by the Executive Director in advance of final processing for signature. All expenditures/checks shall be audited by the Treasurer as a part of the approval and processing.
- j. The President shall regularly report accomplishments and status of current issues to the Executive Board and the Representative Council. The President

- shall present an annual report of Association activities at the last regularly scheduled meeting of the TALB Representative Council.
- k. The President shall perform such other duties as may be directed by the TALB Executive Board or by the Representative Council.
  - l. The President or their alternate shall attend Service Center Council meetings.
  - m. The President shall attend other CTA/NEA meetings as directed by the Representative Council.
  - n. The President shall serve as a voting member on the TALB Finance Committee.

### **Standing Rule 7.3 – Duties of the Vice – President**

- a. The Vice-President shall plan and assist the President in an orientation meeting for the committee chairpersons early in the school year, providing each with a committee digital/electronic folder.
- b. The Vice-President shall survey the membership for their interests in committee service. Together with the President and committee chairpersons, the Vice-President shall assign volunteers to appropriate committees according to preference expressed and the needs of the Association. Any member volunteering for committee activity shall be notified promptly of the resolution of their request.
- c. The Vice-President shall be available to assist committee chairpersons/board liaisons in coordinating meetings and activities, and in presenting proposals to the Executive Board and the Representative Council.
- d. The Vice-President shall assume the duties of the office of the President should the President be unable to serve for any reason.
- e. The Vice-President will receive QuickBooks training and certification.
- f. If the Treasurer is incapable or unable to fulfill their duties, the Vice-President may be responsible for maintaining the electronic ledger and may issue electronic payments upon approval from a TALB officer.

### **Standing Rule 7.4 – Duties of the Secretary**

- a. The Secretary shall chair the Membership Committee and be responsible for developing the membership campaign.
- b. The Secretary shall be responsible for roll at the Representative Council meetings and for ascertaining the presence of a quorum.
- c. The Secretary shall keep accurate records of attendance of Faculty Representatives.
- d. With the assistance of the Area Directors, the Secretary shall make every effort to secure active site representation.
- e. The Secretary shall see that each TALB member at a school with no Association Representative is notified of this fact and that materials and ballots will be available at the TALB office.
- f. The Secretary shall maintain an accurate roster of the Association membership.
- g. Shall be responsible for ensuring accurate minutes of meetings are disseminated.

### **Standing Rule 7.5 – Duties of the Treasurer**

- a. The Treasurer shall chair and serve as a voting member, of the Finance Committee.
- b. The Treasurer shall submit information and financial reports to the chapter, CTA, NEA, and other agencies as required by law.
- c. The Treasurer shall have the chapter's financial records in a manner to meet legal requirements.
- d. The Treasurer will receive QuickBooks training and certification.
- e. The Treasurer will be responsible for maintaining the electronic ledger and may issue electronic payments upon approval from another TALB officer.
- f. Utility payments may be automated following approval of two TALB officers.
- g. The Finance Committee has recommended that the Treasurer be granted a stipend of \$2,000.00 to complete training in QuickBooks and to begin implementing both electronic and automatic payments systems for the Association.
- h. Furthermore, in recognition of these additional responsibilities, the Finance Committee recommends an annual stipend of \$5,000.00 for the position.
- i. The Treasurer, the President, the Vice-President and Secretary of TALB are authorized to sign checks on behalf of the Association. All checks must bear the signature of two of these officers.

### **Standing Rule 7.6 – Elections of Officers**

- a. The election of TALB President shall be held in the spring semester prior to June 1, for a duration of a two (2) year term, provided the President maintains their membership. The term shall begin the third Monday in June of the year in which they are elected. The TALB President has a limit of two (2) consecutive terms.
- b. The election of TALB Vice-President, Treasurer and Secretary shall be held in the spring semester prior to June 1, for a duration of a two (2) year term, provided the Vice-President, Treasurer and Secretary maintain their membership. The term shall begin the third Monday in June of the year in which they are elected. The TALB Vice-President, Treasurer and Secretary are eligible for re-election without a restriction on terms.

### **Standing Rule 7.7 – Duties of the Executive Director**

The Executive Director of TALB shall serve as the Executive Officer of the Association, shall be responsible for implementing all Association policy under the direction of the TALB Executive Board, and shall fulfill all contractual duties. The Executive Director does not make policy but provides appropriate guidance in its establishment. The Executive Director will receive QuickBooks training and certification. The Executive Director will be authorized to manage payroll, tax, and benefit services through the ADP software upon approval of two TALB officers.

