

SBTA STANDING RULES

APPENDIX “A” – STANDING RULES FOR SBTA REPRESENTATIVE COUNCIL

1. The Standing Rules of the Representative Council shall be in accordance with the By-laws of SBTA, Articles V and VI.
2. Members of the Representative Council are permitted two (2) unexcused absences. If an absence is of the following nature: school extra-curricular obligations, personal illness, illness of a family member, bereavement, legal responsibilities, jury duty, personal necessity of an emergency nature, district-on-site negotiated administrative requirement to attend school functions, or SBTA/CTA/NEA obligations AND an alternate attends in the Site Representative's absence, then the absence shall be considered excused.
3. Representative Council members of year-round schools shall be required to attend Representative Council meetings scheduled during their working times. Alternates must be encouraged to attend Representative Council meetings during Representative's vacations.
4. Council members may be replaced by a majority vote of his/her own faculty group for failure to perform the duties of the faculty representative as stated in By-laws, Article VI, Section E.
5. On a Council member's second unexcused absence, the President shall notify the Representative within five (5) school days of the absence of his/her impending loss of Site Representative status.
6. On a Council member's third unexcused absence, the President shall notify the Representative and school or site within five (5) school days of the absence, indicating that the Representative is no longer in good standing. The school shall elect a replacement by the next council meeting and inform the SBTA office of the replacement's name.
7. If for some reason, the school or site does not name a Representative by October 1 for the school year, or the council member is to be replaced according to Rule 6 of the Standing Rules of Representative Council, the Council may appoint with consideration of any nominations from the Representative body a member from the school or site to serve for the remaining part of the year.
8. Representative Council members, in good standing, are protected from involuntary transfer during the time they serve.
9. The secretary shall be responsible for keeping a record of attendance at Council meetings.
10. The Representative Council shall approve the Evaluation Committee, appointed by the Board of Directors, which has the responsibility to evaluate association services for the school year with a report to be presented at the regular May meeting of the Representative Council.
11. Order of Business: The agenda for each Representative Council meeting will be approved by the majority of members present and voting.
12. Persons speaking before Representative Council shall be limited to five minutes on any topic, or a lesser time if the majority of members present vote to limit time on a

particular topic before discussion begins. Presenters of reports are exempt from this rule.

13. A guest may be recognized to speak for five minutes or less upon majority vote of the Council. Invited speakers are exempt from this rule.
14. Representative Council meetings shall end by 5:30 p.m. If the meeting is to continue past 5:30 a vote of council shall be called and a majority of members present and voting shall rule.
15. Representative alternates have the same rights as Representatives in the absence of Representatives. When a Representative is present, the alternate has the same status as a guest as per rule #12.
16. Memorandums of Understanding between the Association and the District shall be considered tentative until approved by the Representative Council as delineated in the SBTA Bylaws.
17. In the event of any topic not covered by the above rules, *Robert's Rules of Order, Newly Revised* shall apply.
18. These Standing Rules may be amended by a majority vote at any meeting.

APPENDIX "B" – STANDING RULES FOR PROCEDURES AND CRITERIA FOR THE SELECTION OF BARGAINING TEAM MEMBERS

1. The Bargaining Team shall consist of five (5) members of SBTA.
2. They shall be members on permanent status and in good standing with Article X of the Bylaws.
3. Once approved they shall remain on the Bargaining Team until their term expires, resign, or are removed in accordance with Article X of the Bylaws.
4. The members of the Bargaining Team shall represent to the best of their ability all members of the Association. The members of the Bargaining Team shall not necessarily reflect a quota of subgroups within the Association.
5. All members of the Bargaining Team shall participate in CTA training sessions appropriate to the task.
6. Commencing in January 1987, two members of the Bargaining Team shall serve a term of one (1) year; the other three members will serve a term of two (2) years. Thereafter, all members of the team shall serve two (2) years.

APPENDIX “C” – STANDING RULES FOR ELECTIONS

I. ELECTIONS COMMITTEE

- A. The Elections Committee shall be composed of at least four (4) members.
- B. 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, or the Election Committee member is involved in a candidate’s campaign/election.

