

7-SERIES: Committees of the State Council of Education *(Series renumbered 1983, 2009)*

RULE 7-1: Definition of and Assignment to Council Committees

1. **Assignment.** Every member of the State Council of Education shall be appointed annually to a Council committee. *(Amended August 1978, January 1979, June 1984)*
2. **Types of Committees.**
 - B. **Policy-Making Committees** - A Policy-Making Committee is one on which only members of CTA State Council of Education may serve, and which has as its major responsibility the development of policies to be considered by the State Council for adoption. Such committees recommend positions to State Council on proposed legislation within their areas of responsibility, via the State Legislation Committee. Committees may also make recommendations to the Board of Directors for implementation of adopted policies as are appropriate to their area of responsibility. Reporting channels may be specifically prescribed as established elsewhere in these rules. Policy-Making Committees are: *(Adopted November 1991, Amended August 1993, September 1993, May 1995, September 1998, June 1999, September 2009, November 2009, April 2012)*
 - 1) Adult, Alternative and Career Technical Education Committee
 - 2) Assessment and Testing Committee
 - 3) Civil Rights in Education Committee
 - 4) Communications Committee
 - 5) Credentials and Professional Development Committee
 - 6) Curriculum and Instruction Committee
 - 7) Early Childhood Education Committee
 - 8) Financing Public Education Committee
 - 9) Language Acquisition and Development Committee
 - 10) Negotiations Committee
 - 11) Political Involvement Committee
 - 12) Professional Rights and Responsibilities Committee
 - 13) Retirement Committee
 - 14) School Safety/School Management Committee
 - 15) Special Education Committee
 - 16) State Legislation Committee
 - 17) Student Support Services Committee
 - 18) Teacher Evaluation and Academic Freedom Committee *(Amended March 2004, September 2004)*

- C. **Board Advisory Committees.** A Board Advisory Committee is one on which only members of the CTA State Council may be appointed by the CTA Board of Directors to serve and which has as its major responsibility the recommendation of policy and procedures to the Board of Directors for consideration. The Board shall be responsible for any further reporting to the CTA State Council as may be deemed appropriate. The Board Advisory Committees are: *(Adopted November 1991, Amended August 1993, September 1998)*
- 1) Budget Committee
 - 2) Representation Committee
3. **General Requirements.** The following general provisions shall apply to the structure of committees of the Council:
- D. Each person assigned to a Council committee, or their authorized alternates in the case of elected Council representatives, shall have one vote on the committee of assignment, including members of the Board of Directors who are assigned as liaison to such committees.
 - E. The quorum for each Council committee shall be the presence of at least a majority of the assigned elected Council representatives and/or their alternates.
 - F. State Council members will conduct themselves in a manner that is consistent with the Ethics of the Education Profession. Members will engage in full open debate on items under consideration. *(Adopted April 2014)*
 - G. Council committees to which ten or fewer State Council elected representatives accept appointment in a given year shall have their status reviewed by the Board of Directors prior to the making of committee assignments for the following Council business year. *(Amended October 1986, Amended April 2014)*
4. **Responsibility for Assignment.**
- H. The Board of Directors shall appoint the members of the Board Advisory Committees. The Representation Committee is designated as the operational agent of the Board of Directors in preparing the initial roster of recommended assignments of the remaining Council members. *(Amended November 1991, September 1998)*
 - I. **Procedures for Assignment.** The Representation Committee shall use the following procedures in making assignments to the foregoing committees:
 - 1) Each year continuing State Council members shall make their committee choices at or prior to the Annual Meeting of the State Council of Education. Over the summer each year, each new State Council member shall be asked to give their first, second and third committee choices. The Representation Committee will honor these choices insofar as follows, using the following criteria sequentially for first, second, and third choices to prepare a preliminary roster: *(Amended February 1980)*
 - a) Members requesting assignment to the State Legislation Committee must have served on the State Council for the equivalent of at least

one year prior to such assignment. Such service may be gained by previous service on the Council before a break in service between terms, or actual service on the Council as an elected alternate for a minimum of four meetings of the Council. *(Amended February 1987)*

