
**RULES OF OPERATION FOR
MERCED/MARIPOSA SERVICE CENTER COUNCIL/CTA/NEA**

**ARTICLE I
PURPOSE**

- A. The purposes of the Merced/Mariposa Service Center Council of the California Teachers Association shall include the following:
1. Provide a center for exchange of information and discussion of actions under consideration by the State Council of Education.
 2. Serve as a forum and hearing body on issues referred through the CTA governance structure, by Council and/or Board action (e.g., CTA Budget Hearings).
 3. Coordination of membership participation in regional CTA activities, including workshops, multi-district Council seat elections. NEA-RA state delegate elections, political activities, including endorsement of legislative candidates and legislative contact programs.
 4. Assist in the identification of priorities for and evaluation of regional programs and service needs.
 5. Refers concerns from chapters to the CTA governance structure.
- B. Non-Policy-Making Status. The Merced/Mariposa Service Center Council shall not be considered to be part of the policy making structure of the Association.

**ARTICLE II
COMPOSITION OF VOTING MEMBERS OF THE SERVICE CENTER COUNCIL**

- A. CTA State Council Representatives from the chapters within the geographical boundaries of the Service Center Council.
- B. Presidents of chapters, including Student CTA Chapters, within the geographical boundaries. (The use of alternates, usually the vice-president of the chapter, shall be authorized in exceptional cases when the chapter president is unable to personally attend.)
- C. Elected officers of the Service Center Council.

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- D. Members of the CTA and NEA Board of Directors and CTA/ABC Committee Members who represent chapters within the geographical boundaries of the Service Center Council.
 - E. Legislative coordinators, congressional contacts, and vice contacts shall be ex-officio members of the closest Service Center Council.
 - F. Additional representatives within the geographical boundaries of the Service Center Council, as determined by the Service Center Council, which might include chairperson of mandated committees or State Council alternates.

**ARTICLE III
COMPOSITION OF NON-VOTING MEMBERS
OF THE SERVICE CENTER COUNCIL**

- A. The CTA-Retired Member of State Council in each region shall be an ex-officio member of the Service Center Council closest to his/her place of residence. They may serve on committees but cannot hold an elected position. Other CTA-Retired members may be invited to serve on committees at the Service Center Council closest to their residence. However, they cannot hold an elected office or vote.

**ARTICLE IV
AREAS OF ACTIVITY**

The following shall be the CTA mandated minimum areas of activity for the Merced/Mariposa Service Center Council in return for CTA funding. The Service Center Council shall:

- A. Hold one Service Center Council and one Steering Committee meeting prior to each State Council meeting.
- B. Distribute and collect program evaluation surveys and conduct an annual budget hearing according to guidelines adopted by the CTA Board of Directors.
- C. Conduct membership recruitment under guidelines adopted by CTA Board of Directors in establishing annual training priorities.
- D. Conduct workshops and training coordination under guidelines adopted by the CTA Board of Directors.
- E. Conduct multi-unit State Council elections (including the planning meeting), NEA-RA State delegate elections, and CTA State Council minority representative elections upon notification by CTA. Costs for the elections are borne by CTA.

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- F. Implement political and legislative activities under guidelines adopted by the CTA Board of Directors.
 - G. Support coordinated bargaining under guidelines adopted by the CTA Board of Directors.
 - H. Facilitate human rights and women's issues activities under guidelines adopted by the CTA Board of Directors.
 - I. Facilitate activities related to CTA goals in the area of instruction and professional development under guidelines adopted by the CTA Board of Directors.
 - J. Facilitate activities related to CTA goals in the area of ethnic minority issues activities.
 - K. Screen applicants, selected recipients, and arrange for presentations of awards, as provided for in the CTA Awards Handbook.
 - L. Other committees, as deemed necessary and pertinent by action of the Service Center Council or its Steering Committee may be formed.
 - M. Traditional areas for expenditures of **Service Center** funds ~~at the discretion of each Service Center Council~~ include meals, mileage for participants, and overnight housing where needed. Other areas **may** include "Meet Your Candidate" meetings, officers' miscellaneous expenses, hospitality at leadership conferences, guest speaker honoraria, and substitute teachers where needed. ~~for~~ Service Center Council funds provided by CTA shall not be used to support, subsidize, or **for the participation** in the activities of any CTA governance affiliate or caucus.
 - N. The Service Center Council may generate its own additional funds for its own business matters where appropriate, and they shall be in compliance with IRS regulations.

ARTICLE V STEERING COMMITTEE

- A. Composition. The Service Center Council Steering Committee shall be composed of:
 - 1. Elected officers.
 - 2. Ex-officio voting members.
 - a. Members of the CTA Board of Directors serving one or more chapters of the Service Center Council. At-Large CTA Director serving one or more chapter of the Service Center Council.