II. CALENDAR

- A. The SBTA General Elections shall coincide with any NEA/CTA elections held in the spring of each year. The exact dates of the election shall be determined by the Board of Directors in accordance with the NEA/CTA calendar and announced to the membership at least six (6) weeks prior to the elections. At this time, Standardized Declaration of Candidacy forms will be made available to all members as determined by the elections committee.
- B. Schools on alternative calendars shall be considered when setting election timelines.
- C. The timeline for the election shall include dates for:
 - 1. Time, date and place where declarations of candidacy are to be received. Literature shall include information that such date is receipt date and not postmark date.
 - 2. Date for acknowledgment of declarations from candidate.
 - 3. Date when special issue of “News & Views” will be made available to all members as determined by the elections committee.
 - 4. Date for preparation of ballots.
 - 5. Date for distribution of sample ballots and resumes.
 - 6. Date on which ballots will be distributed.
 - 7. Date on which mail ballots will leave SBTA office.
 - 8. Date(s) when voting will take place.
 - 9. Deadline date for requesting absentee ballot.
 - 10. Deadline date, time and place for return of ballots, including absentee ballots.
 - 11. Date, time and place where ballots will be counted.
 - 12. Date(s) that announcement of results will be made to leadership, candidates and members.
 - 13. Dates and timelines for run-off election, if necessary.
 - 14. Deadline for filing of challenges.

III. NOMINATIONS

- A. Declaration of Candidacy forms shall be made available to all Active SBTA members no less than fifteen (15) calendar days prior to the date of the start of the election.
- B. Upon the SBTA office receiving a candidacy form, all candidates will receive an election packet consisting of the standing rules, election calendar and any other relevant communication from the election committee.

IV. BALLOTS

- A. Ballots shall be distributed through each Council Rep.
- B. Council Reps shall be provided with lists of members in their buildings who are eligible to vote. Each signature sheet (lists of members) will indicate which members will be sent a mail ballot.
- C. Only enough ballots for the membership minus the mail ballots will be distributed to the site representatives.
- D. The names of the candidates shall be printed on the ballot in CTA election alphabet 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.
- E. The ballot shall state the name of the office, the term, and the names of the candidates.
- F. The ballot shall include space for a write-in candidate, except in run-off elections.
- G. A Site Representative shall use the "challenge ballot procedure" when in doubt about the eligibility of a voter. The Election Committee will determine the legality of the challenge ballot at the time ballots are counted.
- H. Mail ballots shall be sent to SBTA members as determined by the Elections Committee.
- I. The Election Committee shall provide separate ballots to each level for the Board of Directors.
- J. The Election Committee shall provide absentee mail ballots upon request by members who are on contractual leaves.

V. VOTING METHODS

- A. SITE
 - 1. A member shall acknowledge receipt of a ballot by signature on a signature sheet at the time of issuance of the ballot.
 - 2. Voting will occur for two designated weeks with the ballots due to the SBTA office by 5:00p.m. on the last day of voting.
 - 3. Sample ballots shall be posted on the SBTA Website at least seven (7) school days prior to the first day designated for voting.
 - 4. Each Council Rep shall appoint two (2) tellers to assist him/her in conducting the election in his/her building. The Council Rep shall then return to the Election Committee SBTA office in a sealed envelope the following: All marked and unmarked ballots.
 - a. The number of returned ballots shall not exceed the number of signatures.
 - b. Ballots should be returned to the designated Site Representative.
 - c. Ballots should be returned to the Association in person if possible.
- B. MAIL
 - 1. A list of current official members shall be prepared, which includes the following: name and home address.

2. A determination shall be made prior to the election whether the ballots shall be sent to the school or to the home of the member.
3. The voter shall be provided with:
 - a. A ballot
 - b. Instructions on:
 - i. Folding and placing of the ballot in the unsigned inner envelope;
 - ii. Placing of the unsigned inner envelope into the outer envelope;
 - iii. Signature and school on the outer envelope addressed to the chapter;
 - iv. Deadline date for receipt of the voted ballot at the chapter office.
 - c. A small envelope (inner envelope) in which to place the voted ballot.
 - d. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name under the printed name of the member on the return mailing label.
 - e. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
 - f. The name on the official list should be marked to show that the voter has returned a ballot.
 - g. The outer envelopes shall then be opened and put in a separate stack for safekeeping.
 - h. All inner envelopes shall be placed in a separate container.
 - i. All inner envelopes shall be opened and the ballots removed from the envelopes, stacked and then counted.
 - j. The Elections Committee shall prepare an SBTA Teller's Report with the results of the mail ballot.
 - k. SBTA shall arrange to have the results announced.

