

Procedures

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Procedures

Arbitration Participation Fund

Rules for Implementation of an Arbitration Participation Fund

- I. Contract. In order to participate, a chapter must have a provision within its contract for binding arbitration of grievances by an outside neutral party.
- II. Chapter Contributions. The chapter must have a local dues level of at least 30% of the previous years of CTA dues rounded to the nearest \$5.00. Under special circumstances the CTA Board of Directors may waive this requirement.
- III. Chapter Bylaws. The chapter's bylaws must contain an appropriate mechanism for making the decision on whether or not to process a grievance to arbitration. The chapter must also identify grievance representatives and require that they be trained annually in a CTA-NEA training program.
- IV. Staff Involvement. CTA designated primary contact staff (PCS) should be provided a copy of the written grievance at the first level at which the grievance is placed in writing. PCS must be consulted in the processing of the grievance, and should be consulted regarding the decision to proceed to arbitration. Any decision to use a representative other than CTA staff in presenting a grievance to an arbitrator must be approved in advance by a CTA Assistant Executive Director/Regional Manager.
- V. CTA's Financial Contribution. Other than the cost of its staff, CTA's contribution shall be limited to 50 percent of the chapter's share of the arbitrator's fees and the cost of the transcript; but in no case, shall CTA contribute more than \$1500 per arbitration. Under extraordinary circumstances, due to a lengthy hearing of a complex grievance, the CTA Board of Directors may authorize up to an additional \$1500 toward the payment of 50 percent of the chapter's cost of the arbitrator and transcripts.
- VI. CTA Payment A payment of one-third (1/3) of CTA's financial contribution, described in #5 above, shall be made by CTA following submission of receipts by the chapter and the approval of the Assistant Executive Director/Regional Manager.

This does not apply to a grievance procedure which contains a "loser" pay provision, unless the CTA Assistant Executive Director/Regional Manager has specifically given his/her prior approval to participate in the sharing of the cost of such a provision, and the CTA Assistant Executive Director /Regional Manager is provided the opportunity to enter his/her judgment of the merits of the case before it goes to arbitration, at which time s/he can decline any further fiscal participation in the processing of the grievance. The CTA Board of Directors may periodically review these decisions. *(Amended May 1987, June 1988)*

Awards, Scholarships and Grants

I. Board of Directors Awards

California Friend of Education Award

A. Introduction

The Friend of Education Award is intended to recognize exemplary support of public education by any California resident, company, or organization.

B. Criteria

Annual award(s) may be given to a California resident, company, or organization, which has made extraordinary efforts to advance the cause of public education.

C. Nomination Process

Any member(s) of a chapter of CTA may nominate any California resident, company, or organization. All nominations must be postmarked by the specified application deadline of the school year in which the award is made. *(Amended January 2010)*

D. Selection Process

The CTA Board of Directors will consider the nominations submitted and may select one or more of the nominees to receive the award. If the Board of Directors believes that none of the nominees submitted for consideration of the award meet the criteria, then the Board may decide not to give the award for the current year.

E. Presenting the Award

The Award(s) shall be given to the recipient(s) at a meeting of State Council. *(PIC June 2000)*

Spirit of 98 Award

A. Any CTA member may proposed a member – or group of members – to a Board member for nomination for the Spirit of Proposition 98 Award *(Amended February 1999)*

B. The Award may be granted to no more than one in any given year; but the Award need not be given annually.

C. The Award shall recognize some member – or group of members – who have rendered extraordinary service to CTA or to educators, education, and students throughout the state. That service shall have had one or more of the following effects.

1. A major enhancement of CTA's role as the voice of education in California
2. A significant strengthening of CTA and its ability to produce gains for educators, education, and students.

3. An indispensable contribution to winning some outstanding advance for educators, education, and students.
- D. The Award shall be presented at a meeting of the State Council of Education.
- E. The Award shall consist of:
 1. A suitable plaque for the recipient's possession.
 2. The inscription of the recipient's name on a commemorative plaque that will be permanently displayed at the CTA headquarters. *(Adopted March 1990; Renumbered March 1994; Amended February 1999)*

II. CTA Scholarship Program

A. Introduction

CTA provides a scholarship program for its members, their dependent children and student CTA members to assist them in pursuing credential, degree or graduate programs. *(Amended January 2010)*

B. Scholarship Categories

1. CTA Scholarship for Dependent Children
 - a. Applicant must be claimed as dependent status on current year's IRS tax forms. Applicant may be the dependent child of an active, retired-life or deceased member of California Teachers Association (CTA).
 - b. Applicants may be graduating high school seniors, undergraduate or graduate students. *(Amended January 2010)*
 - c. One scholarship, provided by the D. A. Weber Scholarship Fund, is designated for a student attending continuation high school.
 - d. One scholarship is provided by the Ralph J. Flynn Memorial Fund for the highest scoring applicant.
2. CTA Scholarship for Members
 - a. Applicant must be an active member of CTA - including members working on an emergency credential.
 - b. Scholarships are available to members for credential, degree or graduate programs.
3. L. Gordon Bittle Memorial Scholarship
 - a. Applicant must be an active member of Student California Teachers Association (SCTA) and be pursuing a career in public education. This scholarship is not available for those who are currently working in public schools as members of CTA.
 - b. Applicants may be undergraduate, credential or graduate students. *(Amended January 2010)*

C. General Criteria

Each application is evaluated and scored in the following four categories:

1. Involvement in and sensitivity to human, social and civic issues.
2. Characteristics such as responsibility, reliability and integrity.
3. Academic and vocational potential: (High School grade point averages should reflect a 3.5 average - for GPA below 3.5, explain any special circumstances related to medical, physical or psychological condition. College grade point average should reflect a 3.0).
4. Special and personal achievements. *(Amended January 2010)*

D. Administration of the Program

Scholarship applications are widely distributed via Thursday mail in October of each year. Applications must be postmarked by the specified application deadline.

Scholarship recipients are announced in May. *(Amended January 2010)*

The CTA Scholarship Committee reads all applications and forwards a list of recommended scholarship recipients to the CTA Board of Directors for final approval.

The CTA Human Rights Department administers the CTA Scholarship Program. Further information about the Scholarship Program can be found on the CTA Website or requested from the CTA Human Rights Department.

In order to receive funds scholarship recipients will be required to show proof of registration in an approved teacher preparatory program or in an accredited institution of higher learning in California. *(Adopted January 2010)*

III. Cesar E. Chavez Memorial Education Awards Program

A. Introduction

Cesar E. Chavez, the founder and president of the United Farm Workers of America, dedicated his life to improving the plight of American farm workers and pointing out the dangers of pesticides on food. His deep belief in the principles of non-violence and the teachings of Dr. Martin Luther King Jr. won him the admiration and respect of leaders throughout the world. He believed strongly in public schools stating, "The purpose of all education should surely be service to others."

On December 7, 2000 the California Teachers Association announced the creation of the Cesar E. Chavez Memorial Education Awards Program to provide recognition for students and their teachers who demonstrate an understanding of the vision and guiding principles by which Cesar Chavez lived his life. *(Amended January 2010)*

B. Eligibility for Awards

The Cesar E. Chavez Awards Program is open to all CTA members and their students Pre-Kindergarten through Higher Education. Projects may be submitted by one student or a group of no more than five (5) students, in conjunction with a CTA member. Grade level categories include: *(Amended January 2010)*

- Pre-K-K (art work only)

- 1-2
- 3-5
- 6-8
- 9-12
- Higher Education

C. General Criteria for Awards

Awards must focus on one or more of the following and show the relationship to Cesar Chavez's life and legacy:

1. Principles of non-violence
2. Self-determination through unionization (forming and joining unions)
3. Social Justice for farm workers
4. Safe food/health/environmental issues
5. Human and civil rights issues
6. Teamwork, cooperation, collaboration, service to others
7. Empowerment of the disenfranchised
8. Innovation and education (*Amended January 2010*)

D. Administration of the Program

The Cesar E. Chavez Memorial Education Awards Program Committee reviews all projects submitted, and forwards a list of recommended award recipients to the CTA Board of Directors for their final approval. Prizes are awarded in the following categories: Visual Art and Written Essay - one each per region in each of the six grade level groupings: Pre-K-K (art work only); 1-2; 3-5; 6-8; 9-12; Higher Education. (*Amended January 2010*)

The CTA Human Rights Department administers the program. Further information about the awards program can be found on the CTA website or requested from the CTA Human Rights Department. (*Amended January 2010*)

Applications are widely distributed via Thursday mail in October and must be received in the Human Rights Department by the specified application deadline.. Awards recipients are announced in May. (*Amended January 2010*)

IV. Communications

Communications Awards Programs

A. Introduction

The Communication Awards Program is designed to:

1. Encourage CTA chapters, service centers and UniSerts to communicate with their members and to;

2. Recognize and honor those CTA chapters, service centers and UniServs which communicate regularly and effectively.

Entries are solicited each summer from the previous school year. The entries are judged by members of the Communication Committee of CTA's State Council of Education. The awards are conferred at local Service Center Councils. *(Amended September 1993, May 1999, June 2005, January 2010)*

Entry forms are prepared and distributed by CTA's Communications Committee. The form is accompanied by a copy of CTA's Mission Statement.

B. Awards and General Requirements

1. Awards

Recognizing the diversity among CTA affiliates, especially in their size and resources, the Communications Awards Program allows for the granting of more than one award in each category. Each entry judged deserving of an award receives an inscribed plaque.

In addition, Merit certificates are conferred for entries that are of very high quality, but not viewed as qualifying for an award.

2. General Requirements

Entries should reflect the philosophy and principles of the chapter, service center or UniServ and of CTA-NEA. Nominations should include, but are not limited to:

(Amended January 2010)

- a. Devotion to equal education opportunity and to raising the quality of education for all students,
- b. A parallel allegiance to elevating the status of the teaching profession and advancing the well-being of its members,
- c. A commitment to reflecting the state's cultural and ethnic diversity and to promoting mutual understanding and respect among all Californians, and
- d. Affiliation with CTA and NEA. *(Adopted January 2010)*

Locals may submit entries into as many different categories as they choose, however, locals may not submit multiple entries in one category. *(Amended January 2010)*

C. Categories and Specific Requirements

1. Newsletters and Newspapers

- Small locals with 1 to 499 members
- Medium locals with 500 to 2999 members
- Large locals with 3000 members or more *(Amended April 2014)*

Newsletters and newspapers **may** be of any size and shape.

The date of the publication and the address of the CTA chapter, service center or UniServ must be indicated on each newsletter or newspaper. Additionally, publications must include reference to or logos of CTA/NEA affiliation. At least three

(3) samples of different issues of the publication must accompany the entry form. *(Amended: June 2005, January 2010)*

2. Special Membership Communications

Awards for this category will be given in the following three areas: *(Amended January 2010)*

- Publications - printed material such as flyers, surveys, handbook, etc.
- Audio-visual media, tapes, videos, CDs or DVDs, etc.
- Other forms of communications. *(Amended: June 2005, January 2010)*

3. Communications to Parents or Community

This category is designed to recognize outstanding efforts by CTA affiliates in reaching out or informing parents or other members of the community. *(Amended January 2010)*

Awards for this category will be given in the following three areas:

- Publications - printed material such as flyers, surveys, handbook, etc.
- Audio-visual media, tapes, videos, CDs or DVDs, etc.
- Other forms of communications. *(Amended April 2014)*

Number of copies produced, the target audience(s), and the distribution must be indicated, as well as the person(s) who produced the entry. *(Revised June 2005, January 2010)*

4. Jose Colmenares Memorial Award

Jose Colmenares (1930-84) was manager of CTA's Communications Department from 1977 until his death. This award was established, in his honor, in 1985.

The Colmenares Award recognizes outstanding overall contributions to communications with members and with the community.

- Publications - printed material such as flyers, surveys, handbook, etc.
- Audio-visual media, tapes, videos, CDs or DVDs, etc.
- Other forms of communications. *(Amended April 2014)*

Winners will be recognized at a State Council meeting. *(Amended January 2010, April 2014)*

5. Ralph J. Flynn Memorial Awards for Digital Media

Ralph Flynn was Executive Director of CTA from 1976 to 1995. Under his visionary leadership, CTA grew into one of our nation's most progressive, effective advocacy organizations. Mr. Flynn's leadership truly made the CTA great as he helped it develop many programs including our multi-faceted communications program, during his tenure. These awards are meant to recognize efforts by CTA locals to use modern technology to communicate with its membership, and the public, through digital media. *(Amended January 2010, April 2014)*

Categories shall be:

- a. Category A, Ongoing Member Engagement, (equivalent to chapter newsletter/newspapers) broken down by size of local.
- b. Category B, Special Purpose (use of digital media for a specific purpose or project). *(Amended January 2010, April 2014)*

D. Administration of the Programs

The Communications Committee of CTA's State Council of Education judges entries and forwards its recommendations for awards to the Board of Directors. Final selections are made by the Board.

