

# STANDING RULES Approved 12/7/23

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## A. GOVERNANCE DOCUMENTS

- a) Governing documents of the Temecula Valley Educators Association shall include the TVEA Bylaws and Standing Rules.
- b) CTA Standing Rule 4-1 requires TVEA to submit a copy of its governance document(s) for review upon the amendment of the current document(s), or when requested to do so for the required five-year review.
- c) The Bylaws Committee shall be formed in the interest of making the task of drafting new or revised governance documents easier. This committee's responsibility is to draft and proofread the documents, looking for contradictions, major omissions, or other errors. Suggestions to changes to the Governing Documents shall be made to the Bylaws Committee and come from Officers, Area Representatives and Committee Chairs. Changes should be taken into consideration on an as needed basis.
- d) The Bylaws Committee will determine whether changes should be made to the Bylaws, Standing Rules or both.
- e) The Bylaws Committee presents updated bylaws to the Executive Board for approval. The Executive Board then submits the updated bylaws to the Bylaw Review Committee for compliance. The reviewed bylaws are then presented to the Representative Council or General Membership for first and second reading.
  - i) The purpose of bylaws is to ensure the orderly operation of your association, guaranteeing a democratic process and individual rights. Bylaws are broad and general statements of the philosophy, goals, and basic foundation of the organization's governance structure. They are not easily changed, requiring prior notice to the governing body and an affirmative vote by 2/3 of those voting.
- f) Individual Standing Rules changes shall be reviewed and approved by the Executive Board and then consented by the Leadership Council on an ongoing basis.
  - i) Standing Rules are the day-to-day rules by which the organization runs its meetings and business. These standing rules are not required to be submitted for review as long as these do not conflict with the Bylaws or CTA Requirements for Chapter Election Procedures. Standing Rules can be changed in order to adapt to changing conditions and policy by a majority vote of the Executive Board.
  - ii) Upon consent of a Standing Rule change, the change shall be updated in the Standing Rules Document.
  - iii) The Standing Rules in its entirety shall be consented by the Policy Making Body at the first Leadership Council meeting of the school year.
- g) Bylaws and Standing Rules should be updated on the TVEA Website upon approval and consent.

## B. CONTRACT RATIFICATION

Ratification of a new contract will be by a majority of the unit members who cast a valid ballot. Active TVEA Retiree members shall not have a vote.

Unit members will not be allowed to vote by proxy.

A minimum of thirty-six (36) hours will fall between the time the written contract is presented and the time it is voted upon.

The Bargaining Committee, working at the direction of the Executive Committee, has the authority to come to agreements on Memorandums of Understanding on behalf TVEA. In consultation with the Executive Board, MOUs can be sent to the Leadership Council, relevant portion of the membership or full membership for ratification.

The Elections Committee will oversee the Ratification of the Contract utilizing the same resources and processes for Elections

## C. EXECUTIVE BOARD AND LEADERSHIP COUNCIL

### EXHIBIT I. EXECUTIVE BOARD RESPONSIBILITIES & DUTIES

TVEA's Executive Board (EB) is composed of four officers, seven Area Representatives elected At-Large to represent the needs of: elementary school, middle school, high school, and special interest groups. It also includes a Membership Coordinator. The EB exercises all the business and organizational powers and duties for the Association as prescribed by law and the Association bylaws, subject to any restrictions imposed by the Leadership Council. The term of an Executive Board Member is 2 years. The following describes the expectations and responsibilities of an elected Executive Board Member.

#### **Leadership**

- Present themselves as an advocate for our association, supporting the mission, values, goals and decisions made by TVEA Leadership.
- Establish connections with TVUSD Cabinet & Governing Board Members
- Represent TVEA on district wide committees, cohorts, or networking groups
- Encourage cooperation and communication between colleagues and administration.
- Help foster good fellowship and morale among TVEA members.

#### **Conduct**

- Represent themselves in a professional manner at all times on campus, in Executive Board and Leadership Council meetings, in governing board or district meetings as well as TVEA and District events.
- Conduct themselves as a leader promoting ethical conduct and professional attitudes.

#### **Setting Direction & Representation**

- Represent the needs of members who elected them to their position at Executive Board and Leadership Council Meetings when discussions and voting occur
- Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Leadership Council
- Recommend a budget for the Association to the Leadership Council
- Approve all appointment and removal of committee members, including chairpersons
- Adopt the local Standing Rules for the Association
- Coordinate the activities of the Association

#### **Communication**

- Communicate the most essential and critical concerns of members and sites to the Executive Board
- Act as a Liaison between the TVEA Executive Board and TVEA Committees as assigned.
- Utilize TVEA Email account for TVEA Business

#### **Attendance**

- Attend Regularly Scheduled and Special Meeting of the Executive Board, Planning Days and Site Visits
- Review Supporting Documents prior to Governance Meetings
- Attend all Leadership Council Meetings and one (1) School Board meeting per school year
- Report any absences for TVEA Governance meetings in advance to the TVEA President

#### **Engagement**

- Seek volunteers to participate on TVEA committees or run for leadership roles.
- Encourage members to get involved in issue-based organizing, community engagement events and TVEA sponsored social events.
- Contact both potential and non-members and encourage them to join the TVEA.

I agree to fulfill the expectations and responsibilities of an elected Executive Board Member in all of the above areas.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## **Officer Duties**

### **Duties of the President:**

1. Be the chief executive officer of the Association and its policy leader
2. Preside at all meetings of the Association, the Leadership Council, and the Executive Board;
3. Prepare the agenda for the meetings of the Association, the Leadership Council and Executive Board
4. Be the official spokesperson for the Association
5. Be familiar with the governance documents of the Association, the CTA, and the NEA
6. Appoint all Chairpersons and members of committees and the Bargaining Team with the approval of the Executive Board by the beginning of the school year
7. Call meetings of the Association, the Leadership Council, and the Executive Board
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council
9. Suggest policies, plans, and activities for the Association, and be held responsible for the progress and work of the Association
10. Attend meetings of the Service Center Council of which the Association is a part
11. Attend other CTA/NEA meetings as directed by the Leadership Council

### **Duties of the Vice President:**

1. Serve as assistant to the President in all duties of the President
2. Assume the duties of the President in the absence of the President
3. Be responsible for the formation and distribution of the Association's calendar of activities
4. Attend all meetings of the Association, the Leadership Council, and the Executive Board
5. Serve as the primary contact for designated Committee Chairs in conducting their committee business and in communicating with TVEA Governance bodies such as Executive Board and Leadership Council
6. Be responsible for the coordinating of the same designated committees TVEA Committee meetings, activities Calendar for the Association
7. Work with the President to recruit Executive Board members, Site Leaders, Committee Chairs and Members
8. Be responsible for the maintenance of the TVEA Bylaws and Standing Rules.

### **Duties of the Secretary:**

1. Keep careful and accurate records of the proceedings of each meeting, regular or special, of the Association, the Leadership Council, and the Executive Board;
2. Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Representative Council, and to the membership when appropriate;
3. Maintain an accurate roster of the membership of the Association and of all committees; and
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
5. Attend all meetings of the Association, the Leadership Council, and the Executive Board;

### **Duties of the Treasurer:**

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting
2. Pay out such funds upon orders of the President
3. Prepare a written financial report for each regular meeting of the Leadership Council
4. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the Leadership Council
5. Submit membership and financial reports to CTA, NEA and other agencies as required by law
6. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
7. Provide a written financial report for each regular meeting of the Leadership Council and the Executive Board.
8. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the membership.
9. Oversee the annual TVEA budget process and present the budget of the association to be adopted by the Leadership Council no later than the last regular meeting of the school year.

## **Area Representative Duties**

### **Duties of a General Education Area Representative**

1. Serve on the Executive Board and Leadership Council as a voting member.
2. Represent the needs of General Education elementary, middle or high school teachers.
3. Act as temporary Site Leader for sites that do not have a representative.
4. Serve as the Primary Contact for the Site Leaders they support.
5. Periodically visit appropriate school sites to collect member feedback.
6. Conduct monthly communication with Site Leaders to discuss TVEA business.
7. Send follow up communications to Site Leaders between meetings
8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.

### **Duties of a Position Specialist Area Representative**

1. Serve on the Executive Board and Leadership Council as a voting member.
2. Represent the needs of position specialist groups (Special Education, RSP, SWS Specialist, Psychologist, SLP, Academic Specialists).
3. Serve as the Primary Contact for Position Specialists for their area.
4. Periodically visit appropriate school sites to collect member feedback.
5. Conduct monthly communication with Position Specialists to discuss TVEA business.
6. Send follow up communications to Position Specialists between meetings.

## **Membership Coordinator Duties**

### **Duties of the Membership Coordinator**

1. Serve on the Executive Board and Leadership Council as a voting member.
2. Act as the Executive Board Liaison to the Member Engagement Committee
3. Analyze and Report on New Members, Potential Members, and Non-Members to Executive Board and Leadership Council
4. Communicate Proactively with these same groups and promote TVEA Involvement
5. Develop Communication and Workshops promoting benefits of TVEA and CTA/NEA Benefits
6. Act as the TVEA Liaison with Community Partners and CTA Vendors, communicating opportunities and resources/benefits to TVEA Members
7. Foster Development and Growth of TVEA Caucuses (Groups formed by common interests of TVEA Members)
8. Assist the TVEA President in Onboarding Meetings with New Incoming Employees

## **Executive Board Ability to Serve:**

Elected Executive Board members must be active in their professional educational work to fulfill their duties.

An elected Executive Board Member whose leave of absence from their professional education work meets or exceeds two months of TVEA Governance Meetings will be placed on inactive status. The stipend sum will be prorated to reflect the time period of their inactive status.

If an Elected Executive Board Member exhausts a long-term leave and is placed on 39 Month Rehire Status, their position is considered vacant.

*Reference from TVEA By-Laws: 4B Membership and Active Member Status*

*Membership shall be open to any certificated person who is engaged in or who is on limited leave of absence from professional education work, is an employee of the Temecula Valley Unified School District....*

*Reference from TVEA Bylaws: IX. F Officers*

*F. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event a vacancy occurs in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election of the Association shall be called to elect successors to fill the unexpired terms.*

## **President and/or Designee Work Year and Compensation**

The TVEA President will work the number of school calendar days as assigned plus an additional ten (10) days. Five of these days will be the week before members return to work on the TVUSD Teacher/Student Calendar (August) and five days at the end of the Teacher/Student Calendar (June). The June dates will be scheduled in consideration of the June TVUSD School Board Meeting Calendar and submitted in writing to the Executive Board and placed on the TVEA Master Calendar no later than May 31<sup>st</sup>.

Additionally, the TVEA President and/or designee as directed, such as the TVEA Vice-President may be called upon during off-calendar periods for such duties as:

- Crisis Management with TVUSD and/or Providing Service to Members
- Grievance Processing
- New Employee Orientation Meetings (1 Hour per meeting)

The TVEA President and or designee shall keep a written record of such time worked and present any such time to the TVEA Executive Board. This can take place at the August Planning Meeting or the next Executive Board Meeting after a holiday period. The TVEA Executive Board may consider approval of such hourly per diem compensation to report to TVUSD payroll for processing.

## **EXHIBIT II. CTA STATE COUNCIL AND NEA LOCAL DELEGATE RESPONSIBILITIES**

### **Duties of the CTA State Council Representative**

1. Regularly attend all meetings of the State Council of Education.
2. Participate actively in the work of committees to which he/she is assigned.
3. Become informed on professional and educational matters in the chapter(s) or organization represented and be prepared to make adequate presentation of proposals or recommendations originating in the chapter(s).
4. Report regularly to his/her chapter(s), regarding the deliberations and actions of the State Council of Education.
5. Attend and participate in the meetings and activities of the Service Center Council of which his/her chapter is a part.
6. Perform such other duties as may be assigned to representatives by action of the State Council of Education.
7. State Council representatives will be reimbursed for 50% of their room rate. 50% is already paid for by CTA.

### **Duties of the NEA Local Delegate Representative**

Local NEA Delegates to the Representative Assembly shall:

1. Each delegate will attend the NEA Representative Assembly Orientation at the San Bernardino RRC in May.
2. Each delegate will be expected to arrive in time to complete California and NEA Registration as an official delegate to the Representative Assembly (RA) and also attend California's first caucus meeting.
3. Each delegate will be expected to attend all caucus of the California delegation. The caucus usually begins at 7am daily. Delegates must be registered with the California delegation to sit with and participate in the caucus. Delegates are expected to remain through the convention.
4. Each delegate shall attend all business meetings of the RA, any reduction in participation will trigger a commensurate reduction in reimbursement from TVEA.
5. Each delegate is strongly encouraged to participate in the NEA Budget Committee hearings, Resolutions Committee hearings, Bylaw Committee hearings, and speeches by prominent national figures etc.
6. Each delegate shall take into consideration the local chapter and its goals & objectives, as well as CTA State Council and caucus policy presented at CA delegation meetings when voting at the NEA/RA.
7. Each delegate is encouraged to participate fully in all activities of California's delegation.
8. Each delegate, state and local, will be expected to sit with his/her Service Center Council delegation on the RA floor or to inform the appropriate person where he/she will be seated. This is to ensure communication regarding RA business and/or personal emergency information of concern to the delegate, as well as to verify attendance.
9. Each delegate will give a report of the NEA Convention RA at one of the Fall Leadership Council meetings.
10. Delegates will take turns sharing important NEA news at the monthly Leadership Council Meetings.
11. It is the responsibility of local NEA delegates to stay on top of NEA news, elections, initiatives, and be a resource to TVEA throughout their 1 year term.

