

# KERN COMMUNITY COLLEGE DISTRICT CCA/CTA/NEA

## STANDING RULES

### I. ORGANIZATION

- A. Affiliation. The Kern Community College District CCA/CTA/NEA shall be a chartered chapter of the California Teachers Association (CTA) and of the National Education Association (NEA).
- B. Bargaining Unit.
  - 1. The Kern Community College District CCA/CTA/NEA is recognized by the Kern Community College District as the faculty's exclusive representative for purposes of collective bargaining as set forth in the Public employment Relations Board (PERB) Certification of Representation of May 4, 1979 and amended Certification of Representation of April 4, 2007.
  - 2. The bargaining unit shall include all full-time faculty of the Kern Community College District who hold contracts based on the Basic Faculty Salary Schedule; all part-time academic employees meeting minimum qualifications as certified by the State Academic Senate, Board of Governors of the State of California, and local academic senates; all part-time librarians, counselors, and athletic directors.
  - 3. The unit shall exclude all management, supervisory, and confidential employees as defined by the Educational Employment Relations Act (EERA); professional academy program instructors (i.e., police, sheriff, fire); non-credit classes taught by part-time instructors; walk-on coaches; stipend coaches; management and classified employees serving as part-time academic employees.

### II. MEMBERS

- A. Active. Active membership is defined in KCCD CCA/CTA/NEA bylaws, Article IV.
- B. Staff. Staff membership shall be open to any person employed by the Association.
- C. Student. Any person regularly enrolled in an institution of higher education preparing to become a teacher and eligible to become a member of the Student California Teachers Association under the provisions of the governance documents of that association may become a Student member. *(CTA Bylaws, Article III, Section 3, Amended January 1998).*
- D. Retired Membership. Any person who at the time of retirement from active service was a member of the Association and who is a qualified applicant for or recipient of service or disability retirement allowances from a public or private retirement system may become a member of CTA/NEA-Retired. Members who are drawing retirement benefits from the State Teachers' Retirement System and/or the Public Employees' Retirement System and are employed as a substitute in a school district on a day-to-day basis shall be considered Retired members, except substitutes who are dues-paying members of a recognized bargaining unit. The CTA Board of Directors shall fix the terms and conditions upon which such memberships shall be issued, including the extent to which such memberships shall be free from the payment of assessments and the extent to which such terms and conditions shall not be subject to change or revocation by the Association. *(CTA Bylaws, Article III, Section 3, Amended March 1994, October 1997).*
- E. Associate. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Association. *(CTA Bylaws, Article III, Section 3. Adopted May 1975, amended May 1976, June 1980).*

### III. OFFICERS

#### A. President

1. Qualifications. The President shall be a tenured faculty member of the Kern Community College District.
2. Duties and Term of Office. Duties and Term of Office of the President shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VIII.
3. Absence of the President. In the absence of the President the Vice President shall assume all duties of the President (KCCD CCA/CTA/NEA Bylaws, Article VIII).
4. Meetings with KCCD Chancellor and/or College Presidents
  - a) The President and KCCD Chancellor shall never be alone together for the purpose of discussing Association business without the presence of at least one (1) other member of the Executive Council (Adopted February 24, 2003).
  - b) The President and a KCCD College President shall not meet to discuss Association business without the presence of at least one (1) other member of the Executive Council (Adopted February 24, 2003).
  - c) The President may converse with the KCCD Chancellor via phone on Association business, but no decision may be made without consultation with at least one (1) other Executive Council member (Adopted February 24, 2003).
  - d) The President shall report to the Executive Council all contacts with the KCCD Chancellor or College President(s) during which Association business was discussed (Adopted February 24, 2003)

#### B. Vice President

1. Qualifications. The Vice President shall be a tenured faculty member of the Kern Community College District.
2. Duties and Term of Office. Duties and Term of Office of the Vice President shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VIII.

#### C. Adjunct Executive Officer

1. Qualifications. The Adjunct Executive Officer shall be an adjunct faculty member of the Kern Community College District with three (3) semesters of adjunct teaching experience in the Kern Community College District.
2. Duties and Term of Office of the Adjunct Executive Officer shall be as stated in the KCCD CCA/CTA/NEA Bylaws, Article VIII.