- b) Continuing members of the Council shall be given priority consideration for assignment to their previous committee of service where so chosen by them.
 - c) Interest and/or experience at the Chapter, Service Center Council, or state or national levels as indicated on an information sheet shall be considered.
 - d) Equitable distribution shall be made by directorial districts wherever practicable.
 - e) All committees shall have BIPOC representatives assigned to them.
 - f) Newly-elected members whose backgrounds uniquely fit them for service on a particular committee shall be given priority consideration for such assignment.
 - g) Additional requirements for assignment to particular committees, as set forth in the Rule establishing that Committee. *(Adopted November 1988, Amended April 2021)*
- J. In the case where the request for placement on a committee and the information sheet is not received by the Representation Committee within the established time limits, the following shall apply:
- 1) A continuing member shall be returned to the committee on which they were previously serving.
 - 2) A newly-elected member shall be recommended for placement on a committee chosen by the Representation Committee.
- K. **Assignment of Alternates.** Alternates shall be voting members of the committees to which the representatives they replace are assigned; except that no alternate shall be assigned to the Budget or Representation Committees because of the special requirements which exist for membership on those committees. Alternates replacing representatives assigned to the Budget or Representation Committees shall report to the Representation Committee on Friday night for assignment to other committees. *(Adopted February 1989, Amended May 1989, November 1992, September 1998, June 2005)*
5. **Changes in Assignment.** Final action on the preliminary recommendations of the Representation Committee shall be taken by the Board of Directors at its October meeting each year. A representative may request a change in assignment in writing or by appearing at a Representation Committee meeting. The Representation Committee shall notify the representative of the disposition of their request. The decision of the Representation Committee shall take effect immediately, subject to review and ratification by the Board of Directors. *(Amended April 1991, April 1993, January 1999)*

6. **Mid-Year Elections and Committee Assignment.** In the event a representative is elected mid-year to complete an unexpired term, that representative shall assume the committee responsibility of the replaced representative, provided that no new Council member without at least one previous year of Council service shall be assigned to the State Legislation Committee. *(Adopted June 1981, Amended November 1991)*
7. **Elections.** At the last State Council meeting of the year, each Committee shall elect its officers for the following year. *(Adopted January 1992)*
- L. An announcement that officers will be elected at the next meeting will be made during the Committee's meeting at the third State Council of the year. At both the third and the fourth meetings, interested members will be given an opportunity to declare their candidacies. The Budget and Representation Committees will elect provisional officers but will hold official elections at the first State Council meeting of the year. *(Amended April 1992, September 1998)*
- M. All Committee members shall be eligible to vote. *(Amended September 2004)*
- N. The CTA Board liaison will conduct the election. In the event the Board liaison is unavailable, a member of the CTA Elections Committee will conduct the election.
- 1) Elections will be held just prior to the adjournment of the Committee.
 - 2) Elections will be conducted by secret ballot.
 - 3) The CTA Board liaison may ask Committee members not seeking election to assist in the elections.
 - 4) In the event that the Committee chair is unable to continue serving as chair, the vice chair shall assume the chair. Election for a new vice chair shall be conducted as soon as feasible. *(Amended June 2005)*
8. **Responsibility of Committee Chairs**
- A. Be familiar with appropriate CTA policy.
 - B. Develop committee meeting agenda in consultation with the assigned committee staff consultant(s) and Board Liaison.
 - C. Attend appropriate pre-meetings of CTA State Council.
 - D. Conduct committee meeting.
 - E. Finalize committee report in consultation with the assigned committee staff consultant and Board Liaison.
 - F. Present committee report during business session of State Council.
 - G. Consult on interim legislative positions.
 - H. Attend committee specific lobby days.
 - I. Attend other related meetings as appointed.

The committee vice-chair shall fill-in for the Chair as needed. *(Added May 2014)*

RULE 7-2: Adult, Alternative and Career Technical Education Committee (ACT)

The Adult, Alternative and Career Technical Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991, Amended December 1992, May 1995, Renamed March 2004, September 2004, Amended September 2009, Renamed April 2012)*

1. Current issues in the coordination of alternative and vocational curriculum offerings in K-12 and post-secondary education, particularly in the context of the new Carl Perkins Vocational and Applied Technology Education Act.
2. Current issues in the coordination of adult education curriculum offerings in K-12 and post-secondary education.
3. The interests of alternative and vocational educators at both the K-12 and post-secondary levels.
4. Activities related to the advancement of alternative and vocational education, including the establishment of necessary liaisons with agencies and organizations crucial to alternative and vocational education.
5. The development of an articulated school restructuring policy and program which integrates academic alternative and vocational education to the maximum benefit of students. *(Amended June 2005)*

RULE 7-3: Assessment and Testing Committee (AST)

The Assessment and Testing Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991; Amended September 1992, May 1995, September 2009)*

