

# STANDING RULES



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**FRESNO TEACHERS ASSOCIATION  
STANDING RULES**

**I. RULE I - PRESIDENT'S JOB DESCRIPTION**

**A. GENERAL RESPONSIBILITIES**

1. Provide leadership and direction in the development of Association policy matters to be established by the Executive Board, Representative Council and the Membership;
2. Plan and conduct the above governance meetings;
3. Secure volunteers for all Association committees, task forces, joint FTA/District Committees and any ad hoc groups needed to perform a special task;
4. Identify, by September 30 of each year, the specific tasks to be undertaken by each committee or task force and meet with committee chairpersons to transmit such tasks. Other ad-hoc committees or task forces appointed after September 30th shall meet the above requirements as soon as possible;
5. Develop leadership training for actual and potential Association leaders;
6. Comply with the Association's policies, bylaws, and standing rules;
7. Serve as the official spokesperson for the Association, unless the President specifically delegates such functions to another person;
8. Visit faculties in all District schools , to the extent possible.

**B. SPECIFIC RESPONSIBILITIES**

1. Shall preside at all governance meetings of the Fresno Teachers Association;
2. Shall call special meetings of the Representative Council or the Executive Board;
3. May serve as a non-voting, ex-officio member of all Association Committees, with the exception that he/she may not serve on the Election Committees;
4. Shall appoint all Committee chairpersons, and suggest all committee members, with approval of the Executive Board;
5. Shall represent the Fresno Teachers Association at state and national association meetings where representation is appropriate;
6. Shall be responsible, with the assistance of the Executive Board and Professional Staff, for a calendar of events for the current year;
7. Shall attend the meetings of the Fresno Unified School District Board of Education and prepare and present Association positions when appropriate;
8. Shall attend the meetings of the California Teachers Association State Council of Education as an elected delegate, when eligible, otherwise as ex-officio;
9. Shall, in conjunction with professional staff, participate in significant meetings with FUSD Administration, the FUSD Board of Education members and other community leaders;
10. Shall serve as editor of the Association's official publications and, as such, be responsible for making all editorial decisions;

11. Shall propose Association program priorities for the coming year to the Representative Council not later than the regular March meeting;
12. Shall present, at the May meeting of the Executive Board, a written report evaluating the progress of the Association in regard to established program priorities;
13. Shall assume responsibility for the fulfillment of duties by all officers of the Association and maintain compliance with Association Bylaws and Standing Rules;
14. Shall assume responsibility for reporting to the Executive Board professional staff actions which are allegedly not in conformance with Association Policy;
15. Shall, in conjunction with the professional staff, prepare agenda for Association meetings;
16. Shall be responsible for keeping records of Association proceedings and for overseeing the preparation and distribution of the minutes of the Representative Council and Executive Board;
17. Shall maintain contact with membership through school visitation or other appropriate means, and communicate membership concerns to the Executive Board;
18. Shall serve as official spokesperson for the Association with all public media;
19. Shall serve as liaison with appropriate community organizations;
20. Shall report the State of the Association in writing to the membership at the May Representative Council meeting;
21. Shall serve on all Contract Development Committees;
22. Direct, with the approval of the Executive Board, the negotiations and grievance programs that pertains to the Association.
23. Shall fulfill such other responsibilities as directed by the Representative Council or Executive Board;
24. For purpose of interpretation, the term of the Immediate Past President shall constitute a one-year term of service as a voting member on the executive board. Term of office will begin immediately after leaving office as the President of the Association.

#### **C. EVALUATION**

1. The President shall be evaluated annually on the basis of the degree to which he/she fulfills his/her responsibilities as specified above.
2. The President's evaluation shall be conducted during the month of March by the Executive Board.
3. Members of the Executive Board and such other Association members as the Executive Board may designate shall develop an evaluation instrument for use in the evaluation of the President.
4. The President shall be provided with a written summary containing all pertinent points developed through his/her annual evaluation.
5. Further details concerning the evaluation procedure may be developed through discussions and agreement by the Executive Board.



