

Oxnard Educators Association
STANDING RULES

I. Fiscal Year

The fiscal year of the Association shall commence on September 1 and end on August 31.

II. Membership Year

The membership year in this organization shall be from September 1 to August 31.

III. Nominations and Elections

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible at the beginning of each school year.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all Active member vote. A member who is on a dues paying leave shall be sent election information by mail to his/her last known residence.
5. A chapter shall provide means for all Active members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if he/s he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.
If a roster of Active members is prepared for a school site ahead of time, initials of the member may be accepted.

C. Announcement

1. The announcement of election shall include the offices, length of terms, and

the election timeline.

2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools/Work sites on alternative calendars shall be considered when setting election timelines.
2. The timeline for the election shall include dates for:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
 - b. At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election;
 - c. Place, time and date of receipt (date received, not post-marked date) for declaration of candidacy forms;
 - d. Final date to acknowledge candidates' declaration of candidacy;
 - e. Date for preparation of ballots;
 - f. Date on which ballots will be distributed;
 - g. Date by which to request a ballot;
 - h. Date(s) when voting will take place;
 - i. Deadline date (date received, not post-marked date), time and place for return of ballots;
 - j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
 - k. Date that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots;
 - l. Dates and timelines for run-off election, if necessary; and,
 - m. Deadline for filing of challenges (date received, not post-marked date).

E. Finances and Use of Unit Resources

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. The official logo of the unit or official Association title may not be used in a way that suggests that the candidate has the support of the unit, CTA, or any of its affiliates.

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right to a list of the name and address of work sites and the number of Active members at each site for the purposes of campaigning.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name.
2. The ballot shall state the name of the office/position, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Voting Methods

All active members must have an opportunity to vote. Active members who are on a dues paying leave shall be notified by mail or email in order to provide them an opportunity and right to vote. Active members on Associate/Affiliate business may request a ballot by mail. Provisions must be made for members to cast a ballot in such a manner that the person casting the vote cannot be identified with the vote cast. Voting by mail may be used at sites where it is difficult to contact each member individually to secure a signature on the official voter roster/sign-in sheet. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot. Members shall be notified of the types of voting options utilized by the chapter.

1. On Site Voting

- a). Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters.
 - (2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature.
- b). The marked ballot must be returned to a designated site representative or ballot box.
- c). Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
- d). Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.)

2. Vote by Envelope at School/Worksite/Specified Site

- a) A list of current Active members shall be prepared, which includes each member's name and work site.
 - b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on:
 - a) Folding and placing of the ballot in the unsigned inner envelope;
 - b) Placing and the unsigned inner envelope into the outer envelope;
 - c) Signature and school/work site on the outer envelope addressed to the chapter; and
 - d) Deadline date for receipt of the voted ballot at the chapter office.
 - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
 - (4) A larger envelope (outer envelope) addressed to the chapter, on which the

voter prints and signs his/her name.

- c) Prior to the counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d) The outer envelope shall then be opened and put in a separate stack for safekeeping.
- e) All inner envelopes shall be placed in a separate receptacle.
- f) The inner envelopes shall be slit and the ballots removed from the envelopes, and placed in one stack for counting.
- g) Refer to Section J for the Counting of Ballots procedures.

3. Voting by Mail

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation: a) A list of current Active members shall be prepared, which includes the following: name, school and home address.

b) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.

c) The voter shall be provided with:

- 1. A ballot;
- 2. Instructions on:
 - (a) Folding and placing of the ballot in the unsigned inner envelope;
 - (b) Placing of the unsigned inner envelope into the outer envelope;
 - (c) Signature and school on the outer envelope addressed to the chapter; and
 - (d) Deadline date for receipt of the voted ballot at the chapter office.
- 3. A small envelope (inner envelope) in which to place the voted ballot;
- 4. A larger envelope (outer envelope) addressed to the chapter. On which the voter prints and signs his/her name.

d) At the time of counting, the names on the outer envelope shall be checked against the official list of voters.

e) The name on the official list should be marked to show that the voter has returned a ballot.

f) The outer envelopes shall then be opened and put in a separate stack for safekeeping.

g) All inner envelopes shall be placed in a separate container.

h) The inner envelopes shall be opened, and the ballots removed from the envelopes, and placed in one stack for counting.

i) Refer to Section J for the Counting of Ballots procedures.

I. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

- 1. A majority vote means more than half of the legal votes cast.
- 2. A plurality vote means the largest number of votes to be given any candidate or issue.
- 3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes

cast.

4. For unit officers, the election will be by majority.

5. For State Council:

- a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
- b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a majority vote.

6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.

7. For NEA Local Delegates, the election will be by majority or plurality vote, as defined in the unit's governance documents. Results must be sent to the CTA Governance Department and to the Service Center Council.

8. An election for NEA Delegates may be waived and the candidate(s) declare elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

9. For NEA State Delegates, the election will be by majority or plurality vote as defined in the unit's governance documents. Successor delegates (alternates) are ranked in the order of votes received. Results must be sent to the Service Center Council, which will forward the results to CTA.

10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

J. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the Elections Committee and must remain in the room where the vote count is to take place.
2. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
3. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
 - a. More ballots than signatures;
 - b. Ballot(s) submitted after deadline;
 - c. Member not listed on the voter roster;
 - d. Voter's intent unclear;
 - e. Votes cast for more than number allowed;
 - f. Votes cast on unofficial ballot (probably reproduced); and,
 - g. Voting envelopes without a signature.
4. The Elections Committee should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, and make a note of the decision. The ballots should remain separate.
5. If the illegal vote(s) would affect the outcome, the chairperson of the Elections Committee

should report this to the unit president so that the appropriate governance body can decide how the ballots should be recorded.

6. The Elections Committee will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each Elections Committee member. A listing of school(s) whose ballots were set aside and not counted shall be included with an explanation of illegality.

7. The Chairperson of the Elections Committee will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site as soon as possible following the election.

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

K. Observers

1. Each candidate shall be allowed to have one observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.

2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results and has notified each candidate of the results.

L. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.

2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. Specify which unit bylaw(s) and/or standing rule(s) have been violated.
- b. Attach evidence of the violations, insofar as possible.
- c. List names and addresses of parties who can give evidence.

3. Within ten (10) calendar days after receipt of the challenge, the unit's Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether or not the challenge:

- a. Is a violation of the unit's election requirement(s).
- b. Is supported by the appropriate documentation.
- c. Requires more information. The information will be obtained via the most feasible method.
- d. Identified violation(s) that may have affected the outcome of the election.

4. The unit's Elections Committee shall submit a written report including issues and recommendations, within the same 10 day period, to the Chapter President and the Governance Board.

5. The Governance Board shall act on the report no later than 10 days following receipt of the written report of the elections committee in accordance with CTA Challenge Procedures as described in Appendix O – CTA Challenge Procedures – Local Elections of CTA Elections Manual. The Governance Board must issue its findings in writing to the challenger.

6. Any member of the Governance Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot, shall abstain from voting on the report. If in the case where the majority of the Governance Board is unable to act on the challenge the decision shall move to the

next highest decision making body according to the unit's governance documents.

7. If an individual wishes to appeal the decision of the unit's governance body, he/she may file an appeal in writing within ten (10) calendar days from the date of the decision of the governance body to the CTA President. The appeal shall be the original challenge filed at the unit level, and shall include:
 - a. Specifically which unit bylaw(s) and/or standing rule(s) have been violated.
 - b. Attached evidence of the violations, insofar as possible.
 - c. List names and address of parties who can give evidence.
 - d. Written response of unit's governance body to original challenge.
8. If the Governance Board fails to act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in 7 (a-c) above by writing to the CTA President.
9. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

M. Initiative Procedures

1. The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. An Active member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent (60%) or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator will be notified within three (3) calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the Active membership upon two-thirds vote of the Representative Council at any valid meeting.

