

# **DESERT SANDS TEACHERS ASSOCIATION/CTA/NEA STANDING RULES**

## **I. FISCAL YEAR**

The fiscal year of the association shall begin on September 1 and end on August 31.

## **II. MEMBERSHIP YEAR**

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

## **III. TRAVEL EXPENSES**

All expenses must receive prior approval by the Executive Board. The following guidelines will be followed:

### **A. Travel**

1. Plane: Actual most economical fare with back up copy of ticket as receipt.
2. Train or Bus: Actual fare with receipt.
3. Automobile: Current San Gorgonio Service Center approved rate per current IRS guideline by shortest highway route, not to exceed cost of coach plane fare. Car-pooling is required for reimbursement. In the case that only one person is going to an event, members will need approval of the governing board for reimbursement.
4. Airport shuttle: DSTA will reimburse the cost of shuttles to and from the meeting site. Taxi fare will be reimbursed only when shuttles are unavailable.
5. Parking: Actual cost or airport or hotel parking.

### **B. Lodging**

1. Half the cost of a double occupancy room. In the event that only one person is attending an event they may get reimbursed with prior approval.
2. Extra lodging costs due to travel by car will not be reimbursed.
3. Personal charges such as telephone charges, valet, snacks, as well as spouse's expenses are not reimbursed.
4. Meals: Up to \$35 per meal with a maximum of \$75 daily will be reimbursed on days when meals are not provided.

#### **IV. NON TRAVEL RELATED EXPENSES AND REIMBURSEMENT**

- A. Only expenses previously approved by the DSTA are eligible for reimbursement.
- B. Reimbursement of expenses will only be made upon submission of receipts for expenses accompanied by properly filled out voucher forms. For business phone calls and business mileage reimbursements, the board-approved documentation must be completely filled out to accompany the appropriate voucher. Who, what, when, why, and where must be logged for anything reimbursed.
- C. Timeline: Requests for reimbursements must be turned in within sixty (60) days of the end of the event where they were incurred. The treasurer must receive receipts by the fifteenth (15) of each month for shortest turn around on reimbursement. Evidence of time spent, reasons and who for phone calls, all must be properly documented.
- D. Expense Advances: In the case of unusually high expenses a member may receive an advance on expected expenses. Members will submit expense forms and receipts upon their return.
- E. Executive Board, Site Representatives, and committee chairs and members may be reimbursed for mileage, excluding monthly site rep and executive board meetings. (Mileage Logs + vouchers) Mileage Logs must be submitted with actual miles driven and not rounded off numbers.
- F. No member of the board, including the President, shall make promises to groups or individuals for expense reimbursement until after the Executive Board has approved them.
- G. No member of the board shall contract or hire an employee to work for the Association without prior consent and Executive Board approval.
- H. A petty cash fund of \$100.00 shall be maintained at the DSTA office for small purchases.
- I. No Association member shall sign a check drawing on DSTA funds on which they are the payee.
- J. The President, 1st Vice President, 2nd Vice President, and Treasurer shall be the signatories on the account containing all DSTA funds. Primary signatories shall be the President and Treasurer. In the absence of either of these, the 1st Vice President or Second Vice President may be signatories.

**V. OFFICIAL PUBLICATION**

- A. The official publication of the Association shall be [www.dsteachers.org](http://www.dsteachers.org)
- B. The President may write his/her own newsletter for bulletins and information.
- C. Any publications being distributed as a DSTA publication must be approved by the DSTA Executive Board prior to distribution.

**VI. AUDIT**

The accounts and other financial records of the Association shall be reviewed annually as determined by the Executive Board. This report shall then be represented to the assembly of site representatives for review.

**VII. CONFERENCES, NEA REPRESENTATIVE ASSEMBLY, AND OTHER TRAININGS**

- A. Using a scheduling calendar, parcel out those conferences and approximate annual dates for application deadlines, to determine the budget to be expended for priority trainings.
- B. Every attendee shall write a report to include highlights and any shared information.
- C. Members who attend conferences where the Association pays all or part of the cost (fees, transportation, lodging, and/or per diem) will submit a good-faith deposit in the amount of \$100.00, which will be returned to the member upon verification of attendance.

**VIII. CONFERENCE BUDGET**

The Association budget for conferences and similar activities will be developed around the number of participants authorized to attend the various CTA, NEA and service center conferences. The Executive Board may increase the number attending if revenue sources are identified and transferred. Delegates attending the NEA RA will receive reimbursement of actual expenses up to the same amount as state CTA delegates receive.