Entry forms and detailed instructions for preparing entries are sent to chapter presidents shortly before the traditional school year opens. Entries must be postmarked by the specified application deadline. For further information, contact: Manager, Communications Department, California Teachers Association, 1705 Murchison Drive, Burlingame 94010, or refer to the CTA website. *(Amended June 1989, May 1999, January 2010)*

John Swett Media Awards

John Swett Media Awards recognize outstanding contributions by individual journalists and their publications or broadcast stations to public understanding of the issues facing California schools, colleges, and universities.

Entries are judged by a panel of independent media professionals outside of CTA. John Swett judges may include publishers, editors, bloggers and reporters from newspapers, journals, magazines, online and wire services, as well as people in every aspect of radio and television broadcasting. CTA removes itself entirely from the judging process.

Completed nominations forms and all supporting materials must be received by the specified application deadline. *(Adopted January 2010)*

State Gold Awards

A. Statement of Purpose

The California Teachers Association State Gold Awards may be bestowed upon any person(s) or organization(s) whose leadership, acts, and support have proven that person(s) or organization(s) to be (a) true friend(s) of public education, educators, or students and deserves statewide recognition.

B. Qualifications

An individual recipient need not be a California resident, but he or she should reflect the philosophy and principles of the CTA. Individual nominees may be a public official or a private citizen. *(Amended January 2010)*

The two (2) non-member categories

- persons from business
- persons from non-profit or community organization. *(Amended January 2010)*

Nominations will be solicited and received each year, but no award need be granted in any one or more category(ies).

C. Procedures

1. Any CTA affiliate, other unit, or individual member may place a name(s) in nomination.
2. Nominations shall be on forms prepared by the CTA Communications Department.
3. Notice of the State Gold Awards Program, its purpose, and its deadlines shall be placed in the first issue, at the beginning of the school year, of CTA's official publication.
4. Completed nomination forms and all supporting materials must be received by the specified application deadline, at least one week prior to the first State Council of the calendar year.
5. The Committee shall review the nominations and forward its recommendations to the Board of Directors.
6. The Board shall select a State Gold Awardee(s), if any, from the recommendations of the Committee.
7. CTA's official publication shall publicize the achievements of the winner(s).
8. The State Gold Award(s) may be presented at an official General Session of State Council.
9. Only one State Gold Award will be awarded for each category (profit and non-profit). *(Amended March 2002, January 2010)*

Chapter Gold Awards

CTA Chapters are encouraged to develop local guidelines and to confer local Gold Awards. Certificates suitable for presentation may be obtained from the CTA Communications Department. *(Amended April 1989)*

V. GLBT Guy DeRosa Safety in Schools Grant and Scholarship Program

A. Introduction

The California Teachers Association GLBT Guy DeRosa Safety in Schools Grant and Scholarship program was created to promote human and civil rights by making our public schools safe for gay, lesbian, bisexual and transgender persons.

B. Eligibility

1. CTA/SCTA members, or
2. Public school student(s) nominated by a CTA or SCTA member, or
3. Public school district(s) nominated by a CTA or SCTA member

C. General Criteria

1. Increases safety for GLBT students and faculty.
2. Increases involvement of GLBT ethnic minorities.
3. Promotes collaboration with straight allies.
4. Increases awareness and understanding of gender identity.
5. Increases awareness and understanding of the GLBT community.

D. Grant Program

The grant program will support projects and presentations that promote understanding and respect of GLBT persons.

Categories:

1. Programs in Public Schools
 - a. Students in public schools, community colleges or four year universities who implement GLBT projects and/or presentations.
 - b. CTA members who implement a GLBT project/presentation at a public school for students and/or employees.
 - c. Public school districts that implement a project/presentation which promotes a safe public school environment conducive to learning and teaching for GLBT persons.
 - d. Special consideration will be given to projects that recognize, promote and celebrate ethnic diversity among GLBT youth.
2. Gay Straight Alliance (GSA)
 - a. GSA's will be eligible for project activities and/or presentations that promote a safe public school environment for all GLBT persons.
 - b. Seed money to establish a GSA
 - c. Special consideration will be given to projects that recognize, promote and celebrate ethnic diversity among GLBT youth.

E. Scholarships

The scholarship program will support members enrolled in a teacher/counseling credential program who are pursuing a career in public education. Proof must be submitted that you are currently enrolled or that you will be enrolled in a teacher/counseling credential program.

F. Administration

The GLBT Guy DeRosa Safety in Schools Grant and Scholarship Committee reads all applications and forwards a list of recommended grant and scholarship recipients to the CTA Board of Directors for final approval.

Scholarship applications are widely distributed by Thursday mail and must be postmarked by the specified application deadline.

More information on the deadline and application process is available on the CTA website. *(Adopted January 2010)*

VI. Human Rights Awards

A. Introduction

The CTA Human Rights Awards Program began in 1984. The goal of the Awards Program is to promote the development of programs for the advancement and protection of human and civil rights within the Association.

Presentation of the awards is made annually at the Equity & Human Rights Conference luncheon. Nomination forms may be obtained from Chapter Presidents, Service Center Council Chairpersons, State Council Representatives, Human Rights and Women's Issues Contacts and the Human Rights Department. Forms are due by the specified application deadline prior to the Equity and Human Rights Conference in March.

(Amended January 2010)

B. Award Categories

Human Rights Awards are given annually to CTA members, chapters and Service Center Councils in the following categories:

1. CTA Chapter Human Rights Award
2. CTA Service Center Council Human Rights Award
3. Individual Member Awards:
 - Jim Clark American Indian/Alaska Native Human Rights Award
 - Cesar Chavez "Si Se Puede" Human Rights Award
 - CTA Member Human Rights Award
 - CTA Peace and Justice Human Rights Award
 - Lois Tinson Human Rights Award
 - Nancy Bailey Leadership in Lesbian and Gay Human Rights Award
 - Pacific Asian American Human Rights Award
 - Physically/Mentally Challenged Students' Issues
 - Women's Issues Human Rights Award *(Amended January 2010)*

C. General Criteria for Awards

Awards are presented to nominees who meet one or more of the following criteria either through work, contributions, or programs within the Association or on its behalf.

1. Helped protect and advance the human and civil rights of educators and students.

2. Designed and implemented project(s) to inform the membership about the meaning of human and civil rights and how they can be protected or abridged.
3. Designed and initiated plans which identify and encourage the use of effective teaching materials reflecting the value of diversity.
4. Promoted human rights training and programs.
5. Worked to eradicate discrimination within the profession.
6. Promoted equal educational opportunity and access for all students.
7. Worked to improve inter-group relations.
8. Worked to eliminate hate motivated incidents and/or harassment.
9. Worked to reduce violence and promote peace.
10. Worked to gain a greater voice for all in Association policy and decision-making.
11. Helped to eliminate stereotyping in the curriculum, in the schools, or in the community.
12. Established or improved an effective Human Rights Program.
13. Worked to educate others about extremists who threaten the human and civil rights of others.
14. Worked to promote educational opportunity for physically and/or mentally challenged students.
15. Worked to build more effective family, school and community partnerships.
(Amended January 2010)

D. Administration of the Program

The Human Rights Awards Committee judges nominations and forwards its recommendations for awards to the Board of Directors. Final selections are made by the CTA Board of Directors.

Awards applications are due by the specified application deadline. Awards are presented at the Equity and Human Rights Conference in March. *(Amended January 2010)*

The CTA Human Rights Department administers the program. Information about the awards program can be found on the CTA Website, or requested from the CTA Human Rights Department. *(Amended April 2000, July 2003, January 2010)*

VII. Martin Luther King Jr. Memorial Scholarship Fund

A. Introduction

In 1968 after the assassination of Dr. Martin Luther King, Jr., CTA and Student CTA established a living memorial in the form of a scholarship fund to aid members of ethnic minorities to prepare for teaching-related careers in public education.

CTA recognizes the shortage of ethnic minority teachers and the demand for continuing professional growth in the field of public education.

The goals of the scholarships are to encourage ethnic minority students to become teachers and to promote professional growth for ethnic minority teachers. *(Amended January 2010)*

These scholarships are supported by voluntary contributions from the CTA membership. *(Amended January 2010)*

B. Eligibility for Scholarships

In order to be eligible an applicant must be pursuing a teaching related career in public education,

- Member of a defined ethnic minority group; and one of the following:
- An active member of CTA;
- A dependent child of an active, retired, or deceased member;
- Member of Student CTA

C. General Criteria for Scholarships

Each application is evaluated and scored in the following categories:

1. Financial need
2. Involvement in and sensitivity to human, social and civic issues
3. Characteristics such as responsibility, reliability, and integrity
4. Academic and vocational potential
5. Special and personal achievements

D. Administration of the Program

The Martin Luther King Jr. Scholarship Fund Committee reads all applications and forwards a list of recommended scholarship recipients to the CTA Board of Directors for final approval. Scholarship amounts vary each year depending on the amount of contributions and on the financial need of individual applicants.

Scholarship applications are widely distributed via Thursday mail in January and must be postmarked by the specified application deadline. Scholarship recipients are announced in May.

The CTA Human Rights Department administers the MLK Scholarship Program. Further information about the scholarship program can be found on the CTA Website or requested from the CTA Human Rights Department. *(Amended April 2000, July 2003, January 2010)*

VIII. Politics Award Programs

Theodore Bass Memorial Award

A. Introduction

The purpose of these awards is to recognize, as a tribute to the late Ted Bass, CTA Political Consultant, outstanding members in politics for their contribution to the education profession through political action. *(Amended January 2010)*

B. Procedure

1. The award program will be offered every odd numbered year for the preceding two year cycle.
2. Service Center Councils, Chapters, and Members are encouraged to submit to the CTA Governmental Relations Department a nominee or nominees from each chapter who has made an outstanding contribution to member political action. Nomination forms will be widely distributed including but not limited to CTA publications and the CTA website. Each chapter president will be provided a nomination form for this purpose. (Check with Governmental Relations Department for deadlines.)
3. CTA Governmental Relations Staff will keep the Service Center Chairs and Board Members apprised of incoming nominations. Two weeks prior to the deadline Board members and Service Center Chairs will be notified of all nominations submitted.
4. Each SCC nominee will be awarded a certificate. The certificates will be prepared by CTA and forwarded to the SCC chairpersons in the Spring for presentation to the nominees at an appropriate SCC event.
5. The Awards Committee will select the Award recipients.
6. Individuals selected will be honored by the CTA State Council of Education at the fourth annual meeting. *(Amended January 2010, June 2011)*

Joyce Fadem Award

A. Introduction

The purpose of these awards is to recognize, as a tribute to the late Joyce Fadem, Director of Governmental Relations, outstanding chapters in politics for contributions to the education profession through political action. *(Amended January 2010, June 2011)*

B. Procedure:

The award program will be offered every odd numbered year for the preceding two year cycle.

1. Service Center Councils, Chapters, and Members are encouraged to submit to the CTA Governmental Relations Department nominated chapters who have made an outstanding contribution to member political action. Nomination forms

will be widely distributed including but not limited to CTA publications and the CTA website. Each chapter president will be provided a nomination form for this purpose. (Check with Governmental Relations Department for deadlines.)

