

# STANDING RULES

## UTLA BOARD OF DIRECTORS

July 2019

### Section I General Rules

1) The selection and order of items on the agenda is the prerogative of the President, Subject to part 2 below. In addition, the President may not refuse any reasonable request from committees or directors to place an item on the agenda. The agenda shall reflect the thoughtful consideration of organizational priorities, as well as the inclusion of the work of various bodies within the organization.

2) The Board is given the following powers and duties by the constitution, and any item of business related to these specific enumerated powers and duties shall take precedence over other business except in emergency situations.

- a. Exercise, Supervise and control of all Business functions of UTLA
- b. To determine qualifications, compensation and duties of staff and to Appoint and remove staff.
- c. Appoint and remove UTLA Representative to Certified Employee Council, subject to approval by the House
- d. Recommend to the House the creation, modification and discontinuance of standing committees of UTLA.
- e. Create special committees
- f. Determine procedures governing the administrative services and publication of UTLA.
- g. Authorize the execution of contracts for UTLA business
- h. Recommend a budget to the House, supervise receipts and expenditures, set up procedures of fiscal accountability
- i. To incur indebtedness in the name of UTLA not to exceed \$1.00 per member
- j. To recommend to the House amendments to the standing rules of UTLA
- k. Exercise such other powers as described in the bylaws.
- l. To establish district, cluster, and other organizational structures.
- m. Supervise UTLA publications
- n. Prepare the annual financial audit for publication to the members.

### 3) Ex-Officio Boards of Directors

a) Any member of UTLA who is currently serving as a member of the Board of Directors or as an Officer of NEA, CTA, AFT or CFT, or is the appointed chair of UTLA PACE, and does not otherwise hold an elected position on the UTLA Board, shall be non-voting Ex-Officio members of the UTLA Board.

b) Ex-Officio members function as Board members in all ways (i.e. receive notice of meetings) except they cannot make motions or vote.

b) UTLA would not incur release time expenses as release time arrangements would be provided by their respective affiliates.

c) The Board, through the Chair, may require that Ex-Officio members not participate in a particular Executive Session on a case by case basis, with the assumption that Ex-Officio members will be permitted to participate in such deliberations unless otherwise requested.

d) Any active UTLA member who qualifies as an Ex-Officio Board member, must notify the UTLA Secretary and the UTLA President in writing, of their desire to be included and recognized as such

## Section II Automatic Referral:

The following motions shall be referred automatically to the appropriate committee.

a) Automatic referral may be waived by a 2/3 vote of the Board if and only if a matter is of such urgency that it must be acted on before the next regular board meeting.

Financial Matters to be referred to Budget Committee

1. Motion contain cost items in excess of \$5,000.00

a) Approval of PACE funds are subject to PACE bylaws.

2. Motions creating ongoing and continuing costs commitments beyond the current fiscal year.

3. Motions with unknown costs.

Political actions referred to PACE committee

1. Motions requesting political action, legislative action or candidate support

2. Motions requesting expenditure of PACE funds

## Section III Committees

A) The Board may establish any committees it deems necessary to support its function.

B) The Standing Committees shall be as needed: Budget & Finance, Constitution, PACE, Grievance Review (GRC), Member and Community Outreach, Membership Services, Professional Development, Communications, Internal Concerns, Negotiations.

C) 1. General rules for all committees

a) All committees shall be composed of Board Members and Officers assigned by the President. If deemed necessary and reasonable, and approved by the Board, non-board members of UTLA may be appointed to Board Committees, except as noted.

b) All Committees shall review and make recommendations on any motion referred to it by the Board or House

c) All committees of the Board of Directors, shall be encouraged to meet independent of the regular Board meetings. Each committee shall select a chair or co-chair from within its ranks, when one is not selected. The availability or absence of a citywide officer shall not prevent the meeting of a committee. Committees may invite non-voting participants to their meetings through the chair of the committee. Committees are meant to research, discuss, and recommend policies and/or motions for the entire Board to consider, and may not take action on behalf of the entire Board of Directors, except as otherwise provided for.

D) Budget & Finance Committee

a) The Budget & Finance Committee shall prepare the annual budget to present to the Board and House.

b) The Committee shall have oversight of ongoing financial activity and make such reports to the Board and House as deemed appropriate.

E) Communications Committee

a) The Communications Committee shall supervise the preparation and publication of materials NOT published at the central UTLA office.

b) The Communications Committee shall review, discuss, and propose ideas for effective communications practices within the membership and the greater community.

F) (Descriptions and rules of all committees shall be developed, and shall be inserted in these standing rules as they are created.)

Section IV Agendas, Motions, Notice

1. Scheduled reports from officers, committee and others should be presented in writing before the beginning of the meeting.

a) Reports contain motions must meet the notice requirements for motions.

b) Members, Officers and committees are encouraged to present their reports in sufficient time for them to be mailed with the agenda.

c) Topic of Officer Reports must be listed on the agenda when mailed.

2. Members of the Board of Directors wishing to have items or motions placed on the agenda, shall request/notice such in writing to the UTLA Secretary not less than 6 days before any regularly scheduled Board Meeting.

a) Such request/notice shall contain the actual motion or a description sufficient for the board members to engage in meaningful discussion with their constituents.

b) Notice requirements shall not apply to confidential matters to be heard in executive session.

c) Any main motion (non-procedural motion) introduced at the Board meeting that was not noticed, shall be considered suspension of the rules and shall require a 2/3 vote of the Board to be heard.

3. The Agenda packet should be mailed or emailed to each board member not less than 5 days prior to any regular board meeting, and posted to the UTLA Website at least 48 hours prior to the meeting.

4. The Board Agenda shall include items that are “Interactive Presentation”, “Board Discussion”, “Formal Decision-Making” and “Miscellaneous Business”. The chair

shall attempt to make decisions through consensus, where possible, and through voting, where consensus cannot be reached.

5. The agenda shall reflect the priority of consideration of motions from Areas, Standing Committees, and other referring bodies of UTLA. As such, the agenda shall place consideration of same within the first half of agenda.

#### Section V, Meeting Process and time limits

1. Discussion or debate on any item or motion is limited to 10 minutes, unless otherwise noted in the agenda.

a) Time may be extended in increments of 5 minutes, the first extension requires a majority vote, all subsequent extensions require a 2/3 vote.

2. Speakers on any item of business are limited to 2 minute per speech.

a) Extension of time may be granted in 1-minute intervals, each extension requires a majority vote.

b) Members who are speaking will be allowed to complete their 2-minute if the 10-minute limit is reached while they are speaking.

3. Speakers shall be recognized, in the order the request to speak is seen. During debate, speaker recognition will alternate between pro and con at the discretion of the chair. The chair shall not use the position of chair to argue a pro or con position, without being recognized as a speaker.

4. Guest speakers or non-board members may be heard by a 2/3 vote of the board, if not noticed on the agenda.

5. Day meetings shall be call to order at 9:00 a.m. and adjourn at 3:00 p.m., Evening meetings shall be call to order at 5:00 p.m. and adjourn at 9:00 p.m.

Arlene Inouye, UTLA Secretary