

LYNWOOD TEACHERS ASSOCIATION CTA/NEA BYLAWS

Amendments approved on October 21, 2025 by Representative Council

I. MISSION

The Lynwood Teachers Association exists to protect and promote the well-being of its members; to improve the condition of teaching and learning; to advance the cause of free, universal and quality public education; to ensure that the human dignity and civil rights of all children and youth are protected; and, to secure a more just, equitable and democratic society.

II. NAME AND LOCATION

The name of this Association shall be LYNWOOD TEACHERS ASSOCIATION/CTA/NEA in Los Angeles County.

III. PURPOSES

The primary purposes of this Association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not be limited to, wages, hours, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters and to speak with authority for members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To provide a means of representation for its ethnic-minority members;
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between education support professionals; certificated educators and the community; and,
- G. To foster good fellowship among members.

IV. AFFILIATION WITH THE CTA/NEA

- A. The Lynwood Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The Lynwood Teachers Association shall be an affiliated local association of the National Education Association (NEA).

V. MEMBERSHIP

- A. The primary category of membership shall be active members.
- B. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work is an employee of Lynwood Unified School District and whose primary assignment is such as not to hold supervisory

responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the bargaining unit.

- C. Membership may be granted upon initiation of payroll deduction or upon payment of v annual LTA/CT A/NEA dues appropriate to the class of membership.
- D. The right to vote and hold elective office or appointive position within the Association shall be limited to active members.
- E. Active members shall be eligible to vote in all elections, hold elective office or appointive positions. receive special services. obtain assistance in the protection of professional and civil rights. and receive reports and publications of the Association.
- F. Active members shall adhere to The Code of Ethics of the Education Profession.
- G. The rights to privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin, or sexual orientation.
- H. No member of the Association may be disciplined by LTA without due process. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel to the governing body.
- I. The membership year shall be that period from September 1 of any given calendar year through August 31 of the following calendar year.
- J. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within the Association.

VI. DUES, FEES, AND ASSESSMENTS

- A. The basic annual dues level for active members and fee for non-members represented in the bargaining unit shall be sufficient to cover the operating expenses of the Association. the dues of CTA and the dues of NEA.
- B. The Lynwood Teachers Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the Lynwood Teachers Association/CTA/NEA dues.
- C. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status that shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VII. POLICY MAKING BODY

- A. The policy making body of the Association shall be a Representative Council. The Representative Council, comprised of active members of the Association, derives its powers from and shall be responsible to the active membership.
- B. The Representative Council shall be composed of the following active members:
 - 1. Executive Board, ex-officio. voting.
 - 2. Faculty Representatives elected on the basis of one-person-one-vote.
 - 3. The following additional representatives:
 - a. Appointed Service Center Council Representative(s), when not already serving on the Representative Council in another capacity, non-voting.

- b. Committee Chairpersons, ex-officio, non-voting.
 - c. CTA State Council Representative(s), when not already serving on the Representative Council in another capacity, non-voting.
 - d. Any members of the Association who hold CTA or NEA offices, or committee appointments, ex-officio, non-voting.
- C. The Representative Council shall:
 - 1. Establish Association policies and objectives;
 - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
 - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board;
 - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each school month: the number, place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the active membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two working days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places and times.
- I. A quorum for all meetings of the Representative Council shall consist of fifty percent (50%) plus one (1) of all members of the Representative Council.
- J. General membership meetings may be held on electronic format, such as a webinar only for the purpose of dispensing information to members, provided that all members are invited to be part of the webinar with the ability to ask questions and hear all responses. Voting on action items during a webinar is strictly prohibited.