#### D. Secretary

1. Qualifications. The Secretary shall be a faculty member of the Kern Community College District.
2. Duties and Term of Office of the Secretary shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VIII.

E. Treasurer

1. Qualifications. The Treasurer shall be a tenured faculty member of the Kern Community College District.
2. Duties and Term of Office of the Treasurer shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VIII.

**IV. COLLEGE REPRESENTATION**

A. College Chairs

1. Qualifications. College Chairs shall be tenured faculty members of the Kern Community College District.
2. Duties and Term of Office. Duties and Term of Office of the College Chairs shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VII.

B. Duties and Term of Office of College Representatives. Duties and Term of Office of the College Representatives shall be as stated in KCCD CCA/CTA/NEA Bylaws, Article VII.

C. Number of Representatives. The number of representatives for each college shall be determined by the following membership criteria:

1. 0-75 members: One (1) College Chair (tenured) and two (2) College Representatives, one (1) full time and one (1) adjunct.
2. 76-125 members: One (1) College Chair (tenured), two (2) College Representatives, one (1) full time and one (1) part time, and one (1) College Representative At-Large.
3. 126-175 members: One (1) College Chair (tenured), two (2) College Representatives, one (1) full time and one (1) part time, and two (2) College Representative At-Large.
4. 176-225 members: One (1) College Chair (tenured), two (2) College Representatives, one (1) full time and one (1) part time, and three (3) College Representative At-Large.

**V. NOMINATIONS AND ELECTIONS**

A. Elections Committee. There shall be an Elections Committee. The Election Committee oversees all elections. Election Committee membership is outlined in Article VI.A.1 of the Standing Rules.

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).
2. Every member shall be assured of voting by secret ballot.
3. Eligibility for voting shall be established by the Elections Committee with the approval of the Executive Council at least fifteen (15) but not more than twenty-one (21) days prior to the announcement of an election.
4. There shall be at least a fifteen (15) day period between notice of election and the actual voting. There shall be an all member vote. A member who is on leave shall be sent election information by mail to his/her last known residence.

5. A chapter shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify the chapter if s/he desires a ballot at a site other than the regularly scheduled voting place.
6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.
7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

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 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 for requesting absentee ballot.
  - g) Deadline date, time and place for return of ballots, including absentee ballots.
  - h) Date, time and place where ballots will be counted.
  - i) Date(s) that announcement of results will be made to leadership, candidates and members.
  - j) Dates and timelines for run-off election, if necessary.
  - k) Deadline for filing of challenges.

E. Finances

1. Chapter moneys received through dues, assessment or similar levy shall not be used to promote any candidate.
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, endorsements, and credit.

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 of access to a list containing the names of all members.

4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

G. Ballot

1. The names of the candidates shall be printed on the ballot in an order determined by the Election Committee one (1) year. 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. (If a Site Representative is a candidate, refer to *A. Elections Committee, 6.*)
    - 1.) Voting At School Site(s)/Specified Voting Site.
      - (a) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
        - (i) Voter Roster – List of eligible voters.
        - (ii) Voter Sign-up Sheet (List of eligible voters which includes a place for a signature).
      - (b) The marked ballot must be returned to a designated site representative or ballot box.
      - (c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
  3. 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 members shall be prepared, which includes each members name, college, and email 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 addressed to the chapter; 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.
        - (a) 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.
        - (b) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
        - (c) All inner envelopes shall be placed in a separate receptacle.