1. The assessment and testing of students including, but not limited to, performance assessment, portfolios, and the California Assessment Program; *(Amended December 1997)*
2. Implementation of CTA policy on assessment and testing;
3. Reviewing state and federal proposals for the assessment and testing of students; and
4. The implications of student assessment, and accountability, in all its forms, on teacher evaluations. *(Amended December 1997)*

RULE 7-4: Budget Committee (BUD)

1. **Composition.** The Budget Committee shall have the same number of members as the CTA Board of Directors, and of this total number, there will be an appropriate number of BIPOC members. *(Amended August 1983, April 2021)*
2. **Selection.** Each geographical and at-large director shall submit to the President prior to the Board's annual organizational meeting each year two or more names for consideration of persons whose place of educational service is within the

boundaries of the geographical district of the Board member making the nomination. Executive Officers and At-Large Directors shall make nominations for their appointees on a statewide basis. The President shall select one person from each such list for recommendation to the Board for appointment. *(Amended November 1982, June 1984)*

3. **Chairperson.** The CTA Secretary-Treasurer shall be the Chairperson of the Committee. The Committee shall elect its own Vice Chairperson, as well as such other subcommittee chairpersons as deemed necessary. *(Amended January 1999)*
4. **Functions.** The committee shall have the following functions:
 - A. To develop the Association's annual budget for consideration of the Board of Directors.
 - B. To hold hearings on the budget to receive membership input during all phases of its preparation, i.e., State Council, regional conferences, and service center council meetings. *(Amended January 1999)*
 - C. To make recommendations to the Board of Directors on any items of proposed expenditures which are not included in the current budget of the Association.
 - D. To review proposals upon referral by the Board of Directors and/or State Council of Education which have implications for future budgets of the Association.
 - E. To provide continuous review of the fiscal status of the Association. *(Adopted June 1980, Amended May 1989)*

RULE 7-5: Civil Rights in Education Committee (CRE)

The Civil Rights in Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Amended May 1995)*

1. Promotion of positive human relations practices within the profession.
 - A. Advocacy and promotion of the principle that every child should be given equal educational opportunities in a safe and secure environment. *(Amended November 1982)*
 - B. Investigation, evaluation, and promotion of the use of appropriate materials and methods.
 - O. Methods by which the Association can cooperate with individuals, groups, and agencies which are committed to civil rights objectives and goals.
2. Promotion of policies as they relate to human and civil rights in educational perspective.
 - P. Advocacy and promotion of the principle that every child should be given equal educational opportunities.
 - Q. Study and search for resolution of underlying economic and social conditions which undermine and deny equal opportunities to individuals and groups within American society.

- R. Promotion of a climate of public understanding and cooperation for achieving “equality of opportunity” and positive racial/ethnic school integration in accord with Association policy.
- S. Promotion within affiliates and chapters of the creation of organizational structures for study of issues relating to human/civil rights and assistance in developing effective programs in this area.
- T. Advocacy of positive teaching practices of the basic principles of human rights and examination and evaluation of teaching methods, pre-service and in-service education of teachers.
- U. Aid in the development of opportunities for young people of BIPOC groups to enter the teaching profession. *(Amended April 2021)*
- V. Advancing the placement of certificated minority teachers to provide a racially and culturally balanced teaching staff within every school district.
- W. Advocacy for safe, secure and adequate living conditions, proper nutrition and access to medical attention for our students, education employees and all their families. *(Amended July 2002)*
- X. Advocacy and promotion of environmental issues and education to foster respect for Earth and its inhabitants. *(Amended July 2002)*
- Y. Advocacy for issues pertaining to peace and international relations having an impact on educational opportunities for California students and education employees. *(Amended July 2002)*
- Z. Advocacy, promotion and protection of Gay, Lesbian, Bisexual and Transgender rights and issues. *(Adopted December 1997, Amended July 2002)*
- AA. Advocacy of equal rights for all. *(Adopted November 1980, Amended June 1984, May 1988, May 1992, December 1997, June 2002, July 2002)*

RULE 7-6: Communications Committee (COM)

The Communications Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Amended July 1991, July 1993)*

1. Building and maintaining a strong public image for educators and positioning CTA as the pre-eminent voice for public education, Pre-K through the university system.
2. Enhancing the Association’s statewide media relations programs.
3. Creating communications strategies to promote CTA’s legislative agenda.
4. Strengthening community action programs, including the Association’s political action efforts.
5. Providing communications resources and programs to the Association’s field operation.
6. Promoting careers in education. *(Amended February 1999)*

7. Expanding the Association's strong program of membership promotion throughout the state.
8. Improving communications with the Association's membership throughout the state.
9. Developing and maintaining an overall Communications Action Plan.
10. Evaluating nominees and making recommendations to the Board of Directors for the Association's annual CTA Communications Awards, CTA State Gold Awards and sponsoring the John Swett Awards for Media Excellence.

