

# Standing Rules of the National Education Association-Jurupa

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## Rule I. Meeting Procedures

- A. It is each Representative's responsibility to sign-in before each meeting for the purpose of taking attendance.
- B. Regular meetings will begin at 3:45 p.m.
- C. Meetings will begin on time and run no more than ninety (90) minutes. The meeting can only be extended once for a maximum of thirty (30) minutes, and must be approved by two-thirds (2/3) vote of those attending the meeting.
- D. Representatives who need to leave a meeting before it is adjourned must notify the president before that meeting is called to order.
- E. If an elected representative cannot attend the meeting and an elected alternate is not available, then an unelected alternate may attend if the president is notified 48 hours prior to the meeting, *as a non-voting member*. The bylaws' one-person, one-vote rule applies (a representative may not carry more than one vote). Alternates will sign-in designating which representative they are signing in for.
- F. All representatives shall have the opportunity to speak to an item before allowing a representative to speak a second time. A representative shall only speak twice on an item. Maximum speaking time on an item is two minutes.
- G. All representatives who attend regularly scheduled meetings, with one absence allowed, may be honored guests at the year-end Recognition Banquet.
- H. The president will schedule additional meetings as necessary.
- I. A quorum for Executive Board and Representative Council shall be a majority of the elected representatives and properly seated alternates to Representative Council. Number for the quorum shall be tallied fifteen (15) minutes after the start of the meeting.
- J. In the event a face-to-face meeting is not possible, the Executive Board will have the flexibility to handle emergency or pressing issues through video conferencing, virtual media, or reply-all email discussion, followed by a roll-call vote to president or designee.

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## Rule II. Communication

- A. All NEA–Jurupa communication shall be respectful, professional, and factual.
- B. The president is the official spokesperson for NEA–Jurupa and all communication shall go through the president.
- C. Written reports from the directors for the Executive Board and Representative Council meetings will be sent to all members of the Executive Board via district email or personal email prior to each Executive Board meeting. A copy of each report shall be attached to the official record of each Executive Board meeting.
- D. Written reports from committee chairs will be submitted to the president via district email or personal email seven days in advance of Executive Board meeting, if the committee has met prior to the Executive Board meeting.

## Rule III. Charitable Donations

- A. Before making donations, the following points should be considered:
  - 1. Whenever possible, donations should be given to organizations whose services directly benefit children in the Jurupa Unified School District.
  - 2. Individual donations with a value in excess of \$100.00 must be taken to the Representative Council for approval.
- B. Previously approved donations should be given consideration and, if they continue to be valid, may be approved by the Executive Board.
- C. In the event of the death of an active NEA–Jurupa member, a donation of \$500 will be given to the deceased member’s family.

## Rule IV. House Rules

- A. The NEA–Jurupa office is a non-smoking building.
- B. No alcoholic beverages will be served or consumed at official meetings.
- C. Cell phones shall be silenced after a meeting has been called to order and until the adjournment of the meeting.

## Rule V. Representation

- A. Any union business occurring during the contractual workday must have the prior written approval of the president on the Association Leave Notification form.
- B. The president must be notified before representation involving any district office level personnel so that the president and/or staff may attend.

### C. Executive Board Directors

1. The elementary school directors shall be elected by geographical areas at a ratio of one (1) director for every ten (10) representatives or one hundred fifty (150) members. If a geographical area exceeds two hundred twenty-five (225) members, then a second geographical director shall be elected for that area. The directors for the geographical areas shall be referred to as North Elementary Director, South Elementary Director, East Elementary Director, and West Elementary Director.
2. The Middle School Director shall be elected by geographical areas at a ratio of one (1) director for every ten (10) representatives or one hundred fifty (150) members. If a geographical area exceeds two hundred twenty-five (225) members, then a second geographical director shall be elected for that level.
3. The high school directors shall be elected by geographical areas at a ratio of one (1) director for every ten (10) representatives or one hundred fifty (150) members. If a geographical area exceeds two hundred twenty-five (225) members, then a second geographical director shall be elected for that area. The directors for the geographical areas shall be referred to as North Secondary Director, East Secondary Director, and West Secondary Director.
4. The special education director shall be elected at-large. It is recommended that the Special Education Director be employed in one of the following job classifications: Behavior Specialist, Mental Health Counselor, Speech and Language Pathologist, Program Specialist, Psychologist, or Education Specialist.
5. The Education Center members shall be allowed to be represented by the site of their choice or remain as Education Center members and shall be represented by the Special Education Director.

## Rule VI. Stipends

A. President	\$5,100/year
B. Vice President	\$1,200/year
C. Treasurer	\$1,200/year
D. Secretary	\$1,200/year
E. Area Director	\$500/year
F. Representative Council Member	\$20/meeting
G. Bargaining Team Chair	\$1,200/year
H. Bargaining Team Member	\$50/month
I. Grievance Chair	\$1,000/year
J. State Council (without current stipend)	\$500/year

1. **Yearly stipend recipients are expected to attend all representative council meetings. Yearly stipends will be reduced by the amount of the representative council member meeting attendance stipend for each representative council meeting absence.**

## Rule VII. Chapter Elections

- A. Chapter Elections shall be conducted using Simply Voting, following all procedures outlined in the CTA Elections Manual.
- B. The use of Electronic Voting shall be revisited annually.