VIII. FACULTY REPRESENTATIVES

- A. Each faculty shall be entitled to at least one representative and shall have one representative for each fifteen (15) active LTA members on the faculty or major fraction thereof.
- B. Faculty Representatives shall be elected by and from the active membership for each faculty group. Such election shall be open nominations and by secret ballot.
- C. Faculty Representatives shall serve one term of two (2) years commencing on July 1 of the calendar year of their election.
- D. Faculty Representatives who are not represented through an individual school faculty group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies in the position of the Representative Council shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three (3) consecutive regular meetings (Representative Council), or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days. Vacancies in the office of Representative Council for whatever cause may be filled by any active LTA member.
- F. Faculty Representatives shall:

1. Be the constant and ongoing liaison between the Representative Council and the active members of the faculty unit;
2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members;
3. Represent the views and input of the active membership of the faculty in votes taken by the Representative Council, conducting frequent and regular polls of such membership for this purpose; and,
4. Hold monthly 10 minute meetings with an agenda and recorded attendance and submit sign in sheets to the LTA office;
5. Meet with site admin monthly to discuss relevant site issues;
6. Attend annual representative and grievance trainings;
7. Perform such additional duties as prescribed by the Executive Board;
8. A Faculty Representative may not conduct an election for which he/she is a candidate.

IX. EXECUTIVE BOARD

- A. The Executive Board shall be composed of the Offices: three (3) Elementary School Directors, one (1) Middle School Director, two (2) High School Directors, and one (1) At-Large Director, as long as this complies with the one-person-one-vote rule.
- B. All members of the Executive Board shall be and remain currently paid-up local, state and national (active) members as a condition for nomination to and service in this position.
- C. The Executive Board members shall be elected with open nominations and by secret ballot.
- D. The Executive Board term of office shall commence on July 1 of any calendar year.
- E. Vacancies in the position of the Executive Board shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absent without just cause from three (3) consecutive regular meetings (Executive Board and/or Representative Council), or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty (30) days.
- F. The Executive Board shall meet before each regular meeting of the Representative Council and as such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- G. The duties of the Executive Board shall be to:
 1. Coordinate the activities of the Association;
 2. Act for the Representative Council when school is not in session;
 3. Direct the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 4. Approve by majority vote the appointment of and by two-thirds (2/3) vote the removal of bargaining team members and members of the Grievance Committee;
 5. Recommend a budget for the Association to the Representative Council;
 6. Approve by majority vote all appointments and removal of committee members, including chairpersons, except as noted in #4 above;

7. Adopt the Local Standing Rules for the Association;
8. Adopt Grievance Procedures for the Association;
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these Bylaws subject to any restrictions that may be imposed by the Representative Council;
10. A quorum for all meetings of the Executive Board shall consist of fifty percent (50%) plus one (1) of the members of that body.

H. Terms of Office for Executive Board:

1. The three (3) Elementary School Directors shall be elected by elementary teachers for two (2) year terms; two (2) elected in odd numbered years and one (1) elected in even numbered years. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the Elementary School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
2. The Middle School Director shall be elected by middle school teachers for a two (2) year term every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the Middle School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
3. The two (2) High School Directors shall be elected by high school teachers for two (2) year terms: one (1) elected in odd numbered years and one (1) elected in even numbered years. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
 - Effective with the 2017 election, the High School Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
4. The At-Large Director shall be elected for a two (2) year term every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.
5. The At-Large Director shall be elected from the following groups: Early Childhood Education, Speech and Language Pathologists, Adult Education, Counselors, School Psychologists, Career and Technical Education Teachers, Instructional Leads and Coaches, Vista, Pathways, and any other groups that may arise that are not assigned to a school site.

- Effective with the 2017 election, the At-Large Director elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible to for reelection for that same position.

I. Duties of the Executive Board

1. Elementary Director

- a. The Elementary School Directors shall communicate and advise with elementary school site representatives regarding concerns; serve as a liaison between site reps and the Executive Board, and carry out any other tasks that will be helpful to elementary school teachers.

2. Middle School Director

- a. The Middle School Directors shall communicate and advise with middle school site representatives regarding concerns; serve as a liaison between site reps and the Executive Board, and carry out any other tasks that will be helpful to middle school teachers.

3. High School Director

- a. The High School Directors shall communicate and advise with high school site representatives regarding concerns; serve as a liaison between site reps and the Executive Board, and carry out any other tasks that will be helpful to high school teachers.