(Amended June 2011)

2. CTA Governmental Relations Staff will keep the Service Center Chairs and Board Members apprised of incoming nominations. Two weeks prior to the deadline Board members and Service Center Chairs will be notified of all nominations submitted. *(Amended June 2011)*
3. Each SCC chapter nominee will be awarded a certificate. The certificate will be prepared by CTA and forwarded to the SCC chairpersons in the Spring for presentation to the chapter nominees at an appropriate SCC event. *(Amended June 2011)*
4. The Joyce Fadern Awards Committee will select the Award recipients.
5. Chapters selected will be honored by the CTA State Council of Education at its fourth annual meeting. *(Amended January 2010)*

Legislator for Public Education Award

- A. **Criteria:** Annual award(s) may be given to legislators or elected statewide officials who have made extraordinary efforts to advance our legislative goals or to advance the cause of public education. *(Name changed September 2004)*
- B. **Nomination Process:** Any member(s) or chapter of the CTA may nominate an elected public official for the Legislator for Public Education Award. All nominations must be postmarked by the specified application deadline of the school year in which the award is made. *(Amended January 2010)*
- C. **Selection Process:** The CTA Board of Directors will consider the nominations submitted and may select one or more of the nominees to receive the award. If the Board of Directors believes that none of the nominees submitted for consideration of the award meet the criteria, then the Board may decide not to give the award for the current year.
- D. **Presenting the Award:** The award(s) shall be given to the recipient(s) at a meeting of State Council. *(Amended June 2000)*

IX. We Honor Ours (WHO) Awards

State: Chapters may nominate, and Service Center Councils may select, each year, an individual member who has rendered exceptional service at the state and/or national level. Service Center Council should forward the name of their nominee to the CTA President in preparation for being recognized at the fourth State Council meeting of the school year *(Added January 2010)*.

Chapter: CTA encourages its chapters to honor individual members for outstanding contributions to education, the profession, and the California Teachers Association

CTA/NEA-Retired

Guidelines

I. Membership

- A. Retired CTA and/or NEA members are eligible to become members of CTA/NEA-R and NEA-R, and local retired chapters where available.
- B. Only active CTA members can participate in local chapter/service center council/UniServ governance. Local, state or national retired members should not hold any membership positions on committees (i.e., elections, budget, negotiations, political action, etc.) *(Amended April 2010, September 2011)*
- C. Local chapters/service center councils/UniServs are encouraged to invite a local CTA/NEA-R representative in a liaison (Non-Voting/Ex Officio) capacity to attend local chapter/service center council/UniServ meetings and activities.

II. Finances

- A. Other than for casual and incidental use, active CTA local chapters/service center councils/Uni-Servs shall not provide support, financial and/or in-kind to CTA/NEA-R groups utilizing active member dues dollars, without prior approval of the active governing board (i.e., facilities, materials, etc.). *(Amended May 2013)*
- B. CTA services/staff time may not be granted without written request and prior approval from local chapter/service center council/UniServ governance, and the appropriate CTA manager.
 - 1. The request should include the estimated cost of staff time and the cost of materials.

III. Dispute Resolution

- A. Any dispute should be first resolved at the local chapter/service center council/UniServ level with notification to the CTA/NEA-R President and the CTA Board Liaison to CTA/NEA-R.
- B. If a dispute cannot be reached at the local chapter/service center council/UniServ level, the dispute will be appealed to the regional manager for resolution.
- C. If a dispute cannot be resolved at the regional manager level, final resolution will be with the CTA Board of Directors.

IV. Legal Services

- A. Local chapters/service center councils/UniServs cannot obligate legal or financial services to any CTA/NEA-Retired member.
- B. In the event a retired member is injured while attending a CTA/NEA-R sponsored event at a regional resource center, CTA headquarters or any other building that

CTA affiliates rent, insurance coverage is in effect. If a local chapter/service center/UniServ owns their own building, they would need to get their own general liability policy.

V. Political Activities

- A. Local chapters/service center councils/UniServs should be encouraged to coordinate coalitions with local chapter/service center council/UniServ CTA/NEA-R members on CTA recommended political activities and campaigns. *(Adopted September 2007, Amended February 2010, April 2010)*

Chapters

Chapter Assistance and Intervention

- I. Chapter assistance and intervention process can be initiated by Executive Officers, Board members, chapter members or leaders contacting CTA Board members or staff. *(Amended and Renumbered January 2010)*

II. Informal Intervention *(Renamed July 2013)*

- A. Involves CTA Board member(s) and local staff contacts (may include local leaders)
- B. Seeks to resolve issue/situation at this level if possible.
- C. May include trainings or site level visits (on a small scale).
- D. Needs to be conducted as soon as possible/in a timely manner.
- E. Make sure there is follow up with complainant.
- F. Process Log is started to document resolution of issue or implementation of next steps.

III. Request for Intervention Team

- A. Initiated by CTA Board member in writing goes through Executive Officers to CTA Board.
- B. Request should include specifics as to need areas for the chapter so team members with necessary expertise can be appointed.

IV. Intervention Team

A more formal assessment of a chapter and issues calls for a team of CTA Board members to be appointed to an Intervention Team. Appropriate staff would also be appointed to serve as a consultant(s) in order to provide support/logistics to the Intervention Team. *(Adopted February 2011)*

- A. The team and its chair are recommended by the CTA President and appointed by the CTA Board of Directors. *(Added February 2011)*

- B. Local CTA Board member(s) serve in an ex-officio capacity throughout the intervention team process. *(Renumbered February 2011)*

V. Investigation

- A. Hearings, review of documents and/or informal discussions may be conducted in the Chapter to gather information.
- B. Intervention Team discusses findings to reach consensus on the issues and forwards recommendations for CTA Board consideration. The report shall include a timeline and action plan. *(Amended February 2011)*

VI. Report of Findings and Adoption of Requirements

- A. Written report presented to the CTA Board for approval and implementation.
- B. CTA will provide assistance to enable compliance.
- C. Intervention Team Member(s) return to the Chapter to present official report to Executive Board.
- D. Intervention Team Member(s) present report to the Chapter's policy-making body (Rep. Council or general membership).
- E. Non-compliance by the Chapter may result in initiation of Trusteeship proceedings. *(Amended February 2011)*

VII. Evaluation of Implementation Progress

- A. Return visit to Chapter by Intervention Team Member(s) to monitor Chapter's efforts and progress.

VIII. Follow-up Report to Board

- Compliant - Chapter is implementing report requirements
- Non-Compliant - includes recommendation for further intervention or initiation of Trusteeship proceedings (as provided in Article X, Section 5 of CTA Bylaws).

IX. Further Intervention/Enforcement

In order to maintain or restore the democratic process, the financial integrity and/or security of the chapter, the CTA President will designate person(s) to lead the implementation of the adopted requirements. *(Adopted December 2005, Amended January 2011)*

Communications

I. Coverage in CTA Publications

Any State Council action calling for the publication of material in California Educator, or some other official publication, shall be referred to the Communications Committee, prior to presentation to the Council, for review and recommendation relative to (1) feasibility in light

of printing deadlines and (2) space availability. The recommendation of the Communications Committee shall be noted in the printed resolution presented to the Council for disposition.

II. Teacher of the Year

The following criteria shall be utilized in recognition of the California Teacher(s) of the Year:

- A. CTA check directly with the recipient's local Association to determine the recipient's status.
- B. Based upon input from the local Association, CTA may acknowledge the recipient in the California Educator and CCA/CTA Advocate.
- C. The CTA President may send a letter of congratulations to the teacher recipient.
- D. The CTA President may invite the teacher recipient to address the State Council.
(Amended June 1986)

III. Website

A. General Information

The CTA website is an ongoing electronic publication of the California Teachers Association. It is dedicated to providing information to CTA members and to the public.

The website's mission is to express the general sentiments and interests of the membership and to reflect the policies of the organization. In addition, its mission includes bringing appropriate organizational and educational information and assistance to parents and the public.

B. Content

CTA shall be solely responsible for all content appearing on its website. The CTA Website Advisory Committee, composed of members appointed by the CTA Board of Directors, makes recommendations to the CTA Board of Directors. The CTA State Council of Education has jurisdiction over website policy, which will fall under the purview of the Communications Committee.

Content within the CTA website is predominately staff written and does not rely on articles that are written by outside contributors.

CTA:

- Reserves the right to reject any and all articles, information, or other material.
- Reserves the right to edit all material for both space and content.

CTA does not:

- Post information not in accordance with CTA policy;
- Post information which is inimical to the interests of education or the education professions;
- Pay for individual articles or artwork by members or other California public school or college staff eligible for membership. *(Amended April 2007)*

C. Writing style/copyright issues

Articles written for the CTA website are expected to follow the standard Associated Press style and to be reported within the standard canons of good journalism, i.e., accurate, appropriate and in good taste. Associated Press Copyright Guidelines are to be adhered to, concerning information on the CTA website, and information taken from the CTA website.

D. Advertising

Advertising shall be subject to the same advertising policies in effect for the California Educator.

E. CTA Members Only Area

Access to the CTA Members Only Area of the website shall be by official registration and use of a password or other security measures and shall be granted only after membership verification in CTA. CTA shall have the expectation that its members will respect the security and the Acceptable Use Policy of the CTA website. *(Amended April 2007)*

F. Links

All affiliates of the CTA shall have the right to have their independently operated websites linked to the CTA website as long as they meet the standards of affiliation.

Education-related websites (including those intended for teachers, school employees, parents, and students) must be reviewed by the appropriate CTA staff prior to being linked.

Other websites may be linked from the CTA website as they are deemed to help CTA members and support the Association's mission and goals.

Linked websites will be reviewed to ensure that they continue to meet the requirements of CTA under the policies listed above. CTA reserves the right to remove any link to another website or any information contained on the CTA website for any reason—regardless of its source.

While CTA monitors and provides links to other websites it deems to be of interest to educators and the public, CTA is not responsible for the information or content changes to these other websites. *(April 2007, January 2011)*

Political Involvement

I. CTA Education Platform

An educational platform should be developed by CTA, and such platform be presented to the political parties in California on an ongoing basis. *(October 1975, June 1984)*

II. CTA/NEA Legislative Contact Program

In January of odd numbered years, the Legislative Division of CTA Governmental Relations Department will present a legislative program to the Board of Directors for approval.

The program shall contain the following:

1. A listing of legislative and congressional districts by board member- for the purpose of appointing one Legislative Contact per Legislative and Congressional member.
2. A listing of legislative and congressional districts by Service Center Council - for the purpose of assisting the SCCs in designing programs (for example, Legislator in the Classroom, lobby days, etc.) to outreach and advocate to their members of Congress and State Legislator and to assist with the CTA Alert processes.
3. Email, text and other web-based systems designed for rank and file members to be updated on policy issues and the ability to direct them to their legislator by phone, email and social media.
4. Legislative and Congressional policy goals as set by the CTA State Council of Education.
5. An accountability system of reporting on contacts from the field to GR and the CTA Board, and updates from GR and the CTA Board to the field.

In conjunction with each region, the CTA GR staff will provide relevant training. (*Amended July 2011*)

A. CTA Legislative Alert Process:

Definition: A Legislative Alert is the vehicle by which CTA GR will notify the Legislative Contacts, Service Centers, CTA Board members, and NEA Board members, CTA members and CTA staff of the need for urgent contacts to elected Legislators or Members of Congress to support or oppose impending action at the State legislature or in the US Congress.

1. Legislative Alerts will be sent electronically.
2. The Legislative Alert process initiates action through three components. They are the Legislative Contacts, the Service Centers, and the general membership.
3. The Legislative Contact appointed by the CTA Board is responsible for contacting the legislator personally.
4. Legislative Contact Service Center teams will mobilize their local leaders via an established contact plan for the legislative district(s) within their service area. The contact plan developed by the Service Centers shall also include a reporting system so that Sacramento GR staff will get feedback on the progress of the Alert.
5. Direct communication from GR to the membership or targeted membership will support the program with emails, texts, social media, directed phone calls and the CTA website as necessary.
6. Legislative Contacts, Service Centers, and CTA/NEA Directors should be informed of service center team actions or individual legislative contact activities.

7. The Governmental Relations Division shall report the results of the legislative action on every issue generating a Legislative Alert.
8. This program does not preclude requests by CTA GR to contact specific legislative contacts; Service Centers; CTA leaders and staff for help with targeted legislators.

B. Responsibilities:

CTA shall:

1. Develop a clear legislative agenda to drive the program.
2. Develop and implement a rapid communications system that includes “state of the art technology” to support this program.
3. Provide adequate staff support for the program.
4. Encourage SCC’s to sponsor informal meetings or activities, for the purpose of establishing working relationships between CTA leadership/staff and the legislator and his/her district staff member. Service Center Councils should check with the Governmental Relations Department before spending money for food, refreshments, etc, to ascertain what restrictions or reporting requirements may be in effect.
5. Provide information and resources necessary for the successful and effective implementation of the CTA/NEA Legislative Contact Program.

