

STANDING RULES OF Ontario-Montclair Teachers Association/ CTA/NEA

WRITTEN AND ADOPTED DECEMBER 1976

REVISED DECEMBER 1977

REVISED SEPTEMBER 1985

REVISED MARCH 2008

REVISED AUGUST 2014

REVISED AUGUST 2019

REVISED SEPTEMBER 2021

REVISED MARCH 2022

REVISED FEBRUARY 2025

REVISED FEBRUARY 2026

REVISED AUGUST 2026

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Standing Rule 1

Additional Procedures for Selection of NEA Delegates

In the selection of NEA delegates, the Human Rights Committee shall assist the President and the Elections Committee (when needed) by becoming informed and remaining informed concerning the NEA Bylaws and Standing Rules relating to the selection and certification of the delegates to the annual convention.

An election by secret ballot may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. (1/28/02)

Standing Rule II

Specific Duties of Committees

- A. TIF (Teacher Initiated Funds): Shall provide representation with appointed district members to collaboratively decide on approving conferences and workshops for bargaining unit members to attend for the purpose of professional growth. Shall communicate to the Board of Directors and Rep Council how the fund is being used and how many applications are approved.
- B. Organizing: Shall work to ensure clear communication between OMTA Board, Rep Council, Committees and General Membership. Members of the Organizing Team will conduct meetings at school sites during each school year to learn of member interests, concerns, and questions regarding work related issues in order to increase involvement of the Membership. Shall share with Board of Directors, Rep Council and General Membership findings of site meetings.
- C. Membership: Shall conduct the annual membership campaign during the months of August and September and be constantly alert during the entire year for opportunities to enlist new members.
- D. Equity: Shall promote within the profession a better understanding of international and intercultural relations and shall assist the President and the Elections Committee (when needed).
- E. Budget Committee: Shall be comprised of no fewer than 3 members, and President, and Treasurer. After consultation with the various committee chairpersons and other members of the Board of Directors, shall prepare and present the recommended budget for the ensuing fiscal year.

Standing Rule III

Officers and Directors

- A. Elections for Officers and Directors shall be conducted in the February/March election cycle.
- B. Executive Board Directors
 - a. Directors shall be elected at a ratio of one (1) for every one hundred seventy-five (175) members or major fraction thereof.
 - b. Directors shall:
 - i. Attend Executive Board meetings and Representative Council;
 - ii. Serve as a liaison between the Members of area/group and the Executive Board;
 - iii. Assist the Site/Group Representatives in the performance of their duties.
 - c. Directors shall represent the membership as follows:

Elementary West

Moreno
Buena Vista
Monte Vista
Lehigh
Kingsley
Ramona
Howard
Mission

Elementary Central

El Camino
Sultana
Hawthorne
Elderberry
Vista Grande
Haynes

Elementary East

Berlyn
Corona
Del Norte
Lincoln
Mariposa
Bon View

K-8

Arroyo
Central
Edison
Euclid
Vineyard
Montera
Online

Middle School

Serrano

Vernon

Oaks

Vina Danks

De Anza

Wiltsey

Certificated Support

SLP

Elementary PE

Music

Nurses

School Psychologists

OMPTA

Linda Vista

Briggs

Special Education TOAs

Special Education

The special education director shall be elected at-large. It is recommended that the Special Education Director be employed in one of the following job classifications: Speech and Language Pathologist, School Psychologist, Education Specialist, Physical Therapist, or Occupational Therapist.

Standing Rule IV

Confidentiality and Code of Conduct

All officers, executive board members, committee members, and representatives of the Union shall conduct themselves in a professional, respectful, ethical, and responsible manner consistent with the Union's mission, governing documents, policies, and Code of Conduct.