### **Standing Rule 7.8 – Duties of the Assistant Executive Director**

The Assistant Executive Director(s) of TALB shall serve under the direction of the Executive Director of the Association, shall be responsible for implementing all Association policy under the direction of the TALB Executive Board and shall fulfill all contractual duties. The Assistant Executive Director(s) does not make policy but provides appropriate guidance in its establishment.

## **Standing Rule 7.9 – Equal Opportunity Employer**

The Association pledges its commitment to operate as an Equal Opportunity Employer.

## **8. EXECUTIVE BOARD – AREA DIRECTORS**

8.1 Meetings

8.2 Election of Area Directors

8.3 Duties of Area Directors

8.4 Involvement of Committees

### **Standing Rule 8.1 – Meetings**

- a. The Executive Board shall meet on the second Tuesday of each calendar month during the school year, unless otherwise modified by the President and in special sessions.
- b. Rudeness, ridicule, obscene or profane language, lack of respect for others and personal attacks are not acceptable behavior. The Chair is responsible for maintaining decorum. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak and/or censure.

### **Standing Rule 8.2 – Election of Directors**

- a. The election of TALB Directors shall be held in the spring semester prior to June 1, for the duration of a two (2) year term, provided the Director maintains their membership. The term shall begin the third Monday in June of the year in which they are elected.
- b. The number of TALB Directors is determined by the TALB Executive Board with approval of the TALB Representative Council.
- c. The term of a TALB Director shall begin the third Monday in June of the year in which they are elected. TALB Directors are eligible for re-election without a restriction on terms.
- d. The one-person, one-vote principle shall be applied to the TALB Geographical Districts. One person, one-vote is the procedure by which each TALB Area Director shall represent approximately the same number of constituents as each and every other TALB Area Director. The average percentage deviation per geographical Director shall not exceed ten percent (10%).
- e. TALB Area District's representation ratio shall be reviewed every three years, based on membership as of the last day of the fiscal year. If the review process indicates that the average deviation is more than ten percent (10%), a new plan shall be prepared and approved by the TALB Executive Board with approval by the TALB Representative Council.
- f. The At-Large Director, Child Development Centers / Head Start Director and Area Directors are elected at the Annual General Election for two years without restriction on the number of terms. The At-Large Director shall be elected in even years. Child Development Centers / Head Start Director shall be elected in odd years. The Area Directors shall be elected for staggered two (2) year terms so that one-half such Area Directors take office on the third Monday of June of each year. The At-Large Director shall be elected in even numbered years. The Child Development Centers / Head Start Director shall

be elected in odd numbered years. Directors shall provide representation and leadership for the members in their Area and shall call and conduct meetings in their area as needed.

g. Executive Board Composition

The Executive Board shall be composed of the elected officers as well as twelve (12) area directors – [two (2) directors per area] and one At-Large Director and one Child Development Centers / Head Start Director. These fourteen (14) Directors represent areas determined by the Association Executive Board and are approved by the Representative Council.

h. The Special Area Directors:

1. Child Development Centers / Head Start Centers Director shall be filled by the Child Development Centers / Head Start Centers membership.
2. At-Large Director shall be filled by an elected member of a racial/ethnic minority who identifies as BIPOC (Black, Indigenous Person of Color).

i. The twelve Area Directors:

1. There are two Area Directors that represent Cabrillo, Jordan, Lakewood, Millikan, Poly, and Wilson. The Area Director will be identified by the year they were elected (odd or even). Each of the 12 directorial areas shall be entitled to have one representative for each three hundred (300) members working in the area, and/or major fraction thereof, based on the membership at the time of the election. All Special Area and Area Directors are elected at the Annual General Election for two years without restriction on the number of terms. The Special Area and Area Directors shall be elected for a staggered two (2) year terms so that one-half such Special Area and Area Directors take office on the third Monday of June of each year. The At-Large Director shall be elected in even numbered years. The CDC / Head Start Director shall be elected in odd numbered years. Such Special Area and Area Directors shall provide representation and leadership for the members in their Area and shall call and conduct meetings in their area as needed.

