

**TEACHERS ASSOCIATION OF LONG BEACH  
4362 ATLANTIC AVENUE  
LONG BEACH, CALIFORNIA 90807**

**STANDING RULES**

The Standing Rules govern the implementation of the Bylaws.

**1.0 NAME AND LOCATION**

The official chapter name shall be Teachers Association of Long Beach at 4362 Atlantic Ave. in Long Beach, California.

**2.0 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.

**3.0 AFFILIATION WITH THE CTA/NEA**

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

**4.0 MEMBERSHIP**

- 4.1 Teachers Association of Long Beach (TALB) Membership Year
- 4.2 Membership Assessments - Solicitations
- 4.3 Retired Membership

**Standing Rule 4.1 - TALB Membership Year**

The membership year of the Association shall begin September first (1st) and continue through August thirty-first (31st) 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 STRS problems
- b. Assistance with Health Plan problems
- c. Attendance at TALB social activities
- d. Regular TALB publications available at the TALB office. There will be a fifteen (\$15.00) dollar annual mailing fee for those Associate members wanting all local publications sent to their residence.
- 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.

## **5.0 DUES**

- 5.1 Payroll Deduction
- 5.2 Cash Payments
- 5.3 Exceptions
- 5.4 Pro-rated Payments
- 5.5 Dues Refund
- 5.6 Changes in Dues Structure
- 5.7 Restrictions
- 5.8 Membership Status
- 5.9 Agency Fee Apportion

### **Standing Rule 5.1 - Payroll Deduction**

Members and associate members may pay their dues by monthly payroll deductions.

### **Standing Rule 5.2 - Cash Payments**

Cash payments may be paid on or before the opening date of school and become delinquent on the Wednesday following the receipt of the 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 he/she is 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**

As provided in TALB Bylaws, Article V, Section D, prorated dues may be allowed for employees for whom 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 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 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 active membership roster.

### **Standing Rule 5.8 - Agency Fee Apportion**

The Association shall apportion any agency fee on the same percentage basis as full United Teaching Profession (TALB/CTA/NEA) dues.

## **6.0 REPRESENTATIVE COUNCIL**

- 6.1 Membership
- 6.2 Election
- 6.3 Meetings
- 6.4 Duties of the Association Representative

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

- a.
  1. One Representative and an alternate shall be elected from each school for each fifteen (15) members or majority (8) part thereof. Elections shall be by secret ballot.
  2. Each school shall be entitled to at least one representative and an alternate.
  3. 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.
  4. The Child Development/Head Start Center Representatives will be elected as provided in TALB Bylaws Article VII.
- b. Each associate member group shall be entitled to one representative and an alternate on the same ratio as Faculty Representatives.
- c. All elected officers, members of the Board of Directors, non-representative Chairpersons of all standing committees and TALB representatives to CTA State Council shall be ex-officio members without the right to vote, except that the President may vote in case of a tie.

### **Standing Rule 6.2 – Election**

The election of Association Representatives, Associate Representatives of Child Development/Head Start Centers shall take place in the spring semester prior to June 1 with the terms of office beginning on July 1.

### **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 last meeting.
- b. For emergency meetings during crisis situations, the Board of Directors shall adopt procedures to notify representatives of meeting dates, places and times.

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

- a. Representative Council Meeting Duties:
  1. Persons wishing to speak shall identify themselves by name and school when recognized by the Chair.
  2. 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 schools.
  3. An Association Representative teaching in Avalon or the Outdoor Education School shall be allowed to phone or send absentee votes to the TALB office in time to be cast in the meeting of the Representative Council at which a vote is to be taken.
- b. Site Duties:
  1. Communicate information and current issues pertinent to members.
  2. Conduct elections according to standard operating procedure.
  3. Submit to the elections committee chairperson in November, February, and June, the names of members who may be potential candidates for a committee or an office.
  4. A representative may not run an election in which they are a candidate.
  5. Attend Representative Council meetings regularly or send an elected alternate in accordance with Bylaws Article VI.B.3.
  6. Support an on-going membership campaign.
  7. Distribute materials.
  8. Arrange for the scheduled visitations by the President and staff; and hold meetings at the site as needed.

