

# GLENDALE TEACHERS ASSOCIATION

## STANDING RULES

### **Rule 1. Affiliations and Governance**

#### A. Affiliations:

1. The Glendale Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
2. The Glendale Teachers Association shall be an affiliated local association of the National Education Association (NEA).
3. The Glendale Teachers Association shall be affiliated with the Glendale-Burbank UniServ (GBU).

#### B. Governance:

1. Definition: Governance is defined as the process by which decisions are made and implemented by the members of the Association, acting through duly constituted governance bodies.
2. Governance Bodies: The governance bodies of the Association, in the order of their rank and precedence, shall be the following:
  - a. The General Membership - Governance actions taken by this highest level shall be exercised through the processes of initiative and referendum elections, and through the direct membership election of voting representatives to the policy-making body.
  - b. Policymaking Body - The Representative Council shall act for the general membership as the policymaking legislative body of the Association.
  - c. Executive Body - The Board of Directors shall be the policy executing body of the Association.
3. Authority and Restrictions: The actions of all governance bodies shall conform, in order of priority, with the provisions of law, the Constitution filed with the Secretary of State of California as Articles of Incorporation for the Association, and these Bylaws.

### **Rule 2. Corporate Seal**

1. The form of the corporate seal of the Association shall be as follows: Glendale Teachers Association, Inc. Incorporated June 10, 1955 California.
2. The Administrative Assistant shall have custody of the official seal of the Association, which shall be used on such documents and publications as may be required by law, and as may be determined by the Executive Board.

**Rule 3. Headquarters**

1. The headquarters office of the Association shall be located at 3233 North Verdugo Road, Glendale, CA 91208.

**Rule 4. Bonding**

1. Each officer or employee of the Association who is entrusted with the receipt, safe-keeping, or disbursement of funds of the Association shall be placed under a bond in such amount as the Executive Board may determine.

**Rule 5. Audit**

1. The accounts and other financial records of the Association may be audited annually by a public accountant to be designated by the Executive Board.

**Rule 6. Fiscal Year**

1. The fiscal year of the Association shall commence on September 1 and end on August 31 of the following year.

**Rule 7. Official Publications**

1. The official publication of the Association shall be the *GTA Advocate*, published at least quarterly each school year.

**Rule 8. Membership List**

1. No member or employee of the Association shall be authorized to give a list or partial list of members' names and addresses to anyone without the affirmative vote of two-thirds of the members of the Executive Board.

**Rule 9. Attendance at Conference and Professional Meetings**

1. No person shall have authority to attend conferences or the professional meetings as an official representative of the Association unless such representation has been approved according to the Bylaws or the Executive Board. The President may authorize representation when time does not permit the Executive Board to do so.

**Rule 10. Expense Reimbursement**

1. The Association shall reimburse members and employees who represent the Association in an official capacity for actual and necessary expenses subject to budgetary restrictions.
2. All expenses shall be itemized and accompany claim forms furnished by the Association and shall be submitted during that fiscal year.
3. Receipts for all expenditures are required where provided by the facility. Receipts must accompany claims for reimbursement for lodging, telephone calls (where possible), purchase of supplies and equipment, telegrams, transportation, etc.

4. The Association shall determine on a yearly basis the monthly stipend allocated to the NEA Representative Assembly Delegates (during budget development).
5. For local conferences within a radius of 150 miles, the Association will reimburse for mileage at the IRS published rate.
6. Each site may request reimbursement for expenses related to member engagement and activities up to \$5 per member per year.

**Rule 11. Nominations and Elections**

A. Elections Committee

1. There shall be a standing Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible.
3. The Committee shall be composed of at least three members who are not on the Executive Board, who are familiar with the unit operations, 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. A member shall abstain from participation in Elections Committee activities during the period in which s/he or her/his immediate family member is a candidate.

B. Election Requirements

1. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). The only qualification for office shall be Active membership in the chapter.
2. Every Active member shall be assured of voting by secret ballot.
3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.
4. There shall be an all-Active member vote. A member who is on a dues paying leave shall be sent election information by mail or email to his / her last known residence and/or email address.
5. A chapter shall provide means for all Active members to vote (including vote 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 of issuance of the ballot or on an envelope when

returning the voted ballot.

#### 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.
2. The timeline for the election shall include dates for:
  - a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmark date.
  - b. Date for acknowledgment of declarations from candidates.
  - c. Date for preparation of ballots.
  - d. Date on which ballots will be distributed.
  - e. Date(s) when voting will take place.
  - f. Deadline date, time and place for return of ballots, (date received, not post-mark date).
  - g. Date, time and place where ballots will be counted.
  - h. Date(s) that announcement of results will be made to leadership, candidates and members.
  - i. Dates and timelines for run-off election, if necessary.
  - j. Deadline for filing of challenges (date received, not post-mark date).