VI. VOTE REQUIREMENT

- A. All elections shall be determined by a majority vote, unless otherwise specified.
- B. Run-off
 1. 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.
 2. The names on the ballot will one (1) more than the number of vacancies to be filled.
 3. The run-off election shall be conducted within 20 school days of the tabulation of the ballots.
 4. Final elections and certification of votes shall be held prior to May 31.
 5. There shall be no provision for write-in candidates.
- C. NEA Local Delegates shall be determined by a plurality, which means the largest number of votes to be given a candidate.
- D. If the nominations are equal to or less than the required number for NEA Local Delegate or any SBTA office, the SBTA Representative Council may chose to elect by acclamation.

VII. COUNTING OF BALLOTS

- A. Each candidate may designate one representative, 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 taking place until the final vote is tabulated. Cell phones must be turned off during the counting of the ballots.
- B. The Elections Committee shall count the ballots, which should be immediately following the deadline for receipt of voted ballots.
- C. Blank and/or illegal ballots shall be set aside. Examples include the following:
 - 1. More ballots than signatures;
 - 2. Ballot(s) submitted after deadline;
 - 3. Voter's intent unclear;
 - 4. Votes cast for more than number allowed;
 - 5. Votes cast on unofficial ballot (probably reproduced);
 - 6. Voting envelopes without a signature.
 - 7. Names added to voter roster without consent of SBTA office and verified by Election Committee to be non-members.
- D. 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.
- E. 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.
- F. 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 with an explanation of illegality, and signed by each Elections Committee member.
- G. The Chairperson of the Elections Committee will deliver the report of the election results to the president. The election results shall be reported in the *UPDATE* as soon as possible following the election.
- H. The ballots and voter sign-up sheets shall be retained by the unit for one year after the election.

VIII. CHALLENGE PROCEDURE

- A. A challenge cannot be initiated until after the results of the election have been reported in the *UPDATE*.
- B. Challenging party(ies) must notify the SBTA president of a challenge in writing within ten (10) days after the announcement of the results of the election.
- C. The notification must:
 - 1. specify which requirement has been violated;
 - 2. include evidence, insofar as possible; and
 - 3. list names and addresses of parties who can give evidence.

- D. Within ten (10) calendar days after receipt of the challenge, the SBTA Elections Committee shall, in accordance with the its bylaws and standing rules, conduct an investigation and determine whether:
 - 1. The challenge alleges a violation of SBTA's election requirement.
 - 2. The challenge is supported by appropriate documentation.
 - 3. More information is needed, in which case, the information will be obtained via the most feasible method.
 - 4. The alleged violation may have affected the outcome of the election.
- E. The Elections Committee shall submit a report including issues and recommendation to the SBTA President and the SBTA Board of Directors. The SBTA Board shall act on the report immediately at its first opportunity.
- F. If an individual wishes to appeal the decision of the SBTA Board of Directors, or if the SBTA Board of Directors fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
- G. 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.

IX. SPECIAL ELECTIONS

- A. The President shall schedule special elections to fill a vacancy on the Board of Directors/CTA State Council of Education.
- B. A vacancy shall be declared by the Board upon receipt of a letter or resignation or proof that the Board member is not eligible to serve in that capacity.
- C. In the event a vacancy occurs before the 365th day of any Board member's term, all members in good standing belonging to the same directorial district shall be notified of the vacancy.
- D. Standardized Declaration of Candidacy forms shall be returned to the SBTA office no later than ten (10) school days following the distribution of such forms.
- E. Sample copies of the ballot, along with a short resume of the qualifications and experience of each candidate shall be available to all members at least seven (7) school days prior to the first day designated for voting posted on the SBTA website.
- F. In the event the vacancy occurs in a Board member's term on or after the 365th day of that term, the President shall appoint a replacement from members of the same directorial district as the vacancy. This appointee shall serve until the end of the regular term.
- G. The length of the Board member's term – seven hundred thirty (730) days shall be the determiner of whether a vacancy is filled by election or appointment.
- H. A newly elected or newly appointed Board member who will complete an unexpired term shall start from the day determined by the regular length of the term, not from the day of election or appointment.