## **EXHIBIT III. COMMITTEE CHAIR RESPONSIBILITIES**

### **Duties of the Committee Chair/Co-Chairs**

1. Serve on the Leadership Council as a non-voting member.
2. Report to Executive Board Liaison actions of the Committee
3. Schedule Meetings with Committee Members
4. Communicate using TVEA Committee Email
5. Keep Minutes from meetings in Committee Google Drive
6. Recruit Committee Members
7. Complete Stipend request form
8. Maintain committee webpage on the TVEA website



## **EXHIBIT IV. SITE LEADER RESPONSIBILITIES**

### **TEMECULA VALLEY EDUCATORS ASSOCIATION** Site Leader Responsibilities

Site Representatives of the Temecula Valley Educators Association are elected representatives who make up the Leadership Council, the policy making body of the Association. The Leadership Council establishes Association policies and objectives, adopts the annual budget of the Association, approves the establishment or discontinuance of committees and establishes the dues of the Association. The term of a Site Representative is one year. The following describes the expectations and responsibilities of an elected Site Representative.

#### **Conduct**

- Represent themselves in a professional manner at all times on campus and as an advocate for our association
- Conduct themselves as a leader on campus, promoting ethical conduct and professional attitudes.
- Encourage cooperation and communication between colleagues and administration on their site.
- Help foster good fellowship and morale among colleagues.

#### **Representation**

- Advocate for TVEA members at their site by representing them in meetings with administration
- Meet with the Site Administration on an ongoing basis to ensure open communication.
- Conduct frequent and regular polls to seek input of the membership of the school site.
- Represent the views and input of the school site members in votes taken in the Leadership Council.

#### **Communication**

- Conduct monthly 10-minute meetings at their site to share and discuss TVEA business.
- Promote frequent 2-way communication to engage members at their site.
- Distribute TVEA communications to their staff members in a timely manner.

#### **Attendance**

- Regularly attend TVEA Leadership Council meetings and secure an alternate when they are unable to attend.
- Attend TVEA Site Rep training.

#### **Elections**

- Communicate timelines for elections of the association.

#### **Engagement**

- Encourage staff members at their site to volunteer to participate on TVEA committees or run for leadership roles.
- Encourage members to get involved in issue-based organizing, community engagement events and TVEA sponsored social events.
- Contact non-TVEA members as requested and encourage them to join the TVEA.

I agree to fulfill the expectations and responsibilities of an elected Site Representative in all of the above areas.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT V. POSITION SPECIALIST RESPONSIBILITIES**

**TEMECULA VALLEY EDUCATORS ASSOCIATION**  
Position Specialist Responsibilities

Position Specialists of the Temecula Valley Educators Association are appointed representatives who help make up the Leadership Council, the policy making body of the Association. The Leadership Council establishes Association policies and objectives, adopts the annual budget of the Association, approves the establishment or discontinuance of committees and establishes the dues of the Association. The term of a Position Specialist is one school year. The following describes the expectations and responsibilities of an appointed Position Specialist.

**Conduct**

- Represent themselves in a professional manner at all times on campus and as an advocate for our association
- Conduct themselves as a leader on campus, promoting ethical conduct and professional attitudes.
- Encourage cooperation and communication between colleagues and administration on the site(s) in which they work.
- Help foster good fellowship and morale among colleagues.

**Representation**

- Seek input and gather feedback from the group(s) in which they represent.
- Represent the views and input of the group(s) they represent in Leadership Council meetings.
- Advocate for TVEA members within their Position Specialization, representing their interests in district level meetings whenever appropriate.

**Communication**

- Send emails to Active members within their group(s) to share and discuss TVEA business that would impact their position.
- Promote frequent 2-way communication to engage members within their Position.
- Conduct 2-way communication with Position Specialists regarding items that impact the CBC; fiduciary or contract language.
- Communicate with TVEA leadership views of their Position Specialists.

**Attendance**

- Regularly attend TVEA Leadership Council meetings
- Attend TVEA Leadership Council training.

**Engagement**

- Encourage staff members within their group(s) to volunteer to participate on TVEA committees or run for leadership roles.
- Encourage members to get involved in issue based organizing, community engagement events and TVEA sponsored social events.
- Contact non-TVEA members as requested and encourage them to join TVEA.

I agree to fulfill the expectations and responsibilities of an elected Position Specialist in all of the above areas.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT VI. TVEA AGENDA ITEM REQUEST FORM**

# Agenda Item Request

Executive Board Agenda item Requests must be submitted one week prior to the meeting dates below. Leadership Council Agenda Requests must be submitted three days or 72 hours prior to the meeting dates below. These timelines allow the Executive Board their own time to review the requests and consider agenda placement. Area/Rep House Meeting Requests will be shared with the appropriate Area Rep(s) for their own meeting planning.

Executive Board Meeting 2023-2024 Dates:

August 31	January 11
September 26	February 29
October 27	April 11
November 30	May 9

Name

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1. Site

---

2. Which Agenda would you like this to be added to?

*Mark only one oval.*

- Executive Board Leadership
- Council
- Area Rep Meeting or House Meeting

3. What would you like to be added to the agenda? Discussion or Action Item

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4. Rationale for the request. Why would you like this added to the agenda?

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**EXHIBIT VII. TVEA STIPEND SCHEDULE**

**TVEA Stipend Schedule - Approved**

Vice President \$2000  
Secretary \$2000  
Treasurer \$2,000  
Area Reps (5) \$1000  
Membership Coordinator \$1000  
Site Leaders \$250\*  
Position Specialists \$250\*  
Bargaining Chair/Members (6) \$1300/\$600  
Ad Hoc Budget/Members (4) \$500/\$300  
IAC Chair/Members (4) \$650/\$300  
Member Engagement Coordinator \$400  
Bylaw Co-Chair \$200  
Elections Chair \$300  
PAC Chair \$400  
PAC Treasurer \$400  
Grievance Chair \$400  
LCAP Consult Chair \$400  
Special Education Chair/Co-Chair \$300/\$200  
IPD Chair \$300  
Organizing Chair \$300  
Equity and Human Rights Chair \$300

\*See Site Leader & Position Specialist Criteria

## **EXHIBIT VIII. EXECUTIVE BOARD AND COMMITTEE CHAIR/MEMBER STIPEND CERTIFICATION**

Thank you for your service to TVEA this year. In order to process your stipend, we need you to review the general criteria below which applies to your TVEA role and self-declare a percentage of responsibilities completed. Your stipend will be processed accordingly. Please provide your home mailing address at the bottom of the form.

1. I served TVEA this year as a:
  - Executive Board Member
  - Committee Chair
  - Committee Member (Bargaining, Adhoc, IAC)
  
2. What is your title?
  
3. General Criteria to Evaluate:
  - Attending and Participating at TVEA Executive Board and Leadership Council Meetings (EB, CC)
  - Communicating and Collaborating with the TVEA President and/or Vice-President with regards to their role, group or committee. (EB, CC)
  - Schedule and Conduct Meetings with Committee Members (CC)
  - Attending Committee Meetings and Communicating with Committee Colleagues (CM)
  
4. What percentage of your duties would you declare you executed this year?
  
5. Comments you would like to add
  
6. Name
  
7. Home mailing address

## **Site Leader Stipend Criteria**

Site Leaders: Up to \$250.00

### **Criteria A: Meetings**

There are eight 8 Leadership Council Meetings within the stipend calculation window from September-April.

These are valued at \$15 each.

Attending the Leadership Academy will count as a meeting. This flexibility allows a Site Leader with a conflict on a Leadership Council date to achieve the base stipend of attending eight meetings. (\$120)

Attendance will be taken at Leadership Meetings and documented on the Site Leader Stipend Tracker.

### **Criteria B: Site Member and Admin Communication**

A combination of ten (10) Site Communication (SC) and Administration Communications (AC)

These are valued at \$13 each for a sum of \$130 and allow for up to a \$250 total stipend

- Site Communication (SC): Conducting a Post-Leadership Council 10 Minute Meeting or sending a purposeful TVEA e-mail to your Site Members or "Site Leader Squad Members". A maximum of seven (7) such communications may be counted toward the stipend.
- Administration Communication (AC): Facilitating a Pulse-Check Meeting with Administration, Problem Solving with Administration on a Site Issue, or Representing a Member in a Meeting with Administration are examples here. The designated Area Rep should be notified and copied on any such communication. A maximum of three (3) such communications may be counted toward the stipend.

**Communication with your Site and Administrators shall be documented on the [Leadership Council Monthly Report](#) after the meetings and/or communication occurs. Area Representatives will document this activity on the Leadership Council Tracker monthly.**

**Site Leaders must submit their April [Leadership Council Monthly Report](#) within two weeks of the April Meeting.**

**Area Reps must complete the Site Leader Tracker by May 1st.**

**Stipends will be prepared the first week of May by the Treasurer.**

**Checks will be distributed at the May Meeting.**

**Site Leaders are responsible for picking up their Stipend Check if they do not attend the LC Meeting. All stipend checks must be deposited by August 15<sup>th</sup> to clear the bank account by the end of the fiscal year August 31<sup>st</sup>. Checks will not be reissued in the new fiscal year.**

## **Position Specialist Stipend Criteria**

Position Specialist Stipends: Up to \$250

### **Criteria A: Meeting Attendance**

There are eight 8 Leadership Council Meetings within the stipend calculation window from September-April.

These are valued at \$15 each.

Attending the Leadership Academy will count as a meeting. This flexibility allows a Position Specialist with a conflict on a Leadership Council date to achieve the base stipend of attending eight meetings. (\$120)

Attendance will be taken at Leadership Meetings and documented on the Site Leader Stipend Tracker.

### **Criteria B: Communications**

A combination of ten (10) Cohort Communication (SC) and Administration Communications (AC)

These are valued at \$13 each for a sum of \$130 and allow for up to a \$250 total stipend.

- Cohort Communication: Conducting a Post-Leadership Council 10 Minute Virtual or In Person Meeting or sending a purposeful TVEA email to your Cohort. A maximum of seven (7) such communications may be counted toward the stipend.
- Administration Communication: Meet or Email Site and/or District Administration related to the TVEA Contract and/or Working Conditions. These communications are to be reported to the Executive Board Position Specialist Area Representative they are working under. A maximum of three (3) such communications may be counted toward the stipend.

**Communication with your Cohort and Administrators shall be documented on the [Leadership Council Monthly Report](#) after the meetings and/or communication occurs. Area Representatives will document this activity on the Site Leader Stipend Tracker monthly.**

**Position Specialists must submit their April [Leadership Council Monthly Report](#) within two weeks of the April Meeting.**

**Area Reps must complete the Leadership Council Tracker by May 1st.**

**Stipends will be prepared the first week of May by the Treasurer.**

**Checks will be distributed at the May Meeting.**

**Position Specialists are responsible for picking up their Stipend Check if they do not attend the LC Meeting.**

**All stipend checks must be deposited by August 15<sup>th</sup> to clear the bank account by the end of the fiscal year August 31<sup>st</sup>. Checks will not be reissued in the new fiscal year.**

## D. NOMINATIONS AND ELECTIONS

### **Executive Board Elections**

The chapter shall follow, and members are entitled to the rights contained in the CTA Requirements for Chapter Election Procedures published annually with the CTA Elections Manual. The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding whether an election shall be held.