6. All evaluations are to be considered confidential personnel matters only for use by the Executive Board and the President in meeting the goals of the Association.

#### **D. FULL-TIME RELEASE PRESIDENT'S SUMMER SALARY**

1. The full-time release President is paid according to placement on the FUSD salary schedule. FUSD will be reimbursed by FTA for contracted salary and all benefits. FTA pays the full-time release President an additional 20% for duties performed during the period of time when traditional school is not in session.
2. Even though the President's term of office is from July 1 to June 30, the additional salary will be effective August 1 to July 31 (the current FUSD employment contract year).
3. The rationale is that the President's entire stipend will be utilized for retirement and other benefits calculations. It will also eliminate the necessity for FTA to fund the employer portion of employment taxes directly as well as Workman's Compensation.
4. It will be FTA's responsibility to inform FUSD each year of the President's gross salary. This will become effective August 1, 2002.

### **II. RULE II - PROFESSIONAL STAFF AND ASSOCIATE STAFF**

#### **A. AUTHORITY**

1. The Fresno Teachers Association shall employ a professional staff consisting of an Executive Director, and two (2) Associate Executive Directors and such additional personnel as may be required by the Representative Council through policy and budgetary provisions.

#### **B. GENERAL**

1. The Executive Director shall be directly responsible to the Executive Board when acting for and/or on behalf of the Fresno Teachers Association.
2. Professional and associate staff members shall be responsible to the Executive Board through the Executive Director when acting for and/or on behalf of the Fresno Teachers Association.
3. In the event that a question arises concerning interpretation of Association policy or intent of the Board, the Executive Director shall take direction from the Executive Board. The professional and associate staff members shall comply with the Executive Board's interpretation of Association policy and intent of the Executive Board.
4. Professional and associate staff members shall work at the direction of the Executive Director.

#### **C. EVALUATION**

1. Each professional staff member shall be evaluated annually on the basis of the degree to which he/she fulfills his/her assigned functions and duties as specified in the staff contract.
2. The Executive Board shall evaluate the Executive Director in March.

3. The Executive Board shall have an opportunity to provide input regarding the performance of assigned functions and duties of the associate staff in December and the professional staff in March.
4. The Executive Director shall conduct associate and professional staff evaluations in January and April respectively.
5. Each Staff member shall be provided with a written statement of all pertinent points on his/her evaluation.
6. Members of the Executive Board and such other Association members as the Executive Board may designate shall work with the Executive Director, associate and professional Staff respectively to alter or develop new staff evaluation instruments.
7. Further details concerning the evaluation procedure may be developed through discussions and mutual agreement between the associate and professional staff members and the Executive Board.

### **III. RULE III - COMMITTEES AND TASK FORCES**

#### **A. GENERAL**

1. Standing committees of the Fresno Teachers Association shall be those listed under the provisions of this rule and those specified in the Bylaws.
2. Additional Association Committees and/or Task Forces may be established on an ad-hoc basis through official action of the Executive Board or the Representative Council.
3. In conformance with Association Bylaws, Committee Chairpersons shall be appointed by the President subject to approval, by majority vote, of the Executive Board. Appointments of Standing Committee Chairpersons will normally be submitted to the Executive Board at its regular September meeting.
4. Committee Chairpersons shall serve at the discretion of the Executive Board.
5. Additional members may be appointed to Standing Committees by the President with the approval of the Executive Board.

#### **B. STANDING COMMITTEES**

1. The standing Committees, along with the types of activities or concerns with which each shall deal, shall be as follows:
  - a. Retirement
    - 1) Promotes an awareness among Association members concerning provisions of the State Teachers Retirement System;
    - 2) Promotes support of legislation aimed at improving the Retirement System;
    - 3) Provides for the appropriate recognition of retiring Association members
  - b. Social Courtesy (Chairperson only)
    - 1) Extends appropriate social courtesies on behalf of the Association at times of serious illness, bereavement, etc.
  - c. Bargaining Team
    - 1) Criteria for Appointments