**IX. SELECTION**

All members who wish to attend a conference or similar activity will file an informal but written notice of intent with Association secretary. The secretary will present all notices of intent to the Executive Board approval. Anyone who attends without approval is responsible for his/her own expenses. Selection criteria shall be the same as for selection of standing committee members as provided in Article XIV.

## **X. GRIEVANCE PROCESSING**

- A. When a member believes management has violated his/her contractual rights, that member has the right to initiate a grievance against the district.
- B. The Association shall assist a member in filling a grievance:
1. By helping to identify the section(s) of the contract, which have been violated.
  2. By providing forms, and monitoring timelines.
  3. The Executive Board shall determine if a grievance should proceed to Level 5 (binding arbitration) within fifteen (15) days of a request from the grievant.
  4. The grievant may make a presentation to the Executive Board regarding the grievance.
  5. Following the decision of the Executive Board, the grievant will be notified in writing. If the request for arbitration has been denied, the reasons for such denial will be made available to the grievant. If the grievant is not satisfied with the decision of the Executive Board, the grievant may appeal to the Representative Council.
  6. The Grievance Committee chair shall present any relevant information regarding the grievance to the Executive Board and/or Representative Council.
  7. The grievant shall be notified in writing of the date, time, and place of the Representative Council meeting to consider an appeal for arbitration. The grievant may make a presentation to the Representative Council regarding his/her grievance.
  8. The decision of the Representative Council shall be final. Following the decision of the Representative Council, the grievant will be notified in writing. If the request for arbitration has been denied, the reasons for such denial will be made available to the grievant.
  9. The grievance representative(s) shall be responsible for keeping copies of all paperwork relevant to the Association's contract maintenance efforts. A record of all contract maintenance activities shall be maintained in a file at the DSTA office.
- C. The Grievance Chair(s) shall be paid the regular stipend per month for covering cases brought up during summer months. The Grievance Chair must be "on call" or have a substitute, appointed by the President, who will serve in place of the Grievance Chair at the same stipend rate.

**XI. BARGAINING SUPPORT SYSTEM**

Any member who volunteers to work on behalf of the Association's contract bargaining efforts may apply to work on the bargaining support system committee. With the approval of the Executive Board, the president shall appoint the chairperson of the bargaining team. The Executive Board shall appoint the other members of the bargaining team from the bargaining support system committee members. Selection criteria shall be the same as for selection of standing committee members in S.R. XVII.

**XII. DSTA SCHOLARSHIP ELIGIBILITY**

- A. Graduating high school seniors must have a cumulative grade point average of at least 3.0 on the DSUSD weighted grading system.
- B. Currently enrolled college students must have a cumulative grade point average of at least a 2.5 on a 4.0-point system to be eligible. Eligibility continues over a period of up to 5 years continuous study on a recognized credential.
- C. The deadline published on the current DSTA Website with the application procedure is absolute and no waivers may be granted.

**XIII. ASSOCIATION OFFICE**

- A. The following Association leaders shall be provided keys to the Association office:
  - 1. President;
  - 2. 1st Vice President;
  - 3. 2nd Vice President;
  - 4. Recording Secretary;
  - 5. Treasurer; and
  - 6. Others as needed on a temporary basis as determined by the President (e.g. PAC chair during campaign).
- B. The office manager shall be provided a building, safe and mailbox key.

**XIV. ASSOCIATION STANDING AND JOINT COMMITTEES**

- A. A request for volunteers to serve on committees, with a list of committees and a brief description of duties, shall be sent to all members each year.

## ASSOCIATION STANDING AND JOINT COMMITTEES (continued)

### B. Criteria for selection of members shall include:

1. Desire to give the time necessary to be effective;
2. Representation from grade level, subject matter taught, and special interest need shall be given due consideration;
3. Members are appointed on an annual basis;
4. Willingness to attend and participate in training; and
5. Timeliness of application.

### C. Certain Committee Chairs may receive a stipend for extended time served, meetings, and reports to the board. All meeting notes, including committee minutes, members present, and actions taken must be included to show cause for receipt of stipend. No report, no meeting, no action does not merit payment of stipend.

