

BYLAWS

Tracy Educators Association / CTA / NEA

I. Name and Location

- A. The name of this Association shall be the Tracy Educators Association / CTA / NEA in Tracy, San Joaquin County, California.

II. Purposes

- A. The primary purposes of the Tracy Educators Association shall be:
1. To represent its members in relations with their employer, and to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment;
 2. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
 3. To provide an opportunity for continuous study and action on problems of the education profession;
 4. To provide a means of representation for its ethnic-minority members;
 5. To promote professional attitudes and ethical conduct among its members;
 6. To encourage cooperation and communication between the profession and the community; and
 7. To foster good fellowship among its members.

III. Affiliation with the United Teaching Profession (UTP)

- A. The Tracy Educators Association, hereby called TEA, shall be a chartered chapter of the California Teachers Association (CTA).
- B. The TEA shall be an affiliated local Association of the National Education Association (NEA).
- C. The TEA shall be affiliated with the San Joaquin County Regional Resource Center (RRC).
- D. The TEA shall be affiliated with the Delta Service Center Council (DSCC).

IV. Membership

- A. Categories of Membership: There shall be two categories of membership in the TEA: Active and Retired. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of Tracy Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.
- B. A person shall be considered a TEA member upon submitting the CTA/NEA membership enrollment form. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Teaching Profession (UTP) dues appropriate to the class of membership.
- C. The right to vote and to hold elective office or appointive position within the TEA shall be limited to active members.
- D. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the TEA.
- E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the TEA.
- F. Active members shall adhere to *The Code of Ethics of the Education Profession*.

- G. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.
- H. No member of the Association may be disciplined by the Association without a due process hearing, which shall include the established appellate procedure. Discipline is defined as being removed from the Association.
- I. The membership and fiscal year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

V. Dues, Fees, and Assessments

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the Representative Council of the Association at the last regular meeting of the school year.
- C. Representation or organizational security fees shall be apportioned on the same percentage basis as the full United Teaching Profession dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the individual ineligible for membership.
- E. As per the TEA/TUSD Master Agreement, Article X, Fair Share (Agency) Fee, any unit member who is not a member of the TEA/CTA/NEA, or who does not make application for membership within (30) days of commencement of assigned duties, shall pay to the Association a fee in an amount equal to the UTP dues payable to the Association in one lump-sum cash payment by Oct. 31 of any calendar year, or, in the event that a unit member shall not pay such fee directly to the Association, representation fees shall immediately begin through automatic payroll deduction.
- F. Dues for Retired members:

- 1. Retired members are not required to pay TEA dues. TEA shall pay for a one year membership in CTA/ NEA Retired.

VI. Policy-Making Body

- A. The policy-making body of TEA shall be a Representative Council. The Representative Council, comprised of active members of the Association, derives its powers from, and shall be responsible to, the active membership.
- B. The Representative Council shall be composed of the following Active voting members:
 - 1. Executive Board, who shall be ex-officio;
 - 2. Association Representatives, elected on the basis of one-person, one-vote, by the members at each site.
 - 3. Additional representatives, at the Association's discretion.
- C. The Representative Council shall:
 - 1. Establish TEA policies and objectives;
 - 2. Adopt the annual TEA budget on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and the N.E.A., C.T.A., T.E.A.
 - 4. Establish the dues of TEA.

- D. The Representative Council shall meet at least once during each school month, which may include a General Membership meeting. The number, place, and time of the meetings shall be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- F. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two (2) days prior to the date of the meeting.
- G. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- H. A quorum for Rep Council meetings of the Association shall consist of 50% plus 1 of all voting members of the Representative Council.
- I. Members of the Representative Council shall serve terms of two (2) years.

VII. Association Representatives (AR's)

- A. Association Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Each faculty shall be entitled to at least one Representative and shall have one Representative for each fifteen (15), and major fraction thereof, Association members on the faculty.
- C. Active members who are not represented through an individual school site shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- D. Vacancies in the office of Representative for whatever cause may be filled by properly elected or appointed replacements.
- E. Association Representatives shall:
 - 1. Conduct constant and on-going liaison between the Representative Council and the Active members of the faculty unit;
 - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
 - 3. Represent the views and input of the Active membership at the site in votes taken in the Representative Council, conducting frequent and regular polls of the site membership for this purpose; and
 - 4. Perform such additional duties as prescribed by the Executive Board.
- F. An Association Representative may not conduct an election in which he/she is a candidate.