- I. The responsibility for determining the number of days served by any Board member in any one term shall be that of the Election Committee Chairperson.

X. STANDING RULES GOVERNING PROCEDURES FOR CANDIDATES

- A. SBTA will provide space in a special issue of the “News & Views,” printing a candidate’s passport size picture and article of no more than 100 words. This special issue of “News & Views” shall be made available to all members as determined by the elections committee no later than five (5) working days before the first day of voting. (Except in cases of Rep Council elections) The candidate must have his/her picture and candidate statement to the SBTA office on the same day and time as has been determined for the return of declaration of candidacy forms.
- B. The Rep Council meeting preceding all General Elections will provide time for candidates to speak. The Elections Committee will send a notice in the *UPDATE* to all members informing them that the candidates will be speaking.
- C. The Election Chairperson, or an appointed election committee member, will review the standing rules and election procedures with the Reps at the Rep Council meeting preceding a General Election.
- D. Privileges extended to one candidate shall be extended to all candidates.
- E. Upon the SBTA office receiving a candidacy form, all candidates will receive an election packet consisting of the standing rules, election calendar and any other relevant communication from the election committee.
- F. Reps who are candidates on a current ballot and have opposition should exclude themselves from conducting the election by appointing an alternate to handle all election materials.
- G. The SBTA bulletin board needs to be neutral during a campaign. Flyers should be distributed through the teachers’ boxes and not posted.
- H. All activities including, but not necessarily limited to the wearing of buttons, distributing flyers, placing campaign materials in teachers’ boxes, giving speeches or otherwise engaging in any activity that can be reasonable construed as campaigning shall cease and desist between the first and last day of voting.
- I. Use of Association logos, whether SBTA, CTA and/or NEA, on campaign literature, website, or any other informational materials relating to an individual’s candidacy that could be construed as support of the SBTA, CTA and/or NEA shall be strictly forbidden.

XI. RECALL PROCEDURES

- A. Any person or group desiring to recall a unit officer must file a copy of a petition with the chairperson of the Elections Committee before it can be circulated.
- B. The petition must include the following information:
 1. name of individual who is the subject of the recall;
 2. office of individual;
 3. date of petition;

4. name(s) of person(s) filing petition; and
 5. notation that "Each signature must be in ink".
- C. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
 - D. Within fourteen (14) working days after receipt, the chairperson of the Elections Committee shall determine whether the petition contains the necessary information.
 - E. If the petition does not contain the necessary information, the Chairperson of the Elections Committee shall so notify the petitioner(s).
 - F. If the petition contains the necessary information, the Chairperson of the Elections Committee shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
 - G. The Chairperson of the Elections Committee shall send written notification to the SBTA officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
 - H. Moneys from a SBTA's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
 - I. SBTA may not state or indicate its preference in its newspaper, newsletter or communications to its members.
 - J. The timeline for gathering of signatures will commence the day after the chairperson of the Elections Committee meets with the petition circulator(s) and with the person who is the subject of the recall
 - K. A maximum of ninety (90) calendar days shall be permitted to obtain the signatures of at least twenty percent (20%) of the unit members on the petition.
 - L. The signed petitions must be received by the chairperson of the Elections Committee by the specified deadline date.
 - M. The Elections Committee shall have fifteen (15) working days after receipt of the petition to verify signatures.
 - N. If there are insufficient signatures, the chairperson of the Elections Committee shall notify the petition circulator(s) by mail of the number of additional signatures needed to qualify the petition.
 - O. The petition circulator(s) shall have an additional fifteen (15) calendar days from the date of the notification to gather and submit the additional necessary signatures.
 - P. The Elections Committee shall have ten (10) calendar days after receipt of the additional signatures to verify signatures.
 - Q. Immediately upon verification of the signatures, the chairperson of the Elections Committee shall notify the president/designee of the fact that a recall has been initiated.
 - R. The president shall arrange to have the recall election initiated within fifteen (15) calendar days of receipt of notification from the chairperson of the Elections Committee.