- A. Members serving in leadership positions are expected to:
 - a. Treat fellow members, officers, employees, and stakeholders with dignity and respect;
 - b. Maintain the confidentiality of sensitive Association information and discussions when required;
 - c. Avoid conduct that undermines the integrity, effectiveness, or reputation of the Association;
 - d. Comply with all applicable chapter policies, standing rules, and governing documents.
- B. Any misconduct that violates the Union's Code of Conduct, confidentiality requirements, fiduciary responsibilities, or other established Association policies may be subject to disciplinary action.
- C. Upon review by the Executive Board and after providing the affected individual with notice and an opportunity to respond, the Executive Board may impose disciplinary measures, including but not limited to:

- a. A written warning;
 - b. Censure by the Executive Board; or
 - c. Removal from a board-appointed position or recommendation for removal from office in accordance with the bylaws, standing rules, and applicable governing rules.
- D. Disciplinary actions shall be determined based on the nature, severity, and circumstances of the violation and shall be documented in the official records of the Association.

Standing Rule V

The Order of Business

The order of business shall be prescribed by Roberts Rules of Order revised except when modified by the President upon approval of the Representative Council.

Standing Rule VI

Procedures for Payment of Membership Dues

Membership Dues shall be paid by one of the following methods:

- A. Payroll deductions (one tenth or more of the total dues to be deducted each month beginning with October salary warrant)
- B. Annual membership dues for OMTA/OMPTA shall be determined by indexing dues using the formula listed in the bylaws.
 - 1. Category 1 – for those members whose assignment is greater than 60% of a normal assignment – full dues amount.
 - 2. Category 2A – for those members whose assignment is greater than 1/3, but not more than 50% of a normal assignment – 50% of full dues amount.
 - 3. Category 2B - for those members whose assignment is greater than 50%, but not more than 60% of a normal assignment or faculty whose salary is less than the minimum salary paid regular teachers in the district – 50% of full dues amount.
 - 4. OMPTA Category 1 – for those OMPTA members whose assignment is greater than 60% - full dues amount.

Standing Rule VII

Retiring Educators' Scholarship Fund

An account known as the Ontario-Montclair Teachers Association Retiring Educators Scholarship Fund, deposited with the VIDA, is restricted for the purpose of establishing an annual scholarship fund.

Scholarship Fund Guidelines:

Purpose:	To honor educators, upon retirement, by awarding a scholarship to a deserving student who attended school in the Ontario-Montclair School District, an employee (or dependant of an employee) of the Ontario-Montclair School District, seeking a career in education.
Contributions:	Voluntary contributions from employees of the Ontario-Montclair School District and other friends of education will be accepted.
Succeeding:	Contributions will be accepted every year to enlarge the fund and scholarships of not less than \$500 each will be awarded to honor retirees.
Committee:	The committee shall establish guidelines, advertise, and screen applicants for scholarships. This Committee shall recommend the number of scholarships to be awarded, amount of each, and recipients, to the OMTA Representative Council for approval.

Standing Rule VII

Donations and Contributions

By the Association charities and other needy groups shall be limited to activities involving the schools, the Retiring Educators Scholarship Fund (see Standing Rule VII), and those organizations and groups that directly benefit the teaching profession. The annual total of any such contribution may not exceed the amount budgeted for the fiscal year.

Standing Rule IX

Authorization of Delegates to Conferences, Conventions, and Special Meetings

- A. No person shall have the authority to attend conferences, conventions or professional meetings as an official delegate or representative of the

Association unless the President or Executive Board has approved such representation.

Expenditures From the OMTA Treasury

- A. Expenditures from the OMTA treasury shall conform to the budget as adopted by the Representative Council and shall not exceed the budgeted amount in excess of 2% of the total annual budget without the expressed approval of the Representative Council. By the same manner, no more than 5% of the total annual budget shall be spent on any one item (purchase or employment) without the consent of the Representative Council. The Representative Council shall approve to a vote of a membership any expenditure involving one third or more of the remaining undesignated monies (reserves).
- B. Reimbursement of Expenses in accordance with CTA reimbursement guidelines
 - a. Transportation (requires advanced approval from the President or Executive Board):
 - i. Airfare; Actual coach/economy fare or the equivalent.
 - ii. Train or bus: Actual fare; railroad fare may include lower berth, roomette, or not to exceed the cost of coach/economy airfare.
 - iii. Auto:
 - 1. Standard IRS Business Mileage Rate
 - 2. Mileage reimbursement will be calculated using the shortest highway route
 - 3. Mileage reimbursement cannot exceed the cost of coach/economy airfare.
 - 4. Toll roads and bridges reimbursed at actual cost
 - iv. Actual cost of necessary transportation, including buses, taxis, tips, and parking fees.
 - b. Lodging
 - i. Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances (physically challenged or other medical reasons) which must be approved in advance.
 - ii. If travel by auto results in an extra night hotel room, such charge is not reimbursable.