### **Standing Rule 8.3 – Duties of Directors**

- a. The Directors shall be responsible for communicating with Association Representatives and members in their respective areas to acquaint them with issues of concern and to obtain their opinions and views.
- b. Meetings conducted by the Directors shall be called as needed.
- c. The Directors shall be responsible for assisting the Secretary in recruiting Association Representatives and encouraging their active participation.
- d. The president shall appoint, upon the executive board's approval, each director liaison or committee member.

## **9. CHILD DEVELOPMENT CENTERS / HEAD START CENTERS DIRECTOR AND COUNCIL**

- 9.1 Council Membership
- 9.2 Election of Council Representatives
- 9.3 Council Meetings
- 9.4 Duties of the Council Representatives
- 9.5 Association Council Representatives
- 9.6 Duties of the Association Council Representatives

### **Standing Rule 9.1 – Council Membership**

- a. One representative and an alternate shall be elected from each site in the Long Beach Unified School District.
- b. The Director of the Child Development Centers / Head Start Centers-and the President of the Association shall be ex-officio members with the right to vote.

### **Standing Rule 9.2 – Election of Council Representatives**

The election of site representatives shall take place in the spring, with duties beginning on July 1.

### **Standing Rule 9.3 – Council Meetings**

- a. Meetings of the Child Development Center/Head Start Centers council shall be scheduled by the Director.
- b. Rudeness, ridicule, obscene or profane language, lack of respect for others and personal attacks are not acceptable behavior. The Chair is responsible for maintaining decorum. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak and/or censure.

### **Standing Rule 9.4 – Duties of the Council Representatives**

The Council Representatives shall communicate information and current issues pertinent to members.

### **Standing Rule 9.5 – Association Council Representatives**

Site members shall elect representatives to represent them at the Association's Representative Council on a ratio of one representative per CDC/Head Start site.

### **Standing Rule 9.6 – Duties of the Association Council Representatives**

- a. Refer to TALB Standing Rule 6.4(a)1 and 6.4(a)2
- b. Inform PreK-12 Representative Council of any item which Child Development Centers / Head Start Centers Council has determined is major policy affect all members of the Association.

## **10. ELECTIONS AND RECALL**

- 10.1 Election Manual | Elections shall be governed by the Election Manual.
  - A. Elections Committee
  - B. Duties of Elections Committee
  - C. Run-off Procedures
  - D. Other Elections
  - E. Recount or Challenge Procedures
- 10.2 Recall

- 10.3 Initiative Procedures
- 10.4 Referendum Procedures
- 10.5 Ratification of the Contract

#### **Standing Rule 10.2 – Recall**

- a. Each officer and Director on the Executive Board shall be subject to recall from office upon the presentation of a petition signed by twenty-five (25) percent of the members of the group qualified to vote for the position.
- b. The petition for a recall from office shall list the names of at least two (2) candidates to succeed to the position for the remainder of the term.
- c. The Election Committee shall verify the signatures.
- d. Immediately upon verification, the Executive Board shall institute procedures for a special election.
- e. At the special election, the ballot will provide first for a vote on the question of the recall of the current person in office and then on the election of a successor for the remainder of the term.
- f. Any officer or Director shall be recalled by a majority vote of the electoral group he/she represents.
- g. The candidate receiving the highest number of votes shall be declared elected.

#### **Standing Rule 10.3 – Initiative Procedures**

- a. The active membership shall have the authority to make decisions through the initiative process.
- b. An active member shall file a notice of 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 is responsible for its circulation. The President shall register the receipt of notice of the intent to circulate and acknowledge such registration in writing with the member filing the notice.
- c. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) days shall be permitted to obtain the signature/printed name/worksite of at least sixty percent of the active members of the Association. The petition shall contain the question proposed to be placed on the ballot.
- d. The circulators shall present to the chapter president the petitions containing the original signatures.
- e. The chapter president shall have thirty (30) calendar days in which to verify the membership signers of the petition. If there are insufficient signatures, the circulator will be notified within 3 calendar days that the petition failed for lack of signatures.
- f. The chapter president shall provide a ballot to be furnished to the members no less than 15 calendar days after verification of membership provided that the period that the traditional school year is not officially in session shall not be included in this count.
- g. Regular election procedures (e.g., election of officers) shall be followed including voting times.
- h. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

### **Standing Rule 10.4 – Referendum Procedures**

Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership upon 2/3 vote of the Representative Council at any valid meeting. Regular election procedures shall be followed.

