

Standing Rules

(Revised: May 1988, December 1991, November 2016)

Rule 1 - Professional Staff

Section A. Selection. The Executive UNISERV Director and UNISERV FIELD STAFF Director(s) shall be appointed by the Board of Directors and shall be responsible to the Board. The Executive Committee shall serve as the Board's representative in determining the salary, fringe benefits, working conditions and duties of the professional staff. If renewal of contract should not be desired by either party, advance notice shall be given as provided by terms of the contract with the UNISERV Director(s).

Section B. Duties of the Executive UNISERV Director shall be to:

1. Serve as general manager of the Association and director of staff, subject to the control and direction of the Board of Directors.
2. Represent teachers before the Superintendent, the Board of Education, the Colorado General Assembly, the press, civic organizations, and educational groups.
3. Disseminate among the membership information pertinent to the welfare of the organization and its members, and to have general supervision of all publications of the Association.
4. Act as an advisor to the Association Board of Directors, Representative Council, and committees, and assist in implementing Association programs and projects.
5. Act as custodian of the records of the Association and be responsible for maintaining an up-to-date record of membership.
6. Assist the Secretary and Treasurer in the duties of the office of the Secretary and Treasurer and be supplied bond in the same manner and amount as the Treasurer; the expense to be borne by the Association.
7. Attend the regular meetings of the Association, Council meetings, and other meetings as directed by the President or Board of Directors.
8. Serve as a member of the Association's Negotiating Team.
9. Perform such other appropriate duties as may be determined from time to time by the Board of Directors.

Rule 2 - Area, Sector

Section A. Elections and Terms. Members of the Board of Directors representing sector areas and described in the Bylaws shall be elected by the members that THEY represent at the time of the election and shall serve two-year terms. The terms shall be so staggered that half of the directors shall be selected each year. Terms to begin the first day following the last calendar day of the school year.

Section B. Duties. The BOARD OF DIRECTORS shall:

1. Function as the executive authority of the Association and be responsible for managing the affairs of the Association, carrying out the adopted policies of the Association, and acting for the Association between meetings of the Representative Council. The Board of Directors shall have the authority to review periodically the number of director positions as needed to provide proportional representation for the general membership.
2. Meet monthly during the school year or more often as directed by the President or the Representative Council.

3. Be empowered to conduct executive sessions as directed by the President or the majority vote of the Board of Directors.
4. Make Sector Area Contacts
 - a. Communicate regularly with designated Association Representatives.
 - b. Check periodically for effectiveness and turn needed changes into the DCTA office.
5. Meetings
 - a. Attend all Board of Director Meetings
 - b. Attend all Representative Council Meetings
 - c. Report to ARs absent from Representative Council meetings and/or distribute to them necessary information and materials.

Rule 3 - Duties of Association Representatives

Association Representatives shall:

1. Attend all Representative Council meetings and special meetings requiring Association Representative participation.
2. Become informed on the matters pertaining to the programs of the Denver Classroom Teachers Association.
3. Speak officially for the constituent members they represent.
4. Assist in developing and determining the policies and positions of the Association.
5. Elect Alternate Associate Representative.
6. Schedule monthly meetings in the school or unit they represent.
7. Serve as reporters for the Slate.
8. Aid in orientation of new teachers.
9. Encourage constituent members to express opinions, attend Representative Council meetings, and submit action items for consideration by the Council at meetings of the Representative Council.
10. Conduct such other business as requested by the DCTA Board of Directors, Representative Council, or by members represented.

Rule 4 - Vacancies

Section A. Executive Officers. In the event of a vacancy in the office of the President because of a leave of absence, military service, death, ineligibility, resignation or recall, the Vice President shall assume the office of Presidency for the remainder of unexpired term.

In case of the absence or disability of the Vice President, after having assumed the office of the Presidency, the Board of Directors shall have the authority to appoint a temporary chairperson until a special election is held.

In the event of a vacancy in the office of the Vice Presidency because of leave of absence, military service, death, ineligibility, resignation, recall or assumption of the office of the Presidency, this office will be filled by special election.