## Rule VIII. Political Action Committee

- A. National Education Association–Jurupa PAC generates funds, screens candidates, and makes recommendations to the Association for the endorsement of local school board candidates and any local elections or appointed positions.
- B. The President of NEA–Jurupa shall appoint a Chairperson, PAC Treasurer, and PAC Committee members. The members included in the committee will be recommended by the President and approved by the Executive Board.
- C. Candidates in elections for local school board, community college, or county board of education may be invited to participate in the NEA–Jurupa recommendation/endorsement process. The committee can choose to recommend a friendly incumbent without going through the formal interview process.
- D. All candidates interviewed by the PAC Committee will be asked identical questions developed by the Committee. Telephone or virtual interviews may be included if a candidate cannot attend a scheduled interview.
- E. The Committee shall operate on a consensus basis. Only candidates that have a consensus of support will be reported out of the Committee.
- F. The PAC Committee will report its recommendation(s) to the Executive Board after the conclusion of the interviews, at the next regularly scheduled Executive Board meeting. In the event that recommendation(s) need to be made sooner, the President can call for either a Special Executive Board meeting or conduct an email/virtual vote.
- G. The PAC Committee may recommend that no candidate be supported or that one or many candidates warrant the support of the Association. The Committee may also recommend a neutral position in a given race. Under no circumstances shall the Committee recommend more candidates than there are available seats.
- H. NEA–Jurupa may recommend a position on state and local issues (including ballot measures, school bonds, and recall elections) from the standpoint of education related issues and without regard to partisan consideration.
- I. At the earliest possible date, the Rep Council will vote to affirm or reject a recommendation for endorsement of the PAC Committee. To be officially recommended by NEA–Jurupa, a candidate or issue must have received at least 60% of the votes.
- J. NEA–Jurupa may issue letters or statements for press releases and/or member education after approval of any endorsement.

- K. No officer of the Association will support any candidate not officially recommended by the Association in their capacity as officer of NEA–Jurupa.
- L. No funds will be allocated out of the NEA–Jurupa PAC fund for any candidate or issue that does not receive official NEA–Jurupa recommendation.
- M. PAC Treasury Funds may only be utilized for the endorsement and support of an approved campaign.
- N. PAC Chairperson and PAC Treasurer shall file reports with any governmental agency in connection with the performance of any of its’ duties in the name of the committee or the committee members.

## **Rule IX. Temporary Exceptions**

### Section 1: Declared National and Natural Disaster Emergency Procedures

- A. The safety and health of our members is the highest priority. NEA–Jurupa should approach governing during a declared national or natural disaster by following all government health directives and advisories, even if this causes disruption to how the Association would ordinarily govern themselves.
- B. According to NEA, if a chapter is operating under a government directive or advisory that limits the gathering of people to 10 or less, then it is strongly suggested that meeting agendas are reduced to items of urgency and importance, and all other items are set aside until a regular in-person meeting can be held.
- C. Virtual (remote) meetings for Executive Boards and Representative Councils that are connected electronically may be held if members have the opportunity to interact in the meeting. Members at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation. A roll call attendance and subsequent votes shall be conducted by the secretary.
- D. Procedurally, the following rules should be adhered to:
  - 1. All votes are roll call votes (each person’s vote is individually recorded) unless there is no objection. Voting members shall indicate aye or nay votes as directed by the President.
  - 2. The secretary will take notes of the entire meeting.
- E. Internal chapter elections/ratifications and NEA Representative Assembly (NEA RA) local delegate elections where the entire chapter membership votes.
  - 1. All procedures must be in alignment with the relevant rules in the most current CTA Elections Manual.
  - 2. In the event a chapter has started an election prior to the disaster being declared, and the chapter does not utilize electronic voting or vote by mail, the election timeline shall

be suspended for the duration of the national or natural disaster. The timeline will resume where the timeline was suspended upon the chapter operations resuming. For example, if the disaster is declared on voting day 2 of 5, the chapter will pick back up on voting day 3 of 5.

F. Extension of terms of office

1. During a disaster, CTA will allow chapter Executive Boards to adopt emergency procedures to allow for the extension of terms of office. These procedures should only be used if the regular term of office is going to expire soon and no provisions can be made to conduct an election that gives all chapter members the opportunity to vote before the term expires. The extension of the term should be reasonable and no longer than required to get back to normal chapter operations. Once the declaration of the national or natural disaster has been lifted, an election for new terms should be conducted within 45 calendar days. If no action is taken by the Executive Board and no election is held during the crisis, the extension of terms shall be automatic.
2. If there is a retirement or resignation of an Executive Board member during the extension time period, no election shall be held. In the case of retirement or resignation by the President, the Vice President shall resume office.