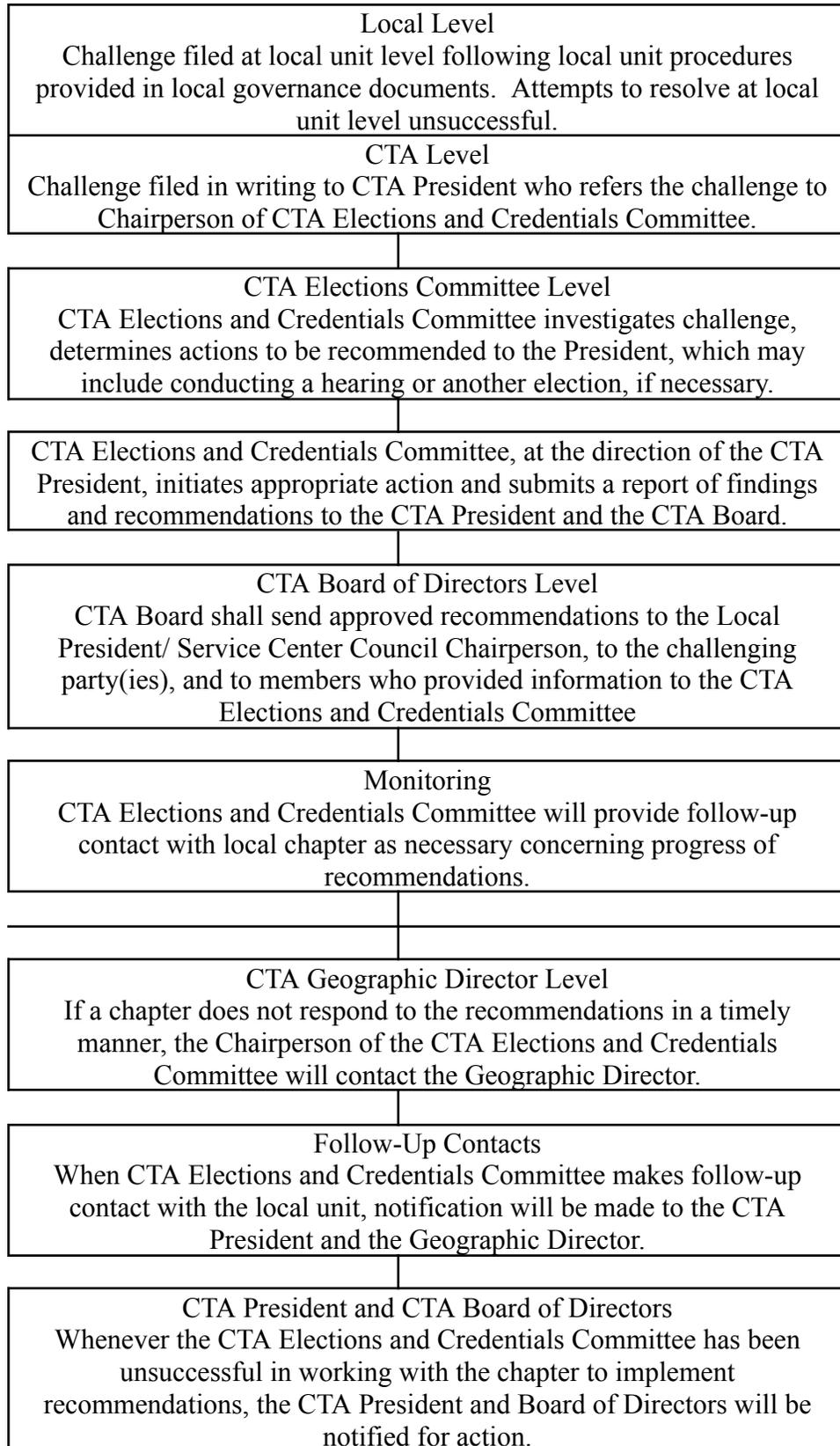
- S. The election must be concluded within fifteen (15) calendar days of distribution of the ballots.
- T. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
- U. The election shall be conducted using SBTA's Standing Rules where applicable.
- V. The Chairperson of the elections committee will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election shall be reported in the *UPDATE* as soon as possible following the election.

XII. REFERENDUM PROCEDURES

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

If any question arises that is not addressed by these Standing Rules, CTA's rules and regulations on election procedures shall be followed until such time as the SBTA Board of Directors is able to remedy the absence of appropriate language or provision.

CTA Challenge Procedures – Local Elections



Challenges for election of State Council Representatives, Alternates State and Local delegates to NEA RA follow procedures in the CTA Elections Manual.

