

Fullerton Secondary Teachers Organization

STANDING RULES

I. LOCATION

- A. The office of the Organization shall be located at 749 S. Brea Blvd., Suite 42, Brea, CA 92821.

II. NOMINATIONS AND ELECTIONS

TERMS:

CTA Elections Manual refers to the California Teachers Association Elections Manual containing rules, regulations, and procedures for Elections by the State Council of Education for: officers and directors; representation on the State Council of Education; Elections conducted within electoral districts for representation to the NEA Representative Assembly; and Elections conducted by local affiliates of CTA.

CTA Elections Procedures refers to the California Teachers Association (Elections) Procedures and Requirements for Chapters and Service Center Councils.

RELEVANT DOCUMENT LOCATIONS:

CTA Elections Elections Manual

- CTA.org website: <https://www.cta.org/wp-content/uploads/2023/08/2023-24-CTA-Elections-Manual.pdf>
- FSTO Elections webpage: www.myfsto.org/elections

CTA Elections Procedures for Chapters

- CTA.org website: <https://www.cta.org/wp-content/uploads/2023/08/2023-24-CTA-Procedures-Requirements-for-Chapters-SCCs-8-16-23.pdf>
- FSTO Elections webpage: www.myfsto.org/elections

Original Election Challenge Form:

- CTA.org website: <https://www.cta.org/document/2021challenge-form>
- FSTO Elections webpage: www.myfsto.org/elections

FSTO follows the CTA Elections Procedures for Chapters.

A. Appointment of Elections Committee

1. An Elections Committee and Chair shall be appointed by the President and approved by the Executive Board at the beginning of each school year.
2. It will be composed of at least three (3) members:
 - a. Who are familiar with the unit operations;
 - b. Who are not seeking election themselves;
 - c. Who are not voting members of the unit's governing body (i.e.: Executive Board);

- d. Who shall abstain from participation in Elections Committee activities during the period in which their immediate family member is a candidate.
3. If more than three people volunteer, consideration shall be given to maximize the number of sites represented.
4. If an appointed member of the Elections Committee is unable to fulfill their duty for any reason, designated alternate(s) may assume those duties.
5. The President will ensure the appointed Elections Committee and Chairperson is reflected in Falcon.
6. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.

B. Procedural Components

1. Election Materials Distribution Procedures
 - a. The Elections Committee will follow the CTA Election Procedures to determine the methods and timeline for distribution and submission of all election materials including, but not limited to, announcements, campaign statements, flyers, guidelines, and results.

C. Announcement and Election Timeline

1. An Announcement will be distributed that gives all members the opportunity to file a declaration of candidacy.
 - a. Announcement will be sent via Association email.
 - b. Announcement may be sent via mail for any active member who notifies the NOCUT office.
 - c. Announcement will be posted in the faculty lounge at each voting site.
2. The Announcement will include the following:
 - a. List of all vacancies;
 - b. Term of office for each vacancy;
 - c. The CTA Alphabet;
 - d. Instructions for filing a declaration of candidacy with date, time and place it is due;
 - e. The election timeline.
3. In setting up the dates for the timeline, the following should be noted:
 - a. Calendar days are used;
 - b. There must be at least 15 days between the Announcement and the start of voting;
 - c. The voting window must be no less than 5 and no more than 10 calendar days.

D. Nominations

1. FSTO will follow the CTA Election Procedures regarding open nominations, qualifications for office, and Declaration of Candidacy forms.
2. At the close of nominations, the Elections Committee Chair shall announce the names of all candidates for FSTO offices.

E. Withdrawal of Candidacy

1. In order for their name not to appear on the ballot, any person withdrawing from candidacy may do so only by written request to the Elections Committee Chair **prior to the final date of ballot preparation**,

as listed on the Timeline.