- iii. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable.
- iv. A maximum of eight dollars (\$8.00) total per day for portage and a housekeeping tip is reimbursable

c. Meals

- i. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
- ii. Actual amounts paid including tax and tip not to exceed \$90.00 per any one day
- iii. Receipts are required for all meal reimbursements.
- iv. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip)
- v. Maximum tip reimbursable percentage is 20%
- vi. Extra meals required by auto travel are not reimbursable

d. Receipts

Itemized Receipts must accompany charges for transportation, meals, and lodging.

e. Deadline for filing reimbursement expenses

All expense reimbursements must be filed within thirty (30) days of the end of the month, in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.

f. Reimbursement

Reimbursement payments will be processed within 10 business days after receipt of reimbursement request.

- g. Elected local delegates to the NEA RA will be reimbursed at the same maximum rate as CTA.

C. Registration Commitment

- a. Conference registration constitutes a **binding commitment** to attend.
- b. Registrants agree to comply with all conference policies, including payment, cancellation, and attendance requirements.

c. Cancellations

- 1. Cancellations must be submitted in writing to the Association Office Manager at least 3 days before the cancellation deadline of the event.
- 2. No show
 - 1. Are **not eligible for refunds**

2. May still be responsible for full payment (if not already paid)
3. Will not receive conference materials, certificates, or continuing education credits unless otherwise specified
4. Repeat no show consequences as determined by the OMTA Executive Board may be subject to:
 1. Restricted or conditional future registration
 2. Requirement of **prepayment only** for future events
 3. Temporary suspension from association-sponsored events (in severe or repeated cases)
- a. Exceptions may be granted for documented emergencies (e.g., illness, family emergency, travel disruption).
- b. Approval of exceptions is at the discretion of the OMTA Executive Board.

Standing Rule X

Endorsement for Public Office or Public Ballot Measure

No candidate for public office or public ballot measure may carry or advertise the endorsement of the OMTA without the express consent of its Representative Council.

1. Ontario-Montclair Teachers Political Action Committee will recommend candidates or officeholders by using a process of interviewing the local candidates. Our recommendation process will follow a thorough and fair process in which:
 - a) A cover letter and questionnaire will be sent to all candidates.
 - b) All candidates returning the written questionnaire will be interviewed.
 - c) Ontario-Montclair Teachers Political Action Committee will report interview results to the Representative Council which will then vote with a 60% majority on our Association's recommended list of candidates.
 - d) No funds or support in kind may be spent on non-recommended candidates.
 - e) Ontario-Montclair Teachers Political Action Committee may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.

2. Ontario-Montclair Teachers Political Action Committee may recommend a position on state, county, and local issues (including ballot measures) from the standpoint of educational issues without regard to partisan consideration.
 - a) The Ontario-Montclair Teachers Political Action Committee may research state and local educational issues (including ballot measures).
 - b) The Ontario-Montclair Teachers Political Action Committee will report the research results to the Representative Council, which will then vote with a 60% majority on recommendation for position.
 - c) No funds or support in kind may be spent on non-recommended issues.
 - d) Ontario-Montclair Teachers Political Action Committee may issue recommendation letters or statements of recommendation with reasons for the recommendation for purposes of press releases or member education after approval.
3. Composition of Ontario-Montclair Teachers Political Action Committee will be no more than ten (10) members including the President, Vice-President, and PAC Treasurer. Members shall be appointed by the Association President with the consent of the Executive Board. Reasonable efforts will be made to promote diversity on the Ontario-Montclair Teachers Political Action Committee.
4. Funding of the Ontario-Montclair Teachers Political Action Committee will be voluntary. A voluntary amount of \$1.00 per member per month (based on 10 months) will be placed in the account of the Ontario-Montclair Teachers Political Action Committee. These monies will remain segregated from the general membership account. Members choosing not to contribute to the Ontario-Montclair Teachers Political Action Committee will fill out Form A yearly to divert the \$1.00 per month (based on 10 months) contribution to the General Fund.