## **XV. NOMINATIONS AND ELECTIONS**

### A. Elections Committee

1. There shall be an elections committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the Executive Board to which it is responsible.
3. The Committee shall be composed of a three or more members who non-Executive Board members, who are familiar with the unit operation, and who are not seeking election.
4. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
5. Should a member become a candidate for any elected position within DSTA/CTA/NEA, said member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family is a candidate.

## Nominations and Elections (continued)

### B. Election Requirements

1. The DSTA shall ensure that an open nomination procedure is in place. The only qualification for office shall be Active membership in DSTA.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least fifteen (15) day period between the notice of the election and the election.
4. Only Active DSTA members may vote. A member who is off-track can request election information to be sent by mail to his/her last known residence.
5. DSTA shall provide means for all Active members to vote (including by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. An Active member shall acknowledge receipt of a ballot by signature on a registration sheet at the time issuance of the ballot or on an envelope for returning the ballot by mail.
7. All candidates shall familiarize themselves on the DSTA Association By-Laws and Standing Rules as part of the fundamental requirements for the job.
8. All elected candidates shall agree to attend the CTA Summer Institute training or its equal for his/her position. If a roster of Active members is prepared for a site ahead of time, initials of the member may be accepted.

### C. Announcement

1. The announcement of election shall include the offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that ensures 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.

## Nominations and Elections (continued)

2. The timeline for election shall include:
  - a. Time, dates, and places where declarations of candidacy are to be received. The literature shall include that said date is receive date and not post-mark date. Faxed declarations are the responsibility of the candidate to assure the receipt at the proper destination.
  - b. Date for acknowledgement of declarations from candidates;
  - c. Date for preparation of ballots;
  - d. Date on which ballots are distributed;
  - e. Date(s) when voting will take place;
  - f. Deadline date, time and place for return of ballots (date received, not post-marked date);
  - g. Date, time, and place where ballots will be counted;
  - h. Date(s) that announcement of results will be made to the leadership, candidates and members, and posted at each work site, which date shall be not later than five (5) calendar days following the count of the ballots;
  - i. Deadline for filing of challenges (date received, not post-marked). The deadline for filing challenges shall be no longer that 10 days after the election results are announced.

### E. Responsibilities of the Elections Chair and Committee

1. The Elections Committee shall determine and advertise all election timelines. All election timelines will be submitted to the President for approval.
2. Timelines are absolute and cannot be waived.
3. The order that candidates are listed will be determined by the current CTA election alphabet.
4. The names of each candidate shall be as printed on the declaration of candidacy.
5. Any biographical information to be distributed shall be submitted with the declaration of candidacy and be limited to 30 words. If a biography contains more than 30 words, only the first 30words will be printed.



## Nominations and Elections (continued)

6. If there are more votes than signatures from the work site or if votes are turned in after deadline, all voter materials from that site shall be sealed without the votes being counted and held until the time for challenge has elapsed.

### F. Finances and Use of DSTA Resources

1. DSTA monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A candidate may not accept direct contributions from the DSTA treasury or indirect contributions in the form of use of DSTA assets, facilities, staff, equipment, mailings, goodwill and credit.
3. School site resources shall not be used by potential candidates or employees running for DSTA positions.
4. DSTA may not state or indicate its preference for a candidate in any of its publications
5. DSTA is not responsible for the distribution of additional individual campaign material, i.e. pamphlets, pictures, fliers.
6. 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.

### G. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right to a list of name and address of school sites and the number of Active members at each site for the purposes of campaigning.
4. Any biographical information to be distributed shall be submitted with the declaration candidacy and be limited to 30 words. If a biography contains more than 30 words, only the first 30 words will be printed.
5. DSTA is not responsible for the distribution of additional individual campaign material, i.e. pamphlets, pictures, fliers.

## Nominations and Elections (continued)

### H. Ballot

1. The names of the candidates shall be printed in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When the candidate's name 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.