#### E. Finances and Use of Unit Resources

1. Chapter 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 a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.
3. A unit may not state or indicate its preference for a candidate in the unit's publications.
4. 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.

#### F. 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 the name and address of school sites and the number of Active members at each site for the purposes of campaigning.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

#### G. Ballot

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

#### H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
  - a. At School Site/Specified Voting Site

- 1) Voting At School Site(s)/Specified Voting Site Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- 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:
      - (1) A ballot;
      - (2) 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;
      - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
      - (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
    - c) 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.

- d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
- e) All inner envelopes shall be placed in a separate receptacle.
- f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
- g) Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote.

b. By Mail

When the voting is conducted by mail, the procedure shall be as follows: Active members who are on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- 1) A list of current Active members shall be prepared, which includes the following: name, school and home address.
- 2) The mailing list shall exactly correspond to the current official roll of voting members.
- 3) Each voter shall be provided with:
  - a) A ballot;
  - b) Instructions on:
    - (1) Folding and placing of the ballot in the unsigned inner envelope;
    - (2) Placing of the unsigned inner envelope into the outer envelope;
    - (3) Signature and school on the outer envelope addressed to the chapter;
    - (4) Deadline date for receipt of the voted ballot at the chapter office.
  - c) Inner envelope; and,
  - d) 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.
- 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.

## I. 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 fifty percent (50%) 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: [*See the Election Timelines, Procedures, and Guidelines in the CTA Elections Manual.*]
  - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
  - b. If the unit is within a multiple unit electoral district, results must be sent to the Service Center Council Elections Committee to determine if a candidate has received a 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 majority or plurality vote, as defined in the unit's governance documents. 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.
9. For NEA State Delegates, the election will be by majority or 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 Service Center Council, which will forward the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official CTA Elections Manual.

## J. 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 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.
  - 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 appropriate body shall decide:
  - a. to count the votes which have been set aside;
  - b. not to count the votes which have been set aside; or
  - c. if the election should be conducted again.
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.



## K. Observers

1. Each candidate shall be allowed to have an observer(s) (put appropriate number if more than one) at the vote counting site and shall give the name(s) of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

## L. Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. The challenging party(ies) must notify the unit president of a challenge in writing within ten (10) days after the announcement of the results of the election.

The notification must:

- a. Specify which requirement has been violated.
  - b. Include evidence, insofar as possible.
  - c. List names and addresses of parties who can give evidence.
3. Within ten (10) calendar days after receipt of the challenge, the unit Elections Committee shall, in accordance with the unit's bylaws and standing rules, conduct an investigation and determine whether:
    - a. The challenge alleges a violation of the unit's elections requirement.
    - b. The challenge is supported by appropriate documentation.
    - c. More information is needed, in which case, the information will be obtained via the most feasible method.
    - d. The alleged violation may have affected the outcome of the election.
  4. The Elections Committee shall submit a report including issues and recommendations to the Chapter President and the Chapter Board of Directors/Executive Board. The Governance Board shall act on the report immediately at its first opportunity.
  5. If an individual wishes to appeal the decision of the governance body of the unit, or if the governance body fails to act, he/she may file an appeal within ten (10) calendar days from the date of the filing of the challenge by writing to the CTA President.
  6. 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.

## M. 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 45 school days shall be permitted to obtain the signatures of at least 10 percent 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 5 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 7 school days in which to gather and submit the necessary signatures. The chapter president shall have 3 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### N. 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 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 15 school days after action by the Representative Council, provided that the period that school is officially not in session shall not be included in 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.

#### O. Recall Procedures

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.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 60 school 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.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 10 school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the Active members no less than 20 school days after verification of membership. The period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. Any necessary supplementary rules governing recall that are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.

#### P. Online voting

The Board of Directors shall determine at the beginning of each school calendar year whether to use in-person voting or an online voting platform. At any time during the school year, the Board of Directors may vote to revert to an alternate voting format.

Should the Board of Directors elect to use electronic voting, the following provisions in Standing Rule 11, Sec. P shall supersede all conflicting rules in other sections of Rule 11.