In the event of concurrent vacancies in the offices of both President and Vice President because of leave of absence, military service, death, ineligibility, resignation or recall, the Board of Directors shall appoint a temporary chairperson to serve until a special election for President

and Vice President is held.

In the event of a vacancy in the office of Secretary and Treasurer because of leave of absence, military service, death, ineligibility, resignation, or recall, the Board of Directors shall appoint a temporary Secretary and Treasurer to serve until the next regular election for Secretary and Treasurer is held.

Section B Board of Directors. In the event of a vacancy in the position on the Board of Directors, the acting President shall appoint a temporary Director in compliance with Director eligibility.

Section C. Representative Council. In the event of a vacancy on the Representative Council, and the failure of the building or teaching unit affected to elect or replace the Council member within three school weeks after the vacancy occurs, the Board of Directors may appoint a successor to serve for the remainder of the unexpired term.

Section D. Association Representative. Upon the election of an Association Representative to the position of Associate Area Director, or Associate Retired Director, a new Association Representative may be elected in the building or unit affected.

Rule 5 - CEA Delegates

Section A. Allocation of Delegates. The active DCTA membership may be represented each year at the Delegate Assembly of the Colorado Education Association by the number of delegates to which it is entitled by its active membership in the CEA. Funding shall be limited by the annual DCTA budget. The executive offices of the DCTA shall be funded delegates to the CEA Delegate Assembly by the virtue of their election and as is further provided in Article 11, Section 9(B) of the DCTA Bylaws. Allocation of Delegate credentials to retired members shall be in accordance with CEA Bylaws and shall guarantee the one-person, one-vote requirement. Further, it shall be based on statewide retired membership, using a ration of 1:50 member of the CEA or a major fraction thereof.

The President of the Association or the President's designee shall act a chairperson of the active delegation.

In case any elected or certifiable active delegate cannot attend the Assembly or if the number of delegates is increased following the election but before the deadline for submission of active delegate names, alternates who will serve for one (1) year shall be selected from the ballot according to the plurality of the vote as it occurred in the elections for both CEA Delegate and Area Director in that order, as published in the Slate. Alternates to Retired delegates shall be designated in accordance with procedures adopted by the CEA.

The standards of affiliation shall apply to CEA Delegates as provided in Rule 7, Section B (1) of the DCTA Standing Rules.

Section B. Qualifications. A candidate for CEA Delegate shall be a current member of the United Education Profession.

Section C. Election. One (1) active delegate will be elected each year for a three-year

term from each sector area. Additional active vacancies shall be allotted to the areas in proportion to active DCTA membership in each area. Unless provided otherwise in the Bylaws and/or Standing Rules, all members of the Board of Directors shall be funded delegates. Active alternates will be determined by the plurality of the votes as provided in Rule 6. Section A of the DCTA Standing Rules and shall serve as an alternate for one (1) year. The delegate terms shall begin the first day following the last calendar day of the school year. Retired member delegates to the CEA Delegate Assembly shall be elected and shall serve terms in accordance with the provisions outlined in the CEA Bylaws.

Section D. Duties.

1. Delegates shall meet before Delegate Assembly to discuss proposed Resolutions and items of New Business presented for action at the CEA Delegate Assembly.
2. Delegates are required to sign a delegate contract prior to receipt of authorized funding level, to attend all scheduled meetings relating to Delegate Assembly activities except when excused by the chairperson of the delegation.
3. Delegates must become familiar with the CEA Platform, Article of Incorporation, Bylaws, Standing Rules, Budget, Commission Reports, Proposed Resolutions, Items of the New Business, and other issues coming before the Delegate Assembly.
4. Delegates shall be prepared to report back to the local Association on the business of the Delegate Assembly.
5. Delegates must attend all official sessions of the Representative Assembly and all caucuses until they are declared adjourned.

Section E. Binding Delegates.

Delegates will be bound only by resolution action of the Representative Council.