VIII. Officers

- A. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.
- B. These officers shall be and remain currently paid-up members of the UTP as a condition for nomination to, and service in, their respective positions during their terms of office.
- C. These officers shall be elected by and from the Active membership of the Association. Such elections shall be by open nominations and by secret ballot.
- D. Officers shall be elected for a term of two (2) years, commencing on July 1 of any calendar year.
- E. 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 of a vacancy occurring in the office of the President, the Vice-President shall assume the office. If there is a vacancy

occurring in this position the President may appoint an interim with executive board approval until the next scheduled officer election for that position.

- F. Any member of the Executive Board, (i.e. the President, Vice-President, Secretary, Treasurer, Elementary School Rep, Middle School Rep., and High School Rep) who missed 2 Executive Board meetings or two General or Rep Council Meetings during a single calendar year(July 1st-June 30th) without prior notice via email to the President or Vice-President specifically reporting such absence will be considered for removal from their office with a majority vote by the TEA Representative Council being the determining process and authority conducted at the soonest General or Rep. Council meeting after the dates that the meetings were recorded to have been missed.

When an Executive Board member is voted out of his/her office their Executive Board Stipend payment will be pro-rated for that year based on the month that the vote was taken minus 1 previous month.

Example: Officer missed the December and January Executive board meetings so vote is taken during January's General or Rep Meeting. The removed officer pro-rated stipend will be paid for the period of July-November.

- G. The President shall be the chief executive officer of the Association and its policy leader. The President shall:

1. Preside at all meetings of the TEA, including Representative Council, and Executive Board;
2. Prepare the agenda for the meetings of the TEA, Representative Council, and the Executive Board;
3. Be the official spokesperson for the TEA;
4. Be familiar with the governance documents of the TEA, DSCC, CTA, and NEA;
5. Appoint or remove all chairpersons and members of committees, with the advice and consent of the Executive Board, except as otherwise stated in these bylaws;
6. Call meetings of the TEA and Executive Board;
7. Suggest policies, plans, and activities for the TEA and be responsible for the progress and work of the Association;
8. Attend meetings of the Delta Service Center Council of which the Association is a part; and
9. Attend other CTA/NEA meetings as directed by the Representative Council.

- H. The Vice-President shall:

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. Coordinate the Association's committee activities at the direction of the President.

- I. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and of the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and the Executive Board; and to the membership when appropriate;
3. Keep an accurate roster of the membership of the Association and all committees; and
4. **Be responsible for the formation and distribution of the Association's calendar of activities**); and
5. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

J. The Treasurer shall:

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. Provide a written report on the financial status of the Association at each regular meeting of the Representative Council and the Executive;
4. Be responsible for an annual external audit of the books of the Association in a manner to meet legal requirements, and for distributing a summary of this audit to the membership. An outside audit will be done at the end of the Treasurer's tenure;
5. Submit membership and financial reports to CTA, NEA, and other agencies as required by law.

IX. Executive Board

A. The Executive Board shall be composed of the four (4) elected officers of the Association and three (3) elected representatives, which shall be nominated and elected at-large in compliance with the "one-person – one-vote" rule to represent the following Association levels:

1. Elementary School / K-8
2. Middle School
3. High School

B. All members of the Executive Board, both officers and elected representatives, shall be elected for a term of two (2) years, commencing on July 1 of any calendar year.

C. All members of the Executive Board shall be and remain currently paid-up local, state and national (Active) members as a condition for nomination to and service in this position.

D. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot.

E. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.

F. The Executive Board shall meet prior to each regular meeting of the Association and at such other times as the President may deem necessary or upon written petition of a majority of the members of the Executive Board.

G. The Executive Board shall:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session or when a quorum is not present.
3. Recommend a budget for the Association to the Representative Council;
4. Direct the bargaining activities and grievance processing of the Association, subject to the policies established by the Representative Council;
5. Approve all appointments to committees and dismissals from committees including chairpersons.
6. Adopt the Standing Rules for the Association; and
7. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.

H. A quorum for meetings of the Executive Board shall be a majority of the members of the Executive Board.

X. Committees

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.
- C. The Standing Committees are as follows:
 - 1. Contract Maintenance / Grievance
 - 2. Political Action
 - 3. TEA Finance
 - 4. Nominations and Elections
 - 5. Bargaining / Negotiations
 - 6. Benefits
 - 7. District Budget
 - 8. Communications

XI. Meetings of the General Membership

- A. General Membership meetings shall be held quarterly, unless deemed otherwise necessary.
- B. General meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
- C. Notices of the Association meetings, including date, place, time, and purpose of the meeting, shall be made available to all members of the Association at least two (2) days before the meeting, except during crisis situations.
- D. Special General Membership meetings/caucuses may be called with a minimum of forty-eight (48) hours advance, written notice.
- E. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places, and times.
- F. A quorum for General Membership meetings of the Association shall consist of at least one (1) member per site, from at least seventy-five (75%) of the sites holding seats on the Representative Council.