Standing Rule XI

Honorariums

President - \$2,000

Bargaining Chair -\$1,500

1st VP - \$1,000

All other Executive Board Members -\$800

Elections Chair - \$500

Site/Group Reps - \$30 per regular meeting

Bargaining Team Members - \$300

Duties for Site/Group Reps:

1. Be available to represent members at site/group;
2. Attend Representative Council meetings, Representatives who attend 8 or more of the 10 regular Representative Council meetings will receive \$300.
3. Conduct regular meetings and provide feedback from bargaining unit members in attendance at school site meetings, as well as through informal conversations, to OMTA;
4. Distribute OMTA materials at building site to bargaining unit members.

Elections must be held before the last representative council of the year.

Executive Board will include: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Directors.

Qualifications for Executive Board Honorariums -

- 1) Attend 80% of all Rep Council meetings
- 2) Attend 80% of all Executive Board meetings
- 3) Attend 75% of elected position responsibilities

ELECTION STANDING RULES

NOMINATIONS AND ELECTIONS

A. Elections Committee

1. There shall be an Elections Committee.
2. The Elections Committee and Chairperson shall be appointed by the president and approved by the appropriate governance body to which it is responsible at the beginning of each school year.
3. The Elections Committee is charged with ensuring that elections are conducted in a fair and impartial manner.
4. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot.

B. Electronic Voting

1. Electronic voting is permissible and shall comply with the annual CTA Requirements for Chapter Election Procedures.
2. Only CTA approved companies may be contracted for electronic voting.
3. After counting the votes:
 - a. The Election Committee shall notify the President, Executive Board, and the membership of the election results.

B. Election Requirements

1. The chapter shall comply with the annual CTA Requirements for Chapter Election Procedures.

C. Timeline

1. The timeline for the Executive Board election shall be:
 - a. Announcement of vacancy(ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy
 - b. At least ten (10) calendar days between the announcement date of the vacancy(ies) and the date of the election.
 - c. Final date to acknowledge candidates' declaration of candidacy forms
 - d. Date(s) when voting will take place
 - e. Date that announcement of results will be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five (5) calendar days following the counting of ballots

- f. Dates and timelines for run-off election, if necessary
- g. Deadline for filing of challenges (date received, not post-marked date)

2. Timeline for Site/Group Representative Elections

- a. Notify all members of the site or group that an election is needed. Only OMTA members are eligible to vote.
 - b. At least five (5) calendar days between the announcement date for the vacancy(ies) and the date of the election.
 - c. Candidates must be part of the site/group they represent and may self-nominate
 - d. Include in the notification a timeline, which should include:
 - i. to whom and where to submit nominations
 - ii. date and time nominations close
 - iii. date, time, and place the election will be held
 - iv. if paper, date and time ballots will be counted
 - e. If only 1 person per position available is nominated by the end of the nomination period, you may hold a vote of acclamation instead of a ballot election.
3. Results for all elections will be emailed to the OMTA leadership, candidates, and members no later than five (5) calendar days following the election.

D. 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. For Executive Board elections, each candidate shall be provided space in a special edition of OMTA's Election Advocate. The Election Advocate will be sent to members at least one day prior to the vote.
- 4. For District-wide Non-Executive Board elections, each candidate shall be provided with a space for a 30-word biography which will be sent to members registered to vote for the election the day prior to the vote.

GLOSSARY

1. Bargaining Unit

Any group of school district employees organized into one unit for the purpose of bargaining with the employer in matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

There may be multiple bargaining units within an Association (i.e. librarians, counselors, nurses, etc.)

Only unit employees may contribute input into the proposed contract items for any given bargaining unit.

2. BIPOC Members

BIPOC members are those members of the Association which are defined as such under the bylaws of the California Teachers Association.