1. The Board of Directors shall select an online voting platform that meets all requirements for secure and accurate voting as determined by the California Teachers Association and any applicable GTA policies and rules.
2. Timelines for all voting and elections shall remain consistent with in-person voting provisions.
3. The Elections chair and committee shall work with the GTA Executive Board to determine the policies and procedures used to ensure fair and confidential voting at all sites.
4. If the online voting platform requires the use of emails to ensure fair elections, Site Reps shall maintain a list of all member personal emails and shall communicate changes to the GTA office at least two weeks prior to an election. Members may also contact the GTA office directly with any changes to personal emails used for voting purposes, as long as those requests are made at least two weeks prior to the election date.
5. The GTA Elections chair and committee shall determine the means by which members are reminded to vote in an election. As a baseline requirement, all members shall receive at least two emails to their personal email address reminding them to vote in any election.
6. Members are responsible for checking their personal email on file with GTA during the voting window, and shall contact the GTA office during the election window if they have not received an email invitation to vote or if they are experiencing other difficulties related to voting.
7. All results will be certified by the online voting platform and shared with members via email with Site Reps, who will disseminate results to site members.
8. If the Board of Directors has chosen an online voting platform for elections, all voting done in that election must be completed through the online voting platform.

## **Rule 12. Board of Directors**

A. The Board of Directors shall consist of the following members:

1. The four executive officers of the Association;
2. Area Directors elected from the following areas:
  - a. Two representing senior high school members: one from either Clark High School or Daily High School or Crescenta Valley High School, and one from either Glendale High School or Hoover High School;
  - b. One representing middle school members;
  - c. Three representing elementary members, one from each of the regular senior high school attendance areas; and,
  - d. One representing the membership at-large which are not represented in the above mentioned positions.
3. State Council Representatives.
4. All members of the Board of Directors shall be elected from the Active

membership within his/her constituency, as long as this complies with the "one-person--one-vote" rule.

5. The president is expected to attend all Glendale Unified School District, Board of Education meetings. Members of the Board of Directors are expected to attend all regularly scheduled and emergency Board of Directors meetings and Representative Council meetings as part of their regular duties. Should there be an emergency where a Board of Directors member is unable to attend a Board of Directors or Representative Council meeting, the officer must contact the President of the Board prior to the absence. The President will excuse the absence in the instances of illness or injury to the board member or his/her family members, a death in the family, or due to a court required appearance. All other excused absences will be at the President's discretion after consultation with the Board of Directors. More than 3 un-excused absences during a Board Member's term of office may result in the forced resignation of the Board member by a majority vote of the GTA Board of Directors.

**Rule 13. Bargaining Team**

1. The Bargaining Team shall consist of a minimum of five Association members.
2. Bargaining Team members and alternates shall have achieved permanent status in the District.
3. The term of office for a member of the Bargaining Team shall be one year, commencing on July 1 of any calendar year. If the contract is not settled as of June 30th, the team will remain the same until the conclusion of contract negotiations for that year. Members of the team shall be eligible for reappointment with no limit on the number of terms served.

**Rule 14. Committees**

- A. Membership on committees shall be open to interested members of the Association, subject to Presidential appointment.
  1. All Committees will strive to be composed of a five- to seven-member panel with a representative from all units represented by GTA.
  2. The President shall have the option to serve as Chair of any committee he or she sees necessary.
- B. Ad Hoc Committees may be established and discontinued by the Board of Directors, subject to approval by the Representative Council.
- C. Political Action Committee:
  - a. The Association shall establish a standing Political Action Committee for the purpose of collecting funds from members to be expended only on behalf of Association recommended School Board candidates and local city candidates for public office, as well as recommended local school bond or parcel tax measures. The PAC shall be known as the Glendale Teachers Public Education Improvement Fund and shall be subject to the control of the Glendale Teachers Association (GTA) Board of Directors.

- b. The GTA Board of Directors shall open a separate bank account for the Glendale Teachers Public Education Improvement Fund.
- c. The GTA Board of Directors shall establish by-laws for the operation of the fund.
- d. The standing members of the PAC Committee will be nominate by the President, will be subject to approval by the Board of Directors.
- e. The Political Action Chair shall be appointed by the President, subject to the approval of the Board of Directors.
- f. The GTA PAC will be responsible for coordinating all political activity of the Association with the approval of the Board of Directors.
- g. No member seeking PAC endorsement may serve on PAC and/or vote during the endorsement process. No member whose immediate family is seeking PAC endorsement may serve on PAC and/or vote during the endorsement process.