### **Standing Rule 10.5 – Ratification of the Contract**

A secret ballot election shall be conducted for all sites for all active TALB members.

## **11. Finance Committee & Other Committees**

- 11.1 Finance Committee
- 11.2 Other Committees
- 11.3 Duties of Committee Chairpersons

### **Standing Rule 11.1 – Finance Committee**

The Finance Committee shall be composed of the President; the Treasurer; one member from each area, one member from CDC-Head Start, elected by the Representative Council for a 2 year period at the October meeting (announced at the September meeting); and two alternates elected at-large. Terms shall be staggered, as follows: Even Calendar Year elections shall be CDC/Head Start, Jordan, Lakewood, At-Large position “E”; Odd Calendar Year elections shall be Millikan, Poly, Cabrillo, Wilson, At-Large position “O”. The Executive Director shall serve as an ex-officio, non-voting member. The role of the Finance Committee shall be to prepare a budget for review and approval by the Executive Board and the Representative Council, monitor ongoing expenditures, and make recommendations to the Executive Board. A member of the Finance Committee will receive QuickBooks training and certification. If the Treasurer is incapable or unable to fulfill their duties, a Finance Committee member may be responsible for maintaining the electronic ledger and may issue electronic payments upon approval from two authorized TALB officers.

### **Standing Rule 11.2 – Other Committees**

- a. TALB Events and Awards:
  - 1. Coordinates major annual TALB events such as Read Across America, Day of the Teacher, Committee Dinner, Retirement and Awards Banquet, and the CDC/HS Confabulation.
  - 2. Accepts nominations, screens and recommends recipients for TALB scholarships and of TALB's Award for Teacher of the Month (Golden Apple), as well as other awards such as Friends of Education, both regional and state.
  - 3. Publicizes events and opportunities in the monthly Professional Educator.
- b. TALB Advocates Survey: The TALB Survey committee will oversee the annual TALB Administration and Climate Survey.
- c. Grievance Committee: The Grievance Committee monitors ongoing grievances and makes recommendations to the TALB Executive Board regarding when to arbitrate, consistent with SR 20.1.
- d. TALB Organizing Committee: This team organizes and mobilizes TALB members around issues; negotiations; political campaigns for recommended candidates and issues; and to promote membership in TALB. This merges the Political Action Committee Bargaining-Organizing Taskforce.

- e. Ethnic Minority Affairs Committee and Leadership Development: Monitors the representation of ethnic minorities in TALB committees, task forces, special committees, Representative Council, Executive Board and as Executive Officers.
  - 1. The committee provides ethnic minority input on TALB membership programs and policies and makes specific recommendations to the TALB Executive Board regarding appropriate means and methods for continuing ethnic minority input into the Association. This committee is also responsible for the development of new leadership in TALB. It coordinates events such as the EMAC Conference, MLK Parade, Human Rights Award, New Leaders Conference and New Teacher Lunch. The composition of the committee shall be as follows: 2 Hispanic members; 2 African-American members; 2 Pacific Islander/Asian members; 2 American Indian/Alaska Native members. The chairperson shall rotate each year, by ethnicity.
- f. Special Committees / Task Forces: Special Committees/Task Forces may be appointed by the President with the concurrence of the Executive Board.
  - 1. Bylaws & Standing Rules Committee
  - 2. Calendar Committee
  - 3. Civility Task Force
  - 4. Communication / Outreach Committee
  - 5. Community Schools Task Force
  - 6. Counselors Task Force
  - 7. Education Mission: Innovation Advancement Committee (EMIAC)
  - 8. Evaluation Committee
  - 9. Health Benefits Committee
  - 10. Kindergarten Task Force
  - 11. LGBTQ+ Task Force
  - 12. Librarians Task Force
  - 13. National Board Oversight Committee
  - 14. Nurses Task Force
  - 15. Peer Assistance & Review (PAR) Committee
  - 16. Black, Indigenous, and People of Color (BIPOC) Committee
  - 17. Safety Committee
  - 18. Site Based Decision Making (SBDM)
  - 19. Speech Language Pathologists (SPL's)
  - 20. Transfer & Assignment (Elementary & Secondary) Committee
  - 21. Wellness Committee