- a) The Bargaining team and alternates should represent the diverse interests of bargaining unit members. The selection of team members and alternates requires the consideration of age, sex, grade level, subject field, race and ethnicity, in individuals who have demonstrated the following qualities:
  - i. Commitment to advancing the profession and economic interest of teachers
  - ii. Willingness to take risks for a cause or principle
  - iii. Good command of language and ability to articulate ideas and arguments persuasively
  - iv. Ability to act decisively and responsibly under pressure
  - v. Loyalty and integrity which are beyond question
  - vi. Ability to function as a team member
  - vii. Commitment to be well-prepared and willing to expend the time necessary to participate as an active team member

### **C. ACTIVITIES, REPORTS AND RECOMMENDATIONS**

#### **1. Activities**

All association committees and task forces shall be advisory to the Executive Board.

- a. Committees and Task Forces shall meet as deemed necessary by their members except Standing Committees shall meet for organizational purposes no later than October 15 of each year.
- b. Committee and Task Force Chairpersons may schedule meetings and the use of Association facilities and may have notices of meetings sent to members by providing necessary information to the Association's associate staff.
- c. All additional requests for secretarial work by committees and task forces shall be made through and given approval by the Executive Director or designee.
- d. Committee and task force activities requiring any substantial expenditure of Association funds must be given prior approval by the Executive Board.

#### **2. Reports**

- a. Committees and task forces shall be assigned their tasks early in the school year and make periodic reports to the Executive Board concerning progress towards the accomplishment of those tasks.
- b. Whenever possible, progress reports shall be presented in printed form.

### **IV. RULE IV – NOMINATIONS AND ELECTIONS**

The Chapter shall follow and members are entitled to the rights contained in the CTA Requirements for Chapter Election Procedures published annually with the CTA Elections Manual.

**A. NOMINATION PROCEDURE**

1. Declaration of Candidacy forms shall be made available to all members at the FTA office during the prescribed period for nominations. During this time any member may nominate any other unit member, including himself/herself for office. The timeline for nominations and the Declaration of Candidacy forms shall be presented and approved during the January Executive Board meeting.
2. Nominations may be made from the floor at the regularly scheduled Representative Council meeting based on the election timeline.
3. The written acceptance of all nominations from the floor must be received in the Association office by 5:00 pm on the third school day following the nominations from the floor.
4. 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.

**V. RULE V - COLLEGE CIRCLE CORPORATION****A. AUTHORITY**

1. For purposes of maintaining a cooperative liaison with other corporate entities in carrying on the effective and mutually satisfactory administration and use of properties contained within the bounds of Fresno Street on the West, Barstow Avenue on the North and including Farley Circle on the East and South of the Fresno Teachers Association property, the Association shall maintain membership in the College Circle Corporation.

**B. REPRESENTATIVES**

1. In conformance with the Bylaws of the College Circle Corporation, the Association shall designate a representative to serve on the Corporation's Board of Directors.
2. FTA Representatives on the College Circle Corporation Board of Directors shall be directly responsible to the Executive Board and shall keep the Executive Board informed on the affairs of the Corporation.

**VI. RULE VI - NAMING AND CERTIFICATION OF REPRESENTATIVE COUNCIL MEMBERS****A. ELECTION**

1. In conformance with Association Bylaws, Article III-C, Sections 8 and 9, FTA Units shall elect their representative(s) and alternate(s) for the coming current school year in April, or as soon thereafter as possible.

**B. REPORTING**

1. Names of newly elected Unit Faculty Representatives and Alternates shall immediately be reported to the Association by the Unit's current representative.
2. Reporting of names should be in writing, on forms provided by the Association Office.



## **VII. RULE VII - ESTABLISHMENT OF FULL COMPLEMENT AND QUORUM OF THE REPRESENTATIVE COUNCIL**

1. The total number of duly elected Unit Representatives recorded at the FTA office will constitute a full complement of the Representative Council.
2. A quorum will consist of a majority of the duly elected Representative Council members.