### I. Methods of Voting All Active members must have an opportunity to vote. Active members who are off-track or on a dues paying leave shall be notified in writing in order to provide them an opportunity and right to vote. Provisions must be made for members to cast a ballot in such a manner that the person casting the vote cannot be identified with the vote cast. A site representative shall abstain from conducting elections during the period in which s/he or her/his immediate family member is a candidate. Voting shall be by one or a combination of the following methods:

1. Voting at School Site(s)/Specified Voting Site(s) Using Sign-up Sheets
  - a. Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
    - i. Voter Roster—List of eligible voters;
    - ii. Voter Sign-up Sheet—List of eligible voters which includes a place for a signature.
  - b. The marked ballot must be returned to a designate site representative or ballot box.
  - c. Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
2. Voting at School Site(s)/Specified Voting Site Using Envelopes
  - a. A list of current Active members shall be prepared, which includes each member's name and school address.
  - b. The voter shall be provided with the following: i. A ballot; ii. Instructions on folding of 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;

## Nominations and Elections (continued)

- iii. A small envelope (inner envelope) in which to place the voted ballot; and,
- iv. A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- j. At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- k. The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- l. All inner envelopes shall be placed in a separate receptacle.
- m. The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

### 3. Voting By Mail

- a. A list of current Active members shall be prepared, which includes the following: name, school and home address.
  - b. The mailing list shall exactly correspond to the current official roll of voting members.
  - c. Each voter shall be provided with:
    - i. A ballot;
    - ii. Instructions on:
      - a) folding and placing of the ballot in the unsigned inner envelope;
      - b) placing of the unsigned inner envelope into the outer envelope;
      - c) signature and school on the outer envelope addressed to the chapter; and
      - d) deadline date for receipt of the voted ballot at the chapter office.
    - iii. A small inner envelope;
    - iv. A larger (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.

## Nominations and Elections (continued)

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.

### J. Vote Requirement

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

1. A majority vote means more than half of the legal votes cast.
2. A plurality vote means the largest number of votes to be given any candidate or issue.
3. A two-thirds (2/3) vote means at least two thirds (2/3) of the legal votes cast.
4. For unit officers, the election will be by majority.
5. For State Council Representative, the election will be by majority vote
6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected. There shall be no provisions for write-in candidates in run-off elections.
7. For NEA Local Delegates, the election will be by 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 CTA Governance Support Department and to the Service Center Council.
8. 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.

## Nominations and Elections (continued)

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

### K. Counting of Ballots

1. 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.
2. The Elections Committee shall count valid ballots and set aside any blank or 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 an Active 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.
3. 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.
4. The Elections Committee shall prepare the Final Report, recording the following information:
  - a. Total number of ballots cast.
  - b. The number of set aside ballots with an explanation for each category of ballot not counted.
  - c. The number needed to win or pass.
  - d. The number of votes received by each candidate or issue.

## Nominations and Elections (continued)

- e. A notation whether the set aside votes would affect the outcome.
  - f. Signature of each Elections Committee member present during the preparation of the report.
5. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.
  6. The President shall announce the results as prescribed by the timelines.
  7. If the votes set aside could affect the outcome of the election, the President and the Executive Board shall decide:
    - a. to count the votes which have been set aside;
    - b. not count the votes which have been set aside; or
    - c. if the election should be conducted again.
  8. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
  9. The ballots and voter sign-up sheets shall be retained for one year after the election.

## L. Observers

1. Each candidate may designate one observer, who may be the candidate, to observe the vote- counting process. The name of each observer shall be given to the Elections Committee before counting.
2. 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.

## M. Election Challenge Procedure

1. A challenge cannot be initiated until after the results of an election have been posted at work sites.
2. Challenging party(ies) must notify the unit president of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. The notification must:
  - a. Specify which bylaw(s) or standing rule(s) have been violated.
  - b. Attach evidence of the violation, insofar as possible.

## Nominations and Elections (continued)

- c. List names and addresses of parties who can provide evidence.
3. Within ten (10) calendar days after receipt of the challenge, the Elections Committee shall, in accordance with DSTA bylaws and standing rules, conduct an investigation and determine whether or not the challenge:
  - a. Is a violation of DSTA election requirements.
  - b. Is supported by the appropriate documentation.
  - c. Requires more information. The information will be obtained by way of the most feasible method.
  - d. Identified violations that may have affected the outcome of the election.
4. The Elections Committee shall submit a written report including issues, findings and recommendations, within the same ten-day period, to the chapter president and to the governing board.
5. The governing board shall act on the report no later than ten (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 provide its findings in writing to the challenger(s).
6. Any member of the Governance Board who was a candidate on the ballot, or whose immediate family member is a candidate on the ballot shall abstain from voting on the report. If in the case where the majority of the governance board is unable to act on challenge the decision will move on to the next higher decision making body according to the CTA Elections manual.
7. If an individual wishes to appeal the decision of the DSTA governance board. They may file an appeal within ten (10) calendar days of the governance board to the CTA President. The appeal shall be the original challenge filed at the unit level and shall include:
  - a. Specifically which bylaw(s) or standing rule(s) have been violated.
  - b. Attach evidence of the violation, insofar as possible.
  - c. List names and addresses of parties who can provide evidence.