9. Notify the TALB office in case of the serious illness or death of a staff member.
10. Maintain TALB bulletin board in a centralized location.
11. Provide resources for building members to solve employment-related problems.
12. Develop a site team to assist Association Representatives in implementing duties.
13. Serve as the primary school based organizer for TALB organizing efforts.
14. Conduct regular site TALB meetings

**7.0 PERSONNEL - OFFICERS AND PROFESSIONAL STAFF**

Officers shall be and remain United Education Profession members 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 First Vice-President
- 7.4 Duties of the Second Vice-President
- 7.5 Duties of the Treasurer
- 7.6 Duties of the Executive Director
- 7.7 Duties of the Assistant Executive Director(s)
- 7.8 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 Board of Directors.
- b. Other Association representatives may be released in accordance with the Association leave provisions negotiated with the District under the Contract article on Association rights.

**Standing Rule 7.2 - Duties of the President**

- a. The President shall nominate TALB members to joint District and community committees with the advice of, and subject to the approval of, the TALB Board of Directors.
- 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 Board of Directors.
- e. The President, in conjunction with the Executive Director, shall coordinate the activities of the Association.
- f. The President shall schedule visitations to school sites providing for at least one per year by an officer, board member, or a staff member of the Association.
- g. The President, the Treasurer, and the Vice-President are authorized to sign checks on behalf of the Association. All checks must bear the signatures of two of these persons. 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.

h. The President shall regularly report accomplishments and status of current issues to the Board of Directors and the Representative Council. The President shall submit an annual report of Association activities at the last regularly scheduled meeting of the TALB Representative Council.

i. The President shall perform such other duties as may be directed by the TALB Board of Directors or by the Representative Council.

j. President or his/her alternate shall attend Service Center Council meetings.

k. The President shall attend other CTA/NEA meetings as directed by the Representative Council.

l. 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 conduct an orientation meeting for the committee chairpersons early in the school year, providing each with a committee notebook.

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 his/her 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 Board of Directors 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.

### **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 taking 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 maintain an accurate roster of the Association membership.

### **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, the President, and/or the Vice- President of TALB are authorized to sign checks on behalf of the Association. All checks must bear the signature of two of these persons.

**Standing Rule 7.6 - 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 Board of Directors, and shall fulfill all contractual duties. He/she does not make policy, but provides appropriate guidance in its establishment.

**Standing Rule 7.7 - Duties of the Assistant Executive Director(s)**

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 Board of Directors, and shall fulfill all contractual duties. He/she does not make policy, but provides appropriate guidance in its establishment.

**Standing Rule 7.8 - Equal Employment Opportunity**

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

**8.0 BOARD OF DIRECTORS**

8.1 Meetings

8.2 Duties of Area Directors

8.3 Involvement of Committees

**Standing Rule 8.1 – Meetings**

The Board of Directors shall meet on the second Tuesday of each calendar month during the school year, unless otherwise modified by the President and in special sessions.

**Standing Rule 8.2 - Duties of the Area Directors**

a. The Area 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 Area Directors shall be called as needed.

c. The Area Directors shall be responsible for assisting the Secretary in recruiting Association Representatives and encouraging their active participation.

**Standing Rule 8.3 - Involvement of Committees**

Prior to taking action on Association business items, the Board of Directors shall, whenever possible, seek the research and recommendations of appropriate committees.

**9.0 CHILD DEVELOPMENT CENTER/HEAD START OFFICERS 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 Chairperson of the Child Development/Head Start Center Unit and the President of this Association shall be ex-officio members without the right to vote except that the Chairperson may vote in case of a tie.

**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**

Meetings of the Child Development Center/Head Start council shall be scheduled by the Chairperson.

**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 6.4a and 6.4b.

b. Inform Representative Council of any item which Child Development Center/Head Start Council has determined is major policy affecting all members of the Association.