F. Campaign Materials

1. Content of Material

- a. All campaign materials must be free of any association logo(s).
 - i. Official association names/acronyms may not be used on any endorsement list.
- b. The official association title or position may not be used in a manner that suggests the associations support the candidate.
 - i. This includes the candidate's email addresses.
 - ii. Candidates may use association titles to indicate previous experience and position running for (no logos), however, be mindful of F.1.(b).
- c. All electronic or printed campaign materials must have the following disclaimer stated verbatim: ***"The views and opinions expressed are those of the candidate and not necessarily those of FSTO, CTA, NEA, or any of its affiliates."***

2. Candidate Distribution of Campaign Materials

- a. Candidates may distribute campaign materials at school sites.
 - i. Use of district/school mailboxes for campaigning must follow district policy.
 - ii. District email addresses **may not** be used for campaigning.
- b. Upon candidate request, FSTO will furnish each candidate with a list of active members at each work site for the purposes of campaigning.
- c. FSTO will treat each candidate equally in preparation and distribution of a campaign statement.
 - i. FSTO will honor reasonable requests from a candidate to distribute campaign materials to all members in good standing at the candidate's own expense, including by mail or other means.
 1. By the Association's email or Newsletter:
 - a. Campaign statements will be distributed to members provided deadlines in the Timeline are met.
 2. Via Rep Council Meeting:
 - a. Candidates may address the FSTO Representative body provided deadlines in the Timeline are met.

3. Campaign Statements and Electronic Flyers

- a. Candidates may provide FSTO with a campaign statement.
 - i. Campaign statements are to be submitted with the Declaration of Candidacy.
- b. There shall be a limit on the number of words/characters allowed on the campaign statement.
 - i. Campaign statements will be no more than 30 words.
 - ii. Any word(s) exceeding the limitation shall not be printed.
 - iii. The statements shall not be printed directly on the ballot.
- c. Candidates may provide a one single-sided electronic flyer in a PDF or Word document, 8.5" X 11" or smaller, to be included in the Association's email or Newsletter and sent to FSTO members.

- i. Candidates are responsible for ensuring that the campaign flyer is sent to the appropriate party by the deadline, as indicated on the election Timeline.

G. Campaign Finances and Use of Unit Resources

1. Money from the FSTO treasury may not be given to a candidate or used to promote any candidate. A candidate cannot accept indirect contributions in the form of use of FSTO's assets, facilities, staff, equipment, supplies, and mailings.
2. FSTO will not state or indicate its preference for a candidate in any of its publications.
3. The use of links to any association (FSTO, CTA, NEA, OSCC, etc.) website or association social networking sites by a candidate is prohibited. Candidates cannot campaign on any affiliated chapter or service center social networking sites created for association/leadership members to communicate with each other.
4. FSTO will not make any personal email addresses available to candidates.
5. Use of CTA 360 for campaigning purposes is prohibited.

H. Ballot

1. The Elections Committee will follow the CTA Election Procedures regarding:
 - a. CTA Alphabet order/Order of candidate's names on a ballot.
 - b. Items for inclusion on a ballot.
 - i. In the event there are no declared candidates, FSTO will remove the office/position from the ballot and run the election at another time.

I. Voting Methods

1. All active members must have an opportunity to vote.
 - a. Voting notifications will be sent via email to all active members.
 - b. Voting will be conducted via CTA-approved electronic/online vendor.
 - c. Voting notification may be sent via mail or paper ballot offered to any active member who notifies the NOCUT office by the deadline listed in the election Timeline.
 - i. The Elections Committee will follow the CTA Election Procedures regarding Voting by Mail for all paper ballots.

J. Vote Requirement

1. 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 considered valid and must be counted.
2. An election for school site representatives (Representative Council members) and 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.
 - a. For unit officers and At-Large members of the Executive Board, the ballot must not be waived.
3. The Elections Committee will follow the CTA Election Procedures regarding:

- a. Majority vs Plurality vote;
- b. A Plurality election tie;
- c. NEA local delegates.