RULE 7-7: Credentials and Professional Development Committee (CPD)

The Credentials and Professional Development Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the fields of teacher education (pre-service and in-service), accreditation, certification, and professional personnel supply. *(Amended June 1984, September 2009)*

RULE 7-8: Curriculum and Instruction Committee (C&I)

The Curriculum and Instruction Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the areas of classroom curriculum, materials, and instructional methods, including: *(Amended September 2009)*

1. Matters pertaining to curriculum and instruction impacting upon the education needs of the students of California.
2. Matters pertaining to curriculum and instruction impacting upon the organizational needs of the state and local associations.
3. Reviewing and recommending appropriate actions upon referrals in accordance with CTA policy. *(Amended June 1984, November 1984, February 1991, September 2009)*

RULE 7-9: Early Childhood Education Committee (ECE)

The Early Childhood Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991; Amended May 1995, September 2009)*

1. The development and implementation of programs in childhood education (birth through age eight) with special attention to curriculum, assessment, on the staffing and the funding of those programs; implementation of CTA policy on early childhood education. *(Amended July 1995)*
2. Interpretation of state and federal proposals for early childhood education.

RULE 7-10: Financing Public Education Committee (FPE)

The Financing Public Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies on matters pertaining to the financing of public education in California. *(Adopted June 1984, Amended September 2009)*

RULE 7-11: Language Acquisition and Development Committee (LNG)

The Language Acquisition Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted November 1991, Amended May 1995, September 2009)*

1. State and federal agencies that impact language acquisition and development through litigation, policies and regulations, and funding. *(Amended September 2009)*
2. Development of strategies for the implementation of CTA policies and programs including member education and education of the public at all organizational levels. *(Amended September 2009)*
3. Implementation of language acquisition and development in the areas of certification and teacher training, class size, recruitment, funding, staffing, and curriculum and instruction. *(Amended September 2009)*

RULE 7-12: Negotiations Committee (NEG)

The Negotiations Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: all matters concerning negotiations and collective bargaining, including but not limited to bargaining support, chapter concerns, contract language, salary and coordinated bargaining. *(Adopted April 1980, Amended June 1984, September 2009)*

RULE 7-13: Political Involvement Committee (PIC)

The Political Involvement Committee studies and recommends policies and procedures for consideration by CTA governance bodies regarding political action in such areas as: *(Adopted August 1981, Amended September 2009)*

1. Endorsement and political activities on behalf of candidates supportive of public education.
2. Funding and statewide activities in support of CTA's political positions. *(Amended September 2009)*
3. The political process and statewide ballot measures, consistent with CTA policies and mission. *(Adopted September 2009)*
4. Community engagement and coalition building with groups supportive of public education. *(Adopted January 2015)*
5. Continuing voter registration and get-out-the-vote efforts.

6. Special programs to involve such specific groups as retired teachers, new voters, parents and minority groups in the political process.
7. Models for local Chapter implementation of political and legislative programs.
8. Activities to support CTA positions in coordination with NEA policies and programs in regard to federal legislation and political issues. *(Amended January 2015)*
9. Promote membership involvement in political action *(Amended June 1984, September 2009)*
10. Review strategies for successful campaigns to make recommendations to the CTA Board of Directors and/or workgroups. *(Adopted January 2015)*

RULE 7-14: Professional Rights and Responsibilities Committee (PRR)

The Professional Rights and Responsibilities Committee studies and recommends policies and procedures for consideration by CTA governance bodies on matters pertaining to rights and responsibilities in employment issues, except those delegated to committees dealing with due process, retirement and negotiations. Some of the areas considered to be within the province of this Committee are: *(Adopted October 1980, Amended June 1984, November 1995, September 2009)*

1. Contract rights and enforcement
2. Non-contract rights
3. Personnel files
4. Assignment, transfer and promotion of personnel
5. Policies and procedures for all types of leaves
6. Personnel standards
7. Professional standards

RULE 7-15: Representation Committee (REP)