**Standing Rule 11.3 – Duties of Committee & Task Force Chairpersons**

- a. Maintain the committee digital/electronic folder of standard operating procedures which includes Pertinent Bylaws and/or Standing Rules sections, yearly reports, Association goals, current minutes, and committee objectives.
- b. Decide times and places of all meetings in coordination with TALB master calendar. Notify TALB President through the TALB Office if meeting is not to be held in the TALB Office, and where the meeting will be held.
- c. Consult with the President and Vice-President on assignment of committee members, seeking to make each committee as representative of the membership as is practicable.
- d. Review the Association goals for the school year with committee members.

- e. Select a recorder to keep and file accurate minutes.
- f. Define, with the help of the committee members, the objectives for the committee's work.
- g. Develop a committee budget in accordance with the Association budget.
- h. Work with committee members on projects that may be assigned by the Executive Board and/or the Representative Council.
- i. Include any recommendations for improvements in the operation of the committee with the yearly report submitted to the Executive Board.
- j. With the assistance of the Vice-President, present committee recommendations for action to the Board and/or Representative Council.

## **12. COLLECTIVE BARGAINING**

- 12.1 Collective Bargaining
- 12.2 Bargaining Team Composition
- 12.3 Function
- 12.4 Duties
- 12.5 Operational Guidelines
- 12.6 Procedures for Ratification
- 12.7 Special Interim Ratification Procedures

### **Standing Rule 12.1 – Collective Bargaining**

This Association shall participate in collective bargaining as prescribed by law.

### **Standing Rule 12.2 – Bargaining Team Composition**

- a. Every effort will be made to have the Team composed of the following: A Board liaison member, one elementary school teachers, one middle school teacher, one high school teacher, one special education teacher, one counselor, one speech language pathologist, one psychologist, one nurse, one librarian, one CDC teacher, one Head Start teacher. All must be active TALB/CTA/NEA members.
- b. The Team and a Lead Negotiator shall be named by the President with the advice and approval of the Executive Board.
- c. The Lead Negotiator shall be appointed for the life of the contract.

### **Standing Rule 12.3 – Function**

The function of the Bargaining Team and its relationship to the TALB elected structure shall be as follows:

- a. The Executive Board should establish concepts and parameters prior to meeting with the District.
- b. The Bargaining Team is the negotiating arm of the Association. It does not make policy.
- c. The Representative Council will approve the bargaining goals.
- d. The Representative Council delegates to the Bargaining Team the authority to reach the best possible agreement within the parameters set by the Executive Board including the authority to make counterproposals and reach satisfactory compromise.
- e. Any tentative agreement reached with the District is dependent upon ratification by the Association active membership.

- f. The Bargaining Team Lead Negotiator is responsible for keeping the Association leadership informed of the progress of negotiations.
- g. The TALB Executive Board will provide the team with guidance.

#### **Standing Rule 12.4 – Duties**

- a. The Chair shall attend informal and formal bargaining sessions.
- b. Team members shall attend all formal bargaining sessions with the District's representatives punctually and shall remain present until each session is adjourned.
- c. Team members shall attend all internal planning sessions.
- d. Team members shall take part in one or more training sessions per year.
- e. The Lead Negotiator and Board Liaison shall keep the membership informed of the status of negotiations through prompt reports to the President and the Executive Board.

#### **Standing Rule 12.5 – Operational Guidelines**

- a. To initiate a revision of the contract:
  - 1. The Bargaining Team shall survey the membership-at-large for recommendations and suggestions.
  - 2. Established TALB committees and Task Forces may submit bargaining proposals to the Executive Board prior to the start of the negotiations.
  - 3. The Association Representatives may bring to the Representative Council ideas from their schools.
- b. Contract proposal(s) shall be developed and prioritized by the Bargaining Team and forwarded to the Executive Board for approval. The Board shall recommend contract changes or revisions to the Representative Council. Upon adoption by the Council, the proposal(s) shall become the Association's bargaining goals.
- c. In bargaining sessions, the Lead Negotiator shall be the spokesperson unless another person has been designated to speak. The President shall continue to be the Association spokesperson to the community and to the membership.
- d. The Lead Negotiator shall establish dates for meetings of the Bargaining Team and shall chair team meetings and caucuses.