XII. Bargaining

- A. The Executive Board shall appoint the Bargaining Team and such alternates as the Executive Board deems necessary, with the concurrence of the Representative Council.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates.
- D. The duties of the Bargaining Team are to represent and to bargain for the unit.
- E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the membership.

- F. The Bargaining Team shall be under the direction of the Executive Board, and shall report to the Executive Board as the Board requires.
- G. The Bargaining Team shall survey unit members in each appropriate bargaining unit to determine contents of the proposed contract demands. Active members in each appropriate bargaining unit shall approve contract proposals for that unit.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and activities of the Bargaining Team to the general membership.
- I. The Bargaining Team is empowered to reach tentative, non-binding agreements with the district, subject to ratification by the membership.
- J. The General Membership ratification vote shall be one-person, one-vote and by secret ballot. A majority of ballots received shall constitute ratification.

XIII. Grievance Processing

- A. The Executive Board shall adopt, with the approval of the Representative Council, Standing Rules setting forth the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Association's grievance policies and procedures.

XIV. Nominations & Elections

- A. There shall be an appointed Elections Committee
 - 1. The Elections Committee shall be composed of at least three members who are not on the Executive Board. Members of the Executive Board cannot serve on the Elections Committee.
 - 2. A member shall abstain from participation in Elections Committee activities during the period in which s/he, or an immediate family member, is a candidate.
 - 3. The Executive Board, with the approval of the Representative Council, shall appoint an Election Committee to conduct all elections.
 - 4. The duties of the Elections Committee shall be to:
 - a. ensure that all TEA/CTA/NEA election codes and timelines are followed;
 - b. establish election timelines;
 - c. develop and carry out timelines and procedures;
 - d. prepare ballots for election of officers and such other elections as may be necessary;
 - e. count the ballots and certify the results; and
 - f. handle initial challenges
 - 5. All elections, such as, but not limited to representatives to CTA State Council and NEA local and state delegates, shall be conducted in accordance with CTA/NEA directives.
- B. Election Requirements
 - 1. The Chapter shall ensure that an open nomination procedure is in place. Only Active Association membership is required
 - 2. Every member shall be assured of voting by secret ballot.

3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all-member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A Chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the Chapter if he/she desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two (2) candidates receiving the highest number of votes. A majority is considered 50% plus 1 of the valid votes cast.

XV. Parliamentary Authority

- A. *Robert's Rules of Order, Newly-Revised*, latest edition, shall be referred to as a guide for meetings of the Association, Representative Council, and the Executive Board.

XVI. Amendments

- A. These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the representatives at a regular or special meeting of the Representative Council, provided notice in writing of a proposed bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

XVII. STANDING RULES

NOMINATIONS AND ELECTIONS

A. Elections Committee:

1. The Executive Board, with the approval of the Representative Council, shall appoint an Election Committee to conduct all elections.
2. The Elections Committee shall be composed of at least three members who are not on the Executive Board. Members of the Executive Board cannot serve on the Elections Committee.
3. A member shall abstain from participation in Elections Committee activities during the period in which s/he, or an immediate family member, is a candidate.
4. The duties of the Elections Committee shall be to:
 - a. ensure that all TEA/CTA/NEA election codes and timelines are followed;
 - b. establish election timelines;
 - c. develop and carry out timelines and procedures;
 - d. prepare ballots for election of officers and such other elections as may be necessary;
 - e. count the ballots and certify the results; and
 - f. handle initial challenges
5. All elections, such as, but not limited to representatives to CTA State Council and NEA local and state delegates, shall be conducted in accordance with CTA/NEA directives.

B. Election Requirements

1. The Chapter shall ensure that an open nomination procedure is in place. Only Active Association membership is required
2. Every member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.

4. There shall be an all-member vote. A member who is off-track shall be sent election information by mail to his/her last known residence.
5. A Chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the Chapter if he/she desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two (2) candidates receiving the highest number of votes. A majority is considered 50% plus 1 of the valid votes cast.

C. Announcement

1. The announcement of an election shall include the offices, lengths of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

D. Timeline

1. Schools on alternative calendars shall be considered when setting election timelines.
2. Election of officers of the Association shall be conducted by April 15.
3. The timeline for an election shall include dates for:
 - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that the due-date is the Receipt Date and not the Postmark Date.
 - b. Date for acknowledgment of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballots will be distributed.
 - e. Date(s) when voting will take place.
 - f. Deadline date for requesting absentee ballot.
 - g. Deadline date, time, and place for return of ballots, including absentee ballots.
 - h. Date, time, and place where ballots will be counted.
 - i. Date that announcement of results will be made to leadership, candidates, and members.
 - j. Dates and timelines for run-off election, if necessary.
 - k. Deadline for filing of challenges.