III. Evaluation:

The CTA/NEA Legislative Contact Program shall be evaluated at the end of each legislative session by the CTA Board of Directors. *(Amended November 2011, April 2012)*

IV. Commendations for Elected Officials Who Support Our Issues and Closing the Information Loop to Legislative Contacts

- A. Key votes by Assembly persons and Senators on Sponsored and Opposed legislation will trigger a letter of commendation which will be initiated by the appropriate advocate. The letter will be a joint letter from the CTA President and the appropriate Legislative Contact.

Implementation:

1. The advocate will notify the Coordinator of the State Contact Program of the vote and the need for the letter.
2. The Coordinator of the State Contact Program will draft the letter and send to the CTA President for signature.
3. The CTA President will sign and then send to the appropriate legislative contact for signature and mailing or personal delivery to the legislator.

- B. All legislators receiving a positive report card (as determined by the appropriate advocate) will receive a letter of commendation from the CTA President and appropriate legislative contact. The procedure would match the one outlined above.
- C. The Sacramento Governmental Relations Office will send information to Burlingame regarding specific votes on key issues. Burlingame will dispense the information via the CTA Bulletin Board. Service Center Councils will copy the information and send it to legislative contacts within the SCC. (Contacts who have their own computers and modems may access directly, eliminating the need for SCC copies. Suggested interval - two weeks.) *(Adopted October 1987)*

V. Recommendation Procedures

A. Legislative/Congressional Districts

1. Political Calendar

- a. In each odd numbered year, the Governmental Relations Division shall develop a two year political action timeline to be submitted to the CTA Board of Directors at their January meeting.
- b. The Governmental Relations Division will notify Service Centers Councils (SCCs) in a timely manner of CTA and NEA Recommendation Procedures and timeline.
- c. By the October meeting of the Board of Directors the Governmental Relations Division shall submit a list of pending elections, and tiering recommendations based on assessment of voting history, constituent communication and leadership.
- d. In the event of a special election or a change in election dates the timeline will be modified as appropriate.

2. Tiering of Elections:

- a. Tier 1 Elections: A tier one election is identified as containing a candidate who is running for re-election in the same house of the legislature or in Congress and on the CTA Assessment Rubric, has excellent ratings in at least four of five categories: voting record, access at the capitol, access in the district, communications, and leadership.

Tier 1 Candidates, in order to be recommended by CTA, must complete a written questionnaire. The recommendation is not final until referred to the CTA Board of Directors and approved by the CTA State Council of Education.
- b. Tier 2 Elections: A tier two election is identified as containing a candidate who is running for re-election in the same house of the legislature or in Congress and on the CTA Assessment Rubric, has excellent ratings in at

least three of five categories: voting record, access at the capitol, access in the district, communications and leadership.

Tier 2 Candidates, in order to be recommended by CTA, must have a face-to-face meeting with a CTA local team to address any concerns and complete a written questionnaire. The recommendation is not final until referred to the CTA Board of Directors and approved by the CTA State Council of Education.

- c. Tier 3 Elections: A tier three election is identified as containing a candidate who is running for re-election in the same house of the legislature or Congress and CTA recommends that an interview take place. In these elections CTA will either:

- (1) Interview viable candidates, to consider a pre-primary recommendation

- (2) Interview post primary, when it is in CTA's best interest to wait and either make a recommendation at that time or recommend no action.

Incumbents may be invited to interview along with their primary/general election challengers; the process will include a video-recorded oral interview and written questionnaire. The recommendation is not final until referred to the CTA Board of Directors and approved by the CTA State Council of Education.

- d. Tier 4 Elections: A tier four election is identified as any race, including special elections, in which there are no candidates running for re-election. In these districts CTA will either:

- (1) Interview viable candidates to consider a pre-primary recommendation

- (2) Interview post primary, when it is in CTA's best interest to wait and either make a recommendation at that time or recommend no action.

The process will include a video-recorded oral interview and a written questionnaire. The recommendation is not final until it is referred to the CTA Board of Directors and approved by the CTA State Council of Education.

- e. Tier 5 Elections: A tier five election is identified as any race with multiple Tier 1 and 2 candidates running against one another, and automatically defers the recommendation process until post-primary.

- f. The tiering recommendations of the Board of Directors shall be submitted to the CTA State Council for adoption.

3. Recommendation Procedures

In each odd numbered year the Governmental Relations Division shall prepare maps of each legislative and congressional district with a listed percentage representation of each CTA Board of Director, Service Center Council and NEA Director district.

- a. CTA recommends only one candidate per Legislative/Congressional District.

b. Process

(1) Forming Interview Teams

- (a) The CTA Board Member, in concert with the Service Center Council(s), shall appoint interview teams. The team shall include local leaders who live and/or teach within the geographic boundaries of the electoral district.
- (b) Selection of Team members shall take into account the following criteria for purposes of balance:
 - (1) Political Affiliation
 - (2) Size of Chapters
 - (3) All geographic parts of the Legislative/ Congressional district
 - (4) Gender
 - (5) Ethnicity
- (c) The appropriate CTA Board Member(s), CTA/ABC Committee member(s), and SCC Leader(s) may participate on these teams. Teams that participate in Congressional candidate interviews should include the appropriate NEA Board Member(s).
- (d) A schedule of interviews shall be provided to the Governmental Relations Division.
- (e) The Governmental Relations Division shall provide training, support and communication for implementation of the Recommendation Process.

c. Post Primary Recommendation should a recommended candidate not prevail.

- (1) The Interview Team shall indicate one of three choices to be taken post-primary:
 - (a) Recommend a secondary candidate(s);
 - (b) Reconvene the Interview Team to make a recommendation to the CTA Board of Directors prior to the July board meeting; or
 - (c) A recommendation of “No Action”

4. Interview Process

a. Tier 1 Process

- (1) Tier 1 candidates shall be sent a questionnaire from the Governmental Relations Division as required to complete the recommendation process.

b. Tier 2 Process

(1) Before the Meeting

- (a) Prior to meeting with the candidates, the CTA Team will have a briefing on the race, read through and discuss the candidates' written questionnaire and discuss the CTA or NEA assessment.
- (b) The areas of concern within the CTA or NEA assessment shall be the focus of the meeting with the candidate.
- (c) Interview team members should decide on who is chairing the interview, who is asking which question(s) and who is the official transcriber of the interview document to be sent to Governmental Relations Division.
- (d) The Governmental Relation Division shall assist by providing the contact information for the candidate, prepare briefing materials and consult with local staff and leaders to assist with logistics.
- (e) The Governmental Relations Division shall be notified at least one week in advance of the meeting.

(2) Conducting the Interview Meeting

- (a) Thank the candidate for coming and seeking a CTA recommendation.
- (b) Introduce the CTA team members, giving assignment, school, and Association position and where the team member lives or teaches in the district.
- (c) Explain CTA's process for tier two elections.

(3) Concluding the Interview Meeting.

Summarize the next steps for the candidates as suggested below:

- (a) Thank you for your thoughtful answers and the time you gave us.
- (b) The team will be making a recommendation which will be sent to our members prior to the CTA Board of Directors meeting in _____.
- (c) The CTA Board of Directors will consider the recommendations and refer them to CTA's State Council of Education, our governance body of 900 members representing teachers and education employees in school districts from across the state.
- (d) State Council will make the final decision and the candidates will be notified.

(4) Deliberations of the Interview Team

- (a) All Interview Team members share their perceptions of the candidate with the rest of the team.
- (b) Interview Team members reach a decision, by consensus or majority vote, to recommend the candidate for the primary, defer the recommendation until the General Election or to recommend “No Action.”
- (c) The Interview Team Summary shall be sent to Governmental Relations Division along with one copy of the oral interview responses.
- (d) Copies of the Interview Team summary shall be sent electronically to the SCC Chairs, the Regional Manager, and the Regional Political Organizer.

(5) Problem Resolution

In the event that a problem arises in the Recommendation Process, the CTA Board Member and the local team shall attempt to rectify the issue locally. If no resolution is possible, the question of Recommendation is referred to the CTA Board of Directors for its Recommendation to the State Council.

c. Tier 3 and 4 Elections Process

(1) Before the Interview

- (a) Prior to interviewing candidates, the CTA Interview Team will have a briefing on the race(s), read through and discuss the candidates’ written questionnaires and (if applicable) discuss the CTA or NEA assessment of current or past legislators.
- (b) Interview team members should decide on who is chairing the interview, who is asking which question(s) and who is the official transcriber of the interview document to be sent to Governmental Relations Division.
- (c) All Oral Interviews for tier 3 and 4 elections shall be video-recorded.
- (d) The Governmental Relations Division shall assist by providing the contact information for all viable candidates, prepare briefing materials and consult with local staff and leaders to assist with logistics.
- (e) The Governmental Relations Division shall be notified at least one week in advance of interview.

(2) Conducting the Interview

- (a) Thank the candidate for coming and seeking a CTA recommendation.
- (b) Introduce the CTA interview team members, giving assignment, school, and Association position and where the team member lives or teaches in the district.

- (c) Explain CTA's interview process, including the use of the DVD camera.
- (d) Explain time allotment for interview and adjust responses to complete all questions.

(3) Concluding the Interview

Summarize the next steps for the candidates as suggested below:

- (a) Thank you for your thoughtful answers and the time you gave us.
- (b) The team will be making recommendations which will be sent to our members prior to the CTA Board of Directors meeting in _____.
- (c) The CTA Board of Directors will consider the recommendations and refer them to CTA's State Council of Education, our governance body of 900 members representing teachers and education employees in school districts from across the state.
- (d) State Council will make the final decision and the candidates will be notified.

(4) Deliberations of the Interview Team

- (a) All Interview Team members share their perceptions of each candidate with the rest of the team.
- (b) Interview Team members reach a decision, by consensus or majority vote, to recommend a candidate for the primary, defer the recommendation until the General Election or recommend "No Action."
- (c) The interview team will also reach a secondary decision as to which candidate(s) if any would be acceptable for recommendation should their first choice be defeated in the primary election.
- (d) The Interview Team Summary shall be sent to Governmental Relations Division along with one copy of the oral interview responses for each candidate interviewed and the DVD.
- (e) Copies of the Interview Team summary shall be sent electronically to the SCC Chairs, the Regional Manager and the Regional Political Organizer.

(5) Problem Resolution

In the event that a problem arises in the Recommendation Process, the CTA Board Member and the local team shall attempt to rectify the issue locally. If no resolution is possible, the question of recommendation is referred to the CTA Board of Directors for its recommendation to the State Council of Education.

5. Next Steps

- a. It shall be the charge of the Governmental Relations Division to communicate the results of the Interview team recommendation to the rank and file CTA members, prior to the CTA Board of Directors meeting at which the recommendation will be considered.
- b. The CTA Board of Directors may initiate action in the event that a local recommendation process does not take place.
- c. Report of the CTA Board of Directors
 - (1) The Governmental Relations Division shall prepare a report for the CTA Board of Directors of all of the local recommendations. Local recommendations are due in the Governmental Relations office five (5) working days prior to the start of the State Council meeting in which action will be taken.
 - (2) The CTA Board of Directors may make a substitute recommendation to replace the local recommendation when the Board believes that it is in the best interest of the Association. An explanation will be given to the interview committee.
 - (3) Recommendations shall be referred to the State Council by the CTA Board of Directors and identified as Local Recommendations and/or Board Recommendations.
- d. Actions to be Taken by State Council
 - (1) Recommendations by the CTA Board of Directors will be placed on a Consent Agenda unless required by procedure or State Council action to be placed on a secret ballot.
 - (2) Motions from the floor to change a recommendation shall require a 60 percent vote.
 - (3) If a recommendation does not receive 60 percent or more of the votes cast by State Council, the result is No Action.
 - (4) All recommendations shall continue Post-Primary unless changed at the State Council immediately following the Primary.

6. Follow-Up Process

- a. CTA Governmental Relations Division will send letters of recommendation to the candidates following CTA State Council action.
- b. Post-Primary Recommendations; if it is in the best interest of CTA, recommendations in any race may be deferred until after the results of the June Open Primary.

- c. Post General Election Recommendations; if it is in the best interest of CTA, recommendations in any race may be deferred until after the results of General Election.
- d. Recommendations for U.S. Congress are not final until voted on by the NEA PAC Council.