#### **Standing Rule 12.6 – Procedures for Ratification**

- a. The contract ratification vote shall be a vote to either accept or reject the entire agreement as negotiated at the bargaining table.
- b. TALB will schedule a general membership meeting for discussion of the details of the agreement as soon as is practicable after tentative agreement has been reached on all items.
- c. TALB will also circulate printed summaries of the contract provisions to all schools.
- d. Every bargaining unit member who is a member of TALB shall be given the opportunity to vote; except that in the event of a strike vote, all bargaining unit members will be polled.
- e. On a designated day (or days) following the general meeting, ratification shall be conducted in each school by secret ballot under procedures set by the TALB Election Committee as provided in TALB Standing Rule (6.4b).

### **Standing Rule 12.7 – Special Interim Ratification Procedures**

Agreements reached between the ending of one school year and the beginning of the next one – In the event the agreement is reached between school years, the Executive Board will have the authority to approve the agreements for the Association. When school resumes, regular procedures established in Standing Rule 11.1 q, r and s will be applied.

## **13. PUBLIC RELATIONS**

13.1 Responsibility

13.2 Publications

### **Standing Rule 13.1 – Responsibility**

- a. All public relations and media communications shall be the responsibility of the President and staff. The president is TALB's official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions. The TALB president may designate other elected leaders or staff members to articulate the organization's policies or positions either on a specific occasion or, within defined limits, on a continuing basis. The president will determine any occasions and will define any limits.
- b. No member of TALB shall act on behalf of the Association making any commitments, direct or implied, including speaking publicly for the Association, unless such action is first authorized.

### **Standing Rule 13.2 – Publications**

Publications shall be subject to the direction of the President and the Executive Board.

## **14. BUDGET**

14.1 Procedures

14.2 Unbudgeted Expenditures

14.3 Audit

### **Standing Rule 14.1 – Procedures**

- a. The first reading of the budget shall be no later than the March meeting of the Representative Council.
- b. Copies of the budget will be available at the school sites for membership study and recommendations.
- c. Adoption of budget at April Representative Council meeting.

### **Standing Rule 14.2 – Unbudgeted Expenditures**

- a. The Executive Board may approve unbudgeted and/or under-budgeted expenditures for amounts up to .7% of the TALB annual budget.
- b. Expenditures for more than .7% of the TALB annual budget must be approved by the Representative Council.
- c. Unbudgeted emergencies which occur following the May Representative Council meeting may be approved by the Executive Board and ratified at the first Representative Council meeting of the school year.

### **Standing Rule 14.3 – Audit**

The Treasurer shall be responsible to see that an annual financial review is performed.

## **15. SURVIVORS BENEFIT**

- 15.1 Survivors' Benefit
- 15.2 Membership
- 15.3 Payment
- 15.4 Survivor's Benefit Fund Assessment

### **Standing Rule 15.1 – Survivors' Benefit**

There shall be a TALB Survivors' Benefit Fund administered by the President and/or the Executive Director.

### **Standing Rule 15.2 – Membership**

Any bargaining unit member may participate as provided in TALB Bylaws, Article IV section b.

### **Standing Rule 15.3 – Payment**

The beneficiary of the member shall receive \$3,000.00 upon verification of death (original or certified copy of the member's death certificate).

### **Standing Rule 15.4 – Survivor's Benefit Fund Assessment**

Two dollars and fifty cents (\$2.50) of TALB dues/fees will be placed in the fund annually. In years in which the Survivor's Benefit Fund exceeds \$50,000.00 adjustments to the Fund will be made by the TALB Executive Board.

## **16. ADMINISTRATIVE GUIDELINES FOR TEACHERS ACTIVE IN POLITICS (TALB/TAP)**

- 16.1 Income
- 16.2 Expenditures
- 16.3 Miscellaneous
- 16.4 Recommendation Procedures

### **Standing Rule 16.1 – Income**

- a. Payroll deductions, donations or fund-raising income will be receipted and deposited through the TALB office. Current voluntary revenue/assessments are \$27 per year per member. Distribution of monthly income between existing issue and candidate accounts shall be in equal proportions unless otherwise directed by the Executive Board.
- b. A monthly statement of account will be provided to the Organizing Committee and the Executive Board.