#### **1) Elected Positions**

- a) The elected Executive Board shall be composed of the following voting members:
  - i) Officers: President, Vice-President, Secretary, and Treasurer. Officers shall be elected for a term of two (2) years, commencing on July 1 of the given calendar year.
  - ii) Area Representatives elected At-Large to represent the needs of
    - (1) General Education Teacher groups:
      - (a) Elementary (2)
        - (i) Educational Coach
        - (ii) SUPPLEMENTAL INSTRUCTION SPECIALIST (SIS)
        - (iii) TEACHER ELEMENTARY
        - (iv) TEACHER ELEMENTARY - PHYSICAL EDUCATION
        - (v) TEACHER K-5 VAPA COMMON CORE
        - (vi) TEACHER TK-8 VIRTUAL PROGRAM
      - (b) Middle School (1)
        - (i) SUPPLEMENTAL INSTRUCTION SPECIALIST (SIS)
        - (ii) TEACHER MIDDLE SCHOOL
        - (iii) TEACHER MUSIC
        - (iv) TEACHER TK-8 VIRTUAL PROGRAM
      - (c) High School (2)
        - (i) Activities Director
        - (ii) HIGH SCHOOL TECHNICAL EDUCATION TEACHER
        - (iii) ROTC INSTRUCTOR
        - (iv) SUPPLEMENTAL INSTRUCTION SPECIALIST (SIS)
        - (v) TEACHER ALTERNATIVE EDUCATION
        - (vi) TEACHER CONTINUATION HIGH SCHOOL
        - (vii) TEACHER HIGH SCHOOL
        - (viii) TEACHER INDEPENDENT STUDY
        - (ix) TEACHER MUSIC
    - (2) Position Specialist groups (2):
      - (a) Special Education Area Representative
        - (i) Special Education Special Day Class Teachers & Special Education Professionals
          - i. Autism Specialist
          - ii. Behavioral Analyst/Behavioral Health Support Specialist
          - iii. Teacher Adaptive P.E.
          - iv. Teacher Deaf & Hard of Hearing
          - v. TEACHER SDC PRESCHOOL
          - vi. TEACHER SEVERELY EMOTIONALLY DISTURB
          - vii. TEACHER SPECIAL DAY CLASS NON-SEVERE
          - viii. TEACHER SPECIAL DAY CLASS SEVERE
          - ix. Teacher Virtual Specialized Academic Instruction



- (ii) Resource Specialists
- (b) Support Services Area Representative
  - (i) Student Support Services (SSS) Specialist
    - a. Counselors
    - b. LCAP High School Counseling Specialists
    - c. LCAP Middle School Counseling Specialists
    - d. School Social Workers
    - e. Licensed Clinical Social Workers
    - f. Lead Nurse
    - g. Student Nurses
    - h. Student Assistance Program Facilitator
  - (ii) Psychologists
  - (iii) Speech and Language Pathologist
  - (iv) Academic Specialist
    - a. LCAP K-5 Intervention Literacy Specialist
    - b. LCAP Language Arts Specialist
    - c. LCAP Supplemental Math Specialist
    - d. LCAP Intervention Support Specialist HS
    - e. LCAP Supplemental Support Specialist
    - f. K-12 Math Specialist
    - g. K-12 English Language Arts Specialist
    - h. Elementary Intervention Specialist
    - i. INSTRUCTIONAL COACH TK-12
    - j. District Library Media Specialist

(3) Each Area Representative will support a ratio of 1 to every 275 members within that designated area (Elections must comply with the one-person one-vote rule).

(4) Area Representatives shall be elected for a term of two (2) years, commencing on July 1 of the given calendar year.

iii) Membership Coordinator shall be elected for a term of two (2) years, commencing on July 1 of the given calendar year.

## **2) Election Years**

- a) The positions of Treasurer, Secretary, One (1) Elementary Area Representative, Middle School Area Representative, One (1) High School Area Representative, Special Education Area Representative and the will be voted on for their two (2) Year term during the odd years.
- b) The positions of President, Vice President, One (1) Elementary Area Representative, One (1) High School Area Representative and Support Services Area Representative and the Membership Coordinator will be voted on for their two (2) Year term during the even years.

## **3) Elections Committee**

- a) There shall be an appointed Elections Committee.
  - i) The Elections Committee and Chairperson shall be appointed by the president and approved by the Leadership Council to which it is responsible at the beginning of each school year.
  - ii) 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.
  - iii) The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
  - iv) 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.

- v) CTA, TVEA, and NEA elections will be conducted on separate ballots.

#### **4) Elections Requirements**

- a) Elections shall be conducted with:
  - i) Open nomination procedure;
  - ii) Secret ballot;
  - iii) All Active member vote;
  - iv) Record of voters receiving or casting ballots; and
  - v) Majority vote, unless otherwise specified.
- b) State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- c) NEA State Delegate elections shall be conducted in accordance with CTA guidelines
- d) NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines
- e) There shall be at least a fifteen (15) day period between notice of election and the actual voting.
- f) 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 she or he desires a ballot at a site other than the regularly scheduled voting place.
- g) An Active member shall acknowledge receipt of a ballot by printed name and signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

#### **5) Election Committee Duties**

- a) The duties of the Elections Committee shall be to:
  - i) Ensure that all TVEA/CTA/NEA election codes and timelines are followed;
  - ii) Establish election timelines;
  - iii) Develop and carry out timelines and procedures;
  - iv) Prepare ballots for election of officers and such other elections as may be necessary;
  - v) Count the ballots and certify the results; and
  - vi) Handle initial challenges.

#### **6) Announcement**

- a) The announcement of election shall include the offices, length of terms, and the election timeline.
- b) The announcement shall be publicized in a manner that ensures every member has an opportunity to file a declaration of candidacy.

#### **7) Timeline**

- a) Schools/Work sites on alternative calendars shall be considered when setting election timelines.
- b) The timeline for the election shall include dates for:
  - i) 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.
  - ii) At least fifteen (15) calendar days between the announcement date of the vacancy(ies) and the date of the election.
  - iii) Place, time and date of receipt (date received, not postmarked date) for declaration of candidacy forms.
  - iv) Final date to acknowledge candidates' declaration of candidacy.
  - v) Date for preparation of ballots.
  - vi) Date on which ballots will be distributed.
  - vii) Date by which to request a ballot.
  - viii) Date(s) when voting will take place.
  - ix) Deadline date (date received, not postmarked date), time and place for return of ballots.
  - x) Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots.

- x) 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.
- xii) Dates and timelines for run-off election, if necessary; and,
- xiii) Deadline for filing of challenges (date received, not postmarked date).

## **8) Finances and Use of Unit Resources**

- a) Chapter monies received through dues, assessments or similar levies shall not be used to promote any candidate.
- b) 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, goodwill and credit.
- c) A unit may not state or indicate its preference for a candidate in the unit's publications.
- d) 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.

## **9) Candidate's Rights**

- a) Privileges extended to one candidate shall be extended to all candidates.
- b) Each candidate shall receive a copy of the election timeline, procedures and guidelines.
- c) 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.
- d) Each candidate may have the opportunity to speak at the Leadership Council meeting prior to the Election. Candidates will speak in the same order of the ballot.

## **10) Ballot**

- a) The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be 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.
- b) 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.
- c) The ballot shall state the name of the office/position, the term, and the names of the candidates.
- d) The ballot shall include space for a write-in candidate, except in run-off elections.

## **11) Distribution of Ballots and Method of Voting**

- a) Voting in Person
  - i) Voting shall be by one or a combination of the following methods:
    - (1) At School or Specified Voting Site
  - ii) Each member running the election on their campus will receive;
    - (1) a voter roster (list of Active Members on their site)
    - (2) a registration form for members to print and sign their name before receiving a ballot.
    - (3) A sealed ballot bag.
  - iii) If a Site Representative is a candidate they shall abstain from running all election related activities on their campus, other than placing their own vote.
  - iv) Each Active member shall receive a ballot.
  - v) The member shall place their marked ballot into the ballot bag.
  - vi) Site representatives must return the registration form and ballot bag to the Elections Committee by the designated date and time.
  - vii) 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.
- b) Voting in Person using Envelopes

- i) Voting shall be by one or a combination of the following methods:
    - (1) At School or Specified Voting Site
  - ii) Each member running the election on their campus will receive;
    - (1) a voter roster (list of Active Members on their site)
    - (2) a registration form for members to print and sign their name before receiving a ballot.
    - (3) A sealed ballot bag.
    - (4) Large and Small envelopes
  - iii) If a Site Representative is a candidate they shall abstain from running elections related activities on their campus.
  - iv) Each Active member shall receive:
    - (1) A ballot
    - (2) Instructions on folding the ballot in the inner envelope; placement of the ballot in the unsigned inner envelope; signature on the outer envelope; and 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.
  - v) The member shall place their envelope into the ballot bag.
  - vi) Site representatives must return the registration form and ballot box to the Elections Committee by the designated date and time.
  - vii) 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.
  - viii) At the time of counting 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.
  - ix) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters. The inner envelopes shall be placed in a separate receptacle.
  - x) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
- c) Voting by mail
- i) When the voting is conducted by mail, the procedure shall be as follows:
    - (1) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
  - ii) 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:
    - (1) A list of current Active members shall be prepared, which includes the following: name, school/work and home address.
    - (2) The mailing list shall exactly correspond to the current official roll of voting members.
    - (3) Each 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; and
        - (iv) Deadline date for receipt of the voted ballot at the chapter office.
      - (c) Inner envelope;
      - (d) Outer return envelope addressed to the chapter.
    - (4) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
    - (5) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.

- (6) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
  - (7) All inner envelopes shall be placed in a separate receptacle.
  - (8) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
- d) Voting Online
- i) The electronic/online voting vendor does not replace the elections committee.
    - (1) The committee shall be appointed and recorded in the Chapter and/or SCC minutes.
    - (2) The members of the committee shall not be current voting members of the governance body; shall not be a candidate, or a member of a candidate's immediate family.
  - ii) Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election. The committee shall ensure that there is an alternative ballot procedure for use by those members who (a) cannot access and use an electronic/online environment; (b) who do not have the equipment necessary for electronic/online activities; (c) do not wish to vote electronically/online. The alternative ballot procedure shall comply with one of the methods as identified in this Section B-11.
  - iii) Electronic/Online elections may only be conducted by a CTA approved company in order to protect the TVEA's membership information. Any costs associated with the work done by a CTA approved company shall be paid by TVEA.
  - iv) TVEA shall notify the Elections and Credentials Committee of the name of their chosen vendor.
  - v) Should the CTA Elections Committee discover during the course of certifying a State Council representative and/or alternate election that TVEA did not use a CTA approved electronic voting vendor to conduct the election, the election shall be immediately declared null and void and TVEA will be required to re-run the election using a paper ballot.
  - vi) Any challenge filed in an electronic/online voting election which does not reflect the use of one of the CTA approved vendors by TVEA shall have the election immediately declared null and void and the election will have to be re-run on a paper ballot.
  - vii) CTA strongly discourages the use of a school district's Internet system, lines, and equipment for electronic/online voting.
  - viii) TVEA shall adhere to all elections requirements as defined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
  - ix) TVEA election instructions for both electronic/online and paper ballot shall be distributed to the chapter voting members using both electronic/online and paper communication as established by TVEA's governance documents.
  - x) All records involved with any electronic/online vote conducted by TVEA shall be maintained in a hard copy as well as electronically, and should be retained by the local for one year after the election, in order that any challenge filed to an election which is conducted in an electronic/online environment can be properly processed in accordance with CTA Elections Challenge Procedures.

## **12) 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.

- a) A majority vote means more than half of the legal votes cast.
- b) A plurality vote means the largest number of votes to be given to any candidate or issue.
- c) A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast,
- d) For unit officers, the election will be by majority.
- e) For State Council: [See the Election Timelines, Procedures, and Guidelines in section IV-9.2 of the CTA Elections Manual.]
- f) 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.
- g) 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. (It is important that the chapter understands that this election is conducted by the Service Center.)

- h) 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.
- i) 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.
- j) An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
- k) 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.
- l) For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

### **13) Counting of Paper Ballots**

- a) 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 taking place.
- 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 for each office/position shall be set aside. Examples include the following:
  - i) More ballots than signatures;
  - ii) Ballot(s) submitted after the deadline;
  - iii) Member not listed on the voter roster;
  - iv) Voter's intent unclear;
  - v) Votes cast for more than number allowed;
  - vi) Votes cast on unofficial ballot (probably reproduced); and,
  - vii) Voting envelopes without a signature.
- d) The Elections Committee should categorize each illegal ballot, decide 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 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.
- g) 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.
- h) The ballots and voter sign-up sheets should be retained by the unit for one year after the election.

### **14) Observers**

- a) Each candidate shall be allowed to have an observer, which may be the candidate, at the vote counting site and shall give the name(s) of the observer(s) to the Elections Committee before counting.

- b) 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.