7. Legislative Recalls

- a. In the event a member of the State Assembly or Senate is subject to recall, the responsible Service Center Council shall convene a committee representative of the district in the recall. The committee shall make a recommendation for or against the recall. In order to assist in the deliberations, Governmental Relations staff shall prepare documents that support both sides of the recall issue and shall include such information as recall documents, applicable state statutes, campaign contributions, message points, endorsers and press clippings.
- b. In addition to recommending a position on the issue of recall the committee shall interview and recommend a candidate according to the procedures outlined above. The legislator who is subject to the recall may be included in the interview and questionnaire process.
- c. The Governmental Relations Division shall notify rank and file members in the affected district of the team's recommendation at least one week before it goes to the CTA Board of Directors. Results of the recommendation procedure shall go to the CTA Board of Directors and State Council of Education.

(Amended April 2008)

B. Recommendation Procedures for County Superintendent of Schools and County Boards of Education

Candidates for County Superintendent and County Board of Education shall be recommended through a process which guarantees that all CTA chapters in the county are invited to participate in the interview committee and included in all aspects of the endorsement process. In all recommendation procedures, the local CTA chapter representing the County Office employees shall be included.

To initiate the process the CTA Regional Political Organizer, CTA Staff, CTA Board Member(s), SCC Chair, etc. shall work with the affected locals and staff to coordinate an interview.

The Service Center Council, a Uniserv office or the local CTA office can be of assistance to members in contacting the chapters, coordinating the interviews and tabulating the votes cast.

Any recommendation for endorsement from the interview team shall be forwarded to all CTA locals in the county for their vote. A concurrence of 60% of the votes cast shall be the minimum threshold for recommendation.

CTA/ABC funding in County Office races shall only be considered based on the CTA/ABC standing rules and in accordance with this policy. In addition, the application for CTA/ABC funds must include the process by which the candidate was selected and the mechanism for funding the campaign (local PAC, new PAC or designate funds directly to the candidate). The recommendation will be considered a countywide recommendation for all CTA members, regardless of local.

CTA Governmental Relations Division shall assist with the recommendation procedures and the campaign structure. *(Adopted June 2007; Amended June 2012, April 2014)*

C. Recommendation Procedures for Statewide Public Office; U.S. Senate, State Constitutional Offices, State Board of Equalization

1. Recommendation of Incumbent

The CTA Board of Directors may place before State Council a recommendation for any incumbent. In such cases, the CTA Board of Directors shall make a recommendation to State Council of Education, in writing, at least one month prior of State Council of Education meeting in the year prior to the election.

2. Interview Teams

- a. An Interview Team shall be established for each Constitutional or Statewide office when the CTA Board of Directors determines an interview is necessary.
 - (1) Each Interview Team shall be appointed by the CTA President and consist of one member from each of the following: CTA Board of Directors, CTA/ABC, State Legislation Committee, Political Involvement Committee and one other member of the Association.
 - (2) Each team shall be as representative as possible of CTA membership.
 - (3) CTA Executive Officers shall be ex-officio members of each of the Teams.
 - (4) The Interview Team recommendation shall be signed by the members of the Team and transmitted to the Board of Directors.

3. Pre-Primary Interview Process

- a. Interviews of candidates who have announced their intent to seek statewide office shall begin as soon as practicable after the Interview Teams have been constituted.
- b. All viable candidates shall be invited to participate.

- c. Incumbent candidates recommended for re-election shall be mailed an addendum questionnaire.
- d. All other candidates invited to participate in the interviews shall be mailed a written questionnaire and a biographical information form provided by CTA. These documents must be returned prior to scheduling an interview.
- e. All candidate interviews shall be video-recorded.
- f. The report shall include a list of all interviewed candidates and the recommendation of the Interview Team. This report shall be sent to the CTA Board of Directors and shall be published prior to the State Council at which a vote is planned so that chapters can give direction to their State Council Representatives.
- g. Interview Teams may recommend one of the following positions:
 - “Recommend” (CTA supports the candidacy of the individual)
 - “No Action”

4. Pre-Primary Recommendation Process

- a. Pre-primary recommendations of the Interview Teams shall be published one month prior to the State Council meeting at which the recommendations are to be considered for approval.
- b. Balloting on the question of which candidate to recommend pre-primary shall be conducted in accordance with established CTA Recommendation Procedures. A candidate must receive 60 percent or more of the valid votes to receive CTA’s “Recommend” position.

5. Post-Primary Recommendations

Post-primary recommendations for candidates for any race where there was no pre-primary recommendation or where the candidates recommended pre-primary by the CTA State Council did not win the Primary, will be conducted at the CTA State Council meeting immediately following the Primary Election.

6. Actions to be Taken by State Council

- a. All CTA Board of Director(s) Recommendations will be placed on a Consent Agenda unless required by procedure or CTA State Council action to be placed on a secret ballot. (A Recommendation that is pulled from the Consent Agenda for informational purposes only will be returned to the Consent Agenda without objection.)
 - (1) 60 percent vote requirement for State Council actions
- b. Motions to substitute a different position on Recommendations are in order.

- (1) If adopted, the substitute motion shall be committed to written ballot.
 - (2) If the substitute motion fails, the original motion of the Board of Directors shall be committed to written ballot.
- c. If a Recommendation fails to receive 60 percent or more of the votes cast, the position shall be “Neutral.”
- d. All Recommendations shall continue post-primary unless changed at the State Council meeting immediately following the primary.

D. Recommendation Procedures for Candidates for United States Presidential Election

1. Pre-Primary Recommendation Process

CTA will utilize the follow procedure:

- a. Candidates must be supportive of public education and issues that are consistent with the goals and objectives of CTA.
 - (1) Each viable* candidate for President of the United States from the major parties shall be given an opportunity to participate
 - (2) Each candidate shall be invited to complete a written questionnaire on national issues of concern to CTA members.
 - (3) Upon completion of the written questionnaire, CTA shall invite the candidates to interview at a time and a place to be determined. The completion of the written questionnaire is required before an interview is scheduled.
 - (4) The CTA Interview Committee shall be composed of at least one officer, one PIC member, one member of the NEA Board, one member of the CTA Board, one member of the ABC Committee and two other members of CTA.
 - (5) No candidate may be recommended without completion of both the written questionnaire and completion of an interview with CTA.
 - (6) The Interview Committee will make a recommendation with rationale to the CTA Board of Directors. This recommendation may be to:
 - (1) Recommend a candidate
 - (2) No action
 - (7) The recommendation of the CTA Board of Directors will be sent to State Council. *(Adopted April 2007)*
 - (8) The recommended candidate may also provide the Association a 3-5 minute clip on a DVD/video that expresses the candidate’s position on public

education. This clip will be shared with the State Council members, chapter presidents, and SCC Chairs. *(Adopted April 2007)*

- (9) The State Council will consider the recommendation of the CTA Board of Directors and will vote to approve or disapprove of the recommendation. Substitute motions to change the recommendation for a different candidate may not be made. *(Adopted April 2007)*
- (10) The recommendation shall be committed to written ballot and shall require an affirmative vote of 60% or more of the ballots cast. If the recommendation fails to achieve 60% or more of the votes cast, the position shall be “Neutral.”

*Criteria for viability

- (a) Qualify for FCC Matching Funds: To participate in the matching fund program, a candidate must demonstrate broad-based support by raising more than \$5,000 in \$250 donations of matchable contributions in each of 20 different states.
- (b) National media coverage in articles and campaign activities.

2. Post-Primary Recommendation Process

CTA will follow the established NEA procedures for the Presidential Recommendation Process. *(Adopted October 1981; Amended January 1988, March 1993, May 1997, June 2001, May 2003, April 2005)*

E. Recommendation Procedures for CalPERS Board Elections

1. Recommendation Process and Timelines

- a. CTA will interview candidates and make recommendations for the California Public Employees’ Retirement System (CalPERS) Board Administration.
- b. The Board elected seats are for four-year terms as follows:
 - (1) Two elected by and from all CalPERS members.
 - (2) One elected by and from all active State members.
 - (3) One elected by and from all active CalPERS school members.
 - (4) One elected by and from all active CalPERS public agency members (employed by contracting public agencies).
 - (5) One elected by and from the retired members of CalPERS.
- c. CTA Governmental Relations Division will develop and distribute a detailed schedule of dates for recommendation activities. *(Amended February 2011)*

2. Interview/Assessment Team

- a. A separate Interview/Assessment Team for each elected seat to the CalPERS Board will be appointed by the CTA President and approved by the CTA Board of Directors.
- b. The makeup of the team include: A CTA Board member, a CTA/ABC member, a CTA Retirement Committee member, CTA Political Involvement Committee member, one member at-large, and a CTA member in the CalPERS system for the seat in question.
- c. Each team shall be as representative as possible of the CTA membership.
- d. CTA Executive Officers shall be ex-officio members of each of the teams.
- e. The Interview/Assessment Team recommendation shall be signed by the members of the team and transmitted to the Board of Directors. *(Amended February 2011)*

3. Interview Process

- a. Interviews of qualified candidates who have announced their intent to seek a seat of the CalPERS Board shall begin as soon as practicable after the Interview Assessment Teams have been constituted.
- b. All candidates shall be mailed a written questionnaire and a biographical information form provided by CTA. These documents must be returned prior to scheduling an interview.
- c. All viable candidates shall be invited to participate in separate interviews.
- d. Staff, in consultation with the CTA Political Involvement Committee and Retirement Committee chairpersons, shall develop the candidate questionnaire.
- e. All candidate interviews shall be video-recorded.
- f. The Interview/Assessment Team recommendation shall be signed by the members of the team and transmitted to the Board of Directors. The report shall include a list of all interviewed candidates and the recommendation of the Interview/Assessment Team.
- g. The CTA Board of Directors shall act on the recommendation report and shall publish the results prior to the State Council meeting for which time a vote is planned.

4. Actions to Be Taken By State Council

- a. The CTA Board of Directors recommendations will be placed before the Council for a secret ballot vote.
- b. Motions to substitute a different position on recommendations shall require a majority (at least 50 percent plus one) of the votes cast to change a recommended position. If adopted, the substitute motion shall be placed on a

written ballot. If the substitute motion fails to achieve a majority vote to change a recommended position the original motion of the Board of Directors shall be placed on a written ballot.

- c. If a recommendation does not receive a majority of the votes cast by State Council, the position shall be “No Recommendation.” *(Adopted March 2011)*

F. Recommendation Procedures for STRS Board Elections

1. Recommendation Process and Timelines

- a. CTA will interview candidates and make recommendations for the California State Teachers’ Retirement System (CalSTRS) Board. *(Amended February 2011)*
- b. The Board elected seats are for four-year terms as follows *(Amended February 2011)*:
 - (1) Pre-K-12 Teacher Seat: A K-12 or County Office of Education (COE) employee who is an active CalSTRS member or participant who is not an administrator, elected by all K-12 and COE employees who are active CalSTRS members or participants.
 - (2) Pre-K-12 Teacher/Administrator Seat: A K-12 or COE employee who is an active CalSTRS member or participant, including administrators, elected by all K-12 and COE employees who are active CalSTRS members of the Defined Benefit Program.
 - (3) Community College Seat: One instructor who is an active CalSTRS community college member or participant, elected by active CalSTRS community college members and participants.
- c. CTA Governmental Relations Division will develop and distribute a detailed schedule of dates for recommendation activities. *(Amended February 2011)*

2. Interview/Assessment Team

- a. A separate Interview/Assessment Team for each elected seat to the CalSTRS Board will be appointed by the CTA President and approved by the CTA Board of Directors.
- b. The makeup of the teams will include:
 - (1) Pre-K-12 Teacher Seat: A CTA Board member, a CTA/ABC member, a CTA Retirement Committee member, CTA Political Involvement Committee member, and one member at-large.
 - (2) Pre-K-12 Teacher/Administrator Seat: A CTA Board member, a CTA/ABC member, a CTA Retirement Committee member, CTA Political Involvement Committee member, and one member at-large.

- (3) Community College Seat: A CTA Board member, a CTA/ABC member, a CTA Retirement Committee member, CTA Political Involvement Committee member and one member at-large who must be from the Community College Association (CCA) if no other member of the team is from the CCA.
- c. Each team shall be as representative as possible of the CTA membership.
- d. CTA Executive Officers shall be ex-officio members of each of the teams.
- e. The Interview/Assessment Team recommendation shall be signed by the members of the team and transmitted to the Board of Directors.