## **VIII. RULE VIII - FISCAL POLICIES**

### **A. INVESTMENT POLICY**

The investment policy of the Association is to safeguard the savings accounts and reserves of the Association while earning interest on such reserves. The responsibility to insure that the majority of the Associations' reserves are covered by FDIC or NCUSIF insurance shall be conducted under the direction and supervision of the Association's Executive Director in cooperation with the Treasurer. Accounts that are not FDIC or NCUSIF insured can be used to maximize Association investment options and earnings. Reports as to the status of reserve funds are to be made to the Executive Board a minimum of every 3 months.

### **B. AUTHORITY**

1. Broad control over the fiscal operation of the Association shall rest with the Representative Council through its power to establish an annual budget, and to revise that budget as it deems necessary in broad budgetary categories. (Amended March 7, 2005)
2. The Executive Board shall exercise more specific control over the Association's fiscal affairs as follows:
  - a. By defining the scope of budgetary categories through the adoption of a detailed description of budgetary categories;
  - b. By conferring upon appropriate persons the authority to act as signatories on the Association's checking accounts;
  - c. By directly authorizing the establishment and closing of Association's savings and reserve accounts;
  - d. By maintaining control over the withdrawal of funds from the Association's savings and reserve accounts;
  - e. By exercising direct control over major commitments and/or expenditures of Association funds other than those of a routine nature;
  - f. By authorizing the expenditure and/or transfer of funds from the Contingency Account;
  - g. By otherwise maintaining an awareness of the Association's fiscal operation and giving direction to that operation as the need arises.
3. In conformance with Association Bylaws and Standing Rules, the fiscal affairs of the Association, other than those specifically designated as the responsibility of the Representative Council and/or the Executive Board shall be conducted under the



direction and supervision of the Association Executive Director in cooperation with the Treasurer.

**C. BUDGET DEVELOPMENT, APPROVAL AND REVISION**

1. Budget Task Force
  - a. The President of the Association shall appoint a Budget Task Force from among the membership of the Executive Board and the Representative Council no later than the regular January Board meeting each year.
  - b. The Budget Task Force shall include the President, the Past President and the Treasurer. Additional Executive Board members and members of the Representative Council may serve. The Executive Director and/or his/her designated staff representative shall be included in deliberations of the task force.
  - c. The work of the Task Force will normally be considered complete with the final passage of a budget for the next fiscal year by the Representative Council.
  - d. The Budget Task Force shall prepare and present a preliminary budget for the consideration of the Executive Board no later than the Board's regular March meeting.
2. The Executive Board is responsible to present a budget to the Representative Council:
  - a. The preparation and approval of a proposed budget will be completed in March and forwarded to the Rep Council at the April meeting for review and discussion, and be submitted to the Rep Council at the May meeting for final adoption.
  - b. The establishment of proper procedures for the safekeeping of and the accounting of all Association funds.
  - c. The incurring of indebtedness in the name of the Association for such sums as are necessary for current operations as well as any sums for a major project of the Association, provided that such project has been approved by the Rep Council.
  - d. The responsibility of an audit with an independent auditing firm, once every year (according to CTA policy).
3. Additional steps to be followed in the preparation and adoption of the Association's budget for the coming fiscal year shall be in conformance with provisions contained in the Bylaws.
4. The budget shall be revised as necessary during the fiscal year by the Representative Council, or by the Executive Board when authorized to act on behalf of the Representative Council, in order that all budgetary accounts shall be maintained with a positive balance. To this end the Executive Board has the authority to re-allocate funds within broad budgetary categories during the fiscal year as long as the total amount budgeted for the category is NOT changed. (Amended March 7, 2005)

**D. TREASURER'S REPORT**

1. Treasurer's Report shall be prepared by the Association's Bookkeeper in cooperation with the Treasurer and the Executive Director at the end of each quarter. The report shall be presented to the Executive Board at their next regular meeting following receipt of each quarterly financial statement.
2. Treasurer's Reports shall include both income and expenditures as of the end of each quarter and shall indicate the following information for each:
  - a. INCOME - Budgeted, Received,
  - b. EXPENDITURES - Budgeted, Expenditures to Date, Balance
3. Treasurer's Reports will also include any special information requested by the Executive Board.