K. Run-Off Elections

1. The Elections Committee will follow the CTA Election Procedures regarding Run-Off elections.

L. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process.
 - a. 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 observer rules set forth by the Election Committee must be followed.
2. Paper Ballots set aside and not counted are:
 - a. Ballot(s) submitted after deadline;
 - b. Voting envelopes without a signature.
3. Blank and/or illegal ballots for each office/position shall also be set aside. Examples of illegal ballots include the following:
 - a. Member not verified;
 - b. Voter's intent unclear;
 - c. Votes cast for more than number allowed;
 - d. Votes cast on unofficial ballot (e.g., reproduced);
 - e. Candidate is not a member;
 - f. Ballot that is no longer a secret (signed).
4. 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. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
5. The Chairperson of the Elections Committee will deliver the report of the election results to the FSTO President, or their designee if the president is a candidate, and interested parties. The election results shall be made available to members no later than five calendar days following the counting of the ballots.

M. Challenge Procedure

1. A challenge cannot be initiated until after the ballots have been counted, including ballots for a run-off, if necessary.
2. Challenging party/parties in an FSTO-run election must notify the Elections Chair of a challenge in writing using the Official Original Election Challenge Form available on the FSTO Elections website. The notification must be submitted within 10 calendar days after either the announcement of the initial election results or, in the case of a run-off election, the declaration of the run-off results.
 - a. Challenges for election of **State Council Representatives, Alternates, and state and local delegates to the NEA RA** are to follow the procedures outlined in the *CTA Elections Manual*.
 - i. *The CTA Elections Manual is found at cta.org, and will be*

linked on the FSTO Elections website:

www.myfsto.org/elections.

- b. Challenges must be supported by evidence of an election violation.
3. Upon receipt of the challenge, the Chapter's Elections Committee will notify all the candidates that a challenge has been filed. The names of challengers, details of the challenge and challenge forms shall remain confidential.
4. FSTO will follow the CTA Election Procedures in regard to Challenge Procedures.
 - a. In situations where reports, findings, and recommendations need to be communicated to the FSTO President, if the president is involved in the challenge, a representative will be designated.

N. Recall Procedure

1. The active membership shall have the authority to recall from office any person(s) having been elected by the active members.
2. Any active member(s) who wish to initiate a recall process must submit a copy of the petition to be approved by the Chairperson of the Elections Committee. Signature gathering cannot begin until the petitioner(s) receive an approval notification from the Chairperson of the Elections Committee.
3. The petition must include the following information:
 - a. Name of individual(s) who is/are the subject of the recall;
 - b. Office of individual(s);
 - c. Date of petition;
 - d. Name(s) of person(s) filing petition and personal email address(es);
 - e. Reason(s) for the recall;
 - f. Notation that "each signature must be in ink"
 - g. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. Within 10 calendar days after receipt, the Chairperson of the Chapter's Elections Committee shall determine whether the petition contains the necessary information and will instruct the petitioner accordingly.
5. FSTO will follow the CTA Election Procedures in regard to Recall Procedures.
6. A maximum of 60 calendar days shall be permitted to obtain the signatures of at least 25% of the active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is 25% of the members of the electing constituency.
7. If the recall leads to a new election, it will be run in accordance with our Standing Rules and CTA Election Procedures.

O. Recall Procedures – Initiated by Representative Council

1. Recall of Elected Officers
 - a. A recall election will be initiated if a 2/3 majority of the present members of the Representative Council vote in favor.
 - i. If the President is the official recommended for recall, the recommendation will be submitted to the President's designee.
 - b. A recall election shall be validated by a 2/3 vote of the FSTO

- Members voting in such an election.
- c. Such an election shall be by secret ballot.
- d. If the recall leads to a new election, it will be run in accordance with our Standing Rules and CTA Election Procedures.
- 2. Recall of Presidential Appointments
 - a. A recall election of such officials will be recommended to the President if a $\frac{2}{3}$ majority of the present members of the Representative Council vote in favor.

