

## BYLAWS

Santa Ana Educators' Association/CTA/NEA

### I. NAME AND LOCATION

The name of this Association shall be the Santa Ana Educators' Association (SAEA)/CTA/NEA in Orange County.

### II. PURPOSES

The primary purposes of SAEA shall be:

- A. To represent all unit members; i.e., those job classifications covered by the Collective Bargaining Agreement (CBA), in their relations with their employer Santa Ana Unified School District (SAUSD) and be the exclusive representative of unit members in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours of work, and other terms and conditions of employment;
- B. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To encourage Minority (American Indian/Alaska Native, African-American, Hispanic, Pacific Asian) representation within all SAEA membership bodies (Executive Board of Directors, Representative Council, and all committees).
- E. To promote professional attitudes and ethical conduct among members;
- F. To encourage cooperation and communication between the profession and the community;
- G. To foster good fellowship among members;
- H. To continuously represent all unit members both individually and collectively in matters arising from the interpretation and application of policies and laws before officials of the SAUSD and other public officials having jurisdiction in any way over the educational service of unit members who are employees of the SAUSD;
- I. To serve all unit members in any other lawful manner leading directly or indirectly to the improvement of the group and individual morale and welfare with regard to service and educational profession; and
- J. To secure the implementation of these policies and purposes through each of the following means:
  1. By negotiations and consultations with the Board of Trustees of the SAUSD **(or and any successor districts resulting from any reorganization thereof or secession there from)**;
  2. By appropriate political and legislative activities in conjunction with state and national affiliates and other associations; and
  3. By building appropriate coalitions with any individuals or organizations that directly affect, advance, or support public education.

### III. AFFILIATION WITH THE CTA/NEA

- A. SAEA shall be a chartered chapter of the California Teachers Association (CTA).
- B. SAEA shall be an affiliated local association of the National Education Association (NEA).

### IV. MEMBERSHIP

- A. **Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of Santa Ana Unified School District(or and any successor districts resulting from any reorganization thereof or secession there from), and whose primary assignment is such as not to hold evaluatory responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.**

~~A. Categories of Membership. There shall be five categories of membership in SAEA: Active, Retired, Associate, and Religious Exemption Status.~~

- ~~1. Active membership shall be open to all unit members of the SAUSD who serve in a non-administrative capacity;~~
- ~~2. Probationary, Emergency Credentialed, and Intern Teachers shall be considered Active and receive full membership benefits;~~
- ~~3. Associate membership shall be open to those persons who are interested in advancing the cause of public education but who are not eligible for any other class of membership in SAEA;~~
- ~~4. Retired membership shall be open to any retired SAEA member of the SAUSD. Retired SAEA member may maintain membership in the state affiliate and have the right to serve as delegates to the delegate assembly or equivalent body and be counted toward the representation entitlement in accordance with CTA and NEA guidelines;~~
- ~~5. Religious Exemption Status shall be granted to those unit members who qualify under CBA 4.8.8.~~

*Moved to standing rules*

B. Membership shall be granted upon **initiation of payroll deduction or**, payment of annual dues to SAEA, CTA and NEA appropriate to the class of membership.

C. The right to vote and to hold elective office or appointive position within SAEA shall be limited to Active members.

D. Active members shall be eligible to **vote in all elections, hold elective office or appointive position**, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of SAEA.

E. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in SAEA.

F. Active members shall adhere to The Code of Ethics of the Education Profession.

G. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, religion, marital status, national origin or sexual orientation.

~~H. No member of SAEA may be disciplined without a due process hearing, which shall include the established appellate procedure.~~ *Moved to VI and becomes new C 6*

**HH.** All active SAEA members shall enjoy the privilege of discussion as non-voting observers at all meetings. Only elected Representatives, Officers, or Alternates shall have the right to make motions and to vote at meetings at which the business of SAEA is to be conducted.

**HI.** No SAEA member shall attain rights to any property of SAEA as a result of membership.

**KJ.** The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

**K.** **Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.**

## V. DUES, FEES, AND ASSESSMENTS

A. The basic annual dues level for Active SAEA members and fee payers shall be sufficient to cover the operating expenses of SAEA, the dues of CTA, and the dues of NEA.

- B. SAEA's portion of the basic annual dues shall be established by action of the Representative Council with the adoption of the annual budget and shall be indexed based on the negotiated salary. The representation fee shall be equal to the total SAEA dues less legally required refunds.
- C. Annual membership and fee payer dues may be paid in cash or by payroll deduction. The Representative Council may adopt different categories of membership.
- D. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.
- E. Special assessments/fees beyond normal annual dues may be levied in the event of an emergency by a two-thirds (2/3) vote of the Representative Council following ten school days notice to the Active membership.