**E. FINANCIAL STATEMENTS AND/OR AUDITS**

1. Preparation of the annual audit (as required by CTA) shall commence at the conclusion of the Association's fiscal year, August 31, as prescribed by the Association Bylaws (Article III--B, Section 3 A. 18).
2. Copies of the completed audit shall be presented to the Executive Board and placed on file in the Association office and shall be available for examination by any current member of the Association.

**F. PAYMENT APPROVAL FORMS**

1. Reimbursement Vouchers shall be prepared for filing prior to the issuance of any and all payments by the Association.
2. Reimbursement Vouchers shall indicate the following: name of payee, amount of payment, explanation of payment, date of invoice, date check issued, check number and budget account number to which the payment is charged. No check will be issued without a signed Reimbursement Voucher.
3. Reimbursement Vouchers shall be initialed (as approval for payment) by any two of the following persons: the President, the Executive Director, the Treasurer.
4. Decisions concerning the budgetary category to which an expense is to be charged, shall be made in conformance with the Detailed Description of Budgetary Categories by the Executive Director.
5. Reimbursement shall dependent upon a written/oral report from the attendee of any conference concerning the information and it application to the programs of the Association at a meeting or in a manner designated by Executive Board upon granting of the request for such reimbursement. (Approved March 7, 2005)

**G. CHECKING ACCOUNTS AND CHECKS**

1. The Association shall maintain such checking accounts as are necessary for the proper conduct of Association business as determined by the Executive Director.
2. Association checks shall, under normal circumstances, be signed by two of the Executive Officers of the Association, president, vice president, or treasurer and in



emergency/special circumstances either professional staff or associate staff. Written direction from the EB is required for professional and associate staff to sign such checks in the absence of all of the Executive Officers. (Amended September 4, 2007)

#### **H. SAVINGS ACCOUNTS**

1. 1. The Association shall maintain such savings accounts as are deemed appropriate and necessary by the Executive Board.
2. The Executive Board shall take official action to designate those persons who shall have the power to offer their signatures for purposes of withdrawing funds from these accounts.
3. Withdrawals of funds from Association designated reserve accounts shall take place only at the direction of the Executive Board.

#### **I. PERSONAL EXPENSES, TRAVEL EXPENSES, AND RESPONSIBILITIES**

1. Persons entitled to reimbursement for personal or travel expenses while on official Association business must submit the prescribed EXPENSE VOUCHERS for such reimbursement.
  - a. Receipts must be provided for lodging, transportation, and all other expense items as described on the FTA expense form.
  - b. Receipts and names of participants are required for reimbursement of group meals.
  - c. All expense vouchers must be filed within thirty (30) calendar days of the end of the month in which they are incurred. Claims filed more than sixty (60) calendar days after the end of the month in which they are incurred shall require approval by the FTA Executive Board.
2. Expenses incurred by authorized persons while in performance of services to the Association shall be reimbursed on an actual cost basis as described on the FTA expense form.
3. Persons who of necessity utilize their personal vehicles for travel on behalf of the Association shall be reimbursed at the CTA governance rate.
4. All duly elected delegates to the NEA Representative Assembly will be reimbursed in the following manner:
  - a. Upon completion and signing of the NEA travel reimbursement request form, the delegate will be forwarded payment equal to half of the designated delegate allotment amount.
  - b. Upon return from the NEA RA (within 30 calendar days per Standing Rules) the delegate must complete an FTA Expense Voucher for all allowable expenses in order to receive remaining reimbursement allotment.
  - c. In order to receive full reimbursement of expenses the delegate must perform the duties listed below. Should any delegate fail to perform all of these duties their reimbursement will be pro-rated.