Rule 6 - NEA DELEGATES

Section A. LOCAL REPRESENTATION. The number of funded local NEA delegates will be restricted by the annual DCTA budget and by the maximum quote for active delegates as established by the NEA except that no fewer than a total of seven (7) local delegates (needs further discussion) shall be funded by DCTA in an amount that will cover 100% of reasonable expenses. Such funded delegates to automatically include the President, Vice President, Secretary and Treasurer of the Association. Except for said officers, a local delegate may not be granted local funding by DCTA for more than two consecutive years. After receipt of such funding by a delegate, that delegate will not be eligible for local funding in the two years which follow, unless serving as one of the automatically funded delegates named above, as certified by the Elections Committee.

Section B. ELECTION. Active members desiring to be NEA delegates may be elected AT-Large for a one-year term during the annual DCTA election. Funding for At-Large NEA Delegates shall be in accordance with Rule 8, Section C (9) of the DCTA Standing Rules. Their Executive Officers of the DCTA shall be funded delegates by virtue of their election as is provided in Article IX, Section 9(V) of the DCTA Bylaws. Retired member delegates to the NEA Representative Assembly shall be elected and shall serve terms in accordance with the provisions of the CEA and NEA documents of authority.

Section C. STATE REPRESENTATION. Any active member in good standing may run for the position of state regional or at-large NEA Delegate consistent with the CEA documents of authority. Successful candidates as determined by the CEA will be certified and funded as state

delegates to NEA Representative Assembly. In the event a candidate is also successful as a DCTA funded delegate, the prior election, and accompanying funding as a state delegate shall make the candidate ineligible for DCTA delegate status and certification. Funding shall be awarded on the basis of plurality of the votes as determined by the annual DCTA election.

1. Affiliation Standards. The Association shall meet the standards of affiliation as set forth in the Colorado Education Association and National Education Association official governance documents. The DCTA shall:
 - a. Apply the one-person, one-vote principle for representation on its governing bodies;
 - b. Conduction of elections to all governance bodies with open nominations and secret ballots;
 - c. Require membership in the DCTA, CEA, and NEA;
 - d. Be reviewed by the NEA to determine compliance with minimum standards for affiliation as least once every five (5) years.
 - e. Have the same membership year as that of the NEA; and
 - f. Guarantee that no member of said affiliate may be censured, suspended, or expelled, without a due process hearing, which shall include an appropriate appellate procedure.

Section D. Qualifications.

A candidate for delegate shall be a current member of the United Education Profession.

Section E. Duties.

1. Delegates are required to attend all scheduled meetings relating to NEA Representative Assembly activities.
2. Delegates must become familiar with the NEA Platform, Constitution and Bylaws, Budget, Commission Reports, Proposed Resolutions, New Business Items, and other issues coming before the NEA Representative Assembly.
3. Delegates must attend all official sessions of the Representative Assembly and all caucuses until they are declared adjourned.
4. Delegates shall be prepared to report back to the local Association on business of the Representative Assembly.

Rule 7 - Elections

Section A. Nominating Procedures. Association member (s) shall have the opportunity to nominate any Association member, either active or retired, who meets the qualification and eligibility requirements as outlined in the Bylaws and Standing Rules.

Section B. Voting Procedures. Voting will be by secret written ballot as determined by the Board of Directors. The Association shall subscribe to the one-person one-vote principle for representation on governing bodies.

1. Written ballot. Ballots shall contain the names of candidates for all offices. Ballots shall be distributed to each member by the Association Representative following the direction and timeline established by the Election Committee.
2. Conducted by Association Representatives:

Association Representatives shall have a list of eligible votes in the unit they represent. Members shall acknowledge receipt of a ballot by signing their name

on the signature list. The voter shall deposit the marked ballot in a designated ballot envelope. After voting has been completed, the Association Representative shall submit the ballot envelope and the signature list to the custody of the Election Committee or its designated representative.

Rule 8 - Procedures for DCTA Action on Proposals

Section A. Initiating Proposals in Representative Council.