4. At Large Director

- a. The At Large Directors shall communicate and advise with all positions represented by the At Large Director regarding concerns; serve as a liaison between reps and the Executive Board, and carry out any other tasks that will be helpful to At Large teachers.

X. OFFICERS

- A. The elected officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.
- B. These officers shall be and remain currently paid-up local, state and national (active) members as a condition for nomination to and service in their respective positions during their terms of office.
- C. These officers shall be elected by and from the active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. The term of office shall commence on July 1 of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, failure to perform assigned duties, absence without just cause from three (3) consecutive regular meetings, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a

vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.

F. Terms of Office for Officers

1. The President shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which at least two (2) years must elapse before becoming eligible for reelection for that same position. A person succeeding to the presidency for a partial term may be elected to two (2) additional terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
2. The Vice-President shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
3. The Treasurer shall be elected for a two (2) year term of office every odd numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position.
4. The Secretary shall be elected for a two (2) year term of office every even numbered year. A person may be reelected to the office for a maximum of two (2) full consecutive terms after which two (2) years must elapse before becoming eligible for reelection for that same position. • Effective with the 2017 election, the Secretary elected in the even numbered year shall serve for a one (1) year term and shall be eligible to run for reelection for two (2) full consecutive terms after which at least two (2) years must elapse before being eligible for reelection for that same position.

G. Duties of the Officers

1. The President shall:
 - a. Serve as the chief executive officer of the Association and its policy leader, and shall;
 - b. Be the official spokesperson for the Association;
 - c. Preside at all meetings of the Association, the Representative Council, and Executive Board;
 - d. Co-sign, with the Treasurer, all checks drawn upon the funds of the Association;
 - e. Be familiar with the governance documents of LTA, CTA, and NEA;
 - f. Suggest policies, plans, and activities for the Association and be held responsible for the progress and work of the Association;
 - g. Call meetings of the Association, Representative Council, and the Executive Board;
 - h. Prepare the agenda for the meetings of the Association, the Representative Council, and the Executive Board;
 - i. Attend meetings of the Service Center Council of which the Association is a part;
 - j. Attend other CTA/NEA meetings as directed by the Representative

Council;

- k. Appoint all chairpersons and members of committees, and of the bargaining team, with the approval of the Executive Board, by the beginning of each year;
- l. Represent the Association at functions where an official representative is required. If such attendance is inconvenient, the President may appoint the Vice-President to represent the Association. If the Vice-President is unable to attend, the President may, with the consent of the Executive Board, appoint the official representative of the Association; and,
- m. Be prohibited from serving as a member of the Bargaining Team.

2. The Vice-President shall:

- a. Serve as assistant to the President in all duties of the President;
- b. Assume the duties of the President in the absence of the President;
- c. Be responsible for the formation and distribution of the Association's calendar of activities;
- d. Serve as coordinator of committee activities at the direction of the President; and,
- e. Carry out responsibilities delegated to him/her by the President.

3. The Secretary shall:

- a. Keep a careful and accurate record (minutes) of the proceedings of each meeting, regular or special, of the Association, Representative Council and the Executive Board;
- b. Be responsible for the distribution of minutes, notice of meetings, and agendas, for all meetings to the president and office manager, and to the membership. when appropriate:
- c. Carry out the correspondence pertaining to the affairs of the Association as directed by the President; and,
- d. Co-sign checks when the Treasurer is unavailable or absent due to vacancy or temporary leave of absence.

4. The Treasurer shall:

- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- b. Pay out such funds upon orders of the President;
- c. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board;
- d. Be responsible for and sign for on annual audit of the books of the Association and present a summary of the audit to representative council;
- e. Submit membership and financial reports to CTA, NEA and other agencies as required by law;
- f. Co-sign with the President all checks drawn upon the funds of the Association; and,
- g. Act as chairperson for the Association's Budget and Building Oversight Committee.