## **15) Challenge Procedure**

- a) A challenge cannot be initiated until after the results of the elections have been posted at each work site and/or TVEA website [www.tveducators.org](http://www.tveducators.org).
- b) The challenging unit members must notify the unit president and the Elections Chair of a challenge in writing within ten (10) days after the announcement of the results of the election. If the President is a candidate, on the ballot, please see Item G.
- c) The notification must:
  - i) Specify which unit bylaw(s) and/or standing rule(s) have been violated.
  - ii) Attach evidence of the violations, insofar as possible.
  - iii) List names and addresses/site locations of parties who can give evidence.
- d) Upon receipt of the challenge, the Elections Committee will notify all the candidates in the election being challenged that a challenge has been filed. 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:
  - i) Is a violation of the unit's election requirement(s).
  - ii) Is supported by the appropriate documentation.
  - iii) Requires more information. The information will be obtained via the most feasible method.
  - iv) Identified violation(s) that may have affected the outcome of the election.
- e) 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.
- f) All members of the Elections Committee must sign a written report with members opposing having an opportunity to explain their dissent.
- g) 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.
- h) 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, the Leadership Council, according to the unit's governance documents.
- i) 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:
  - i) Specifically, which unit bylaw(s) and/or standing rule(s) have been violated.
  - ii) Attached evidence of the violations, insofar as possible.
  - iii) List names and address of parties who can give evidence.
  - iv) Written response of unit's governance body to original challenge.
- j) 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.
- k) 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.

## **16) Initiative Procedures**

- a) The Active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.

- b) 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.
- c) The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- d) The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 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.
- e) The circulators shall present to the chapter president the petition(s) containing original signatures.
- f) The chapter president shall have thirty (30) calendar days in which to verify the membership of the signers of the petition.
- g) If there are insufficient signatures, the petition circulator will be notified within 3 calendar days that the petition failed for a lack of signatures.
- h) 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. Regular election procedures (e.g., election of officers) shall be followed including voting times.
- i) The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

### **17) Referendum Procedures**

- a) 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.
- b) The referendum action shall prescribe the exact wording of the question to be posed to the Active membership on the ballot.
- c) 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.
- 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.

### **18) Recall Procedures**

- a) 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.
- b) 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.
- c) The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
- d) The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 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.
- e) 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.
- f) 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.
- g) If there are insufficient signatures, the petition circulator shall be notified by mail that the petition failed for a lack of signatures.
- h) 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.
- i) Regular election procedures (e.g., election of officers) shall be followed including voting times.



- j) Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.

**19) State Council, NEA State & Local Delegate Elections**

- a) State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- b) NEA State Delegate elections shall be conducted in accordance with CTA guidelines.
- c) NEA Local Delegate elections shall be conducted in accordance with CTA guidelines.

## **EXHIBIT IX. TVEA EXECUTIVE BOARD ELECTIONS ANNOUNCEMENT & SAMPLE TIMELINE**

Nominations are now open through Friday March 22 to be elected to the twelve member TVEA Executive Board. The Executive Board is the group charged with steering the direction of the association.

### ODD YEARS

Positions open include:

*Treasurer*

*Secretary*

*1 of 2 Elementary Area Representatives*

*Middle School Area Representative*

*1 of 2 High School Area Representative*

*Special Education Area Representative*

### OR

### EVEN YEARS

Positions open include:

*President*

*Vice President*

*1 of 2 Elementary Area Representatives*

*1 of 2 High School Area Representative*

*Support Services Area Representative*

*Membership Coordinator*

All positions are for two- year terms from July 20XX- June 2XX. Declarations of Candidacy are due to TVEA by 4pm Friday March XX. Candidates may campaign upon our return from Spring Break April 8-19 and electronic voting will occur April 22-25.

Make a difference for your association and place your name in nomination today!

Here is a link to the [Declaration forms](#).

### **Sample Timeline:**

March 11: Announcement of Election

March 22: Declaration of Candidacy deadline, due no later than 5pm at TVEA office

April 8: Announce Candidates

April 8-19: Candidate campaigning

April 22- 25: Balloting for members online

April 26: Election Committee counts ballots. All candidates notified by phone or e-mail of election results

April 29: Site Leaders post election results at site

May 3: Last day to contest election results at the TVUSD Office (postmarked date not accepted)

Note: The following timelines apply on an as needed basis:

May 6-9: Balloting for members online

May 10: Election Committee counts ballots. All candidates notified by phone of run-off election results

May 14: Site Leaders post run-off results at site

May 17: Last day to contest run-off results, at the TVUSD Office (postmarked date not accepted)

**EXHIBIT X. Sample Temecula Valley Educators Association EVEN YEAR Executive Board Declaration of Candidacy**

This declaration form must be submitted online or e-mailed to both [tveaelections@gmail.com](mailto:tveaelections@gmail.com) and [tveducators@gmail.com](mailto:tveducators@gmail.com) no later than **DAY, March XX, 2021 by 4:00 pm.** (Postmark date not accepted).  
**Requirement for all positions: Any active member of the Association.**

**Please print:**

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ School Phone: (\_\_\_\_) \_\_\_\_\_ x: \_\_\_\_\_

**[ ] President**

**Term: July 1, 2022 – June 30, 2024**

Duties of the President:

1. Be the chief executive officer of the Association and its policy leader
2. Preside at all meetings of the Association, the Leadership Council, and the Executive Board;
3. Prepare the agenda for the meetings of the Association, the Leadership Council and Executive Board
4. Be the official spokesperson for the Association
5. Be familiar with the governance documents of the Association, the CTA, and the NEA
6. Appoint all Chairpersons and members of committees and the Bargaining Team with the approval of the Executive Board by the beginning of the school year
7. Call meetings of the Association, the Leadership Council, and the Executive Board
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council
9. Suggest policies, plans, and activities for the Association, and be held responsible for the progress and work of the Association
10. Attend meetings of the Service Center Council of which the Association is a part
11. Attend other CTA/NEA meetings as directed by the Leadership Council

**[ ] Vice President**

**Term: July 1, 2022 – June 30, 2024**

Duties of the Vice President:

1. Serve as assistant to the President in all duties of the President
2. Assume the duties of the President in the absence of the President
3. Be responsible for the formation and distribution of the Association's calendar of activities
4. Attend all meetings of the Association, the Leadership Council, and the Executive Board
5. Serve as the primary contact for designated Committee Chairs in conducting their committee business and in communicating with TVEA Governance bodies such as Executive Board and Leadership Council
6. Be responsible for the coordinating of the same designated committees TVEA Committee meetings, activities Calendar for the Association
7. Work with the President to recruit Executive Board members, Site Leaders, Committee Chairs and Members
8. Be responsible for the maintenance of the TVEA Bylaws and Standing Rules.

[ ] **Elementary Area Rep**

**Term: July 1, 2022 – June 30, 2024**

Duties:

1. Serve on the Executive Board and Leadership Council as a voting member.
  2. Represent the needs of General Education elementary school teachers.
  3. Act as temporary Site Leader for sites that do not have a representative.
  4. Serve as the Primary Contact for the Site Leaders they support.
  5. Periodically visit appropriate school sites to collect member feedback.
  6. Conduct monthly communication with Site Leaders to discuss TVEA business.
  7. Send follow up communications to Site Leaders between meetings
  8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.
- 

[ ] **High School Area Rep**

**Term: July 1, 2022 – June 30, 2024**

Duties:

1. Serve on the Executive Board and Leadership Council as a voting member.
  2. Represent the needs of General Education high school teachers.
  3. Act as temporary Site Leader for sites that do not have a representative.
  4. Serve as the Primary Contact for the Site Leaders they support.
  5. Periodically visit appropriate school sites to collect member feedback.
  6. Conduct monthly communication with Site Leaders to discuss TVEA business.
  7. Send follow up communications to Site Leaders between meetings
  8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.
- 

[ ] **Support Services Position Specialist Area Rep**

**Term: July 1, 2022 – June 30, 2024**

Duties:

1. Serve on Executive Board and Leadership Council as a voting member.
  2. Represent the needs of Support Services groups (SWS Specialists, Psychologists, SLP, Academic Specialists)
  3. Serve as the Primary Contact to Position Specialists for the Support Services Groups they represent
  4. Organize Position Specialists through proactive communication and two- way communication across sites, such as "House Meetings."
  5. Conduct monthly communication with Position Specialists to discuss TVEA business, sending follow up communications to Position Specialists between meetings.
  6. Periodically visit appropriate school sites to collect member feedback.
- 

[ ] **Membership Coordinator**

**Term: July 1, 2022 – June 30, 2024**

Duties:

1. Serve as a Voting Member of the Executive Board
2. Serve on the Leadership Council as a Voting Member
3. Analyze and Report on New Members, Potential Members, and Non-Members to Executive Board and Leadership Council
4. Communicate Proactively with these same groups and promote TVEA Involvement
5. Develop Communication and Workshops promoting benefits of TVEA and CTA/NEA Benefits
6. Act as the TVEA Liaison with Community Partners and CTA Vendors, communicating opportunities and resources/benefits to TVEA Members
7. Foster Development and Growth of TVEA Caucuses (Groups formed by common interests of TVEA Members)
8. Assist the TVEA President in Onboarding Meetings with New Incoming Employees

## Candidacy Statement

**Candidacy statement must be 50 words or less.**

### **Candidate Statement Sample**

***Lucy Jones —Vice President***

I'm Lucy Jones and I'm running for Vice President of TVEA. I believe it's important for the elementary voice to be heard at the leadership level. In the past I have served on Crisis and PAC committees, Site Leadership, and Elementary Area Rep. Thank you for your support.

<b>CANDIDACY STATEMENT (50 words or less, If additional space is required please use back of form)</b>

**Position:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

Please email to [tveaelections@gmail.com](mailto:tveaelections@gmail.com), Fax 951-699-4771 or deliver to TVEA Office 29377 Rancho California Rd, Suite, 206

**EXHIBIT XI. Sample Temecula Valley Educators Association ODD YEAR Executive Board Declaration of Candidacy**

This declaration form must be submitted online or e-mailed to both [tveaelections@gmail.com](mailto:tveaelections@gmail.com) and [tveducators@gmail.com](mailto:tveducators@gmail.com) no later than **DAY, March XX, 2021 by 4:00 pm.** (Postmark date not accepted).  
**Requirement for all positions: Any active member of the Association.**

**Please print:**

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ School Phone: (\_\_\_\_) \_\_\_\_\_ x: \_\_\_\_\_

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**[ ] Treasurer**  
**Term: July 1, 2023 – June 30, 2025**

Duties of the Treasurer:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting
2. Pay out such funds upon orders of the President
3. Prepare a written financial report for each regular meeting of the Leadership Council
4. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the Leadership Council
5. Submit membership and financial reports to CTA, NEA and other agencies as required by law
6. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
7. Provide a written financial report for each regular meeting of the Leadership Council and the Executive Board.
8. Be responsible for an annual audit of the books of the Association and distribute a summary of this audit to the membership.
9. Oversee the annual TVEA budget process and present the budget of the association to be adopted by the Leadership Council no later than the last regular meeting of the school year.

---

**[ ] Secretary**  
**Term: July 1, 2022 – June 30, 2024**

Duties of the Secretary:

1. Keep careful and accurate records of the proceedings of each meeting, regular or special, of the Association, the Leadership Council, and the Executive Board;
  2. Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Representative Council, and to the membership when appropriate;
  3. Maintain an accurate roster of the membership of the Association and of all committees; and
  4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President;
  5. Attend all meetings of the Association, the Leadership Council, and the Executive Board;
-

[ ] **Elementary Area Rep**

**Term: July 1, 2023 – June 30, 2025**

Duties:

1. Serve on the Executive Board and Leadership Council as a voting member.
  2. Represent the needs of General Education school teachers.
  3. Act as temporary Site Leader for sites that do not have a representative.
  4. Serve as the Primary Contact for the Site Leaders they support.
  5. Periodically visit appropriate school sites to collect member feedback.
  6. Conduct monthly communication with Site Leaders to discuss TVEA business.
  7. Send follow up communications to Site Leaders between meetings
  8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.
- 

[ ] **Middle School Area Rep**

**Term: July 1, 2023 – June 30, 2025**

Duties:

1. Serve on the Executive Board and Leadership Council as a voting member.
  2. Represent the needs of General Education middle school teachers.
  3. Act as temporary Site Leader for sites that do not have a representative.
  4. Serve as the Primary Contact for the Site Leaders they support.
  5. Periodically visit appropriate school sites to collect member feedback.
  6. Conduct monthly communication with Site Leaders to discuss TVEA business.
  7. Send follow up communications to Site Leaders between meetings
  8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.
- 

[ ] **High School Area Rep**

**Term: July 1, 2023 – June 30, 2025**

Duties:

1. Serve on the Executive Board and Leadership Council as a voting member.
  2. Represent the needs of General Education high school teachers.
  3. Act as temporary Site Leader for sites that do not have a representative.
  4. Serve as the Primary Contact for the Site Leaders they support.
  5. Periodically visit appropriate school sites to collect member feedback.
  6. Conduct monthly communication with Site Leaders to discuss TVEA business.
  7. Send follow up communications to Site Leaders between meetings
  8. Track attendance of Site Leaders/Specialists and communication between them and their site and administration.
- 

[ ] **Special Education Position Specialist Area Rep**

**Term: July 1, 2023 – June 30, 2025**

Duties:

1. Serve on Executive Board and Leadership Council as a voting member.
  2. Represent the needs of Special Education Groups (Special Education teachers, professionals and Resource Specialists)
  3. Serve as the Primary Contact to Position Specialists for the Special Education Groups they represent
  4. Organize Position Specialists through proactive communication and two- way communication across sites, such as "House Meetings."
  5. Conduct monthly communication with Position Specialists to discuss TVEA business, sending follow up communications to Position Specialists between meetings.
  6. Periodically visit appropriate school sites to collect member feedback.
-

## Candidacy Statement

Candidacy statement must be 50 words or less.