1. **Composition.** The Representation Committee shall have the same number of members as the CTA Board of Directors, and of this total number, there will be an appropriate number of BIPOC members and an ESP member. *(Adopted November 1982, Amended August 1983, March 2012, April 2021)*
2. **Selection.** Each Geographical and At-Large Director shall submit to the President prior to the Board's annual organizational meeting each year one or more names for consideration of persons whose place of educational service is within the boundaries of the geographical district of the Board member making the nomination. Executive Officers and At-Large Directors shall make nominations for their appointees on a statewide basis. The President shall select one person from each such list for recommendation to the Board for appointment. *(Amended November 1982, June 1984, July 1990)*
3. **Charge to Committee.** The Representation Committee shall report through the Board of Directors regarding the following areas:

- A. To maintain records of geographical distribution of Association members.
 - B. To recommend the boundaries of directorial and electoral districts, apportioning representation, in as equitable a manner as possible, among the electoral district.
 - C. To adjudicate representation disputes by convening as a hearing panel of no less than three members. The recommendation of the hearing panel shall be submitted to the Committee for decision. The decision of the Committee shall be subject to appeal to the State Council of Education.
 - D. To recommend to the Board of Directors an initial list of assignments to committees of members of the State Council of Education each year as elsewhere prescribed herein. After appropriate consideration, the Committee may assign/reassign State Council members to committees during the year. Any assignment/reassignment is subject to final ratification by the Board of Directors *(Amended September 1994, June 1997)*
 - E. To recommend boundaries for NEA directorial districts.
 - F. To recommend allocations of NEA state delegates to the geographical Service Center Council areas.
 - G. To conduct the annual survey of BIPOC membership of the State Council of Education. *(Amended April 2021)*
 - H. To list each State Council member in the annual Representation Report indicating years served, including completed and/or extended terms. *(Adopted December 1980)*
4. **Chairperson and Vice Chairperson.** The chairperson and vice-chairperson shall be elected by and from among the members of the Committee at the first scheduled State Council meeting each year. *(Amended August 1978, September 1994)*

RULE 7-16: Retirement Committee (RET)

The Retirement Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: *(Adopted March 1994, Amended September 2009)*

- 1. Improvement of the State Teachers Retirement System and/or the Public Employees Retirement System. *(Amended March 1998)*
- 2. Understanding of provisions of the existing retirement law and proposed changes.
- 3. Information concerning the relationship of national retirement legislation to the State Teachers Retirement System and/or the Public Employees Retirement System. *(Amended March 1998)*
- 4. Means and measures to safeguard the retirement interests of both active and retired teachers. *(Amended June 1984)*

5. Strive to ensure that the State Teachers Retirement System and/or the Public Employees Retirement System maintain fiduciary integrity. *(Adopted March 1994, Amended March 1998)*
6. Provide health care benefits to retired members of STRS. *(Adopted March 1994)*

RULE 7-17: School Safety/School Management Committee (SSM)

The School Safety/School Management Committee studies and recommends policies and procedures for consideration by CTA governance bodies related to school safety, including the issues involved in the process of whole-school management. The Committee shall recommend specific procedures that should be in place to ensure safety for every school student/employee. The Committee may recommend publication of documents addressing issues of safety, school leadership, and school management. *(Adopted September 1993; Amended September 1995, November 1999, September 2009)*

RULE 7-18: Special Education Committee (SEC)

The Special Education Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas:

1. Matters pertaining to special education needs of California students;
2. Matters pertaining to special education concerns of the state and local associations;
3. Other matters, upon referral, that falls under its purview. *(Adopted November 1991; Amended September 2004; September 2009)*

RULE 7-19: State Legislation Committee (STL)

The State Legislation Committee shall review all recommended positions from the CTA standing committees to ensure the recommendations are consistent with CTA's policies. When necessary, the State Legislation Committee advises the committee(s) of policy jurisdiction of the need to propose consistent policies within which the legislative proposals will fit. *(Adopted June 1984, Amended May 1985, September 2009, Renamed April 2012, Amended November 2013)*

RULE 7-20: Student Support Services Committee (SPS)

The Student Support Services Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas: school counseling and guidance, nursing/health services, speech pathology, psychology, social work, library services, and welfare and attendance services. *(Adopted June 1999; Amended February 2000, September 2009, February 2017)*

RULE 7-21: Teacher Evaluation and Academic Freedom Committee (TEAF)

The Teacher Evaluation and Academic Freedom Committee studies and recommends policies and procedures for consideration by CTA governance bodies in the following areas:
(Adopted February 1994, Amended September 2009)

1. Proposals, laws, and procedures which improve the educational opportunities for children in the schools by promoting careful attention to the selection, retention, and supervision of teachers.

Statements on academic freedom and responsibility and policies to implement these statements. Matters pertaining to personnel standards are not within the assignment of this Committee. *(Amended June 1984)*