## VI. POLICY-MAKING BODY

- A. The Representative Council shall be the policy-making body of SAEA, shall be elected from active SAEA members and shall derive its powers from and be responsible to the SAEA membership.
- B. The Representative Council shall be exclusively comprised of the following active SAEA voting members:
  - 1. Executive Officers, **ex-officio voting**;
  - 2. Board of Directors; and
  - 3. Site Representatives **elected on the basis of one-person, one-vote**.
- C. The Representative Council shall:
  - 1. Establish Association policies and objectives;
  - 2. Serve as a vehicle through which the unit membership can develop written policies and legislative goals for achieving best possible conditions of educational services and participate in content and curriculum development, textbook selection, educational improvements and progress within the SAUSD;
  - 3. Adopt the annual budget of SAEA on or before the first meeting of the school year;
  - 4. Approve the establishment or discontinuance of committees recommended by the Board of Directors; and
  - 5. Establish the dues of SAEA.
  - 6. **No member of SAEA may be disciplined without a due process hearing, which shall include the established appellate procedure.** *Moved from IV I.*
- D. The Representative Council shall meet at least once during each **school month; in accordance with the Standing Rules the number, place, and time of meetings to be decided by the executive board.**
- E. Special meetings of the Representative Council shall be called by the President, a majority of the Board of Directors or by the petition of twenty (20%) of the membership.
- F. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- G. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Board of Directors shall adopt procedures to notify representatives of meeting dates, places, and times.
- ~~K~~I. Members of the Representative Council shall serve a term of one (1) year. (EXCEPT FOR THE CTA STATE COUNCIL REPRESENTATIVES, WHOSE TERMS ARE SET BY CTA.)

~~IJ.~~ A quorum for all meetings of the Representative Council shall consist of a majority of elected Representatives who have signed in.

~~JK.~~ Any active SAEA member or fee payer may attend Council meetings as non-voting participants.

## VII. RESPONSIBILITIES OF SITE REPRESENTATIVES

A. Site representatives shall be elected by and from the Active SAEA membership **for each work site**. Such election shall be by open nominations and by secret ballot ~~including write-in provisions between the May and September Representative Council meetings for each year.~~

B. Each work site shall be allocated at least one site representative and shall have ~~one~~ additional representative for each twenty (20) SAEA members, or major fraction thereof.

C. Active members who are not represented through an individual school faculty group shall be counted as a special site/ site unit group entitled to the same representation on the Representative Council as individual school faculty groups. **Active SAEA members who travel from site to site shall be limited to representation at only one of their designated sites.**

D. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected ~~or President appointed~~ replacements.

E. Site Representatives shall:

1. Attend all Representative Council meetings, or in case of an absence, be represented by elected Alternates who may only vote at that time;
2. Have the right to make motions and vote at all Representative Council meetings on the basis of one-person one-vote;
3. Conduct constant and ongoing liaison between the Representative Council and the Active members of the site; including the maintaining and updating of a current SAEA bulletin board at the site
4. Serve as the official contact through which information can be easily and quickly transmitted between SAEA and all unit members;
5. Represent the views and input of the work site in votes taken at the Representative Council meetings, conducting frequent and regular polls of such membership for this purpose; and
6. Perform such additional duties as prescribed by the Board of Directors.

F. A site Representative may not conduct an election in which he/she is a candidate.

~~G. Active SAEA members who travel from site to site shall be limited to representation at only one of their designated sites. Moved up to VII C~~

## VIII. OFFICERS

A. The officers of SAEA shall be a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer.

B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.

C. Such election(s) shall be by open nominations and by secret ballot including write-in provisions.

D. Officers shall be elected for a term of two year(s), commencing on July 1 of any calendar year.

1. No Executive Officer shall serve for more than three consecutive, two-year terms in the same office.

E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of SAEA.

1. In the event a vacancy occurs in the other offices or the Board of Directors, the President shall appoint a successor, with the Board's approval, to fill the unexpired terms until the next election can be arranged.

F. The President shall be the chief executive officer of SAEA and its policy leader.

The President shall:

1. Preside at all meetings of SAEA, the Representative Council and the Board of Directors;
2. Prepare the preliminary agenda for the meetings of SAEA, the Representative Council and the Board of Directors;
3. Be the official spokesperson for SAEA;
4. Be familiar with the governance documents of SAEA, CTA, and NEA;
5. Appoint or remove all chairpersons and members of committees, of the Bargaining Team and of task forces with the approval of the Board of Directors; **by the beginning of each school year.**
6. Call meetings of SAEA, the Representative Council, the Executive Officers and the Board of Directors;
7. Suggest policies, plans and activities for SAEA and be held responsible for the progress and work of SAEA;
8. **Propose the procedures for grievance processing for ratification by the Executive Board and Representative Council;**
9. Meet with CTA Executive Directors and Santa Ana Unified School District as needed;
10. Attend regular meetings of the SAUSD Board of Education, or assign a designee as representative at such meetings;
11. Attend meetings of the Service Center Council of which SAEA is a part;
12. Attend other CTA/NEA meetings as directed by the Representative Council or as directed by the Board of Directors or Representative Council;
13. Give a monthly report of SAEA responsibilities to the Board of Directors and Representative Council.