2. The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the Active members no less than 15 calendar days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Recall Procedures

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. An Active member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25 percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures or the vice president if the chapter president is the person being recalled.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
7. If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 calendar days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.

IV. Committees

1. Committees shall be based on the needs of the Association (i.e. Budget, Scholarship, Elections, etc.)
2. The Committees and Chairperson(s) of each committee shall be appointed by the President and approved by the Executive Board.

3. The Committees shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations.
4. If a member holds a position on more than one committee, the member will receive whichever is the greater stipend. All committee members who are elected as Site Reps and all Executive Board members will receive the Rep Council mileage reimbursement per meeting attended. Members elected to Exec Board may not receive an additional stipend.

V. Conferences

OEA may distribute to its members information concerning CTA conferences. Individuals who desire OEA sponsorship of a conference may request such sponsorship through the Executive Board.

a) Approval

1. Members who request to attend a conference must be good in standing.
2. Preference shall be given to those who have not attended a previous CTA conference.
3. The number of attendees per conference shall be set by the Budget Committee pending approval of by the appropriate governing bodies.

b) Newsletter Article

1. Approved members who attend a conference shall write an article for the OEA Newsletter and submit a picture.

VI. Reimbursement

a) TRAVEL (requires advanced approval from the Executive Board)

1. PLANE: actual, most economical coach fare (attach receipt)
2. TRAIN or BUS or TAXI/UBER/LYFT: Actual Fare (attach receipt)
3. AUTO:
 - a. Standard IRS Business Mileage Rate
 - b. Mileage reimbursement will be calculated using the shortest highway route
 - c. Mileage reimbursement cannot exceed the cost of coach plane fare
 - d. Toll roads and bridges reimbursed at actual cost
4. PARKING:
 - a) Actual costs of airport parking and hotel parking
 - b) LODGING (attach statement)

1. CTA/NEA CONFERENCES – Half the cost of a double occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances (physically challenged or other medical reasons) which must be approved in advance
2. Personal charges such as laundry, personal telephone calls, snacks, pay-per view movies and entertainment are not reimbursable
3. A maximum of seven dollars (\$7.00) total per day for portage and a housekeeping tip is reimbursable.

c) MEALS (attach receipts)

1. Reimbursement are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
2. Actual amounts paid including tax and tip not to exceed \$80.00 per any one day
3. Receipts are required for all meal reimbursements (itemized required)
4. Meals are defined as breakfast, lunch and dinner (includes beverage, dessert, tax and tip)
5. Maximum tip reimbursable percentage is 20%

VII. Extra Help

For purposes of general business, clerical work, maintenance, etc. extra help will be compensated at \$25.00 an hour pending approval of President, not to exceed \$1,000.00 per calendar year. Amounts in excess shall be subject to approval by Executive Board.

VIII. SCHOLARSHIPS/ GRANTS

Scholarship and grants shall be established by the Executive Board. A Scholarship Committee shall be established to review Scholarship applications using established procedures.

IX. Peer Assistance Review

1. The Peer Assistance and Review (PAR) Committee will consist of five members. Members of the PAR Committee will include the Association President or designee, two members selected by the Association, the Assistant Superintendent, Human Resources or designee, and one other member appointed by the District.

2. The PAR Committee will adopt guidelines for implementing the provision of Article XI: Peer Assistance and Review of the Collective Bargaining Agreement (CBA). The guidelines will be consistent with the provisions of the above said Article in the Collective Bargaining Agreement.

X. Political Action Committee

1. The Oxnard Educators Association will have a Political Action Committee (PAC) in order to participate in local school board elections and/or bond elections. The Association will have PAC Standing Rules. All funds collected for such purposes must be collected separately from association dues and held in an separate OEA PAC account.

Adopted December 6 1984----revised May 22, 1984; revised April 3, 1986; revised June 8, 1987; February 22, 1990; November 5, 1998; February 18, 1999; April 11, 2002; June 13, 2002; May 11, 2006; May 1, 2008; August 18, 2008; May 14, 2009; January 15, 2020; March 23, 2023