### **Standing Rule 16.2 – Expenditures**

- a. The Organizing Committee will develop a budget for each political campaign requiring use of TALB/TAP funds.
- b. TALB/TAP funds shall only be spent on local ballot measures or local candidate elections in accord with the regulations governing the Candidates PAC and the Issues PAC; and in support of candidates or issues recommended by TALB.
- c. The TALB/TAP budget will be approved by the Executive Board.
- d. Expenditures may be made from TALB/TAP as long as the expenditures are within the adopted TALB/TAP budget and contributions to candidates and issues are consistent with TALB/CTA endorsements and positions.

- e. Expenditures not within the limits of the adopted budget must be approved by the TALB Executive Board.
- f. The TALB/TAP budget may be amended at any time during the year by following the procedures in "a" and "b" above.

**Standing Rule 16.3 – Miscellaneous**

- a. The Treasurer of TALB will be responsible for filing campaign reports to the appropriate agencies.
- b. Two (2) signatures of the following four (4) officers are required on all checks: TALB President, TALB Vice-President, TALB Treasurer, and TALB Secretary.
- c. The Organizing Committee shall be appointed annually by the President with advice and consent from the Executive Board. The Committee may also serve as the general Organizing Team (Reference: SR 11.2.d).

**Standing Rule 16.4 – Recommendation Procedures**

- a. School Board candidate recommendations shall be made as follows:
  - 1. In open races interviews shall be conducted by a recommendation team consisting of the Executive Board and Political Action Committee (Organizing Team). The interview team shall make an effort to interview all known candidates at the time the interviews are scheduled.
  - 2. In races where there exists a previously endorsed “friendly” incumbent the Board may waive the interview process and make recommendation to the Representative Council at any time.
  - 3. Recommendations of the Interview Team shall be forwarded to the Executive Board for consideration.
  - 4. Recommendations of the Executive Board shall be forwarded to the Representative Council for consideration.
  - 5. TALB shall only recommend school board candidates that have been approved by the Representative Council.
- b. Local ballot initiative recommendations shall be made as follows:
  - 1. The Executive Board shall make a recommendation to the Representative Council.
  - 2. Recommendations of the Executive Board shall be forwarded to the Representative Council for consideration.
  - 3. TALB shall only recommend local ballot initiatives that have been approved by the Representative Council.
- c. State or National recommendations shall be made as follows:
  - 1. Recommendations consistent with CTA or NEA recommendations may be made by the Executive Board.
  - 2. Recommendations that are in conflict with CTA or NEA recommendations, or in those races where there is no recommendation, require ratification by the Representative Council.

**17. AWARDS COMMITTEE – GOLDEN APPLE AND GOLDEN STAR AWARDS**

**Standing Rule 17.1 – Criteria for the TALB Golden Apple and Golden Star Award**

- a. The nominee must be a TALB member.
- b. The nominee must meet these three (3) criteria for consideration:

1. The nominee demonstrates outstanding performance.
  2. The nominee has served the community outside of their assigned site.
  3. The nominee has participated in teacher or professional organizations.
- c. Two (2) or more nominations must be submitted for each nominee. At least one (1) of the nominations must be given by members of TALB.

## **18. ARBITRATION**

18.1 Criteria to consider when deciding whether to arbitrate.

### **Standing Rule 18.1 – Criteria to Consider When Deciding to Arbitrate**

- a. The Association has credible evidence and arguments to support the position.
- b. There is a reasonable chance of winning the case.
- c. The cost is worth the economic and political gains sought.
- d. The nature of any precedent that may be set.
- e. The Association has the resources to see it through.
- f. The political considerations involved.
- g. The grievance will achieve the goal sought.
- h. A victory deters the employer from similar adverse actions in the future.
- i. A victory helps resolve problems.
- j. The proper application of all procedural steps.
- k. The TALB Executive Board will review each request for arbitration and shall determine if proceeding to arbitration is authorized.
- l. The TALB Executive Board shall be responsible for directing the Association's grievance procedure.

