



California School Employees Association
Mt. San Antonio College Chapter 262

Standing Rules

Preamble

The California School Employees Association exists for the purpose of providing a democratic, member-controlled union dedicated to the mutual aid and protection of its members and the improvement of wages, hours and other terms and conditions of employment for all workers.

Chapter 262 adopts these parliamentary **Standing Rules** that further explains the roles and responsibilities of officers and members at both Executive Board and Chapter meetings. These **Standing Rules** are intended to clarify and define parliamentary procedures or establish procedures that require some flexibility at the discretion of the membership.

Standing Rules

1. Executive Board

- 1.1. The Chapter 262 Executive Board shall conduct its business meetings with a quorum of at least four (4) officers, not including the chair. If less than four (4) officers are present, the meeting shall be informational only and no actions can be taken.
- 1.2. Executive Board officers may not meet with the District President, Vice Presidents, or any member or members of the Board of Trustees to discuss any District business except when at least one other Chapter 262 Executive Board member is also present. A summary of the meeting shall be provided to all Executive Board members prior to the next Executive Board meeting, if possible, for discussion and action if required. Unless action is taken, any meeting with the District Administrators need not be reported to the membership at the general chapter meeting.
- 1.3. No Executive Board officer is authorized to take any action or enter into agreement with the District or any organization except when authorized by a simple majority of Executive Board members.
- 1.4. The position of Deputy Chief Union Steward shall be established. This position shall not be a member of the Executive Board. The Executive Board shall make nominations from among Chapter members in good standing. A vote by simple majority of Executive Board officers shall decide the incumbent. In the absence or disability of the Chief Union Steward, the Deputy Chief Union Steward shall possess all the powers and authority of the Chief Union Steward until such time as the Chief Steward returns to office. If the Chief Steward vacates the office for any reason, the Deputy Chief will act as interim Chief Steward until a replacement is elected in accordance with Chapter Constitution Article IV Section 6(c).
- 1.5. Executive Board meetings shall be conducted in person, except that a meeting may be conducted by video conference when necessary. Video conference meetings shall be bound by the same rules as in-person meetings. A vote to take action on any agenda item may be conducted via video conference when at least four members, not including the chair, are present and visible to all in the video conference.

2. Committees

2.1. Negotiations Committee

- 2.1.1. The Negotiations Committee shall include the Chief Union Steward as an ongoing member to advise the Negotiations Team about contractual issues and past practices. The Chief Union Steward may delegate attendance to one or more Negotiations Team meetings to the Deputy Chief Union Steward.

2.2. Nominations Committee

- 2.2.1. The Nominating Committee shall meet to begin the nominations process no later than the first work week in August.
- 2.2.2. The Chapter President shall select from among the committee members the Chair and co-chair to oversee the process, chair the meetings, and report to the Executive Board and general membership.
- 2.2.3. Committee meetings and business may be conducted via video conference when a simple majority of committee members are present. General discussions may take place via e-mail as long as all committee members are included in the e-mails.
- 2.2.4. The committee may vote or reach agreements using video conferencing when all committee members are notified of the date and time of the meeting and a simple majority are present.
- 2.2.5. The Committee shall nominate no more than three candidates for each office up for election.
- 2.2.6. The Committee may not nominate nor discuss nominations with anyone who is not a chapter member.
- 2.2.7. No member of the committee may contact unit members to discuss interest in being nominated, proposed nominees, or qualifications of any other nominees.