P. Special Elections

- 1. The Executive Board shall have the authority to call for a special election.
 - a. When positions open off-schedule.
 - b. When positions are left unfilled after an election has taken place.
 - c. When there are no candidates for a position.
 - i. The special election shall be at a later time to allow for candidates to come forward.
- 2. The special election must be approved by the Rep Council.
- 3. The special election will be run in accordance with our Standing Rules and CTA Election Procedures.

In situations where these election procedures require additional considerations in one or more aspects, FSTO refers to the most current CTA Election Procedures.

III. POLITICAL ACTION COMMITTEE

In order to participate in local school board elections and/or bond elections, any funds donated for such purposes must be collected separately from association dues and held in a separate account. The Fair Political Practices Commission has strict guidelines regarding campaign donations. Correct procedures for forming and operating political action committees can be found in the CTA Guide to Local Political Action Committees, available through the CTA Governmental Relations Division, Sacramento, Telephone: 916/442-5895.

IV. EXECUTIVE BOARD MEETINGS

- A. Executive Board meetings shall be held on the first Tuesday of each month, ***unless the meeting day falls on a holiday or is in conflict with District and /or Association activities. A majority vote of the Executive Board will choose a new date.***
- B. Special Executive Board meetings shall be called by the President or a majority of the Board members on business that cannot reasonably be continued until the regular school year.
- C. Actions voted upon during an Executive Board meeting shall be 50% +1 of those present.

V. REPRESENTATIVE COUNCIL MEETINGS

- A. Regular Representative Council meetings shall be held on the third Tuesday of each month, ***unless the meeting day falls on a holiday or is in conflict with District and /or Association activities. A majority vote of the Rep Council will choose a new date.***
- B. Special Representative Council meetings shall be called by the President, or a majority of the Council Members.
- C. Actions voted upon during the meeting shall be 50% +1 of those present.

VI. REIMBURSEMENT FOR EXPENSES

A. The rules governing the control and payment of necessary expenses of Organization officers, employees, CTA representatives, and of any other persons as may be duly authorized shall be as follows:

1. An official FSTO "Request for Payment" (voucher) shall be completed in its entirety and countersigned by the President and the Treasurer.

a) Such forms are available in the FSTO office and online

(<https://www.myfsto.org/expenses/>)

b) Invoices for reimbursable expenses shall be attached to the voucher.

B. FSTO Reimbursement Policies (Approved 9-15-09)

1. Transportation

a) Plane – Actual, most economical coach fare (receipt required).

b) Train or Bus – Actual fare (receipt required).

c) Shuttle – Cost of airport shuttles to and from the meeting site. ***Taxi fare, Uber, and/or Lyft, shall be reimbursed only when no other form of transportation is available.***

d) Auto – IRS allocation for conferences only.

e) The lesser of the cost between plane or automobile must be utilized. The cost of the plane fare must be estimated upon signing up for an approved conference.

2. Lodging

a) Hotel –Reimbursement of room is based on single occupancy (copy of original bill needed for reimbursement).

b) Hotel (RA Convention) – To be determined on a yearly basis.

c) Portage – A maximum of eight dollars (**\$8.00**) per day is reimbursable.

3. Meals

a) Per Meal/Per day – Actual amounts paid including tax and tip, not to exceed \$90.00, or current CTA maximum allowable expense, for any one day will apply, except for days when meals are provided. Receipts are required for all meals paid for by members.

4. Receipts must be submitted within 30 days from the date of the conference for reimbursement.

5. Cancellation

a) Attendee is responsible for reimbursement of fees per cancellation policy of event.

b) Emergency situations may be subject to Executive Board approval.

VII. AUTHORIZATION OF DELEGATES TO CONFERENCES AND SPECIAL MEETINGS

A. No person shall have the authority to attend conferences or other professional meetings as an official delegate or representative of the Organization unless such a delegate or representative has been approved in advance by the President, Executive Board, and the Representative Council.

B. The President shall determine the extent to which any such delegate or representative shall receive reimbursement of expenses from the Organization, with the advice and consent of the Executive Board and approval of the Representative Council.