### **Candidate Statement Sample**

***Lucy Jones — Vice President***

I'm Lucy Jones and I'm running for Vice President of TVEA. I believe it's important for the elementary voice to be heard at the leadership level. In the past I have served on Crisis and PAC committees, Site Leadership, and Elementary Area Rep. Thank you for your support.

<b>CANDIDACY STATEMENT (50 words or less, If additional space is required please use back of form)</b>

**Position:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

Please email to [tveaelections@gmail.com](mailto:tveaelections@gmail.com), Fax 951-699-4771 or deliver to TVEA Office 29377 Rancho California Rd, Suite, 206



## **EXHIBIT XII. TVEA ELECTIONS – CAMPAIGNING and ETHICAL CONDUCT**

### ***TVEA Rules and Ethical Conduct in Campaigning***

To be meaningful, an election must be free and decided by informed voters. Freedom in election, however, necessarily includes freedom to destroy the process, the freedom to make irresponsible claims or promises or derogatory rewards, to advertise excessively, to try to win votes by any device or tactic; in short, to win without regard to the ability of the candidate or to the issues involved.

Although people accept control of tactics in other contests, controls in the election process are likely to be suspect, viewed as limits of freedom of election. To minimize this danger, the electorate should adopt a minimum of rules well thought through and as clear and specific as possible.

Every person in the electorate should have a keen sense of ethical conduct. Each candidate, supporter, or voter has a serious responsibility to make the democratic process work. The voter has an obligation to expose and reject any candidate who, or whose supporters, violates ethical conduct and in so doing damages the fragile ideal of a free election. Although the self-discipline needed to establish and maintain such a sense of conduct is difficult, discipline is preferable to detailed rules. In Simplicity, in understandability, and in adaptability, it is far superior.

Though lacking in specific rules, ethical conduct need not be a loose or vague concept. Clear, honest, conscientious answers to relevant questions should define ethical conduct in a wide variety of political situations, in which any set of specific rules is likely to be incomplete or cumbersome or both. Examples of such questions are the following: Is a certain statement relevant to the issues involved? True? Free of campaign designed to inform? Are campaign promises sincerely made and feasible? Can the candidate, when elected, reasonably expect to be able to fulfill campaign promises? Do the candidate and supporters avoid making irrelevant statements about opponents?

To perform its functions, TVEA's Executive Board must be made up of members who, though they may differ in point of view, respect and admire their colleagues, who rise above personal enmities and who, as a body, have a spirit of striving to achieve the goals of the profession. Since overzealous campaigning is likely to strain or damage these good relations, every person in a campaign should assiduously follow the dictates of ethical conduct and the rules for election campaigning.

### **Campaigning**

- a) All TVEA members and/or others involved in a campaign must follow the *TVEA Rules and Ethical Conduct in Campaigning*.
- b) It shall be the responsibility of the candidate to contact the Chair or Designee of the Elections Committee to request time on the Agenda to address the Representative Council during a scheduled monthly meeting.
- c) Each candidate may provide a written statement of 50 words or less to accompany the announcement of candidacy by the Elections Chair.
- d) TVEA may offer to include additional candidate statements in its monthly newsletter as long as each candidate has equal opportunity to respond.
- e) All campaign flyers/materials must include a disclaimer stating: "The views and opinions expressed are those of the candidate and not necessarily those of TVEA."
- f) All material designed to support a candidate must be signed by the candidate.
- g) A sample campaign flyer/material shall be approved by the Elections Committee prior to public distribution of any flyer to ensure rules for elections campaigning are followed.
- h) The Association will not disperse or pay for campaign materials. Each candidate shall provide for his/her costs for campaign materials and their dispersal.
- i) The use of the Association logo shall not be allowed on campaign material.
- j) Candidates are not allowed to use TVUSD email for campaigning.
- k) Candidates may begin campaigning once the *TVEA Rules and Ethical Conduct in Campaigning* is returned signed by the candidate to the Elections Committee and Candidates are announced.
- l) Campaigning shall end when voting begins.
- m) All candidates shall have the same opportunity to place campaign materials in teachers boxes at each site.

**Vote Requirements**

- a) A majority vote of the ballots cast shall be required to win an election.
- b) In the event that no candidate receives a majority of votes in the election, a run-off election shall be held.
- c) The candidates in a run-off election shall be the candidates receiving the two (2) highest numbers of votes in the election.
- d) When there are only two (2) candidates for an office, the candidate receiving the higher number of votes cast (majority) shall be declared elected.

In the event these election procedures are deficient in one or more areas, TVEA defers further processes to the CTA Guidelines for Chapter Election Procedures.

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

## **EXHIBIT XIII. SITE LEADER ELECTION GUIDELINES & PROCEDURES**

### **TVEA Specific Parameters**

- Ratio for groups 20:1
- Timeline: April-May
- Type of election: Written ballot, Acclamation, Google Form/survey

### **TVEA Site Leader Election Guidelines**

Site Leaders shall be elected by and from the Active membership for each site. Candidates may declare by open nominations.

Active members are represented in the Leadership Council through an individual school site approved through the TVEA Executive Board.

Each site is allowed one (1) Site Leader for every twenty (20) Active certificated staff members or major fraction thereof and shall serve a term of one (1) year, beginning the next contractual year. A list of Active Members and the number of open Site Leader positions will be provided to the current Site Leaders at the April Leadership Council Meeting.

Elected Site Leaders will take office at the beginning of the subsequent school year in August and serve through the end of the school calendar year.

Elections shall be completed between the April and May TVEA Leadership Council Meetings. An Active Member, not seeking election, shall be appointed to facilitate Site Leader elections. The facilitator shall communicate to their site via email and post on their TVEA board if possible the process and timeline of Site Leader elections. The announcement of the election shall allow for a minimum of three school days for candidates to declare their intention to serve before and up to the time voting is to occur.

Voting for individual candidates may occur in an in person meeting with a ballot or by acclamation with a "show of hands." If there are more candidates than spots, a written vote must take place. If there are an equal or less number of candidates to fill the Site Leader positions, the vote can be done by show of hands through acclamation. Voting can also occur electronically using a google form or survey. Online voting should take place over no less than three days. Each Site Leader candidate shall be elected individually, not as a group.

Votes will be counted and recorded by the facilitator and one other Active Member. Candidates may not facilitate the elections process nor count votes.

Within 24 hours of election, the facilitator shall submit the Election Results via this Google Form.

<https://forms.gle/qh5wqYeX8JmwDpkH6>

# 2023-2024

## TVEA EXECUTIVE BOARD & LEADERSHIP COUNCIL CALENDAR

### **Executive Board**

Thursdays at 4:15 p.m.

August 8

(Tues – Full Day Planning Meeting)

August 31

September 28

October 26

November 30

January 11

February 2

(Friday – Full Day Spring Workshop)

February 29

April 11

May 9

Meetings held at Margarita Middle School

### **Leadership Council**

#### **Meetings**

Thursdays at 4:15 p.m.

September 7

September 22

(Leadership Academy)

October 5

November 2

December 7

January 18

February 8

March 7

April 18

May 16

## **E. ASSOCIATION DUES**

The Association's portion of the basic annual dues, shall be established by action of the Leadership Council of the Association.

The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, dues of CTA, and the dues of NEA.

Dues can be transferred to a savings account with approval of the Executive Board and Leadership Council.

The treasurer may suggest a transfer of dues from checking to savings or to the PAC account.

Any time a proposal is made to transfer dues from the general fund to the PAC account, TVEA Members must be given the opportunity to opt out of their dues being transferred. A 30 day window must be given before a transfer is made from the General Fund to the PAC account.

**EXHIBIT XV. TVEA/CTA/NEA MEMBERSHIP DUES 2023-2024**

	<b>Category 1</b>	<b>Category 2B</b>	<b>Category 2A</b>	<b>Category 3A</b>	<b>Category 3B</b>
	61%-100%	51%-60%	33%-50%	5%-25%	26%-33%
<b>CTA</b>	\$786.00	\$403.00	\$403.00	\$211.50	\$211.50
<b>NEA</b>	\$208.00	\$208.00	\$115.50	\$69.50	\$115.50
Annual	\$994.00	\$611.00	\$518.50	\$281.00	\$327.00
Monthly	<b>\$99.40</b>	<b>\$61.10</b>	<b>\$51.85</b>	<b>\$28.10</b>	<b>\$32.70</b>
<b>10</b>					
<b>TVEA*</b>	\$269.00	<b>TVEA Monthly</b>	<b>CTA/NEA Monthly</b>	<b>All Monthly</b>	<b>All Annually</b>
100%	\$269.00	<b>\$26.90</b>	<b>\$99.40</b>	\$126.30	\$1,263.00
85%	\$228.65	<b>\$22.87</b>	<b>\$99.40</b>	\$122.27	\$1,222.65
80%	\$215.20	<b>\$21.52</b>	<b>\$99.40</b>	\$120.92	\$1,209.20
75%	\$201.75	<b>\$20.18</b>	<b>\$99.40</b>	\$119.58	\$1,195.75
60%	\$161.40	<b>\$16.14</b>	<b>\$61.10</b>	\$77.24	\$772.40
50%	\$134.50	<b>\$13.45</b>	<b>\$51.85</b>	\$65.30	\$653.00
40%	\$107.60	<b>\$10.76</b>	<b>\$51.85</b>	\$62.61	\$626.10
30%	\$80.70	<b>\$8.07</b>	<b>\$32.70</b>	\$40.77	\$407.70
25%	\$67.25	<b>\$6.73</b>	<b>\$28.10</b>	\$34.83	\$348.25
20%	\$53.80	<b>\$5.38</b>	<b>\$28.10</b>	\$33.48	\$334.80

## F. CONFERENCE/WORKSHOP/SEMINAR/MEETING & TRAVEL GUIDELINES

### **Conference/Workshop/Seminar/Meeting Travel Guidelines**

All Conference/Workshops/Seminars/Meetings will be referred to as the "Event" unless specifically stated. The following rules and responsibilities shall govern the reimbursement of travel costs incurred by Association officers, employees, and attendees who have been duly authorized to perform travel.

### **Pre-Approved Conferences/Meetings**

- A. Conferences/Meetings are limited to CTA conferences, NEA conferences, ~~and~~ CTA State Council Meetings and San Gorgonio Service Center Council Meetings. A majority vote via email from all voting Executive Board officers may suffice for approval of attendance at events.
  - a. TVEA Executive Board will pre-approve the number of participants who will attend the different CTA/NEA conferences, based on needs and budget. This may be adjusted only by a vote of the Executive Board.
    - i. Pre-Approved CTA Conferences with baseline attendees:
      - 1. Fall Leadership conferences - 15 attendees
      - 2. Issues, LGBTQ+, Equity and Human Rights - 2 attendees each
      - 3. Good Teaching - 15 attendees
      - 4. President's Conference - 2 attendees (President and Vice President)
      - 5. Summer Institute - 8 attendees
      - 6. Special Education Conference - 10 attendees
    - ii. NEA Representative Assembly Total TVEA Delegate Allocation
    - iii. CTA Quarterly State Council Meetings - All Representatives
    - iv. San Gorgonio Service Center Council Meetings - All Representatives
- B. Curricular Support Grants, requests must be submitted to the Executive Board prior to attendance. [Curricular Support Grant Request Form](#). Reimbursements are limited to no more than \$250 for a one day event and no more than \$500 for a weekend event.

### **Attendee Selection Process**

- A. TVEA reserves the right to add and remove any attendee to the list of those attending the event based on budgetary restrictions.
- B. TVEA will base their decision on who attends or does not attend the event based on the following criteria
  - a. First time attendee
  - b. Number of times member attended that specific event
  - c. Number of times member attended events
  - d. Leadership position
  - e. Subject material being discussed at the event and the relevance to the attendee and their position in which they work (ie. Kindergarten teacher, counselor, subject material taught etc.)
  - f. Professional conduct at previous events
  - g. Failure to comply with the Responsibilities/Duties requirements from a previously attended event

### **Event Registration**

- A. Attendees will be asked to register themselves for the event.
  - a. Forward registration confirmation to [tveducators@gmail.com](mailto:tveducators@gmail.com) upon receipt.
  - b. Print receipt to submit with Reimbursement Request.