## **19. CONFERENCE EXPENSE ACCOUNTABILITY GUIDELINES**

19.1 Conference Expense Accountability

### **Standing Rule 19.1 – Conference Expense Accountability**

- a. Conference Registration - TALB will send and pay for registration.
- b. Lodging/Transportation/Meals - each individual will pay and submit voucher/receipts and TALB Conference/Meeting Report Form to TALB.
- c. Exceptions - 50% advance is available.
- d. Delegates to the NEA/RA will make all arrangements. A stipend will be provided - 50% of the budgeted amount prior to the RA and the remaining 50% upon conclusion of the RA (based upon participation/attendance and reimbursement request/receipts).
- e. Receipts are required for TALB paid or reimbursed expenses, consistent with the CTA reimbursement guidelines.

## **20. SPECIAL INTEREST CAUCUSES**

- 20.1 Recognition
- 20.2 Caucus Activities
- 20.3 Continuation of Recognition

### **Standing Rule 20.1 – Recognition**

Any group wishing to associate and be recognized as a Special Interest Caucus may petition the Executive Board for recognition. The Board shall then act upon the petition by granting or denying such recognition. Each petition shall afford the following information:

- a. Name of group.
- b. Name of organization.
- c. A membership roll. The caucus shall be composed of active TALB members only.
- d. Names and addresses of leaders or elected officers.
- e. A projected plan for meetings.

### **Standing Rule 20.2 – Caucus Activities**

Rules governing recognized Caucus Activities:

- a. Upon request by the Caucus Chairperson to the TALB Executive Director, a meeting room may be provided with place and time published in the TALB Newsletter.
- b. All expenses incidental to caucus organization, activities, or meetings shall be assumed by the Caucus.
- c. Caucus meetings shall not be scheduled to conflict with the TALB Representative Council sessions, or other regularly scheduled TALB Executive Board or Committee meetings.

### **Standing Rule 20.3 – Continuation of Recognition**

Continuing recognition is subject to annual re-application and approval by the Executive Board. Previously recognized caucuses which desire to have their recognition continued, shall register the names and addresses of leaders or elected officers and a membership roll and file same with the TALB Executive Director prior to August 31st of each year.

## **21. AMENDMENTS**

- 21.1 Bylaws
- 21.2 Standing Rules

**Standing Rule 21.1 – Bylaws** Any changes in the Bylaws are subject to CTA compliance review.

A. Bylaws may be amended by majority vote of Board of Directors and approved by majority vote of Rep. Council.

B. Rep Council.

- 1. Notice in writing of a proposed Bylaws amendment shall have been submitted in writing to the Secretary with a list of sponsors.
- 2. The proposed Bylaws amendment(s) must comply with existing format and include, if needed, affected articles. The Bylaw amendment(s) must include any additional language or language to be stricken.

3. The minimum threshold for the submitted Bylaws amendment shall be 10% of Representatives to the Representative Council or at least one Representative from each Board Area constituency (Cabrillo, Jordan, CDC/Headstart, Lakewood, BiPOC, Millikan, Poly, Wilson).
4. Upon verifying the required minimum threshold has been met, the Secretary will move the amendment to the president to agenda for the Rep. Council.
5. The proposed Bylaws amendment(s) shall be presented at the following regularly scheduled Representative Council meeting for a first read. The amendment(s) will be voted on at the next Representative Council meeting. The Amendments to the Bylaws shall be approved as per Bylaws Article XVI with a 2/3 vote of the Representative Council.

#### **Standing Rule 21.2 – Standing Rules**

- A. Amendments to the Standing Rules may be proposed by the Executive Board and approved with a majority vote as per Bylaws Section 9.I.7
- B. The approved amendment shall go into effect immediately unless the amendment specifies another date.
  1. Amendments to the Standing Rules may be proposed by Representative Council.
  2. Notice in writing of a proposed Standing Rules amendment shall have been submitted in writing to the Secretary with a list of sponsors.
  3. The proposed Standing Rules amendment(s) must comply with existing format and include, if needed, affected articles. The Standing Rules amendment(s) must include any additional language or language to be stricken.
  4. The minimum threshold for the submitted Standing Rules amendment shall be 10% of Representatives to the Representative Council or at least one Representative from each Board Area constituency (Cabrillo, Jordan, CDC/Headstart, Lakewood, BiPOC, Millikan, Poly, Wilson).
  5. Upon verifying the required minimum threshold has been met, the Secretary will move the amendment to the president to agenda for the Rep. Council.
  6. The proposed Standing Rules amendment(s) shall be approved by a majority vote of the Executive Board.