VIII. GRIEVANCE AND ARBITRATION

A. The procedure for grievance is outlined in the Collective Bargaining Agreement between FJUHSD and FSTO.

- B. After Grievance procedure Levels I through III have been exhausted, the Grievant may, within ten (10) days after a decision by the Assistant Superintendent, submit to the President a written request to go to arbitration (Level IV).
- C. The President, upon receipt of said request, shall call a special meeting of the Executive Board to consider the request.
 1. The Grievance Representative shall attend the Executive Board meeting.
 - a) The Grievance Representative shall make a report, which includes all pertinent facts regarding the grievance.
 - b) The Grievance Representative shall supply the Executive Board with a copy of the formal responses made by both parties at the lower levels of the grievance procedure.
 2. The Regional UniServ staff member shall be consulted as to whether or not the Organization should initiate arbitration.
 3. The Executive Board shall make its decision on this request based on the following criteria:
 - a) The duty to provide fair representation;
 - b) The merits of the grievance, such as the evidence supporting the claim;
 - c) The potential deterrent effect on management of pursuing arbitration on that grievance;
 - d) The precedent that favorable resolution would set;
 - e) The Organization resources;
 - f) The problems created or resolved by a favorable decision on the grievance.
 4. The Executive Board shall, upon hearing and duly considering the facts bearing on the grievance, decide by a majority vote whether to initiate arbitration.
 - a) The Executive Board has fifteen (15) days from the receipt of the request to approve/disapprove arbitration.
 5. The President shall draft a written notification of the results of the Executive Board meeting to be communicated to the Grievant.
 - a) In the event that it is decided not to initiate arbitration, the President shall provide the Grievant with a written statement detailing the reasons for the decision.

IX. NEGOTIATIONS

- A. Prior to the expiration of any current contract with the district, the President shall cause such action to be taken as may appear necessary to prepare on a timely basis a contract proposal to be used to initiate negotiations with the district.
 1. Prior to presentation to the Board of Trustees of the School District, the initial proposal shall be presented to the Executive Board for recommendation and to the Representative Council for approval.
- B. Timeline
 1. Prior to a contract sunshining, a survey shall be sent to all members to collect data pertaining to concerns that members would like to be addressed in the upcoming contract negotiations.
 2. Prior to sun-shining, the survey responses are collected and data is disaggregated and discussed amongst the Negotiation Team.
 3. In February, the sunshine notice will be disseminated to the Membership and will be submitted to the District and Board of Trustees.
- C. In the event the Bargaining Team reaches a tentative agreement on a contract

with the Board of Trustees' Representative per the one-person, one-vote policy (FSTO Bylaw VI.B.2):

1. The Executive Board shall, by majority vote, recommend action on the Tentative Agreement to the Representative Council. A printed copy of the Tentative Agreement shall be in the hands of the Executive Board members at least five (5) days prior to voting.
 2. The Representative Council shall consider the Tentative Agreement and by majority vote recommend that the Members either ratify or reject the Tentative Agreement. A printed copy of the Tentative Agreement shall be in the hands of the Representative Council members at least five (5) school days prior to voting.
 3. The President shall authorize a ratification election after the Representative Council has considered the Tentative Agreement. A printed copy of the Tentative Agreement shall be in the hands of the Members at least five (5) days prior to voting.
 4. Any Tentative Agreement shall be deemed ratified by the Organization if a majority of Members have voted to accept the agreement.
- D. In the event that an agreement with the Board of Trustees' Representative cannot be made, the President and the Executive Board shall recommend to the Representative Council such action as may appear necessary to precipitate an agreement.
- E. In the event no tentative agreement appears possible, the President with the advice and consent of the Executive Board and the approval of the Representative Council is empowered to conduct a vote of the Membership in order to authorize a strike.
- F. In the event a tentative agreement to improve the extant contract is reached during negotiations for the next Master Contract, the Representative Council and the Executive Board, upon recommendation from the Bargaining Team, shall by majority vote approve/disapprove said tentative agreement.
- G. The President may, for the good of the Organization or its Members, recommend the reopening of negotiations to improve any part of an extant contract.
1. Any proposal for opening such negotiations shall be approved by a majority vote of the Executive Board and the Representative Council.
 2. Negotiations will be conducted by the Bargaining Team and will be subject to the same process as outlined above for full contract negotiation.
- H. All contractual issues are subject to the laws and rules of the Public Employees Relations Board. (<http://www.perb.ca.gov/>).