### **Overnight Stay Guidelines**

- A. Attendees will be asked to book their hotel for the Conference.
  - a. Local Conferences (Palm Springs, Orange County, San Diego)
    - i. Attendees may book Friday Night Lodging for Saturday only Conferences
    - ii. Attendees may book Friday and Saturday Night Lodging for Friday - Sunday Conferences

- iii. Attendees may book Thursday Night Lodging when attending Friday Pre Conferences upon request and approval of the TVEA President.
- b. Travel Conferences (Northern California, Outside of CA)
  - i. Attendees shall book lodging in time to attend conferences/meetings on time. TVEA will reimburse lodging no more than one day in advance or one day after the event when necessary and upon request and approval of the TVEA President.

### **Sub Release**

- A. TVEA will cover Substitute Release pay when attendance at a Conference or Meeting occurs during the school day. TVEA will not cover Substitute Release pay when there is ample time to travel to the conference after school to attend a Friday evening Conference event.
  - a. Substitute Release pay must be requested and approved by the TVEA President prior to booking a substitute.
- B. CTA will sometimes cover Sub Release for Pre-Conferences. Follow the guidelines for requesting CTA to cover sub pay through the registration process.
  - a. Notify TVEA if you are planning to attend a Pre-Conference and have requested a Sub paid by CTA.

### **Expense Reimbursement**

- A. **Local Conferences (Palm Springs, Orange County, San Diego)**
  - a. Attendees will be notified in advance of the event what they may request reimbursement for. Attendees will most often be reimbursed for:
    - i. Registration costs for approved conference
    - ii. Lodging. Up to standard room rates for hotels associated with the approved conference. Taxes & Resort Fees are included. Members are responsible for any incidentals or upgrades.
    - iii. Members will be encouraged to share a room with a TVEA Member when possible. In this case, lodging will be covered for attendees.
    - iv. Members who wish to have their own room will be required to cover one night of lodging.
    - v. Mileage. Transportation by personal automobile for round trip by nearest traveled highway at the current IRS rate per mile. A Mileage Reimbursement form must be submitted with the Expense Reimbursement Form.
    - vi. Parking. Hotel self parking at daily rate.
    - vii. Meals will be reimbursed at the actual amount paid subject to the following guidelines:
      - 1. The maximum allocation for dinner shall be \$40 and daily allocation for food shall be \$85.00.
      - 2. No reimbursement shall be provided for meals that are included as part of the events package. Ie. If brunch is served, breakfast nor lunch receipts will be reimbursed.
      - 3. Extra meal expenditures due to earlier or later travel are not reimbursable. Ie. Meals outside of Conference
      - 4. Alcohol will not be reimbursed.
      - 5. When paying for more than one person, line item who the item is for or circle your items on the receipt.
- B. **Travel Conferences (Northern California, Outside of CA)**
  - a. Attendees will be notified in advance of the event what they may request reimbursement for. Attendees will most often be reimbursed for:
    - i. Registration costs for approved conference
    - ii. Lodging. Up to standard room rates for hotels associated with the approved conference. Taxes & Resort Fees are included. Members are responsible for any incidentals or upgrades.
      - 1. Members will be encouraged to share a room with a TVEA Member when possible. In this case, lodging will be covered for attendees.



2. Members who wish to have their own room will be required to cover one night of lodging.
- iii. Mileage. Transportation by personal automobile for round trip by nearest traveled highway at the current IRS rate per mile.
  1. Mileage reimbursement cannot exceed the cost of plane fare unless traveling with another TVEA member and carpooling is less than airfare for attendees.
  2. To and from the Airport.
  3. A Mileage Reimbursement form must be submitted with the Expense Reimbursement Form.
- iv. Parking.
  1. Hotel self parking at daily rate.
  2. Airport or Long Term Parking off site at daily rate.
- v. Airfare. Flights will be reimbursed with prior approval. This includes approval for one checked bag. Research most cost effective flight travel and contact TVEA for approval.
- vi. Airport transportation costs will be allowed when ~~necessary~~ no other form of transportation is available. at actual costs. This includes rideshare.
- vii. Portage/Tipping. Max \$8.00/day
- viii. Meals will be reimbursed at the actual amount paid subject to the following guidelines:
  1. The maximum allocation for dinner shall be \$40 and daily allocation for ~~meals~~ food shall be \$85.00.
  2. No reimbursement shall be provided for meals that are included as part of the events package. Ie. If brunch is served, breakfast nor lunch receipts will be reimbursed.
  3. Travel day - meal allotment for food up to \$85 outside of conference meals. IE. Travel home from Vegas after the conference, meal may be reimbursed. Travel to and from NEA RA or Northern California, meals when traveling may be reimbursed.
  4. Extra meal expenditures due to earlier or later travel ~~are not reimbursable~~. to extend a trip are not reimbursable.

**C. CTA State Council Meetings**

- a. Representatives may submit a reimbursement request for one night overnight stay for each of the quarterly CTA State Council Meetings.
- b. Requests for reimbursement must be submitted on the Expense Reimbursement Form with the required receipt for lodging.
- c. TVEA will cover one release day the Friday before each State Council Weekend meeting, for a total of 4 release days per year, per delegate.

**D. NEA RA**

- a. Representatives who are elected as the TVEA Local NEA RA Delegate will receive the same amount of funding as CTA funds the State Delegates.
- b. The Travel Conferences guidelines for reimbursement will be used for NEA RA Local Delegates.
- c. CTA/NEA Representative Assembly State Delegates are eligible for conference fee reimbursement for 50% of the hotel room cost as CTA reimburses the other 50%.

**Receipts**

- A. All requests for reimbursement must be submitted on the Expense Reimbursement Form with the required receipts for registration, meals, transportation, and other costs. If required information or receipts are missing, the expense statement will be returned to the originator. Members will only be reimbursed with detailed receipts, not credit card receipts.
  - a. Registration receipt shall come from the Conference via email or print out from registration.
  - b. Lodging receipts must come from the hotel with details of stay. Reservation receipts cannot be used. Contact the hotel if you do not receive your itemized receipt upon checkout.
  - c. Meal receipts must include details and final payment amount.

- i. Alcohol will not be reimbursed.
    - ii. When paying for more than one person, notate on the receipt who the item is for or circle your items on the receipt.
    - iii. Reimbursement will cover up to the max amount of meal or daily allotment.
  - d. Hotel Parking Receipts may be on the hotel bill or separate from the parking attendant.
  - e. Airport Parking or Long Term Parking receipts are required for reimbursement.
  - f. Airfare receipt may come from email confirmation.
  - g. Transportation/Rideshare receipts may come from email receipt or snapshot image of Phone App.
- B. Expenses not reimbursable include but are not limited to:
- a. Parties and gifts
  - b. In-flight movies
  - c. Hotel room movies
  - d. Personal telephone calls
  - e. Extra luggage costs

### **Reimbursement Timeframe**

- C. No cash advances will be given.
- D. Any exceptions or variations from the above rules covering travel expense reimbursements shall be allowed only with approval of the Executive Board.
- E. Reimbursements must be requested within 30 days, 45 days for NEA RA, of an event.
- F. The Executive Board must authorize any reimbursement claims after 30 days or any variation to the above conditions. A member must request this in writing for it to be considered.
- G. Payment by TVEA for a substitute teacher to work in a member's place in order to attend a meeting or conference must be approved by the President before the event.

### **Responsibilities of Attendee**

- A. Individuals will be asked to send a brief summary of their experience at the event upon return from the conference/meeting. This may be used in TVEA Communications with membership.  
<https://forms.gle/XDQJ9yyeooYmsqmY9>
- B. Attendees are a representative of TVEA and its membership. Professional conduct is expected at ALL times while at the event. Intoxication and drug use is not acceptable at any event.
- C. No personal agendas including private business promotion, shall be conducted at any event.
- D. Attendees are responsible for notifying TVEA if they cannot attend an event they are registered for as quickly as possible. This allows another member to benefit from the potential opportunity to attend.
- E. Attendee is responsible for covering any costs that are incurred if family members are brought to the event.

## **EXHIBIT XVI: CONFERENCE APPLICATION**

### **Good Teaching Conference Application Sample**

Friday March 13 - March 15th at the Hyatt Regency Orange County

Workshop Grid <https://ctago.org/wp-content/uploads/2019/09/GTCS20-Workshop-Grid.pdf> Workshop

Descriptions <https://ctago.org/wp-content/uploads/2019/09/GTCS20-Workshop-Descriptions.pdf>

Disneyland Ticket information <https://www.mydisneygroup.com/ZM2C20C>

\* Required

1. Name \*
2. School Site \*
3. Job Title \*
4. Hire Date \*
5. How long have you been in the education profession? \*

*Mark only one oval.*

5 years or less 6-10

years

11-15 years

16 years or more

6. Why do you want to attend this conference? \*
7. How many CTA conferences have you attended? \*

*Mark only one oval.*

None - This is my first 1-3

4-6

7 or more

8. How many Good Teaching Conferences have you attended? \*

*Mark only one oval.*

None - This is my first 1-3

4-6

7 or more

9. I am willing to share a room \*

*Mark only one oval.*

Yes and I will need someone to room with Yes and

I have someone I want to room with

No I would like my own room and will cover one-half of the lodging costs payable to TVEA in advance of the conference. Rooms start at \$139 per night.

10. I understand that I will have to have a credit card to check in to the room. \*

Yes

11. I am interested in purchasing discounted Disneyland tickets at a discount. Ticket dates of March 9-March 20th only. Please send me a link to buy tickets if I am chosen to attend this event.

*Mark only one oval.*

Yes

No

12. Comments

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**EXHIBIT XVII: MILEAGE REIMBURSEMENT FORM**

<b>Exhibit H</b>								
<b>TEMECULA VALLEY EDUCATORS ASSOCIATION</b>								
<b>Date</b>						<b>For Office Only:</b>		
<b>Requestor name</b>						<b>Check #</b> ___		<b>Date</b> _____
<b>Requestor Address</b>						<b>Conf #</b>		
<b>Reason for mileage</b>								
						<b>Comments</b>		
	<b>Date:</b>	<b># of miles</b>			<b>IRS date 2023</b>			
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
		0	miles	X	0.655	=	0	
	From:			To:				
					<b>TOTAL</b>	=	<b>0</b>	
	<b>Signature of Requestor:</b>							

**EXHIBIT XVIII: EXPENSE REIMBURSEMENT FORM**

**Exhibit H**

**TEMECULA VALLEY EDUCATORS ASSOCIATION  
Member Expense Statement**

Date & Location of Meeting

Name of Conference/Workshop

Name

Address

DATE	SUN /	MON. /	TUES. /	WED. /	THURS. /	FRI. /	SAT. /	Total Each Line
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle/Taxi								
Airfare								
Auto Mileage*								
Parking								
Portage								
<b>TOTAL</b>								
# of Miles								

Attach Lodging Receipts & Transportation Ticket Stubs.  
 Maximum Daily for meals \$50.00., \$25 max per meal  
 This form must be returned within thirty (30) days of the conference.  
 \*Attach Mileage reimbursement form

**For Accounting Use Only**

Maximum Amount Payable	
Total Amount Due Member	
Total Amount Due	

Treasurer Verification: \_\_\_\_\_ Date

President Approval \_\_\_\_\_ Date

Attendance Verified \_\_\_\_\_ Date

## G. TVEA CAUCUSES

TVEA Caucuses provide an avenue for members who share a common identity and/or interest to meet around how they can advocate for their concerns. TVEA Caucuses hold no official role in the TVEA Governance structure yet a caucus representative may attend TVEA Leadership Council as a non-voting member.

TVEA Caucuses may utilize the TVEA Office upon advance request. They may submit information to the TVEA Office to be considered for publication in the TVEA Advocate Newsletter and may prepare updates to membership by drafting periodic blasts and requesting they be sent by TVEA.

TVEA Caucuses are subject to approval/reapproval each school year by the TVEA Executive Board.