5. NEA RA Delegate Responsibilities:

- a. Each delegate will be expected to arrive in time to attend the first California caucus and remain through the completion of the last business session of the RA. This will allow time needed to register as an official delegate to the Representative Assembly with both the California delegation and the NEA.
- b. Each delegate will be expected to attend all morning and business caucuses of the California delegation. Normally each morning caucus begins at 7:00 AM daily. Delegates must be registered with the California delegation to participate in the caucus. Delegates shall remain through the conclusion of the convention.
- c. Each delegate shall attend all business meetings of the R.A.
- d. Each delegate is strongly encouraged to attend NEA Budget Committee hearings, Resolutions Committee hearings, Bylaw Committee hearings, speeches by prominent national figures, etc.
- e. Each delegate should take into consideration CTA State Council and caucus policy when voting.
- f. Each delegate is strongly encouraged to participate fully in all other activities of the California delegation.
- g. Each FTA local delegate will be expected to sit with the FTA delegation on the R.A. floor or to inform the President where he or she will be seated. This is to ensure ability to communicate R.A. business, locate delegate in case of personal emergency, as well as to verify attendance.
- h. The President or their designee will take roll at various times throughout the days of the convention, starting with the California Caucus on July 1st.
- i. I understand my failure to attend the morning and business caucuses, or if I fail to notify the President or designee of a valid reason for absence I will be responsible for all costs incurred. I further understand that, as an FTA delegate, my attendance is being directly funded by membership dues.

**J. CRISIS, ARBITRATION, & LEGAL DEFENSE FUNDS**

1. The Crisis, Arbitration, and Legal Defense account has been established to cover a variety of known and unknown expenditures and potential expenditures. By their very nature expenditures in this area are generally unplanned. An undefined crisis, a grievance going to arbitration, the need for legal advice or service are situations that develop and often times require immediate action that involves the expenditure of Association funds.
2. Expenditure of funds will conform to the following:
  - a. Expenditures from the current year's budget for legal advice, opinions, services, etc., will be made through the normal voucher process.
  - b. Expenditures from the current year's budget for arbitration, court costs, legal fees for an individual member will be brought to the Executive Board for approval.
  - c. Proposed expenditures from the reserve account will be brought to the Executive Board for consideration and authorization.

**K. BUILDING RESERVES**

1. At the end of the fiscal year any surplus funds in the Reserve for Maintenance/Capital Improvements budget line item (580.50) are transferred to the Building Reserve (106.051) account.

**IX. RULE IX – WAIVER PROCESS****A. CRITERIA**

In compliance with the FUSD/FTA Collective Bargaining Agreement, Article 63 – Waiver Process, a Faculty Representative may submit a waiver proposal to the FTA Executive Board for consideration. In order to be considered by the Executive Board, the waiver proposal must meet the following criteria:

1. The waiver proposal must be submitted by April 1. If April 1 falls on a weekend or a holiday, the waiver proposal must be received by the first workday following April 1. Any waiver proposal submitted after this date will not be considered and therefore denied.
2. Waiver proposals must comply with the procedures in Article 63 – Waiver Process must “encourage initiative and innovation” in teaching rather than simply
3. Extending the duty day (beyond seven hours), increasing the number of instructional minutes, and/or adding more teaching periods at the secondary level (beyond five).
4. Teachers must initiate the waiver process and/or proposal. If FTA has knowledge that the waiver process and/or proposal was initiated and/or promoted by the administration, the waiver proposal will not be considered and therefore denied.
5. The waiver proposal must cite each article of the Agreement to be waived and explain in detail the actions that would be in violation of contract language.
6. The waiver proposal must have a sunset provision, which ceases the waiver at the end of the school year in which it was implemented. By again following the
7. Procedure outlined in Article 63 – Waiver Process, teachers may submit the same waiver proposal to FTA for approval of an additional year.

**B. RECOMMENDATION**

In order to respond to questions and offer clarification on the waiver proposal, it is recommended that FTA members attend the Executive Board meeting at which their proposal is being considered.