X. PROCEDURE FOR SELECTING LOCAL CANDIDATES FOR FSTO ENDORSEMENT.

- A. Preliminary Selection Progress
1. When there is an incumbent who has demonstrated a history of public comments and a voting record that has shown a commitment to public education and a respect for unionism, the Representative Council may vote to early endorse the individual as a friendly incumbent in lieu of interviewing the candidate.
 2. In the event there is no early endorsement of a friendly incumbent, an interview committee, selected by the President and confirmed by the Executive Board, will conduct interviews.

3. The Executive Board may select any number of appropriate candidates or may recommend no endorsements to Representative Council.
 4. Based on majority vote, the Representative Council will select the most appropriate candidates, if there is any, for FSTO endorsement.
- B. Interview Process
1. Each local candidate will be invited to interview with an interview committee.
 2. Each interview will be approximately fifteen to thirty (15 - 30) minutes.
 3. A series of questions will be developed by the Representative Council before the interviews.
 4. Each candidate will be asked the same questions.
 5. Time will be provided in each interview for the candidate to make an opening and a closing statement if the person desires.
 6. If more information is desired by the Executive Board after the interview, efforts will be made to obtain that information.
- C. Final Selection Process
1. The recommendation of the Executive Board will be presented to the Representative Council.
 2. In addition to a verbal report, a written summary of each recommended candidate's statement and positions will be presented to the Representative Council.
 3. After a thorough verbal and written report, the Representative Council will vote to accept, amend, or reject the recommendations of the Executive Board.
 4. The results of Representative Council action will be presented to full FSTO Membership along with any information the Representative Council deems appropriate.
- D. Endorsement Activities. The endorsement activities may include, but not be limited to, the following:
1. Written endorsement in FSTO publications.
 2. Recommendation of additional financial support from CTA.
 3. Distribution of campaign material through such means as a comprehensive mailer, signs, buttons, and door-to-door handouts.
 4. Solicitation of contributions from individual Members to individual campaign funds.
 5. Paid endorsements when possible in the mass media.
 6. Use of CTA resources to reach all CTA Members in the voting area.
 7. Telephone contacts, personal contacts, and other person-to-person contacts.
 8. Donation of FSTO PAC Funds to the endorsed candidate's campaign.

XI. COMPENSATION OF ELECTED OR APPOINTED POSITIONS

- A. The Representative Council will determine compensation for services provided by the following:
1. Rep Council Members;
 2. Executive Board Members;
 3. Bargaining Team Members (during negotiations and in "off" years);
 4. Special Committee Members.
- B. Stipends shall be voted on yearly, in accordance with the annual budget
1. The stipend table below reflects the stipend disbursement schedule.

Position	Stipend Amount - December	Stipend Amount - May
President	\$1500	\$1500
Vice President	\$500	\$500
Secretary	\$500	\$500
Treasurer	\$500	\$500
Bargaining Chair	\$500	\$500
Bargaining Team	\$250	\$250
Elections Chair	\$500	\$500
Communication Chair	\$500	\$500
Insurance Chair	\$500	\$500
Executive Board Member	\$500	\$500
Rep Council Member	\$20 per Rep Council meeting attended; \$100 maximum	\$20 per Rep Council meeting attended; \$100 maximum
PAC Chair	\$250	\$250
PAC Treasurer	\$250	\$250
Special Education Chair	\$250	\$250

FSTO STANDING RULES: REVISED 9/19/23

FSTO STANDING RULES: REVISED AND APPROVED 8/20/24

FSTO STANDING RULES: REVISED AND APPROVED 8/5/25