**D. Organizing Committee:**

- 1. The Organizing Committee will coordinate and oversee the scope and direction of Association organizing as directed by the Board of Directors.
- 2. The Organizing Committee will be nominated by the President, subject to approval by the Board of Directors.
- 3. Committee chair will be nominated by the President, subject to approval by the Board of Directors.
- 4. When directed by the Board of Directors, the Organizing Committee will form a Rapid Response Team from Active membership to implement such actions or activities deemed necessary and appropriate by the Board of Directors.

- E. Each committee shall be responsible for submitting regular reports of its activities and progress to the Executive Board and to the Representative Council or membership when directed to do so.

**Rule 15. Emergency Meetings**

In a crisis situation, the following procedures shall be used to notify members of the respective groups of a meeting:

- 1. Representative Council: Area Directors shall be responsible for contacting each Faculty Representative in their area of responsibility to give notice of date, time, place, and purpose of the meeting.
- 2. Board of Directors: The President shall be responsible for notifying each Board member of the date, time, place, and purpose of the meeting.

3. General Membership: Each Faculty Representative (the Senior Representative where more than one Representative) shall be responsible for organizing a communications network to notify the membership of that unit of members of special activities and meetings; when directed by the Representative Council or the Area Director, each Faculty Representative shall notify his unit of the date, time, place, and purpose of the meeting or activity.

#### **Rule 16. Faculty Representatives**

1. Once faculty reps are elected for that year, the current faculty representatives will choose the site lead representative from their ranks.
2. Faculty representative responsibilities include:
  - a. attendance at all representative council meetings;
  - b. at least one GTA ten minute meeting preceding each representative council meeting;
  - c. regular communication with area director;
  - d. regular communication with members at their site;
  - e. disseminate Association information to members at site; and,
  - f. represent members in meetings with admin that may be disciplinary in nature.

#### **Rule 17. Contract Waivers**

*In the event that Association approval is required pursuant to the Collective Bargaining Agreement between the Association and the District, then, the following steps shall be taken:*

- A. The Association Faculty Representative(s) at the site shall send a letter to the Association President outlining the school plan, and indicating which provisions of the collective bargaining agreement may need to be waived in order to implement the plan. The President shall refer the letter to the Association Executive director, and/or Grievance Chairperson, and/or bargaining team for review.
- B. The Association Executive Director, and/or Grievance Chairperson, and/or bargaining team shall review the letter or proposal from the site to determine if collective bargaining agreement waivers are necessary to implement the school plan, and report their findings to the Association Board of Directors.
- C. If the Association Board of Directors determines that one or more provisions of the collective bargaining agreement need to be waived in order to implement the school plan, the Association Representative Council shall be informed, and,
- D. If necessary, the Association shall grant its approval for a waiver of the Collective Bargaining Agreement only if each of the following elements is present:
  1. The elections chair has conducted a secret ballot election among all bargaining unit members at the site, or, if authorized by the Association Board of Directors, the lead site representative conducts the secret ballot election at their site, using a ballot, created or approved by the Association Board of Directors, indicating specifically which section(s) of the collective bargaining agreement need to be waived in order to implement the site plan, the length of the waiver period, which shall not exceed two school years, and

asking each eligible member to vote yes or no on each requested waiver.

2. The ballots shall be counted at the Association office by the elections chair and two other Association members, appointed by the President, who do not work at the site in which the election took place or, if approved by the Association Board of Directors, counted by the site representative at their site with at least one other Association member.
3. No less than 75 percent of the bargaining unit members at the site vote yes on the waiver.
4. If the waiver is agreed to in the election described above, the Association President shall, in writing, so notify the Association representatives to the District Review Committee as established in the Collective Bargaining Agreement, Article 19, section 3.
5. If the waiver is not agreed upon in the election described above, the waiver is not approved and there will be no change to the Collective Bargaining Agreement. Election results are final. Should the site representative, after conferring with the GTA active members at the site, want to conduct a re-vote on the same waiver in the same school year, the site representative must contact the GTA President to be put on the next regularly scheduled GTA board of Directors agenda to present the reasons for a re-vote. The GTA Board of Directors will vote on the re-vote question and their determination shall be final.
6. If subsequently approved by the District Review Committee, the waiver request shall then come to the Association Board of Directors for final Association approval. That approval shall specify the following:
  - a. The site to which the waiver applies;
  - b. That the waiver is valid for only the period specified in the election, which shall not exceed two years;
  - c. The waiver must be renewed at the end of the two years following the above procedures; and,
  - d. The waiver does not set a collective bargaining precedent or a precedent for any other site.
7. The process for granting waivers herein shall be completed no later than June 1 of the school year prior to the year the waiver(s) take effect.