**10.0 ELECTIONS AND RECALL**

- 10.1 General Procedures
- 10.2 Elections Committee
- 10.3 Duties of Elections Committee
- 10.4 Run-off Procedures
- 10.5 Other Elections
- 10.6 Recount or Challenge Procedures
- 10.7 Recall
- 10.8 Initiative Procedures
- 10.9 Referendum Procedures
- 10.10 Ratification of the Contract

**Standing Rule 10.1 - General Procedures for TALB Candidate Elections**

a. The Association shall publish a notice to the membership in accordance with the CTA Calendar stating which positions on the Board of Directors have terms expiring at the end of June.

b. The Association shall furnish declaration of candidacy forms to all members wishing to run for any position on the Board of Directors or CTA State Council. Completed form shall be turned in to the TALB office.

c. The Association shall publish a notice of any other elected position a month prior to deadline for candidacy.

- d. Any active member may nominate any active member, including himself or herself, for office). Within published timelines, nominations may be made from the floor of the Representative Council for any elected position.
- e. The election for positions on the Board of Directors and any position on CTA Council shall be by secret ballot in accordance with the CTA calendar.
- f. Avalon and Outdoor Education School votes received by telephone or electronically are accepted as true and valid. The Elections Committee shall publish operational guidelines for implementation of this section.
- g. Any candidate may appoint an observer to be present during the tally of votes. Such observers shall take no active part in the tally and shall not communicate with the Elections Committee members prior to the final tally of ballots.
- h. The candidate receiving a majority of votes cast for each position shall be declared elected.
- i. The exact numerical results shall be available at the TALB office following certification by the Elections Committee.
- j. The Association shall keep accurate records of voters receiving or casting ballots, including the use of a Teller's Report. Ballots and tally sheets shall be retained in the Association office for 1-year following the Committee's certification of the election results at which time they shall be destroyed.
- k. The Association shall make ballots available at the TALB office.
- l. No Association dues or assessments shall be used to promote any candidate.
- m. All campaign material to be distributed to the membership must have "not paid for from TALB dues" at the bottom of all written and electronic campaign material. The disclaimer, "The content of this material is solely the responsibility of the candidate. TALB does not endorse or accept responsibility for any information contained on campaign materials" also needs to be displayed clearly on all electronic and written campaign materials.
- n. A copy of all campaign materials (including, but not limited to, fliers, emails, website, etc.) needs to be provided to the TALB Elections Committee prior to, or concurrent with, distribution. TALB shall not participate in distribution of campaign materials and shall be the responsibility of the candidate and their volunteers. Distribution of candidate campaign materials by Site Association Representatives shall be voluntary and not placed in site packets. Materials distributed at school sites can only be distributed by active TALB members.
- o. Information on candidate campaign material (including, but not limited to, fliers, emails, website, etc.) is solely the responsibility of the maker of the flier; TALB does not accept any responsibility for any information contained on campaign fliers. The official logo of TALB, CTA, or NEA, may not be used in any way. Ballot supporters named on campaign materials shall be included with permission of the named supporter, and it is recommended that candidates maintain written endorsement cards before using any name or group as a part of each separate campaign.
- p. The Association shall treat all candidates equitably in campaigning.  
(new) The Association shall provide access to membership summary lists (member name, school site, site rep., number of members at each site) to those candidates who request them. Personal telephone numbers and personal emails will not be provided by TALB for campaign purposes. District email

addresses shall not be used for campaign purposes. Candidates shall not use their (sender) talb.org email addresses for campaign purposes. Candidates are encouraged to use a personal email address for campaign purposes. All campaign emails must have a link or return address so that the recipient can have their email address removed for future e-mailings. Removal requests shall be honored within 48 hours.

q. There shall be an all member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.

r. A chapter shall provide means for all members to vote by secret ballot (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.

s. 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.

### **Standing Rule 10.2 - Elections Committee**

a. The Elections Committee shall consist of eight (8) members from the K-12 unit and one (1) member from the CDC/Head Start unit, appointed by the President.

b. The chairperson shall be appointed by the President.

c. The committee shall report to the Representative Council.

d. 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.

### **Standing Rule 10.3 - Duties of the Elections Committee**

a. Maintain a list of members willing to serve the Association in an elected position.

b. Contact the Board of Directors, committee chairpersons, Association Representatives and the membership-at-large for names of potential candidates.