3. Interview Process

- a. Interviews of qualified candidates who have announced their intent to seek a seat of the CalSTRS Board shall begin as soon as practicable after the Interview Assessment Teams have been constituted. *(Amended February 2011)*
- b. All candidates shall be mailed a written questionnaire and a biographical information form provided by CTA. These documents must be returned prior to scheduling an interview.
- c. All viable candidates shall be invited to participate in separate interviews.
- d. Staff, in consultation with the CTA Political Involvement Committee and Retirement Committee chairpersons, shall develop the candidate questionnaire.
- e. All candidate interviews shall be video-recorded.
- f. The Interview/Assessment Team recommendation shall be signed by the members of the team and transmitted to the Board of Directors. The report shall include a list of all interviewed candidates and the recommendation of the Interview/Assessment Team.
- g. The CTA Board of Directors shall act on the recommendation report and shall publish the results prior to the State Council meeting for which time a vote is planned.

4. Actions to Be Taken by State Council

- a. The CTA Board of Directors recommendations will be placed before the Council for a secret ballot vote.
- b. Motions to substitute a different position on recommendations shall require a majority (at least 50 percent plus one) of the votes cast to change a recommended position. If adopted, the substitute motion shall be placed on a written ballot. If the substitute motion fails to achieve a majority vote to change a recommended position the original motion of the CTA Board of Directors shall be placed on a written ballot.

- c. If a recommendation does not receive a majority of the votes cast by State Council, the position shall be “No Recommendation.” *(Adopted February 2003, Amended May 2013)*

G. Recommendation Procedures for Other Offices

Local chapters may recommend candidate(s) for Mayor, County Supervisor, City Council, Sheriff, District Attorney, County Central Committees and/or other local

aces. These recommendations are not eligible for CTA-ABC funding. *(Adopted June 2007, Amended May 2013)*

H. Initiatives and Referenda

Positions on initiatives, whether placed on the ballot by petition or by the State Legislature, shall be approved by the State Council of Education. Referenda of state laws shall be determined in the same manner as initiatives. The PIC committee shall make recommendations on initiatives and referenda when they are qualified for the ballot and shall be consistent with CTA policies for legislation.

An exception to the process shall be limited to initiatives which are sponsored by CTA or pose such great harm to the CTA members that earlier recommendations are appropriate. *(Adopted April 2013)*

Special and Economic Services Procedures

I. CTA Special and Economic Services

Special and Economic Services Programs form an integral part of the Association’s package of Membership Services and Benefits. To this end, CTA will develop and maintain a broad program of Special and Economic Services, which shall be under constant supervision and re-evaluation of the Board of Directors; in accordance with procedures established in Bylaws, Standing Rules and CTA policy. As a major function of its overall coordination of the Special and Economic Services Programs, the Board of Directors shall ascertain that said programs are fully self-supporting, with the exception of incidental staff, committee and council expenses.

II. CTA Special and Economic Service Program Definitions

- A. **Endorse.** The term “endorse” shall apply to programs which meet the following:
 1. The plan and/or program are under the continuing review of the CTA Board of Directors.
 2. The endorsement criteria for the specific program have been substantially complied with, and an endorsement agreement in compliance with CTA Policy has been negotiated, signed and ratified.

3. Disputes between members and the endorsed vendor regarding the provisions of the plan or program shall be resolved through either an arbitration provision or through the use of the CTA Advisory Panel on Endorsed Services.

B. Endorsement of Electronic Voting Vendors. Endorsement of Electronic Voting Vendors shall be limited to the following:

1. Recommendation for endorsement of Electronic Voting Vendors shall come from the CTA Electronic Voting Workgroup for approval by the CTA Board of Directors.
2. Endorsed Electronic Voting Vendors must have in place a valid Non-Disclosure Agreement with CTA.
3. Criteria for compliance with CTA election requirements will be provided to Endorsed Electronic Voting Vendors. Non-compliance by the Vendor will result in loss of endorsed status.
4. CTA Chapters or members may bring concerns relating to Endorsed Electronic Voting Vendors to the Vendor Evaluation and Screening Committee. *(Added June 2013)*

C. Logo. The term “logo” refers to the CTA Logo, with the term “endorsed” or “recommend” juxtaposed to the logo in close proximity. The “logo” as defined, may be used by CTA “endorsed” or “recommended” firms in marketing products to CTA members, but only in accordance with written agreements between CTA and the “endorsed” or “recommended” firm, and then only after review of the material by the appropriate CTA designee.

D. Delivery System. CTA may utilize any or all of the following delivery systems in its delivery of Special and Economic Services to CTA members:

1. Single product/service endorsement or recommendation.
2. Dual or multiple product/service endorsement or recommendation.
3. Broker, agent or agency endorsement/recommendation for the delivery of several products/services.

III. CTA Special and Economic Services - Role Definitions

An effective Association Special and Economic Services Program results from implementation of several interrelated roles. These roles involve at least the following: 1) Overall coordination; 2) Policy review, development and adoption; 3) Screening, review and recommendation of vendors; and 4) Review and resolution of complaints regarding vendors. To this end, CTA has assigned each of these functions as follows:

A. Overall Coordination. The CTA Board of Directors is responsible for the role of overall coordination of the CTA Special and Economic Services Program. Within the parameters of CTA Policy, the Board of Directors appoints CTA members to each of the two Economic Services Groups: 1) The Advisory Panel on Endorsed Services;

and 2) The Vendor Evaluation and Screening Committee. In addition, the Board of Directors coordinates the activities of the two committees; including acting on committee recommendations, referring matters from committees to other committees, or to the Council as defined in CTA Policy.

B. Screening, Review and Recommendation of Vendors.

The role of screening, reviewing and recommending vendors for Association “endorsement” or “recommendation” is performed by the Vendor Evaluation and Screening Committee as follows:

1. Conducts investigations, screens, evaluates, and recommends vendors in accordance with CTA policy.
2. Recommends to the Board renewal or non-renewal of agreements with current vendors.
 - a. In accordance with CTA policy, meets with such vendors for the purpose of evaluating programs, or recommending modifications in program based upon criteria established by CTA policy.
 - b. Reviews with such vendors their marketing plan, including advertising in CTA publications and participation at CTA meetings and conferences.
 - c. Reviews and recommends proposed rate changes.

C. Review and Resolution of Complaints Regarding Vendors.

The role of reviewing disputes between CTA and its “endorsed” and “recommended” vendors, or between CTA members and such vendors is performed by the Advisory Panel on Endorsed Services as follows:

1. Assist in adjudication of disputes between members and endorsed or recommended vendors.
2. Recommends changes in policy and/or programs based on information obtained in panel hearings.
3. Coordinates and reviews use of any arbitration provisions contained in agreements between CTA and its vendors.

IV. No Conflict of Interest

Members of the Board of Directors and members of other CTA Governance bodies who are directly involved in the development, evaluation, review and recommendation of Association Special and Economic Services Programs shall be free of any conflict of interest with respect to relationships to any vendor of any endorsed or recommended program. To this end, members of the Board of Directors, the Advisory Panel on Endorsed Services and the Vendor Evaluation and Screening Committee shall annually sign a non-conflict of interest statement which attests his/her commitment to the following principles:

- A. To refrain from making personal investments in enterprises which he/she knows may be directly involved in decisions made by him/her or which will otherwise create substantial conflict between his/her duty in serving the Association's interest and his/her private interest.
- B. To refrain from any transaction as representative or agent of the Association with any business entity in which he/she has a direct or indirect interest that might reasonably tend to conflict with the proper discharge of his/her official duties.
- C. To refrain from accepting any other position which will impair independence of judgment in the exercise of official duties on behalf of the Association.
- D. To refuse, for personal use, any compensation of any kind, per diem, travel expense or gift of value from a firm or corporation which sells goods or services to the Association.
- E. Those who represent the interests of the Association in endorsed Special and Economic Services Programs by participating in the governance and other related activities of the firms involved with those programs may receive reimbursement for the necessary and actual expenses incurred in fulfilling their responsibilities. This provision shall also apply to persons serving as members of Boards of Directors of endorsed credit unions, or for similar service in other endorsed firms which service derives from an agreement between the Association and said firm. *(Amended May 2009)*

V. CTA Special and Economic Services Program - Endorsement Criteria

To receive a CTA "endorsement" or to receive a CTA "recommendation" for a product or service, a prospective vendor of such product or service will be measured by a set of "general" criteria applicable to all products and services, and by a set of "specific" criteria designed for each particular type of product or service. When the Association determines to "endorse" or "recommend" a vendor of a particular product or service, the Association shall select the vendor which best meets the general and specific criteria as established.

- A. **General Criteria for Endorsement/Recommendation (Applicable to all products and services).**
 - 1. The prospective vendor shall be legally, actuarially, and financially sound, as determined by submission of evidence by the vendor and by independent investigation by the Association.
 - 2. The prospective vendor must demonstrate that its product or service will offer an economic advantage to CTA members over similar products or services available to members in the general market place.
 - 3. The prospective vendor must be willing, where applicable, to offer its programs to retired members on the same basis that they are offered to members.

4. To the extent possible, the prospective vendor shall have the capacity to market the program statewide.
5. The prospective vendor must agree to a dispute resolution procedure, either: a) binding arbitration of disputes, or b) adjudication by the CTA Advisory Panel for Endorsed/Recommended Services.
6. The prospective vendor shall be willing to enter into a written agreement with the Association, setting forth the benefits and responsibilities of both parties in the Endorsement/Recommendation relationship.
7. The prospective vendor must provide an “Account Executive” (or similar title) who will maintain ongoing liaison between CTA and the vendor. This person shall, to the extent possible, have authority on behalf of the vendor, to resolve problems and disagreements that may arise.
8. In addition to its annual financial report, the prospective vendor shall provide CTA with an annual report setting forth its experience with the Association account which shall include the following: a) all contacts made with CTA members; b) number of CTA members who participated in the program or service; c) gross dollars collected or gross premiums collected; d) benefits, costs, or claims paid; and e) profit to vendor; or a similar report which is mutually agreeable to CTA and the proposed vendor.
9. The prospective vendor shall have a reputable history of offering similar products or services to other organizations, and must provide at least five (5) verifiable references which the Association may contact to verify claims made.
10. When applicable, the product or service shall continue while a member is on a leave of absence, disability, or in a work stoppage situation.

B. Specific Criteria

1. Group Life Insurance
 - a. Provision for continuation of insurance when transferring from one group to another.
 - b. A plan must be available for retired members with premiums deducted from retirement checks.
 - c. Vendors must be willing to participate in payroll deduction plans when available.
 - d. Coverages must be substantial enough to provide adequate survivor benefits during the years of greatest need.
 - e. Accidental death and dismemberment benefits must be included.
 - f. Dependents shall be included for maximum coverage allowable under state insurance laws.

- g. The program must provide supplemental life insurance which can be added to the basic plan on an individual basis.
 - h. There must be an open enrollment period for new bargaining unit members who join CTA.
 - i. Proposed changes in rates and benefits must be negotiated with CTA, as the holder of the master contract.
 - j. Several plans should be available, both in decreasing term and level term, so chapters can select the plan that best meets the needs of its members.
 - k. Group experience must be pooled on a statewide basis.
2. Group Salary Protection Programs
- a. Provision for continuation of insurance when transferring from one group to another.
 - b. Vendor must be willing to participate in payroll deduction plans when available.
 - c. Coverages substantial enough to provide adequate salary protection benefits when needed.
 - d. Several plans should be available for chapter consideration, including a daily benefit plan and a percent of salary plan.
 - e. For members not eligible for STRS or PERS Disability payments, program should provide income until age 60.
 - f. Open enrollment period for new bargaining unit members who join CTA, or for all members when chapter changes plans.
 - g. Any proposed changes in benefits or rates must be negotiated with CTA.
 - h. Members shall be reinstated after an approved leave of absence.
 - i. Group experience will be pooled on a statewide basis.
3. Credit Unions
- a. Among those whose field of membership is certificated, non-management or non-supervisory, educational employees, only those who are CTA members may join.
 - b. Anyone related to the CTA member by blood or marriage, and anyone living in the immediate household of the CTA member may join.
 - c. Retired persons belonging to the CTA/NEA-Retired may join.
 - d. Fees and service charges assessed to members shall be reasonable, and competitive; and shall not be in excess of fees and service charges normally assessed in the financial market place.