The process to initiate a TVEA Caucus is as follows:

Complete the electronic TVEA Caucus Request Form which includes the following:

1. The Name of the Caucus
2. A Mission Statement articulating the intent of the group
3. The Person Serving as the Primary Contact and contact information
4. A List of the additional TVEA Members who have agreed to participate in the Caucus (Minimum of 5)
5. The Plans of the Caucus for the Current School Year

Form: <https://forms.gle/n87rMi21HjGeSudi8>

**EXHIBIT XIX. TVEA CAUCUS REQUEST FORM**

1. Name of the Caucus

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2. Purpose and intent of the caucus

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3. Person Serving as the Primary Contact

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4. Contact Phone Number

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5. Contact Email

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6. List of additional TVEA Members who have agreed to participate In the Caucus (Minimum of 5)

7. Plans of the Caucus for the Current School Year

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## H. COMMITTEES

1. Types of committees:
  - a. Standing – Permanent in nature, responsible for ongoing work or responsibilities.
  - b. Ad hoc – when a small group is needed to carry out a specific short-term function.
2. Formation of Committees
  - a. Members can create a committee by filling out a Committee Request Form (Appendix E)
    - i. That form will function as the initial standing rules for the proposed committee.
  - b. Committees should be made up of at least 5 members.
  - c. A representative from the proposed committee will present to the Executive Board for approval.
  - d. Once a committee is approved a Chair will be appointed to the Committee.
  - e. If not approved as a committee, members can request to form a caucus.
    - i. Committees are designed to generate policy.
    - ii. Caucuses are designed for members who share a common identity and/or interest to meet around how they can advocate for their concerns.
  - f. An Executive Board member will be assigned to the committee as a liaison.
3. Committees may be dissolved with a vote of the Executive Board and approval of the Leadership Council per the Bylaws.
4. Stipends:
  - a. Once a chair is appointed per the bylaws, a stipend for the chair will be decided by the Executive Board.
  - b. If a Co-Chair is appointed the stipend shall be no less than 50% and no more than 75% of the full chair stipend.
  - c. Under special circumstances, the Executive Board may adjust or add stipends. These special circumstances can be brought to the Executive Board by an Executive Board member or the Committee Chair.
5. Executive Board Liaisons
  - a. Liaisons should be fluid and appointed each year based on Executive Board composition, expertise, and interest.
  - b. Liaisons should be assigned in May and approved at the August meeting
  - c. Liaisons for 2022-2023
    - i. President - Bargaining
    - ii. Vice President – Budget Ad-Hoc
    - iii. Secretary – Elections
    - iv. Treasurer – Insurance Advisory
    - v. TVEA Elementary Area Reps –Bylaws, IPD
    - vi. TVEA Middle School Area Rep - Grievance
    - vii. TVEA High School Area Reps – Political Action, LCAP
    - viii. TVEA Position Specialist Area Reps – Special Education,CTA Human Rights Contacts
    - ix. Member Coordinator – Member Engagement
6. Committee Chair Responsibilities
  - a. Report to Executive Board Liaison actions of the Committee
  - b. Schedule Meetings with Committee Members
  - c. Communicate using TVEA Committee Email

- d. Keep Minutes of Minutes in Committee Google Drive
- e. Recruit Committee Members
- f. Complete Stipend request form
- g. Maintain committee webpage on the TVEA website

7. Committee Responsibilities

- a. Meet regularly with committee members
- b. Make decisions for committee via consensus or majority vote amongst vested/approved members

EXHIBIT XX. COMMITTEE TEMPLATE

**Name of Committee**

1. Purpose of Committee
  - a. Goal of committee
  
2. Standing Rules
  - a. How often committee meets
  - b. Decision by consensus or vote
  - c. Responsibilities
  
3. Operating Procedures
  - a. Policies
  
4. Organizational Chart/Sub Committees
  - a. List of committee members with 5 signatures
  - b. List of sub committees
  - c. # of Members within sub committees
  - d. Time commitment
  - e. Duties of subcommittees
  
5. Projects/Events
  - a. Major projects/events committee oversees
  - b. Publicity efforts
    - i. Budget
    - ii. Main expenses that occur
    - iii. Reimbursement/Charges

**EXHIBIT XXI. COMMITTEE MEETING AGENDA TEMPLATE**

**Committee Agenda (Date)**

Call to Order \_\_\_\_\_ pm

Review of last month's minutes

Secretary:

Attendees:

Chair Report

Sub Committee/Event Report Outs

Discussion Items

Action Items

Next Steps

Summation of Meeting

Adjournment: The meeting adjourned at \_\_\_\_\_

Next meeting date:

# APPENDIX A STANDING COMMITTEES

## **APPENDIX A1 Elections Committee**

6. Purpose of Committee
  - a. Goal of committee—To ensure the election process is conducted in a manner that voters and candidates alike can be assured that reasonable rules of ethical conduct and procedures have been adopted, and are followed both in spirit and practice.
7. Standing Rules
  - a. Chairperson appointed after Executive Board elections are completed in the spring for the following school year.
  - b. Elections Chair recruits at least three members who are not on the Executive Board, who are familiar with the unit operations, and who are not seeking election.
  - c. Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner in accordance with CTA guidelines.
  - d. 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.
  - e. CTA, TVEA, and NEA elections will be conducted on separate ballots.
8. Operating Procedures
  - a. Executive Board/CTA/NEA Elections
    - i. Determine and publish Elections time-lines and receive approval from Executive Board
    - ii. Ensure Elections information is communicated to all members via multiple formats, ie: Email Blasts, TVEA website, Newsletters, and/or Social Media.
    - iii.—Publish elections information via TVEA website, TVEA Advocate, and TVEA Facebook.
    - iv. Prepare elections materials, ie; Timelines, Declaration of Candidacy Forms, Results
    - v. Receive Declaration Forms and review for accuracy
    - vi. Communicate approved candidates to President
    - vii. Email Election Results to Candidates
  - b. Site Leader Elections
    - i. Develop/Update Site Leader Elections Process
    - ii. Prepare materials required to elect Site Leaders
    - iii. Ensure Membership receives communication regarding Election Process/Timeline
    - iv. Assist with Elections
9. Organizational Chart/Sub Committees
  - a. Sub Committees will be set up at the discretion of the chairperson.
  - b. Time commitment—varies, probably a few hours a month at flexible hours
10. Projects/Events
  - a. Review CTA/NEA Elections Manual and ensure TVEA Standing Rules are in line with any changes.
  - b. Review Site Leader Elections Process and suggest changes when needed
11. Budget
  - a. Work within the proposed TVEA annual budget.

## **APPENDIX A2 Grievance Committee**

1. Purpose of Committee
  - a. To act as teacher advocates and take an active role in surfacing grievances
  - b. To advise members in considering Grievance filing and processing at Levels I and II
  - c. To educate members and disseminate information about the grievance process
  - d. Maintain a separate file for current and past grievances at the TVEA office
2. Standing Rules
  - a. The Grievance Committee shall consist of a chair and three (3) members, one each representing elementary, middle, and high school levels when possible.
  - b. The Grievance Committee Chair and members shall be nominated by the President and approved by the Executive Board.
  - c. The Executive Board shall adopt the procedures for grievance processing in congruence with the collective bargaining agreement.
  - d. Individuals filing a grievance must notify the TVEA Grievance Chair and/or TVEA office in order for TVEA to support as necessary.
  - e. All grievance matters and files are considered confidential and are not to be shared or discussed outside the jurisdiction of the committee.
3. Operating Procedures
  - a. Meetings will be every month or every other month as needed following the Executive Board and Leadership Council meetings for that month.
  - b. The Grievance Chair will report periodically to the Executive Board and Leadership Council regarding grievance matters.
  - c. The Grievance Committee will make recommendations to TVEA leadership and the Executive Board regarding grievance matters including whether to proceed to Arbitration (See Executive Board Policy on the Decision to Move to Legal Arbitration in a Grievance)
  - d. The Grievance Committee will make a yearly evaluation of the effectiveness of TVEA's grievance policies and procedures
4. Budget
  - a. The Grievance Committee may request a budget allocation for conferences, new member trainings, release time, etc. in the spring for the next school year.

## **APPENDIX A3 Member Engagement and Recognition**

1. Purpose of Committee
  - a. The goal of the Member Awareness and Engagement Committee is to understand the demographics of our membership and ensure their awareness of the many Association benefits they receive through membership. The committee is also focused on developing ways to engage our members through TVEA activities and events as well as promote continuous involvement and commitment of unit members to build capacity and strength within the Association.
2. Standing Rules
  - a. The President appoints the chair at the beginning of the school year with Executive Board approval. The chair may recruit members to the President for appointment, also with Executive Board approval.
  - b. The chair will recruit and appoint subcommittee chairs to be approved by committee members.
  - c. The chair will appoint a liaison to the Executive who will be responsible for getting timely information to the Bargaining Chair.
3. Operating Procedures
  - a. The Committee will meet monthly and Sub Committees would meet as needed.
  - b. Decisions will be made by majority vote amongst vested/approved members and will be reported to the Executive Board in collaboration with the President or assigned Vice-President.
4. Organizational Chart/Sub Committees
  - a. Membership
    - i. Demographics of Membership
      1. Database Demographics
      2. Develop, Send and Analyze Member Surveys
    - ii. Define, understand Target Groups
      1. New Members
        - a. New Member Liaison
      2. Levels of Engagement
      3. Positions/Titles
      4. Teaching Levels (Elem/Middle/High)
      5. Specialists
      6. Emerging Leaders
  - b. Member Benefits
    - i. TVEA/CTA/NEA Member Benefits
      1. Did you know messages
        - a. Benefits to belonging to a Union
        - b. Member vs Non-Member status
        - c. Contract Language
        - d. Automatic and Voluntary Benefits from CTA/NEA
        - e. Representation
        - f. Promote Wins (Credit claiming for TVEA)
  - c. Ways to Engage - Events and Activities
    - i. Master Calendar of Events
    - ii. Organize, Plan, Promote Events
    - iii. Activity Events - Football Night, Bowling, Hiking, Walk/Run, Hockey
    - iv. Social Events – Happy Hours, Open Houses
5. Projects
  - a. Publicity efforts to promote Member Awareness or Engagement
    - i. Promotional Materials, ie: Tshirts, Logos, Pens, etc.

- b. Promotional Communication pieces to impact Member Awareness or Engagement
        - i. Campaigns – I AM TVEA
- 6. Generation Next Language-
  - a. Purposes of Committee
    - i. Support TVEA members planning for and completing the retirement process.
    - ii. Educate members about retirement well in advance
    - iii. Work with TVUSD and CTA in providing members with retirement support such as STRS calculations and 403B products.
    - iv. Identify TVEA potential retiree needs and communicate with the TVEA Executive Board for this purpose.
  - b. Standing Rules
    - i. The President appoints the chair at the beginning of each school year with Executive Board approval.
    - ii. Members are appointed by the President and Executive Board in the same manner. The chair may recruit and bring names of prospective committee members to the President for consideration.
    - iii. The chair may appoint subcommittee chairs as needed and desired with committee approval.
  - c. Operating Procedures
    - i. The Committee will meet monthly or bi-monthly.
    - ii. Decisions will be made by consensus or by majority vote of the committee members and reported to the Executive Board through collaboration with the Vice-President.
  - d. Projects
    - i. Develop, send, and analyze member surveys
    - ii. Review and suggest refinements to TVEA contract language impacting retirees.
    - iii. Offer workshops for member
    - iv. Conduct Retirement Recognition Event
- 7. Budget
  - a. Budget should be based on upcoming annual activities/events/promotional items or communications for the year.
  - b. Budget should be given to the Fiscal Committee prior to planning the annual TVEA budget.



## **APPENDIX A4 Special Education Committee**

### 1. Purpose of Committee

The goal of the TVEA Special Education Steering committee (SSC) is to support all special education team members by providing support and training, fostering communication regarding Special Education problems and solutions, and involving and informing members regarding legal compliance, contract issues and designated bargaining goals.

### 2. Standing Rules

- a. President appoints chairperson/co-chairs at the beginning of the school year with the Executive Board approval. Co/Chair Person(s) may recruit for potential members to suggest to the President and Executive Board with the consideration of balance amongst grade levels and sites.
- b. The Special Education Steering Committee will meet monthly with a maximum agenda timed at ninety minutes.
- c. Decisions will be made by consensus, actions reported back to Executive Board and Leadership Council. Minutes are kept and filed with President.

### 3. Operating Procedures

- a. SSC will be responsible for finding out the needs of our membership through surveys, site visits, communication with TVEA Position Specialists, discussions with the District Office, and input from Leadership Council.
- b. Promote SSC work via TVEA website, TVEA Advocate, and Social Media accounts.
- c. SSC will meet monthly or bimonthly depending on calendar. Meetings will start and end on time not exceeding 90 minutes.

### 4. Organizational Chart/Sub Committees

- a. Sub Committees will be developed at the discretion of the chairperson.
- b. Elementary (Assign roles and responsibilities)
- c. Middle School (Assign roles and responsibilities)
- d. High School (Assign roles and responsibilities)
- e. Related Services (Assign roles and responsibilities)
- f. Bargaining and Contract Language
- g. Time commitment--varies.

### 5. Projects/Events

- a. TVEA Website
- b. TVEA Advocate
- c. Social Media
- d. Surveys/Email/Leadership Council
- e. Community Organizing
- f. Special Events

### 6. Budget

- a. At the discretion of the Executive Board
- b. Requests developed at start of the school year.