**X. RULE X - AWARDS AND RECOGNITION****A. FRIEND OF EDUCATION**

1. PURPOSE



- a. The Fresno Teachers Association (Board of Directors) presents its local Friend of Education Award to honor a person or entity that has provided a significant contribution to the betterment of education. The award may be given annually.
2. QUALIFICATIONS
  - a. The FTA Friend of Education Award may be given to any person or entity that through leadership, acts and support on the local, state and/or national level has proven to be a true friend of education, educators or students;
  - b. The recipient should reflect the philosophy and principles of the FTA;
  - c. Nominees may be public officials or private citizens, and selection will be made regardless of age, sex, race, color, creed or sexual orientation;
3. NOMINATIONS
  - a. Any member of FTA may nominate a candidate by completing a nomination form, which can be obtained from FTA.
4. SELECTION OF RECIPIENT
  - a. A screening committee will be formed, composed of the President 1st Vice President as the chair and volunteers from the membership at large (membership at large shall mean any current member in good standing of FTA/CTA/NEA). The committee shall submit its recommendation for the award to the Executive Board for approval. (Amended March 7, 2005)
5. THE AWARD:
  - a. The FTA Friend of Education Award shall consist of an appropriately designed and engraved plaque. The award may be presented by the President and/or the President's designee(s) at the annual FTA Rep Council dinner meeting held in May or any other designated day emphasizing the importance of the Award.
6. DEADLINE FOR NOMINATIONS
  - a. The deadline for submitting nominations is March 31. Nominations should be mailed to the Fresno Teachers Association.

## **XI. RULE XI - EXECUTIVE BOARD**

### **A. QUORUM**

1. Article IX – H (of the FTA Bylaws, the Executive Board, subsection H.)
  - a. Quorum is established by majority of the duly elected, current board members.
  - b. Once quorum is reached, it is maintained until the meeting is adjourned.

### **B. TERM OF ETHNIC MINORITY DIRECTOR**

1. The term of the ethnic minority director shall be from the time of the special election until June of the following odd numbered year.

### **C. ELECTRONIC POLLING OF EXECUTIVE BOARD MEMBERS**

1. When immediate action is required, board members who cannot appear in person can participate electronically.



**D. DUTIES AND RESPONSIBILITIES (include):**

1. The appointment and removal of Professional and Associate Staff of the Association, the determination of their qualifications, the determination of their compensation, the determination of the staff employment contracts, the prescribing of their duties in addition to those specified in these Standing Rules, Bylaws, and the requiring of such agreements and bonds as may be necessary to ensure faithful service.
2. The power to initiate an informational vote, ballot, poll, survey, census, tally, ticket, will, wish, choice, etc., of the total membership. The ballot for such a survey (et. al) will carry a prominent disclaimer, to the effect that the results are intended for informational purposes only, and will not be binding on the Association
3. The power to initiate and conduct contract ratification votes, which will be binding on the Association, and provide a prompt publication of the results.

**XII. RULE XII – INSPECTION OF CORPORATE RECORDS BY MEMBERS****A. INSPECTION**

1. Any member of FTA shall be afforded the opportunity, pursuant to California law, to inspect the books, records and minutes of proceedings of Governance bodies of FTA during usual business hours for a reasonable purpose related to a member's interests in FTA. Such request to inspect corporate records shall be in writing on the FTA Request for Information form available at the FTA Office. For the purpose of this Standing Rule, the following are defined as the books and accounting records of FTA:
  - a. Minutes of the Representative Council meetings;
  - b. Minutes of open sessions of regular and special meetings of the Executive Board;
  - c. Treasurer's Reports to the Representative Council;
  - d. The Annual Audit Report;
  - e. The Agency Fee Payer ("Hudson Report") financial statements required to implement the annual arbitration of agency fee amounts.

**XIII. RULE XIII– ANNUAL DETERMINATION OF NUMBER OF FACULTY REPRESENTATIVES PER SCHOOL****A. DETERMINATION DATE**

1. The number of Faculty Representatives representing each unit shall be determined annually and be based on the number of FTA members per unit on April 1. This number shall remain in force for the next school year.

**B. CHANGES and ADJUSTMENTS**

1. If the staff of an FTA unit increases or decreases enough to change representation by October 1 of the current school year, the FTA members of that unit can, by vote, adjust the number the representatives accordingly. Faculty Representatives shall be informed of the number of representatives for each unit at the Representative Council meeting in October.