XI. BARGAINING TEAM

- A. The President shall appoint the chairperson, all members, and alternates of the Bargaining Team with the concurrence of the Executive Board.
- B. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- C. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.
- D. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Representative Council.
- F. Bargaining unit members in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council.
- G. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- I. Agreements reached between the Bargaining Team and the School Board or its representatives, shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units, unless such ratification shall have been specifically waived or otherwise delegated by that membership.

XII. GRIEVANCE PROCESSING

- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Associations grievance policies and procedures.
- C. All grievances will be processed in accordance with the Agreement between Lynwood Unified School District and Lynwood Teachers Association and in accordance with the Bylaws and will follow CTA guidelines.
- D. The responsibility and authority for directing the grievance process on behalf of the Association is vested in the Executive Board subject to the policies established by the Representative Council.
- E. The Executive Board shall decide which grievances will be submitted to arbitration.
- F. The Grievance Committee:
 - 1. Shall be appointed by the President and approved by the Executive Board;
 - 2. Shall consist of five (5) members, with at least one (1) member each from the high school level, middle school level, and elementary school level;
 - 3. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Grievance Committee.
 - 4. The duties of the Grievance Committee are:
 - a. To represent the bargaining unit in negotiating the settlement of grievances;
 - b. To make recommendations to the Executive Board on submitting

- grievances to arbitration;
- c. To attend grievance training provided by CTA; and
- d. To assist and provide a minimum of two (2) hours training for all Faculty Grievance Representatives every Fall semester.
- 5. The Chairperson will:
 - a. Maintain a roster of all Faculty Grievance Representatives and furnish a copy of the roster to the Secretary; and
 - b. Maintain a log of grievances in process and a digest of grievances processed and closed. Individual rights to privacy will be respected.
- 6. The Grievance Committee shall report its activities to the Executive Board and the Representative Council in such form and with such frequency as those bodies may require.

XIII. STANDING COMMITTEES

- A. Committees, except as otherwise provided in these Bylaws, may be established and discontinued by the Executive Board subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

XIV. NOMINATIONS AND ELECTIONS (revised 3/27/18)

A. Elections Committee

- 1. There shall be an Elections Committee.
- 2. LTA 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.
- 3. The LTA President must provide all active members an opportunity to vote. The LTA President does not have the option of deciding that such elections shall not be held.
- 4. The Elections Committee and Chairperson shall be appointed by the President and by the Executive Board to which it is responsible at the beginning of each school year.
- 5. The Elections Committee shall be composed of at least three (3) members.
- 6. A member shall abstain from participation in Election Committee activities during the period in which they or their immediate family is a candidate.

B. Election Requirements

- 1. LTA shall ensure that an open nomination procedure is in place (i.e., any active member may nominate any active member, including himself or herself). Only reasonable qualifications for office such as membership in LTA may be required. (Refer to Standing Rule 10.) A member shall only run for one (1) local LTA office that is vacant at the time of elections.
- 2. Every member shall be assured of voting by secret ballot.
- 3. There shall be at least a fifteen (15) calendar day period between notice of the election and the actual voting.

4. There shall be an all active member vote. It is the responsibility of a member to notify the LTA President if the member is on leave.
5. LTA shall provide means for all members to vote (including vote by mail), and it shall be the responsibility of the member to notify LTA 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 registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot when voting by paper ballot.
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 an 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 of the election shall include dates for:
 - a. Time, date and place where declarations of candidacy are to be received.
 - b. Dates for acknowledgement of declarations from candidates.
 - c. Date for preparation of ballots.
 - d. Date on which ballot 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 in the event of a paper ballot.
 - h. Date, time and place where ballots will be counted in the event of a paper ballot.
 - i. Date(s) that the 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. LTA 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 LTA's treasury or indirect contributions in the form of use of LTA assets, facilities, staff, equipment, mailings, good will 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 and personal email of all members, and this shall be provided by the office manager.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.
5. Upon request, candidate flyers will be posted on LTA's website.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA election alphabet. 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: electronic ballot, at School Site/Specified Voting Site, or United States Postal Service.
3. If a faculty Representative is a candidate, he/she may not handle election materials.
4. Voting at School Site(s)/Specified Voting Site
 - a. Each voter must sign or initial a voter roster (list of eligible voters) or voter sign-up sheet (list of eligible voters which includes a place for a signature) before receiving a ballot.
 - b. The marked ballot must be returned to or designated faculty representative or ballot box.
 - c. Faculty Representatives must return all voter roster/ sign-up sheets and ballots to the Elections Committee by the designated date and time.