- (d) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
4. By mail. When the voting is conducted by mail, the procedure shall be as follows: Members who are on leave or 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:
- a) A list of current official members shall be prepared, which includes the following: name, college, and email address.
  - b) The mailing list shall exactly correspond to the current official roll of voting members.
  - c) Each voter shall be provided with:
    - 1.) A ballot;
    - 2.) Instructions on:
      - (a) Folding and placing of the ballot in the unsigned inner envelope;
      - (b) Placing of the unsigned inner envelope into the outer envelope;
      - (c) Signature and college name on the outer envelope addressed to the chapter; and
      - (d) Deadline date for receipt of the voted ballot at the chapter office.
    - 3.) Inner envelope;
    - 4.) Outer return envelope, addressed to the chapter; and
    - 5.) Instructions on returning of the voted ballot, including the signature.
  - d) 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.
  - e) At the time of counting, the names on the outer envelope shall be checked against the official list of teachers who are on leave.
  - f) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
  - g) All inner envelopes shall be placed in a separate receptacle.
  - h) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked, and then counted.
5. Electronic Voting. When the voting is conducted electronically, the procedure shall be as follows: All members shall be notified by email in order to provide them the opportunity and the right to vote. Special care shall be taken in all phases of the procedures to ensure the accuracy and the secrecy of electronic balloting. The following procedures and guidelines have been developed for this situation:
- a) A list of current official members shall be prepared as an Excel spreadsheet, which includes the following: name (First and Last) and email address.
  - b) The spreadsheet shall exactly correspond to the current official roll of voting members and shall be provided to the electronic voting vendor at least two (2) weeks prior to the date on which balloting will commence..
  - c) The vendor will provide a randomly generated password for each member listed on the spreadsheet and will email individual passwords to each member. The email will include url of voting web page and instructions on the voting process.
  - d) When members have voted, they may print out a receipt verifying that they have voted.

## I. 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 a member;
  - e) Voter's intent unclear;
  - f) Votes cast for more than number allowed;
  - g) Vote cast on unofficial ballot;
  - h) Vote cast for ineligible candidate.
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 would affect the outcome of the election, the President and the Executive Council 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.

## J. Observers

1. Each candidate shall be allowed to have one (1) observer at the vote counting site and shall give the name of the observer to the Elections Committee before the counting.

2. An observer shall not interfere with the counting and shall stay in the counting area until the President or designee has been notified of the results.

#### K. Challenge Procedure

1. 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, colleges, and email addresses of parties who can give evidence.
3. Within seven (7) 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 of the challenged election for the purpose of ascertaining the facts. Following the investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity of the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president of the unit for disposition.
4. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
5. 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.

#### L. 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. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three 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.

#### M. Referendum Procedures

1. Any action or proposed action of the Executive Council shall be referred to a vote of the membership upon receipt of a petition signed by fifteen (15) percent of the active membership.
2. The petition shall set forth the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than fifteen (15) school days after receipt of the petition, 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.

#### N. 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. A member shall file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three 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 sixty (60) school days shall be permitted to obtain the signatures of at least twenty-five (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 ten (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 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.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

## **VI. COMMITTEES**

- A. Committees shall be composed of representation from all colleges.
- B. Standing Committees
  1. Elections Committee
    - a) The Elections Committee shall be appointed.
    - b) The Elections Committee shall be composed of at least three (3) members.
    - c) The Elections Committee chair shall be appointed by the President.
    - d) Members of the Elections Committee shall be approved by the Executive Council.
    - e) 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.
  2. Grievance Committee
    - a) The Grievance Committee shall be appointed.
    - b) The Grievance Committee shall be composed of at least three (3) members.
    - c) The Grievance Committee chair shall be appointed by the President.
    - d) Members of the Grievance Committee shall be approved by the Executive Council.
  3. Membership Committee
    - a) The Membership Committee shall be appointed.
    - b) The Membership Committee shall be composed of at least three members.
    - c) The Membership Committee chair shall be appointed by the President.
    - d) Members of the Membership Committee shall be approved by the Executive Council.
- B. Ad Hoc Committees.
  1. Ad hoc committees shall be appointed by the President as the Executive Council shall from time to time deem necessary to carry on the work of the Association.
  2. The President shall be ex officio a member of all committees except the Elections Committee.

## **VII. NEGOTIATING TEAM**

- A. The Negotiating Team members shall be appointed and/or removed in accordance with Articles VIII.F.5 and X of the KCCD CCA/CTA/NEA Bylaws.
- B. The Negotiating Team shall be composed of at least one (1) member from each college, and one (1) adjunct faculty member. The President may serve on the Negotiating Team.
- C. The Chief Negotiator shall be appointed by the Negotiating Team with approval of the Executive council.

## **VIII.KCCD/CCA REPRESENTATION ON KCCD COMMITTEES**

- A. Chancellor's Cabinet. The President shall be the Association's representative to the Chancellor's Cabinet.
- B. Fringe Benefits Committee. There will be seven (7) KCCD CCA/CTA/NEA representatives to the District Fringe Benefits Committee with at least one (1) representative from each college. Representatives will be appointed by the President with approval of the Executive Council.