APPENDIX “D” – STANDING RULES FOR SBTA BOARD OF DIRECTORS

I. MEETINGS

- A. The SBTA Board Meetings shall be determined by the Board of Directors no later than September 30 for the school year.
- B. The format for the agenda shall be established by the President subject to Board approval and shall be presented to the Board at the first regularly scheduled meeting in September.

II. ATTENDANCE

Attendance shall be regulated by Bylaws Article IX, Section C.

III. ACCESS

All Board members shall have complete and unrestricted access to all Association records at anytime, except confidential communications.

IV. BUDGET ADMINISTRATION

SBTA checks may be signed by the President, Vice-President, Treasurer or Secretary. All checks require two (2) signatures.

V. SUBCOMMITTEES

All subcommittees of the Board shall be appointed by the President.

- A. All subcommittees of the Board shall be approved by the Board.
- B. All items assigned to a subcommittee of the Board will remain on the Board agenda until a final report is made to the Board. Upon presentation of the final report, the subcommittee shall be dissolved unless retained by the President.

VI. BOARD MEMBER EXPENSES

Members of the Board of Directors shall be reimbursed for out-of-pocket expenses incurred while conducting approved Association business.

- A. Board of Directors members shall be reimbursed upon completion of an Association expenditure reimbursement form and presentation of proof of expenditure (receipts, cancelled checks, etc.).
- B. All expenditure reimbursement claims must be submitted to the Association Treasurer. The Treasurer shall submit such request for approval at the next regularly scheduled meeting of the Board of Directors.
- C. Payment to the board member shall be made on the first scheduled check distribution date following approval of his/her claim by the Board of Directors.

APPENDIX "E" – STANDING RULES FOR ELECTING SBTA SITE REPS

Every two years beginning in 2007, the Election Committee will prepare a calendar for the election of SBTA Site Reps. This calendar will be made available to all members as determined by the elections committee no later than the first Monday of March.

Candidacy forms will be prepared by the Election Committee and made available to all members no later than the second full week of March. Candidacy forms must be received in the SBTA office no later than 5:00pm the Friday two weeks after they are scheduled to be made available to all members as determined by the elections committee.

Ballots and Signature sheets will be prepared using the CTA alphabet to determine the order of candidates on the ballot.

Balloting will be concurrent for all sites.

The ballots along with the signature sheets must be returned to SBTA by 5:00pm on the last day of voting during the second week of balloting. The Election Committee will count the ballots and prepare a report back to the membership of each site no later than five working days after receipt of the ballots.

If a site has the same number of candidates as it does positions available, the site may declare its positions filled and shall notify the SBTA Elections Chair. Voting to accept or not accept the candidates by acclamation will be done with a "show of hands" vote at a site meeting. Members must sign in and the vote will be counted and recorded by the current site rep(s) unless that rep(s) is on the ballot. If that occurs, a SBTA member who is not on the ballot will perform those duties. The signature sheet and recorded vote will be sent to the SBTA office, care of the Election's Chair.

Candidates will be elected by a plurality vote. Alternates will be determined by the highest vote after the site reps positions are filled. In case of a vacancy before the next regularly scheduled election, the alternate with the highest number of votes will fill the position. If there is no alternate, the Election Committee will run a special election for that site. Alternates filling a vacant position will serve until the next regular scheduled election.

Sites that do not follow the time lines or the rules governing the site rep elections, as set forth by the SBTA Board of Directors; will not have representation on SBTA's Rep Council.

Special Elections may be held at sites as directed by the SBTA Board of Directors after careful consideration of the circumstances, which resulted in no election being held, or because the site rep election rules were not followed.

The SBTA Board of Directors will certify the Site Reps to serve on SBTA's Rep Council.

Elected Site Reps will take office on the first day of their contractual year and hold office for the next two subsequent years.

Challenges to a Rep Election may be filed in writing to the SBTA President within ten days of receiving the final report from the Election Committee. The Challenge will be determined using challenge rules as set forth in the standing rules for general elections. Ballots and all related material will be held at the SBTA office for one school year.

The Calendar to elect SBTA Site Reps may be altered to the extent that these rep elections may conflict with SBTA's general elections or spring recess.

The Site Rep Elections must be completed by the last teacher workday of the school year.

(Revised May 2025)