Establish an election calendar and procedures for all elections in accord with TALB Bylaws and Standing Rules; and applicable CTA and/or NEA standing rules and guidelines. The Elections Chair shall annually provide the Elections Committee with copies of the TALB Bylaws, TALB Standing Rules, and CTA Standing Rules, and NEA Standing Rules. The Elections Committee will also make sure that each candidate has been provided with the applicable rules for the Election. The timeline for the election shall include dates for:

1. Announcement of vacancy (ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy.
2. At least fifteen (15) calendar days between the announcement date of the vacancy (ies) and the date of the election.
3. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms.
4. Final date to acknowledge candidates' declaration of candidacy.
5. Date for preparation of ballots.
6. Date on which ballots will be distributed.
7. Date by which to request a ballot.
8. Date(s) when voting will take place.

9. Deadline date (date received, not post-marked date), time and place for return of ballots.
10. Date, time and place where ballots will be counted which should be immediately following the deadline for receipt of voted ballots.
11. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots.
12. Dates and timelines for run-off elections.
13. Deadline for filing of challenges to initial election and run-off if held (date received, not post-marked date).

c. Be prepared to submit names when needed at Representative Council for any elected position.

d. Report at the Representative Council meeting the names of all members who have submitted declarations of candidacy in accordance with the TALB elections rules and calendar.

e. Publish the list of all candidates to be posted in each building in accordance with the CTA calendar.

f. Use CTA Alpha Order Listing to select names to determine their position on the ballot for each office. The word "incumbent" shall not appear on the ballot.

g. Tabulate the votes, and report the results.

h. Inform Association Representatives of the election procedures they must follow to avoid invalidation of the ballots.

i. Notify each candidate as to the results of each election.

#### **Standing Rule 10.4 – Run-Off Procedures**

a. If no candidate receives a majority of all votes cast for the position, there shall be a run-off election.

b. Except as otherwise required in the TALB Bylaws or CTA/NEA Standing Rules, the candidate(s) receiving the highest number of votes shall be declared elected to the vacant position(s).

c. All vacancies for positions requiring secret ballot elections other than those caused by a recall election shall be filled by special election unless the vacancy occurs within three (3) months prior to a regular election

#### **Standing Rule 10.5 - Other Elections**

a. Election for state and national delegates shall follow procedures set forth by CTA-NEA.

b. Candidates not elected as delegates to the State Council shall serve as alternates in order of the number of votes received. In case of tie votes, the president shall designate the alternate.

#### **Standing Rule 10.6 - Recount or Challenge Procedures**

a. Within three (3) school days of notification of the election results, the candidate wishing a recount shall send a written request to the Chairperson of the Elections Committee.

b. Within five (5) school days of receipt of the request, the Chairperson of the Elections Committee shall conduct a recount and shall communicate the results to the involved candidates.

c. In case of a challenge, the Representative Council shall be the final judge whether the election should be certified, voided, or re-held.

### **Standing Rule 10.7 – Recall**

a. Each officer and Area Director on the Board of Directors 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 Board of Directors 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 Area 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 10.8 - 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 10.9 - 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 10.10 - Ratification of the Contract**

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

## **11.0 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 Board of Directors and the Representative Council, monitor ongoing expenditures, and make recommendations to the Board of Directors.

### **Standing Rule 11.2 - Other Committees**

The following committees shall be established yearly:

- a. TALB Events and Awards: 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. 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. Publicizes events and opportunities in the monthly newsletter.
- b. TALB 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 Board of Directors regarding when to arbitrate, consistent with SR 20.1.
- d. TALB Organizing Team: 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 and 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, Board of Directors and as Executive Officers. The committee provides ethnic minority input on TALB membership programs and policies and makes specific recommendations to the TALB Board of Directors 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 Board of Directors.

### **Standing Rule 11.3 - Duties of Committee Chairpersons**

a. Maintain the committee notebook 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 Board of Directors and/or the Representative Council.

i. Include any recommendations for improvements in the operation of the committee with the yearly report submitted to the Board of Directors.

j. With the assistance of the Vice-President, present committee recommendations for action to the Board and/or Representative Council.