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- b. Members of the NEA Board of Directors and CTA/ABC Committee serving one or more chapters of a Service Center Council.
3. State Council Minority-at-Large Representative.
- B. Responsibility. The responsibility of the Steering Committee shall be to coordinate the program of the Service Center Council, including the following:
1. Propose the annual Service Center Council budget for adoption.
 2. Develop the yearly calendar of activities for the Service Center Council.
 3. Prepare agendas for Service Center Council meetings.
 4. Review and submit to the CTA Secretary-Treasurer the necessary reports of continuation of CTA funding.
 5. Approve committee chairpersons and members upon recommendation of the Service Center Council Chairperson and submit for approval to the Service Center Council.
 6. Assist the Chairperson in carrying out the mandated areas of activity (Article III above).

**ARTICLE VI
ELECTION, DUTIES AND TERMS OF OFFICERS**

- A. The elected officers of the Merced/Mariposa Service Center Council shall include the Chairperson, Vice-Chairperson, Treasurer, Secretary, and additional officers as deemed necessary by the Service Center Council.
- B. Any member of the Service Center Council is eligible to run for office. Officers shall be elected for a term of two years and shall be eligible for re-election. They shall be elected to office at the last regularly scheduled meeting of the year. They shall assume the duties of their office on August 1 of the year in which they are elected. Elected or appointed officers shall become members of the steering committee. They shall no longer be considered as representative of their own chapters.
- C. A vacancy shall be deemed to exist in the case of death, resignation, recall or inability to serve in any office of the Service Center Council. In the event of a vacancy occurring in the office of the Chairperson, the Vice-Chairperson shall assume the office. If a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.

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- D. In the event that only one nominee is presented for an office, the question of waiving the ballot shall be immediately placed before the Council on a non-debatable basis. A two-thirds (2/3) vote shall be required to waive the ballot.
- E. The Chairperson shall:
1. Attend State Council Committee meetings. Chairpersons who are not members of State Council should attend the Council meeting with the least representation from their particular Service Center Council area.
 2. Attend the general sessions of the State Council.
 3. Attend Directorial District Sunday Breakfast Caucuses, chaired by the CTA Board Member at State Council.
 4. Communicate and coordinate the Service Center Council involvement in CTA programs and activities.
 5. Chair meetings of the Service Center Council Steering Committee and Service Center Council meetings.
 6. Serve as liaison with State Council Representatives to encourage chapter involvement in Service Center Council activities.
 7. Encourage active participation and ensure communication between State Council representatives and chapter presidents.
 8. Involve as many chapters as possible in the Service Center Council Committee structure.
 9. Appoint committee chairs for approval by the Steering Committee.
- F. The Vice-Chairperson shall service as an assistant to the Chairperson and assume the duties of the Chairperson in the absence of the Chairperson. The Vice-Chairperson may coordinate the activities and calendar of the Service Center Council.
- G. The Secretary shall keep accurate records of the proceedings of all meetings of the Steering Committee and the Service Center Council, and maintain a roster of the Service Center Council membership.
- H. The Treasurer shall:
1. Receive all funds belonging to the Service Center Council.
 2. Disburse such funds upon vote of the Steering Committee.

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3. Maintain an itemized account of receipts and expenditures.
 4. Provide a written report of the Service Center Council's financial status to the Steering Committee and membership at each regular meeting of the Service Center Council.
 5. Cause an annual audit to be made by a committee of the Service Center Council.
 6. File all IRS reports as necessary.

ARTICLE VII ELECTIONS

A. Elections Committee:

1. The Elections Committee consisting of a minimum of three members should be appointed and functioning by the second State Council meeting of the year. Committee members may vary with the election in question. A member of the Election Committee shall not be a candidate for election.
2. The Elections Committee shall be responsible for implementing the elections procedures according to the CTA Bylaws, Standing Rules, and Elections Handbook.

B. Required Elections – Multi-Unit & Minority.

1. Upon notification by CTA, elections conducted by the Service Center Council for multi-unit and Minority-at-Large State Council representatives and for State Delegates to the NEA Representative Assembly shall be conducted in accordance with the rules and regulations of the CTA Elections Manual.
2. Elections for Service Center Council officers shall be conducted with:
 - a. Open nomination procedure; e.g., declaration of candidacy.
 - b. Secret ballot.
 - c. All-member vote.
 - d. Record of voters receiving or casting ballots.
 - e. Majority vote, unless otherwise specified.

**ARTICLE VIII
SAVINGS**

- A. Items not covered in these Rules of Operation shall be covered by the CTA Bylaws and Standing Rules.

**ARTICLE IX
AMENDMENTS**

- A. These Bylaws may be amended by a two-thirds (2/3) vote of the members at any regular or special meeting of the Association provided notice in writing of a proposed bylaw amendment shall have been submitted to the Secretary and made available to all Association members at the meeting proceeding the one at which it is to be voted upon.