- e. The first 100 checks will be printed free of charge.
 - f. The credit union shall offer a competitive credit card service to members.
 - g. Interest rates charged on loans shall, at all times, be reasonable and competitive with those loan interest rates charged by other credit unions in the area of jurisdiction.
 - h. Applications for signature loans and collateral loans will be made available to any employed CTA members. Approval of and amount of each line of credit shall be determined by the length of employment, the loan repayment history, and current encumbrances.
 - i. Ten or twelve month loan repayment schedules shall be made available to members.
 - j. Any CTA member who is a member of the Credit Union may run for the Credit Union Board of Directors, through open and democratic procedures which provide appropriate procedural safeguards.
 - k. No staff member of the Credit Union may be a member of the Credit Union Board of Directors.
 - l. Meetings of the Credit Union Board or of the general membership of the Credit Union shall not be scheduled during the same time period as meetings of the CTA State Council of Education.
 - m. Elections of members of the Credit Union Board of Directors and other Credit Union elections shall be preceded by a written notice of election to all Credit Union members sufficiently in advance of the election to guarantee full participation.
 - n. The Credit Union shall provide services to its members which are not in conflict with CTA services.
 - o. Any contemplated changes in Credit Union policies and/or procedures which affect CTA members shall be communicated in writing to the CTA at least 15 days in advance of a final decision on such changes. CTA shall have the opportunity of providing input on such changes to the Credit Union.
4. Auto, Home and Renter Insurance
- a. Members who move from one community to another should be assured continuance of service and benefits.
 - b. The company must have an excellent background in casualty insurance.
 - c. The company must have the staff to adequately handle claims, sales, and service.
 - d. The company should have a rating of B+ or better in Best's Key Rating Guide of Insurance Companies.

- e. The company should write business directly, rather than through brokers or independent agents.
 - f. Premium may be paid annually through installments or through payroll deduction.
 - g. The company should provide information as to areas where their coverage is broader or more restrictive than standard policies in both auto and homeowners.
 - h. The company should provide information as to minimum and maximum limits of auto coverage for bodily injury, property damage, uninsured motorist, under-insured motorist, collision, comprehensive, medical expenses, towing, and rental reimbursement.
 - i. The company should provide information on minimum and maximum coverages available for property protection, liability protection and medical payments.
 - j. Medical payments should be primary, rather than a coordination of benefits.
 - k. Coverage should be available if traveling to Mexico and Canada.
 - l. Coverage should be provided for motor cycles, mobile homes, exotic cars, boats, jewelry and furs.
 - m. Earthquake insurance should be available.
 - n. The cancellation policy or the policy regarding unacceptable risks must be clear, must be fair, and must provide for appeal.
 - o. Surcharges prior to cancellation should be made available.
 - p. Discounts should be available for "good students," multiple cars, low mileage use of cars, excellent driving records, smoke alarms, non-smokers, burglar alarms, etc.
5. Mass Purchasing/Travel Programs
- a. The agency or firm shall be reputable, as evidenced by independent CTA investigation, and by submission of references.
 - b. The agency/firm must offer a product or service at prices which are not available other than through group purchase arrangements.
 - c. The agency/firm must be bonded, and must agree to hold CTA harmless against any and all claims.
 - d. The agency/firm must offer reasonable warranty/money back guarantee provisions for defects in products or for failure to perform services.
 - e. The agency/firm must offer products and/or services which are generally marketable to and of interest to CTA members.

VI. CTA Special and Economic Services Program - Endorsement/ Recommendation Agreements

Once the Association has determined to “endorse” or “recommend” a particular vendor for a product or service, a written agreement between the Association and the vendor must be developed and signed by both parties. Following are the Association’s policies relating to such agreements:

A. **General Provisions** (applicable to all agreements).

1. The Agreement shall contain provisions relating to the vendor’s agreement to meet the relevant endorsement/recommendation criteria set forth elsewhere in CTA policy.
2. The Agreement shall contain a provision for resolution of disputes, both individual member disputes with the vendor, and disputes relating to the implementation of the Agreement.
3. The Agreement shall contain provisions relating to the use of the CTA “endorsed” or “recommended” logo, the use of CTA membership list, inserts in various Association publications, and such additional marketing techniques as may be agreed upon.
4. The Agreement shall contain a specific detailing of the product or service to be offered to CTA members, including, if appropriate, any certification of insurance, insurance policy, contract, etc.
5. The Agreement shall contain a provision for termination of the Agreement by either party for non-performance by the other party, of Agreement’s provisions.
6. The Agreement shall contain an effective date and a termination date, which shall be no longer than five (5) years duration.
7. Include a “save harmless” statement by which the vendor agrees to indemnify the Association, its applicable affiliate, members, and employees against all damages and liabilities, including counsel fees incurred in connection with the solicitation, sale, service of the endorsed product or program.
8. Include a non-discrimination provision for products subject to all applicable laws and regulations.
9. Stipulate other required relevant reports and deadline dates in the Agreement.
10. The Agreement should specify procedures for modifying the program and identification of individuals who can act to modify the program.
11. Other legally appropriate and necessary contract provisions as determined, from time to time, by the CTA Legal Counsel.

B. Review and Removal of Endorsement/ Recommendation Agreements

1. Agreements between CTA and its endorsed or recommended vendors shall be for no longer than five (5) years.
2. Agreements shall be reviewed and may, subject to the Association's discretion, be renegotiated and renewed for an additional period of no longer than five (5) years.
3. No Agreement may be renewed for a third term unless and until the Association has received renewal bids from any additional proposed vendors and has evaluated both the incumbent vendor and the newly proposed vendors in terms of the endorsement/recommendation criteria set forth in CTA policy.

VII. Implementation of Policy

In order to implement the policy set forth herein, the Board of Directors, upon consultation with the appropriate committee, has the authority, within the broad parameters of this policy, to vary from the policy as long as such variance is substantially in compliance with the policy and is necessary for the implementation of a particular plan or program. *(Adopted March 1986)*

State Legislation

I. Guidelines for Processing Legislation

A. State Legislation Committee

The State Legislation Committee shall review all recommended positions from the CTA standing committees to ensure the recommendations are consistent with CTA policies. *(Amended November 2013)*

B. Process

The Legislative Advocates in Sacramento will screen all bills. Those affecting the public school system and the teaching profession in California will be directed by the Legislative Advocates to the proper standing CTA State Council committee(s) for study and recommendation. Committee recommendations are presented to the State Legislation Committee for policy determination. The State Legislation Committee presents recommendations that conform to CTA policy to State Council for adoption.

1. If the subject matter of a bill falls in the area of several committees, a Prime committee will be designated by the Legislative Advocates. If a policy committee disputes the designation, the dispute shall be referred to the State Legislation Committee Chair for a recommendation to the CTA Executive Officers for resolution.
2. Upon the request of a policy committee, the State Legislation Committee Chair may add a secondary committee, in which case the Chair will notify the CTA Executive Officers of the addition.

3. Assigning bills to two committees evenly as “co-prime” should be avoided. However, in the rare instance where co-prime assignments must be made, the chairs of the affected designated committees should meet to discuss the bill contents and determine the process for taking a position on the bill. The process should be determined and finalized no later than Friday evening of Council.
4. Should there be a dispute as to how to proceed with any bill, the CTA Executive Officers will serve as the final arbiters.
5. In the case of multiple referrals, it will be the responsibility of each committee to report a recommended position to the Prime committee. After appropriate study and consideration, the Prime committee will report a recommended position to the State Legislation Committee for policy determination. (*Amended November 2003, June 2010*)
6. Community College Association (CCA). CCA shall function as a standing committee of State Council. CCA shall serve as the Prime committee. If the subject matter relates primarily to community colleges but may have an impact on other segments of public education, CCA shall serve as the Prime committee with other appropriate State Council committee(s) serving as secondary. If the area of legislation affects all levels of education, or all higher education, CCA shall work through the State Council committee system, or CFA, to develop a coordinated proposal for recommended action. Where the interest of the groups cannot be resolved, the legislation shall be referred to the Board of Directors.
7. California Faculty Association (CFA). For CTA assistance and support for California Faculty Association (CFA) legislation considered of urgent importance to CFA:
 - a. CFA shall address a letter to the President of CTA specifying the legislation for which support is needed. Said letter should provide rationale and a copy of the legislation. Copies should be sent to the CTA Manager for Legislative Relations and the CTA Director for Higher Education.
 - b. The CTA Officers will take a position pursuant to CTA Interim guidelines if the legislation relates solely to the California State University (CSU) system.
 - c. If proposed legislation specifically names the California community colleges (district and/or Board of Governors) exclusively, the bill shall go to CCA for a recommended position to be forwarded to State Council. If proposed legislation specifically names the California State University exclusively, the bill should go to CFA for CFA’s process to be followed. If proposed legislation names both the California community colleges and the California State University, the CCA leadership and the CFA leadership shall confer and determine the position to recommend to State Council. If CCA is named the prime committee, the recommendation shall be processed through State Council or the interim process. If both CCA and CFA are named prime

committees, the recommendation shall go to the CTA Board of Directors for referral to the State Council. *(Amended June 2008)*

- d. Appropriate State Council committee(s) shall be consulted if the proposed legislation impacts all levels of education.
8. State Council Committees. Committees are responsible for screening bills and recommending action to the State Legislation Committee. It is recommended that legislation be the first item of business on the agenda of each standing committee at State Council. Legislative subcommittees of standing committees should meet on the evening preceding the first day of the State Council meeting to study bills referred to them, and to develop recommendations. Presentations to the State Legislation Committee by the standing committees will be made on the first day of State Council, after committees have convened. Committees having no legislative proposals should notify the State Legislation Committee as soon as possible after committee meetings begin. *(Amended July 2011)*
9. State Legislation will check recommended positions to see whether or not they are within CTA policy. The State Legislation Committee will finalize the legislative package for presentation to State Council after all policy committees have reported their recommendations. *(Amended July 2011)*
10. Immediate Policy Adoption
 - a. A State Council of Education policy committee may bring a recommended position on legislation to the State Legislation Committee without existing policy only if the standing committee proposes new policy for immediate action to the entire State Council.
 - b. During the State Legislation Committee report to the State Council at its general session on Sunday, the State Legislation Chair will inform the Council that policy for immediate action must be adopted before the State Legislation Committee proposed recommendation for legislative position can be moved.
 - c. Immediately thereafter, the Chair of the policy committee will be recognized on the floor to move adoption of the new policy for immediate action.
 - d. If the policy for immediate action is adopted, the State Legislation Chair will move the proposed recommended legislative position. The Council will vote on the State Legislation Committee's recommendation on the legislation.
 - e. If the policy for immediate action is not adopted, no action shall be taken on the proposed recommended legislative position. *(Adopted January 2008)*

C. Sponsored Bills.

CTA develops the legislation and has it introduced by a member of the Legislature. Working for its passage is given major emphasis.

1. State Council Committees will be expected to:

- a. Prepare rationale sheets for presentation to the State Legislation Committee before the bill is heard. Included should be a clear explanation of the need for a new law or reasons why the current law should be amended.
 - b. Make available for distribution to the State Legislation Committee thirty five (35) copies of rationale sheets and the legislative proposals in substantive language.
2. Community College Association (CCA). For purposes of sponsored legislation relating to community colleges, CCA shall function as a standing committee of State Council. If the subject matter of a bill relates solely to community colleges, CCA shall serve as the Prime committee. If the subject matter relates primarily to community colleges but may have an impact on other segments of public education, CCA shall serve as the Prime committee with other appropriate State Council committee(s) serving as secondary. If the area of proposed legislation affects all levels of education, or all higher education, CCA shall work through the State Council committee system, or CFA, to develop a coordinated proposal. Where the interest of the groups cannot be resolved, the proposed legislation shall be referred to the Board of Directors.
3. California Faculty Association (CFA). For CTA assistance and support for California Faculty Association (CFA) sponsored legislation:
 - a. CFA shall address a letter to the President of CTA specifying the legislation for which sponsorship is needed. Said letter should provide rationale and a copy of the legislation. Copies should be sent to the CTA Manager for Legislative Relations and the CTA Director for Higher Education.
 - b. The CTA Officers will take a position pursuant to CTA Interim guidelines if the legislation relates solely to the California State University (CSU) system.
 - c. CCA shall be consulted if the proposed legislation impacts the community colleges. If there is a disagreement between CCA and CFA, the CTA Director for Higher Education shall convene a joint meeting with CCA and CFA to see if differences can be resolved.
 - d. Appropriate State Council committee(s) shall be consulted if the proposed legislation impacts all levels of education.
4. The Last State Council Meeting (Even-numbered years, prior to the first year in the legislative cycle).
 - a. All proposed sponsored legislation that embodies new items or concepts, not currently before the Legislature, must be introduced at the last State Council meeting.
 - b. All proposed sponsored legislation presented by policy committees shall go to the State Legislation Committee for policy and priority conformance.