1. Representative Council members may move for consideration of their own proposals or any proposal made by members they represent and may, following a seconding motion, read the motion
2. Representative Council, after hearing the motion, shall then vote without debate on whether or not to consider the proposal at this meeting. Majority rule shall prevail.
 - a. In the event of a negative vote to consider, the proposal will automatically be tabled until the next regular meeting of the Council at which time the motion will become an item of Old Business to be further discussed and acted on, or
 - b. Should Council approve consideration of the proposal, the chair will consider the motion to be proper and discussion will follow.
3. Following discussion, and before allowing a motion to close debate, the President shall submit to Council that the proposal be:
 - a. Referred to an existing committee;
 - b. Referred to a special committee;
 - c. Voted on by Council immediately;
 - d. Voted on by Council at the next regular meeting.
4. The recommendation of the President may be overridden by a two-thirds ($\frac{2}{3}$) votes of the Council members present. In the event of override, Council will act on the motion restricted by the option available in Rule 9, Section A, number 3.

Section B. Proposals Referred to Existing or Special Committees.

1. A time for the committee to report to the Council will be designated by the Executive Committee.
2. The Board of Directors may require a report of committee progress at any time and may make recommendations to the committee. The final report of the committee shall be submitted to the Board of Directors for Review and/or recommendations before being submitted to the Council. The Committee may accept or reject the recommendations of the Board of Directors.
3. The committee may send a written report to the Council members not later than 12 days before Council action is taken. It is preferable that the report be submitted to Council a month before action is requested.

Section C. Action on Rule 8, Committee Reports, by the Representative Council

1. The committee report to council may be:
 - a. Accepted
 - b. Rejected
 - c. Amended (in writing)
 - d. Referred for further study and subsequent report
 - e. Tabled
2. If the report is amended by Representative Council action, the Executive Committee will decide whether or not the change is of sufficient importance to require delaying final action until the following meeting. If the Executive Committee decision is that delay is

unnecessary, the report will be immediately voted upon except that the decision of the Executive Committee may be overridden by a two-thirds ($\frac{2}{3}$) vote of the Council member present. In the event of override the report will automatically become an item of Old Business to be voted on at the regular Council meeting.

3. If accepted, the report will be referred to the Board of Directors for action.

Section D. Action by the DCTA Board of Directors.

1. The Board of Directors shall, when deemed necessary, present to the Superintendent of Schools recommendations on board proposals determined to be within the jurisdiction of the Superintendent.
 - a. If the recommendations are accepted, this action shall be reported to the Council.
 - b. If the recommendations are rejected or modified, the Board of Directors shall send a written report to the Council not later than 12 days before action is requested and shall recommend that:
 - i. The proposal is accepted as modified.
 - ii. The proposal is submitted to the negotiations team.
 - iii. The matter is referred for further study and subsequent report.

Rule 9 - Negotiating Team

Section A. Selecting of Negotiators

1. The negotiating group shall be a team of at least seven (7).
2. The composition of the team will include the following:
 - a. The Executive Director and the President of DCTA.
 - b. Five (5) additional negotiators selected at the discretion of the President.
 - c. The President will be allowed to modify the composition of the negotiating team in order to address particular issues of interest in negotiations.

Section B. Terms of Office of the Negotiators

1. The Executive Director and the President of DCTA shall be standing members of the team.
2. The additional five (5) negotiators will serve as long as deemed necessary by the Executive Director and the President.

Rule 10 - Proposals for Negotiations

Section A. Items to be considered in Negotiations. Items to be considered in negotiations may be presented to the Negotiating Team by the Board of Directors, the Representative Council, membership survey, or by other means authorized by the Board of Directors of the Representative Council.

Section B. Ratification of Agreements. Agreements reached between the Negotiating Team and the Board of Education shall be ratified or rejected by a membership vote, after such agreements have been stated in writing and distributed to the membership. The Election Committee shall count and report the results of the vote with a majority of those voting determining ratification or rejection of the proposed settlement package. The method of the ratification vote shall be determined by the Board of Directors.

Rule 11 - Finance

The fiscal year of this Association be from September 1 through August 31.

Rule 12 - Definitions

Section A. Association. Association shall mean the Denver Classroom Teachers Association (DCTA)

Section B. Ethnic Minority. Ethnic Minority shall mean those persons designated as ethnic minority by statistics published by the United States Bureau of Census.