E. Finances

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate for an office within the Association.
2. A candidate may not accept direct contributions from a Chapter's treasury or indirect contributions in the form of use of a Chapter's assets, facilities, staff, equipment, mailings, good will, and credit.

F. Candidate Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures, and guidelines.
3. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Ballot

1. The names of the candidates shall be printed on the ballot in the order of the year's *CTA Election Alphabet*. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one, or a combination of, the following methods:
 - a. At school site
 - b. At specified voting site
 - c. By mail

I. Counting of Ballots

1. A preliminary count may take place at the voting sites.
2. Upon receipt of ballots, tally sheets, and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
3. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question, such as:
 - a. Blank ballot
 - b. More ballots than signatures
 - c. Ballot submitted after deadline
 - d. Voter not a member
 - e. Voter's intent unclear
 - f. Votes cast for more than number allowed
 - g. Vote cast on unofficial ballot
 - h. Vote cast for ineligible candidate
4. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
5. The Elections Committee shall prepare the Final Report, recording the following information:
 - a. Total number of ballots cast
 - b. The number of ballots set aside, with an explanation for each category of ballot not counted
 - c. The number needed to win or pass
 - d. The number needed to win or pass shall be a simple majority of ballots cast.
 - e. If no candidate or issue receives a majority, a run-off election shall be conducted between the two (2) who/which received the most votes.
 - f. The number of votes received by each candidate or issue
 - g. A notation whether the set-aside votes would affect the outcome
 - h. Signature of each Elections Committee member present during the preparation of the report
6. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
7. The President shall announce the results as prescribed by the timelines.
8. If the votes set aside would affect the outcome of the election, the Executive Board shall decide:

- a. To count the votes which have been set aside,
- b. Not to count the votes which have been set aside, or
- c. If the election should be conducted again.

9. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.

10. The ballots and voter sign-up sheets shall be retained for one (1) year after the election.

J. Observers

1. Each candidate shall be allowed to have one observer at the vote-counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

K. Challenge Procedure

1. Any member observing a violation of election procedures shall notify the Chapter President and the chair of the Elections Committee, in writing, within five (5) school days of the announcement of results. The notification must:
 - a. Specify which requirement has been violated.
 - b. Include supporting information.
 - c. List names of parties who can provide information.
2. Within five (5) school days after receipt of the challenge, the Elections Committee shall, in accordance with the bylaws and standing rules, conduct an investigation of the challenged election for the purpose of ascertaining the facts. The Committee shall determine whether:
 - a. The challenge alleges a violation of a Chapter election requirement;
 - b. The challenge is supported by appropriate documentation; or
 - c. The alleged violation may have affected the outcome of the election.
3. The Elections Committee shall report to the Executive Board its findings and recommendations within five (5) school days of its findings.
4. The Executive Board shall make a decision on the resolution of the challenge.
5. The challenging party and all candidates in that race shall be notified of the decision of the Executive Board.
6. If the challenging party is not satisfied with the decision, s/he may appeal the decision in writing to the CTA President within twenty school days of receipt of the decision.

L. Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the chapter or its activities through the initiative process.
2. A 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 (3) persons supporting the proposed measure and responsible for its circulation.
3. The Chapter President shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures shall commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least forty percent (40%) or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the Chapter President the petition(s) containing original signatures.

6. The Chapter President shall have fifteen (15) school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The Chapter President shall have five (5) school days in which to verify the membership of the additional signers.
8. The Chapter President shall cause a ballot to be furnished to the members no less than fifteen (15) school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures shall be followed, including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

M. Referendum Procedures

1. Any action or proposed action of the Executive Board or Representative Council may be referred to a vote of the membership upon two-thirds ($\frac{2}{3}$) vote of the Representative Council to do so.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The Chapter President shall cause a ballot to be furnished to the members no less than fifteen (15) school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in the count.
4. Regular election procedures shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

N. Recall Procedures

1. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the Chapter's active members.
2. A 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 (3) persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least twenty-five percent (25%) or more of the active members of the Chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the Chapter President the petition(s) containing original signatures.
6. The Chapter President shall have Fifteen (15) school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter president shall have five (5) school days in which to verify the membership of the additional signers.
8. The Chapter President shall cause a ballot to be furnished to the members no less than twenty (20) school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures shall be followed, including voting times and secret ballots.
10. Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to his/her constituency at least seven (7) school days before the recall election.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

O. Exceptions

1. In instances where District-provided material is time-sensitive, voting timelines may be modified by a majority vote of the Executive Board. Election procedures will afford every member the opportunity to vote by secret ballot.