I. Counting of Ballots

1. In the event of paper ballots; 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 ballots 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; and,
 - 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; and,
 - 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 LTA President or designee who shall inform all candidates of the results.
6. The LTA President shall announce the results as prescribed by the timelines.
7. If the votes set aside would affect the outcome of the election, the LTA President and the Elections Committee 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 (1) year after the election.

J. Observers

1. In the event of paper ballots, each candidate shall be allowed to have an observer at the vote counting site and shall give the name 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 LTA President or designee has been notified of the results.

K. Challenge Procedure

1. challenge cannot be initiated until after the results of the election have been published to membership.
2. The challenging party must notify the LTA President of a challenge in writing within ten (10) calendar days after the announcement of the results of the election. Only candidates can file challenges to elections and only for the office for which they are running. The notification must;
 - a. Specify which requirement has been violated;
 - b. Include evidence, insofar as possible; and,
 - c. List names and addresses of parties who can give evidence.
3. Within seven (7) calendar days after the receipt of the challenge, the Elections Committee shall, in accordance with the LTA Bylaws and Standing Rules, investigate 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 LTA President for disposition.

4. If an individual wishes to appeal the decision of the Elections Committee, or if the LTA Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenges by writing to the CTA President. Only candidates can appeal the decision of the Elections Committee and only for the office for which they are running.
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 LTA 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 LTA President shall register the receipt of the notice of the intent to circulate, and
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of forty-five (45) school days shall be permitted to obtain the signatures of at least ten (10) percent or more of the active members of LTA. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present to the LTA President the petition(s) containing the original signatures.
6. The LTA President shall have five (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 seven (7) school days in which to gather and submit the necessary signatures. The LTA President shall have three (3) school days in which to verify the membership of the additional signers.
8. The LTA President shall cause a ballot to be furnished to the members no more than fifteen (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 (i.e. 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, with the exception of the Tentative Agreement reached by the Bargaining Team, of the Representative Council or the Executive Board, shall be referred to a vote of the 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 membership on the ballot.
3. The LTA President shall cause a ballot to be furnished to the membership no more than fifteen (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 (i.e. election of the 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 holding such virtue of having been elected to by LTA's active members.
2. A member shall file a notice of the intent to circulate a petition to recall with the LTA 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 LTA President shall register 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 signatures of at least twenty-five (25) percent or more of the active members of LTA. The petition shall contain the questions proposed to be placed on the ballot.
5. The circulators shall present to the LTA President the petition(s) containing original signatures.
6. The LTA President shall have five (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 of the number of signatures needed to qualify the petition. The petition circulator shall have an additional fifteen (15) school days in which to gather and submit the necessary signatures. The LTA President shall have five (5) school days in which to verify the membership of the additional signers.
8. The LTA President shall cause a ballot to be furnished no more than fifteen (15) 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 (i.e. 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 recall shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

XV. CTA STATE COUNCIL REPRESENTATIVES AND NEA DELEGATES

- A. All representatives to the CTA State Council and the NEA Representative Assembly to which the Association is entitled shall be elected by and from the active membership of the Association. Such election shall be by open nominations and by secret ballot.
- B. CTA State Council Representatives shall be elected for a term as specified by CTA. C. NEA Delegates shall be elected for a term as specified by NEA.

XVI. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the active membership.
- B. Notices of the Association meetings including date, place, time and purpose of the meeting shall be made available to all members of the Association at least two (2) days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places, and times.
- D. A quorum for meetings of the Association shall be the members present.

XVII. PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board.

XVIII. AMMENDMENTS

- A. These Bylaws may be amended by two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

XIX. EFFECTIVE DATE

- A. These revised Bylaws become effective on October 21, 2025.