## **APPENDIX A5 Instruction and Professional Development (IPD) Committee**

1. Purpose of Committee
  - a. Goal of committee—To provide members with the opportunities for continuous study and development in the areas of instruction, classroom management, curriculum, wellness and issues affecting the education professional.
2. Standing Rules
  - a. Chairperson appointed after Executive Board elections are completed in the spring for the following school year.
  - b. IPD Chair recruits members to fulfill committee roles. Committee should consist of at least one member from each level (elementary, middle, high) and two members from special interest groups.
  - c. IPD Committee meets monthly to schedule, plan, develop, implement and assess events, workshops and conferences for association members.
  - d. Decisions are made by consensus, actions reported back to Exec Board and Leadership Council. Minutes are kept and filed with the committee's Executive Board Liaison.
3. Operating Procedures
  - a. Find out the IPD needs of our membership through surveys, discussions with the DO and input from Leadership Council.
  - b. Research the speakers, workshops and conferences available to offer to our members.
  - c. Create and implement a calendar of IPD events for our membership
  - d. Oversee the IPD budget which consists of booking speakers, workshops and costs of attendees.
  - e. Promote IPD events via TVEA Website, TVEA Advocate and Facebook.
  - f. Maintain information placed on TVEA website area for "Professional Development"
4. Organizational Chart/Sub Committees
  - a. Sub Committees will be set up at the discretion of the chairperson.
  - b. Time commitment—varies, probably a few hours a month at flexible hours
5. Projects/Events
  - a. Major projects/events committee oversees
    - i. Speakers
    - ii. Workshops/Classes/Trainings - Provided by CTA and others
    - iii. Conferences - Provided by CTA and others
  - b. Publicity efforts
    - i. Calendar
    - ii. Email reminders
    - iii. Flyers
    - iv. Leadership Council
    - v. Website
    - vi. Facebook
    - vii. TVEA Advocate
6. Budget
  - a. Work within the Conference budget for 2011-2012. Propose budget annually.

## **APPENDIX A6 Political Action Committee**

1. Purpose of the committee
  - a. Goal of committee--to interview candidates for school board elections and make specific recommendations for Association support
  - b. To provide information the Association regarding pending legislation in the field of education
  - c. To develop campaigns and programs in regards to legislation and the support of candidates pursuant to the instructions of the Executive Board
  - d. To provide continuing liaison between the Association and elected political officials
2. Standing Rules
  - a. Chairperson appointed after Executive Board elections are completed in the spring for the following year
  - b. PAC Chair recruits members to fulfill committee roles--committee should strive to consist of at least one member from each level (elementary, middle, and high)
  - c. Decisions are made by consensus, actions reported back to the Executive Board and Leadership Council. Minutes are kept and filed with the committee's Executive Board Liaison.
3. Operating Procedures
  - a. Research candidates for school board elections, devise and implement interviews for promising candidates, then, using the procured information, make specific recommendations for Association support.
  - b. Research pending legislation, obtain input from members on political direction and their priorities for Association support
  - c. Develop campaigns which might involve phone banks, signs, and various other strategies pursuant to the instructions of the Executive Board
  - d. Provide a link with elected public officials and the Association by bringing concerns to their local or Sacramento offices or the school board
  - e. Keep members apprised of any progressive reform that helps public education
4. Organizational Chart / Sub-Committees
  - a. Sub committees will be set up at the discretion of the chairperson
  - b. Time commitment varies depending upon the elections and/or political legislation at that time
5. Projects / Events
  - a. Elections
    - i. Research of candidates
    - ii. Interview questions compiled
    - iii. Interviews conducted
  - b. Publicity efforts
    - i. e-mails

- ii. flyers, palm cards, bumper stickers, window clings
- iii. Leadership Council
- iv. TVEA website and Facebook page
- v. phone calls (could be through phone banks)
- vi. signs for yards and windows

6. Budget

- a. Work with the budget annually dependent on elections and or legislation (PAC Fund)

## **APPENDIX A7 Organizing Committee**

- 1) Purpose of Committee
  - a. Facilitate member awareness and knowledge on critical issues facing TVEA as an association.
  - b. Mobilize membership and promote participation utilizing various modes of communication.
  - c. Connect TVEA with local media and fellow stakeholder groups.
  - d. Promote TVEA in a positive light within the community.
- 2) Standing Rules
  - a. The President appoints chairperson/co-chairs at the beginning of the school year with Executive Board approval. Chairs will recruit potential members to suggest to the President and Executive Board with the consideration of balance amongst grade levels and sites.
  - b. The Organizing Committee will meet up to monthly as needed with a maximum agenda timed at ninety minutes. If "Negotiations Organizing" is in effect during stalled negotiations, then meetings may be set for two hours.
  - c. Decisions will be made by majority vote amongst vested/approved members and will be presented to the Executive Board in collaboration with the President and/or assigned Vice-President for approval.
- 3) Operating Procedures
  - a. Meetings will begin and end on time. A motion may be made to extend the meeting fifteen minutes as needed.
  - b. Members will be charged with designing messages and actions to engage and guide interested members.
  - c. The Organizing Committee will facilitate communication by generating text alerts, mass e-mails, Face Book posts, etc. Face to Face meetings will be conducted at Site Leader Meetings, Site Visits, and general membership forums.
- 4) Subcommittees
  - a. Will be suggested by committee leadership and/or members and approved by committee vote
- 5) Budget
  - a. The Organizing Committee will propose an annual budget request to the Budget Committee and must stay within that allocation or seek Exec Board approval to go beyond.

## **APPENDIX A8 Equity and Human Rights Committee**

1. Purpose of the committee:
  - a. Raise the awareness of the Association to human rights, women and minority issues
  - b. Monitor the involvement and participation of the members in the policy- making process that would ensure inclusiveness at all levels of the Association
  - c. Encourage members to participate in the CTA Scholarships
  - d. Identify and analyze problem areas within the schools and the community
2. Standing Rules:
  - a. Chairperson appointed by the President and approved by the Leadership Council
  - b. Chair recruits members to fulfill committee roles. Goal is to have at least one member representing each level. (elementary, middle school, and high school)
  - c. All activities are reported to the Executive Board
  - d. Chairperson will attend the San Gorgonio's Service Center Human Rights Meeting
3. Operation Procedures:
  - a. Committee will meet once a month
  - b. Committee will arrange for ongoing training for Association leaders and members
4. Organizational Chart/Sub-Committees:
  - a. Sub committees will be set up at the discretion of the chairperson
5. Projects/Events:
  - a. Committee will encourage members to attend the various conferences offered by CTA/NEA
  - b. Committee will encourage members to apply for the minority incentive grants
  - c. Publicize events through email, newsletter, Leadership Council
6. Budget:
  - a. At the discretion of the Executive Board

## **APPENDIX A9 LCAP Consult Committee**

1. Purposes of Committee
  - a. To support LCAP students by ensuring quality educational services, improving teaching and learning conditions for students who are identified under the Local Control Accountability Plan.
  - b. To assess needs, gather input from various stakeholders
  - c. To meet with TVUSD to provide direction, and influence the development of TVUSD's Local Control Accountability Plan.
2. Standing Rules
  - a. The President appoints the chair at the beginning of each school year with Executive Board approval.
  - b. Members are appointed by the President and Executive Board in the same manner. The chair may recruit and bring names of prospective committee members to the President for consideration.
  - c. The chair may appoint subcommittee chairs as needed and desired with committee approval.
3. Operating Procedures
  - a. The Committee will meet monthly or bi-monthly.
  - b. Decisions will be made by consensus or by majority vote of the committee members and reported to the Executive Board through collaboration with the Vice-President.
4. Projects
  - a. Develop, send, and analyze stakeholders input through site visits or surveys.
  - b. Review and suggest changes to the LCAP Plan.
  - c. Offer workshops for members and/or parents.
  - d. Meet and confer with TVUSD LCAP representatives.
5. Budget
  - a. Requests developed at start of the school year.
  - b. At the discretion of the Executive Board.

## **APPENDIX A10 Insurance Advisory**

1. The IAC Committee shall be composed of at least five (5) members. Appointments to IAC shall include a variety of plan participants and assigned instructional levels whenever possible.
2. Purpose of the Committee:
  - a. The committee shall meet to research available options and cost economies to maximize plan benefits and minimize premium costs to the District and employee participants.
  - b. Consult or coordinate with the District as necessary.
  - c. Present this information to the Leadership Council and Executive Board as deemed necessary.



## **APPENDIX A11 AD HOC Budget Committee**

1. The committee will have five members. The Bargaining Chair and one other member of the bargaining team will serve on the committee (or be designated the chair) plus three members.
2. Purpose of the Committee
  - a. Review and Analyze the State, District and TVEA Budgets and other related documents and reports.
  - b. Communicate the relevance of such reports to the Bargaining Team and Executive Board as appropriate.
  - c. Suggest positions for TVEA to assume on various fiscal/budgetary issues and bargaining implications for the Bargaining Team.
  - d. Collaborate with the District Ad-Hoc Budget Committee members in an effort to reach consensus regarding a recommendation for compensation to the TVEA/District bargaining teams.

## **APPENDIX A12 TVEA/Bargaining (add section)**

## **APPENDIX B ADHOC COMMITTEES**

### **APPENDIX B1. Scholarship Committee**

1. Purposes of Committee
  - a. Review Scholarships to give out to members
  - b. Decide on number of scholarships to give to Dollars for Scholars Annually
2. Standing Rules
  - a. The President appoints the adhoc chair at the beginning of each school year with Executive Board approval.
  - b. Members are appointed by the President and Executive Board in the same manner. The chair may recruit and bring names of prospective committee members to the President for consideration.
3. Operating Procedures
  - a. The Committee will meet to review scholarship applications.
  - b. Decisions will be made by consensus or by majority vote of the committee members and reported to the Executive Board through collaboration with the Vice-President.
4. Projects
  - a. Dollars for Scholars
    - i. Chair will complete the Donation form and submit to treasurer for payment
    - ii. The Committee will meet to review scholarship applications.
    - iii. Decisions will be made by majority vote of the committee members and report to the Executive Board through collaboration with the Vice-President.
    - iv. Chair will complete the Recipient form and submit to Dollars for Scholars.

## TVEA/PAC STANDING RULES

The Temecula Valley Educators Association Political Action Committee is established.

### Article I. – Purposes

- 1.1 To inform members of legislation, voting records, and positions of legislators and candidates that may affect the members' classroom, working conditions, rights, and benefits.
- 1.2 To serve as a voluntary funding structure through which the Temecula Valley Educators Association may give direct and indirect financial contributions to support or oppose
  - a. State and local candidates for office; and
  - b. State and local issues including ballot measures

### Article II. – Officers

- 2.1 Composition – Officers shall be a Chairperson, Treasurer, and such other officers as are deemed necessary by the President and the Executive Board of the Temecula Valley Educators Association.
- 2.2 The Chairperson and Treasurer will be appointed by the President of the Temecula Valley Educators Association with the approval of the Executive Board.
- 2.3 Officers shall be appointed for a term of two (2) years, commencing on July 1 of any calendar year.

### Article III. – Funding

- 3.1 A voluntary amount will be placed in the account of the Temecula Valley Educators Association Political Action Committee from local annual dues. This money will remain segregated from the general membership account. The amount per member will be determined by the Temecula Valley Educators Association Executive Board.
- 3.2 Money may be expended for any lawful purpose that is deemed to be consistent with the statement of purposes of the political action committee as judged by the Temecula Valley Political Action Committee with the approval of the Temecula Valley Educators Association Executive Board.
- 3.3 Money may be expended and in-kind assistance provided either for or against a candidate or issue when:
  - a. The CTA State Council has recommended a support or oppose position; or
  - b. The Temecula Valley Educators Association Executive Board or
  - c. Leadership Council has taken a support or oppose position.

### Article IV. – Endorsement Procedures

- 4.1 Candidates and officeholders recommended by the CTA State Council will be deemed recommended unless action is taken by the Temecula Valley Educators Association Leadership Council to withhold recommendation.
- 4.2 The Temecula Valley Educators Association Executive Board or Leadership Council may recommend or oppose a candidate of issue after a process in which:
  - 4.2.1 All candidates are given access to the interview panel, and a good faith effort has been made to determine their positions on important issues facing education.
  - 4.2.2 An analysis of a ballot issue or measure is given to the panel, and a good faith effort has been made to determine the facts and relevance to education.
  - 4.2.3 The Temecula Valley Educators Political Action Committee shall issue letters or statement of recommendations for purposes of press releases or member education upon approval of the Executive Board or Leadership Council.

### Article V. – Membership and Meetings

Members of the Political Action Committee shall be appointed by the Executive Board.

Meetings will be held semiannually in January and July. Additional meetings will be called by the Chairperson when there is business to conduct. All members of the Committee will be notified of the day, time, and location of the meetings. A quorum consisting of a majority of Committee members is necessary to conduct business.