## **IX. GRIEVANCE PROCESSING**

- A. Grievances are handled on individual college campuses and discussed in the Grievance Committee.
- B. Grievances not resolved at Level III may be forward by the Grievance Committee to the Executive Council with a recommendation to pursue arbitration.
- C. A decision to pursue grievance arbitration requires a majority vote of the Executive Council.

## **X. RESOLUTION OF INTERNAL DISPUTES (From current "Constitution & By-Laws")**

- A. Member Right of Appeal.
  - 1. A member shall have the right to appeal when he or she believes his or her rights have been adversely affected by Association action.
  - 2. Appeals shall be heard and decided by a panel convened for the arbitration of internal disputes.
  - 3. Prior to filing an appeal, the complainant(s) must exhaust all remedies provided by the Association By-Laws.
  - 4. A member may not appeal policy decisions of the Association when such decisions were made pursuant to procedures provided in the Association By-Laws.
- B, Arbitration Panel.
  - 1. An arbitration panel shall consist of three (3) members: one (1) member chosen by the complainant, one (1) member chosen by the respondent, and one (1) member chosen by mutual agreement of the first two (2) panel members.
  - 2. The third panel member shall serve as chair of the panel and shall be chosen from an American Arbitration Association (AAA) approved list. The chair of the panel shall not be a current member of the Association nor a member of the Association during the five (5) year period preceding his or her appointment to the panel.
  - 3. AAA shall monitor all proceedings of the panel.
  - 4. Complaints shall be heard in the AAA region nearest to the Association's official office.
- D. Administrative Costs.
  - 1. The Association shall assume all costs of administration and monitoring related to arbitration as well as expenses of its panel member.
  - 2. The complainant shall assume the fees and expenses, if any, of his or her panel member.
- E. Fees.
  - 1. To ensure against frivolous or mischievous complaints, the complainant shall deposit \$250.00 into an AAA escrow account.
  - 2. The panel shall not hear an appeal until the required deposit is posted to the escrow account.

3. The panel, by majority vote, shall decide whether the deposit is to be returned to or forfeited by the complainant.

F. Jurisdiction and Authority.

1. The panel shall have no jurisdiction over duly-enacted policies of the Association, provided such policies are consistent with CCA/CTA/NEA chapter governance requirements.
2. The panel shall have no jurisdiction over matters arising from relationships between the Association and its employees.
3. A panel may decide internal disputes and order redress; however, no monetary damages will be granted by the decision.
4. Decisions of the panel shall be final, and shall carry the obligation of full compliance by all parties to the complaint.

## **XI. FINANCES**

- A. Dues. Annual membership dues may be paid by cash, payroll deduction, or by special arrangement. The amount shall be as prescribed in Current Dues Schedule. Contributions may be accepted by action of the Executive Council.
- B. Fiscal Year. The fiscal year shall be from September 1st to the following August 31st.
- C. Annual Budget. The Treasurer shall submit an annual budget proposal to the Executive Council for approval prior to the beginning of the fiscal year.
- D. Responsibility. The Executive Council shall be responsible for establishing procedures to control the expenditure of funds and for an annual examination of the Associations financial records.
- E. Restriction upon Indebtedness. The Executive Council shall not incur indebtedness which exceed amounts provided in the annual budget without approval of the Executive Council.

## **XII. EMPLOYMENT OF STAFF**

- C. Policies. The Executive Council shall adopt policies for staff employment and make allocations in the Annual Budget for employment expenses.
- D. Authority. The Executive Council shall have authority to hire staff and to set the terms and conditions of employment, the job description, and to approve the employment contract.
- E. Non-Discrimination. Paid staff shall be entitled to the same rights and due process as the Association seeks to ensure for its membership.

## **XIII. REVISION OR AMENDMENT OF STANDING RULES**

These Standing Rules may be revised or amended by a majority vote of the Executive Council at a regular meeting of the Council provided such revisions or amendments shall have been presented at a regular meeting of the Council prior to the regular meeting at which the vote is to be taken.

### **History:**

*Standing Rules adopted April 3, 2006 by unanimous vote of the Executive Committee.*

*Amended September 10, 2007 by unanimous vote of the Executive Council.*