- c. All proposed sponsored legislation approved by the State Legislation Committee shall go to the State Council on Sunday. If the State Council approves the proposals for further study, they will be referred to the Board of Directors. The Board will request a staff analysis and a cost analysis and recommendation on each proposal from the Financing Public Education Committee prior to formulating its recommendations. This will be accomplished during the summer months. All analysis and recommendations will be forwarded to the primary policy committees at the first State Council meeting of the school year.
5. First State Council Meeting.
 - a. All proposed sponsored legislation held over at the last meeting for analysis and recommendations will be referred to the primary policy committees for reconsideration. Primary policy committees will reconsider the proposed legislation, projected cost, and recommendations. The Prime committee's recommendation will be reported to State Council. If the decision is to sponsor, then the proposals will be sent to the State Legislation Committee. The State Legislation Committee will prioritize the proposals and submit them to the State Council for adoption.
 - b. The proposal(s) will be introduced as soon after the first State Council meeting as possible.
 - c. All new legislative proposals originating at the first State Council meeting (in even-numbered years, prior to the first year in the legislative cycle) will be presented to the State Legislation Committee and to the State Council as separate items and will require a majority vote. All new legislative proposals will be approved by the State Council at the first meeting.
 - d. During the autumn months, a thorough cost analysis will be accomplished by the Financing Public Education Committee and the staff will provide a legislative history. They shall prepare recommendations for further action.
 - e. The Financing Public Education Committee and staff's analysis and recommendations will be forwarded to the CTA Board of Directors which will formulate recommendations and forward all analysis and recommendations to the primary policy committee for reconsideration at the next State Council meeting. If the decision is to sponsor, then the proposals will be sent to the State Legislation Committee for consideration, and presentation to State Council for adoption by a majority vote as official CTA legislation.
 - f. The new proposals (from the first State Council meeting) will be introduced as soon as possible after the second State Council meeting. If it is not possible to introduce the proposals in January, they will be held over for introduction in the second year of the legislative session. (Complete cooperation of CTA attorneys in drafting major cost legislation will be an absolute necessity at this point.)

6. First State Council Meeting (Odd-numbered years, prior to the second year in the legislative cycle).
 - a. If the Council approves sponsorship at the first Council of the year, analysis, histories, and Board recommendations will be prepared prior to the second Council meeting for referral to the Prime committee.
 - b. If a CTA sponsored bill has not been enacted, the Council may approve its reintroduction without new analysis or recommendations.
 - c. No new CTA sponsored bills may be proposed any later than the first Council meeting of the second year of a legislative cycle.
 - d. Proposed sponsored legislation that comes through State Council as new business will be referred to the appropriate Council policy committee of the next State Council meeting. The policy committee will review the item and determine the appropriate action. If the policy committee concurs in the recommendation to sponsor the legislation, it shall follow the procedures for sponsorship as outlined in the CTA policy handbook.
7. Upon the recommendation of the State Legislation Committee, the Council may refer new proposals from policy committees for the introduction of sponsored legislation to the Board of Directors during the second State Council meeting of any school year. The recommendation of the State Legislation Committee must be based upon a finding that:
 - a. Extenuating circumstances and/or emergency exists and;
 - b. That no other alternative is available to resolve the situation which gives rise to the proposed legislation including awaiting the next legislative year.

The Board may approve immediate introduction of the proposed sponsored legislation, pending an FPE and staff analysis. If such authorization is approved, the action shall be submitted to the State Council for ratification at its next regular meeting.

Introduction of the legislation will depend upon securing an author prior to any legislative deadlines which might apply.

8. The CTA Board of Directors may initiate sponsored legislation between State Council meetings based upon a finding that:
 - a. Extenuating circumstances and/or an emergency exists and;
 - b. That no other alternative is available to resolve the situation which gives rise to the proposed legislation including awaiting the next legislative year.

If the Board approves immediate introduction of the proposed sponsored legislation, pending an FOE and staff analysis, the action shall be submitted to the State Council for ratification at its next regular meeting.

Introduction of the legislation will depend upon securing an author prior to any legislative deadlines which might apply.

9. After proposals are adopted as sponsored legislation by the State Council, it is the responsibility of the consultant to the committee of origin:
 - a. To present the proposal to the CTA Legal Counsel's office for final bill drafting.
 - b. To prepare testimony which will be utilized before policy committee(s) when hearings on the bill occur.
 - c. To prepare fact sheets on each bill for use with the policy committee(s).
10. Any proposals to be sponsored which are submitted after the first State Council meeting would be considered for the second year of the two-year legislative session.

D. Co-sponsored Bills

CTA cooperatively works with one or more other groups to develop, introduce and seek the passage of the proposal. This position is to be utilized when necessary to join with other organizations.

1. Process for Initiating Co-Sponsorship of Legislation
 - a. The agency or organization seeking co-sponsorship of a legislative proposal shall submit a request, in writing, to the CTA President. The request shall contain the rationale, including but not limited to the timeliness of the proposal, the need(s) addressed, and the agency or organization's common ground with CTA.
 - b. The CTA President may refer the proposal with a recommendation to pursue co-sponsorship based on CTA policy, to the CTA Board of Directors.
 - c. The CTA Board of Directors shall determine whether the proposal shall continue through the process for sponsored legislation either through Board adoption or referral to the appropriate State Council committee.

- E. **Bills Introduced by Others:** Recommendations on other bills on which State Council committees have taken positions should be presented to the State Council Legislation Committee for policy determination.

The following are appropriate position recommendations.

Support - CTA does not introduce the legislation but supports it.

Oppose - CTA will work to defeat such legislation.

Watch - CTA will monitor the bill. Any significant amendments to the bill will be brought to the appropriate committee(s) for a possible change in position.

Rationale for Watch must include any of the following:

Needs clarification
Spot bill
Waiting for amendments
Working with the author
Funding sources unclear

(Adopted July 2011, Amended November 2013, March 2014)

F. Individual or Chapter Proposed Legislation:

Individual members or Chapters desiring sponsored legislative proposals shall contact the CTA Governance office which shall direct the proposal request to the appropriate policy committee(s) for study and recommendation.

Chairpersons of the standing committees should indicate specific times during these hours at which they wish to appear.

The State Legislation Committee will finalize the legislative package for presentation to State Council after all policy committees have reported their recommendations.

(Adopted March 1985, Amended April 1986, May 1987, March 1991, June 1994, June 2003, December 2004, July 2011)

II. Guidelines for Processing Legislation on an Interim Basis

- A. Between State Council meetings,** bills are amended that may result in position changes. It is the responsibility of the advocate to contact the Committee consultant, Committee chair, and State Legislation chair to approve the position change. After that approval, the CTA President or another executive officer will approve the position. Once the Interim legislation form has been approved and signed by the CTA President and the CTA Manager of Legislative Relations, copies of the form shall be transmitted to the CTA Board liaison to the policy committee, the CTA liaison to the State Legislation Committee, the CTA Vice-President, the CTA Secretary-Treasurer and the CTA Executive Director. At its next meeting the CTA Board must also reaffirm the position. The CTA President's approval shall stand until the CTA Board acts. This interim position is effective until the next State Council meeting. These interim positions are presented by the State Legislation Committee to State Council for their final approval. The policy committees should review interim positions taken between State Council meetings. If the Committee concurs, no action is necessary. If the Committee wishes to change positions on a bill, it must process a new position form through the regular procedure.
- B. Interim 24-Hour Actions.** The President, when notified by the Executive Director or designee that legislative positions must be determined within 24 hours, shall have authority to take such positions, and to accept or reject proposed amendments to legislation which require an immediate decision. If and when time permits, such action shall be taken after a conscientious effort by the President to consult with the

Prime committee chairperson, State Legislation Committee Chairperson and other appropriate chairpersons. The President's action shall reflect their recommendation, insofar as is practicable. All such actions shall be in conformity with CTA policy positions. The President shall report such actions and rationale to the Board of Directors for ratification and to the chairpersons of the related committees.

(Amended February 2004)

C. Omnibus Legislation.

The President or designee, when notified by the Executive Director or designee of multi-subject legislation, shall have the authority to call and chair a meeting of an Omnibus Bill Monitoring Task Force as defined in the Standing Rules. The Task force shall be an advisory to the CTA Officers and Board of Directors.

(Amended February 2004, July 2011)

D. Consultation with Prime Committees.

Prior to any conference call or meeting, representatives of Council committees are expected to discuss progress of legislative proposals with other members of their respective committees. *(Amended July 2011)*

III. Legislative Lobbying By State Council Members

California Teachers Association lobbying procedures have been established in order to involve CTA members more actively and effectively in the legislative process. All CTA-sponsored legislation and bills on which the CTA State Council of Education has taken a position will be included and subject to this program.

- A. Responsibility for preparing detailed rationale (background material, position papers and fact sheets) and substantive testimony on legislative proposals rests with the CTA consultants and chairpersons of State Council committees.
 1. Committee consultants and chairpersons should read and analyze all legislative bills (and all amended versions) immediately upon receipt of same from the Governmental Relations Division. A preliminary position should be discussed by the chairpersons and consultants in case an interim position is needed between State Council meetings.
 2. Consultants and chairpersons will be informed by the Governmental Relations Division of the need for testimony or member lobbying in Sacramento. If they decide they cannot personally appear in Sacramento to testify, or that the testimony would be more effective if done by another member, the Governmental Relations Division will then contact the designated committee member.
 3. Each council committee will have a lobbying list to be selected in the following manner: *(Amended February 2014)*

- a. At the first fall meeting of the State Council, each committee chair shall, with the assistance of committee consultants and CTA Board Liaison, nominate candidates for appointment to the member lobbying program. *(Amended February 2014)*
 - b. Nominations will be reviewed by the CTA Officers who shall select candidates and recommend their appointment to the CTA Board. *(Amended February 2014)*
 - c. The Board shall make the final appointments to the member lobbying program at its next meeting. This will ensure that member lobbyists will be available to provide technical assistance as soon as possible. *(Amended February 2014)*
 - d. Members on the committee lobbying list, who can be called upon to lobby committee positions and/or testify on bills, should meet the following criteria.
 - (1) The members must generally be available, even on short notice, to come to Sacramento.
 - (2) The members must be thoroughly knowledgeable in their committee subject areas.
 - (3) The members should be of strong persuasion, possess the ability to express CTA policy clearly and be able to respond to criticism from legislators with appropriate demeanor.
 - e. Mini-workshops will be provided by Governmental Relations Division to train members selected by the respective State Council Committees to go to Sacramento. Such training shall include:
 - (1) Legislative protocol;
 - (2) Lobbying procedures;
 - (3) Content and format of testimony. *(Amended February 2014)*
4. Responsibility for supplying the consultants and those State Council members who have been designated to lobby with up-to-date legislative material and calendar information will rest with the Governmental Relations Division.
 - a. Governmental Relations staff will maintain the official list of those who will be involved in the new lobbying program.
 - b. Governmental Relations staff will keep members informed on a continuing basis by timely communication of information necessary to carry out the lobbying program.
 - c. Governmental Relations staff will inform committee consultants and chairpersons when their bills are to be heard by the Legislature.

- d. Governmental Relations staff will make necessary reservations for accommodations for those selected to go to Sacramento to lobby or testify. They shall also inform the consultants and chairpersons of all legislative committee hearing changes.
 - e. Governmental Relations Division staff will brief members when they arrive in Sacramento to provide them with updated information and necessary materials.
 - f. Governmental Relations staff will coordinate member lobbying to assure consistent and thorough legislator contact.
 - g. Governmental Relations staff will debrief members upon their return from the Capitol in order to assess the results of their efforts and the need for further lobbying activity.
 - h. Governmental Relations staff will keep necessary records of member participation in the Sacramento lobbying effort and cumulative totals of member lobbying expenditures so that the program remains within the amount of money budgeted.
5. On selected issues of importance to the teachers statewide, the CTA Executive officers or members of the Board of Directors may also be invited to testify before legislative committees.
 6. Responsibility of members who are asked to testify or lobby in Sacramento:
 - a. Make their own transportation arrangements.
 - b. Report to Governmental Relations office upon arrival in Sacramento and complete brief registration form.
 - c. Fill out debriefing form for each bill lobbied or testified on.
 - d. Submit expense reimbursement requests as soon as possible so they can be processed and paid promptly.
 - e. Have written testimony if invited to testify. (*Adopted November 1978, Amended September 1993*)