## Nominations and Elections (continued)

8. If the DSTA governance board does not act within ten (10) calendar days of the initial challenge, the individual may file an appeal as described in t (a-c) above by writing to the CTA president.
9. In the circumstance where an election has been conducted to elect one or more officers, and the election results are challenged, the winner(s) of the election shall hold office until such time as the election is resolved.
10. 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.

## N. Initiative Procedures

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



## Nominations and Elections (continued)

10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## O. Referendum Procedures

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

## Recall Procedure

1. The Active membership shall have the authority to recall from office any person or persons having been elected thereto by the chapter's Active members.
2. An Active member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. If the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice. The petition filled by any Active member(s) desiring to recall a unit officer shall be given to the Elections Committee by the precipitant of the petition within one (1) day of the receipt of the petition in order that the notice of intent can be registered. This will allow the petitioners the opportunity to start circulation of the petition. A copy of the petition must be filed with the chair of the Elections Committee before it can be circulated.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25 percent or more of the Active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.

Nominations and Elections (continued)

5. The circulators shall present to the chapter president the petition(s) containing original signatures or the vice president if the chapter president is the person being recalled and the Elections Committee Chairperson.
6. The chapter president shall have 10 calendar days in which to verify the membership of the signers of the petition or the vice president if the chapter president is the person being recalled.
7. The petition must include the following information:
  - a. Name of the individual who is the subject of the recall;
  - b. Office of the individual;
  - c. Date of petition;
  - d. Name(s) of person(s) filing the petition;
  - e. Notation that “Each signature must be in ink”; and,
  - f. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition;
  - g. The question proposed to be placed on the ballot.
8. Within fourteen (14) working days after receipt, the chair of the Elections Committee shall determine whether the petition contains the necessary information.
9. If the petition does not contain the necessary information, the Chair of the Elections Committee shall so notify the petitioner(s). (See number 2 above.)
10. If the petition contains the necessary information, the chair of the Elections Committee shall inform the petitioner(s) of the rules, procedures, and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
11. The chair of the Elections Committee shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed with the notification.
12. Monies from the DSTA treasury or indirect contributions in the form of use of DSTA assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
13. No unit may state or indicate its preference in the unit’s newspaper, newsletter, or communications to its members.

## Nominations and Elections (continued)

14. The timeline for gathering of signatures will commence the day that notice of intent is registered.
15. A maximum of ten (10) calendar days shall be permitted to obtain the signatures of at least twenty-five percent (25%) or more of the Active constituents.
16. The signed petitions must be received by the chair of the Elections Committee by the specified deadline date.
17. The 2nd vice president, serving in the capacity of coordinator of the Membership Committee per Association Bylaws, shall have ten (10) calendar days after receipt of the petition to verify signatures.
18. If there are insufficient signatures, the chair of the Elections Committee shall notify the petition circulator(s) by mail that the petition failed for a lack of signatures.
19. Immediately upon verification of the signatures, the chair of the Elections Committee shall notify the president/designee that a recall has been initiated.
20. The chapter president, or the chapter vice president if the chapter president is the person being recalled, shall cause a ballot to be furnished to Active members no less than five (5) nor more than ten (10) calendar days after verification of membership. The period that school is not officially in session shall not be included in this count.
21. The election must be concluded within five (5) calendar days of distribution of the ballots.
22. The election must be conducted with provisions for a secret ballot and voter sign-up sheets.
23. The election shall be certified according to DSTA bylaws.
24. The chair of the Elections Committee will deliver the report to the president of DSTA who will notify all interested parties and board members of the election results. The election results, including the number voting, the number of possible votes and the number of votes invalidated, shall be posted at each work site as soon as possible following the election.
25. The ballots and voter sign-up sheets shall be retained by DSTA for at least one year.

## **XVI. Exceptions**

Any exceptions to the above standing rules shall be allowed only on the approval by a recorded vote of the Executive Board. Exceptions may not be made to standing rules which state no exceptions allowed.