## **12.0 TALB BARGAINING TEAM**

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. The Team shall be composed of the following: A Board member, two elementary school teachers, one middle school teacher, one high school, one CDC teacher, one Head Start teacher, one member representing special interest groups, one at-large. All must be active TALB/CTA/NEA members
- b. The Team and a chairperson shall be named by the President with the advice and approval of the Board of Directors.
- d. Team members (except for professional staff) 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 Board of Directors 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 TALB Board of Directors, 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 Chairperson is responsible for keeping the Association leadership informed of the progress of negotiations.
- g. The TALB Board of Directors 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 Chairperson, Executive Director, and Board Liaison shall keep the membership informed of the status of negotiations through prompt reports to the President and the Board of Directors.

### **Standing Rule 12.5 - Operational Guidelines**

- a. To initiate a revision in the contract:
  - 1. The Bargaining Team shall survey the membership-at-large for recommendations and suggestions.

2. Established TALB committees may submit proposals to the Board of Directors.

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 Board of Directors 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 Chairperson 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 Chairperson 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**

a. 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 Board of Directors will have the authority to approve the agreements for the Association. When school resumes, regular procedures established in Standing Rule 11.1 q, r, s will be applied.

## **13.0 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.

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 Board of Directors.

### **14.0 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 Board of Directors 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 Board of Directors 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 audit is conducted.

### **15.0 SURVIVOR'S 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 (excluding religious objectors and those who have requested a rebate for non-representational activities) 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 upon verification of death (original or certified copy of the member's death certificate).

### **Standing Rule 15.4 - Survivors' 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, adjustments to the Fund will be made by the TALB Board of Directors.

## **16.0 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 Board of Directors.
- b. A monthly statement of account will be provided the Political Action Committee and the Board of Directors.

### **Standing Rule 16.2 - Expenditures**

- a. The Political Action 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 Board of Directors.
- 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 Board of Directors.
- 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 three (3) are required on all checks: TALB President, the TALB Treasurer, and/or the TALB Vice-President.
- c. The Political Action Committee (Organizing Team) shall be appointed annually by the President with advice and consent from the Board of Directors. The Committee may also serve as the general Organizing Team (Reference: SR 13.2.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 Board of Directors 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 a recommendation to the Representative Council at any time.
  3. Recommendations of the Interview Team shall be forwarded to the Board of Directors for consideration.
  4. Recommendations of the Board of Directors 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 Board of Directors shall make a recommendation to the Representative Council.
  2. Recommendations of the Board of Directors 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 Board of Directors.
  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.

## **17.0 AWARDS COMMITTEE - GOLDEN APPLE AWARD**

### **17.1 Criteria for the TALB Golden Apple Award**

#### **Standing Rule 17.1 - Criteria for the TALB Golden Apple Award**

- a. The nominee must be a TALB member.
- b. The nominee must meet three (3) of the criteria for consideration.
- c. The nominee must be employed in Long Beach at the time of the award.
- d. The nominee must demonstrate outstanding performance.
- e. The nominee should have served the community.
- f. The nominee should have participated in teacher or professional organizations.
- g. Three (3) or more nominations must be submitted for each nominee. At least two (2) of the nominations must be made by members of TALB.

## **18.0 ARBITRATION**

### **18.1 Criteria to Consider When Deciding 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 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 deter the employer from similar adverse actions in the future.
- i. A victory help resolve problems.
- j. The proper application of all procedural steps.
- k. The TALB Board of Directors will review each request for arbitration and shall determine if proceeding to arbitration is authorized.
- l. The TALB Board of Directors shall be responsible for directing the Association's grievance procedure.

## **19.0 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.

## **20.0 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 Board of Directors 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 Board of Directors or Committee meetings.

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

Continuing recognition is subject to annual re-application and approval by the Board of Directors. 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.

## **21.0 AMENDMENTS**

### **21.1 Standing Rules**

#### **Standing Rule 21.1 - Standing Rules**

- a. Amendments to the Standing Rules may be proposed by the Board of Directors or by the Representative Council.
- b. Amendments to Standing Rules shall be approved as per Bylaws Section 9.K.7, after review and input from the Representative Council.
- c. The approved amendments shall go into effect immediately unless the amendment specifies another date.

**REVISED DECEMBER 2010**