G. The First Vice-President shall:

1. **Serve as assistant to the President in all duties of the President;**
2. Assume the duties of the President in the absence of the President;
3. Coordinate, with the President, SAEA's calendar of activities;
4. Keep an accurate roster of all committees and serve as coordinator of committee activities at the direction of the President;
5. Assist and direct committee chairpersons;
6. Give a monthly report of SAEA responsibilities, including committee activities to the Board of Directors and Representative Council; and
7. Perform such duties as may be directed by the President.

H. The Second Vice-President shall:

1. Assume the duties of the First Vice-President in the absence of the First Vice-President;
2. Be responsible for organizing and assisting a membership committee to maintain and increase SAEA membership;
3. Be responsible for organizing, assisting and directing Site Representatives and membership programs at the site level;
4. Keep an accurate roster of the membership and Site Representatives of the Local Association;

5. Give a monthly report of SAEA responsibilities, including committee activities to the Board of Directors and Representative Council; and
6. Perform such duties as may be directed by the President.

I. The Secretary shall:

1. Keep an accurate record of each meeting, regular or special, of the Representative Council, the Executive Officers and the Board of Directors;
2. **Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to the members of the Representative Council and Executive Board, and to the membership when appropriate. Report to the Board of Directors and the Representative Council correspondence pertaining to the affairs of SAEA; and**
3. **Keep an accurate roster of membership of the association and of all committees; and Maintain minutes, notices of meetings, agendas, and correspondence; and**
4. **Carry on the correspondence pertaining to the affairs of the Association as directed by the President.**
45. Perform such duties as may be directed by the President.

J. The Treasurer shall:

1. **Receive all funds belonging to the Association and** Be responsible for the safekeeping and reporting of all funds belonging to SAEA;
2. Disseminate such SAEA funds as directed by the President. Such disbursements shall have two signatures from the Board of Directors, none of which may be from the member receiving any payment:
  - ~~a. Changes in categories shall not exceed ten percent (10%) of the total for the given category and shall be made thereafter during the membership year by action of the Board of Directors. Changes in excess of this percentage shall be made with the approval of the Representative Council.~~
3. Arrange for the payment of SAEA's operational expenses no less than five (5) days prior to their due dates;
4. Chair a Budget Committee, and meet with that Committee at least quarterly;
5. Provide information necessary for the preparation of monthly financial statements and a year-end financial report to a qualified accounting agent;
6. **Provide information necessary for the preparation of an audit by a certified, independent accountant; and when completed distribute a summary of the audit to the membership;**
7. Prepare an annual budget for SAEA in consultation with the Budget Committee, Board of Directors, CTA Staff, and other professional accounting staff as directed by the Board of Directors;
8. Submit membership and financial reports to CTA, NEA, and other agencies as required by law;
9. Give a monthly written report of Budget Committee meetings and, upon request, all financial transactions, including monthly or yearly audits as they relate to budget/finances, to the Representative Council and Board of Directors; and
10. Perform such duties as may be directed by the President.

K. Second Release Person

On a yearly basis, should a full (traditional calendar) or part-time Release Person be approved by the Board of Directors, the President shall negotiate terms of release with the District. The release person must be a current member of the Board of Directors, and must be approved by the Representative Council.

The duties of the Release Person shall include:

1. Contract maintenance;
2. Grievance processing;

3. Arbitration coordination;
4. Assist with membership issues;
5. Oversee SAEA communications under the direction of the President;
6. Maintain Memorandum of Understanding records;
7. Professional library upkeep;
8. Perform such duties as may be directed by the President.

## IX. BOARD OF DIRECTORS

- A. The Board of Directors shall be comprised of the Executive Officers, 11 members elected from the membership shall be elected by and from the Active membership of SAEA, as long as this complies with the “one-person-one-vote” rule:
  1. The Board of Directors shall consist of five elementary level and five secondary level representatives.
    - a. Of the five secondary directors, two shall be from the intermediate level and three from the high school level.
  2. The Racial and Ethnic Minority Director shall be elected by and from the Active membership of SAEA;
  3. The immediate Past President may serve for one year as an ex-officio, voting member;
  4. The CTA State Council of Education Representatives shall serve as ex-officio, non-voting members; and
  5. The Board of Directors may appoint ex-officio, non-voting auxiliary officers: e.g. a Parliamentarian, a Sergeant at Arms, an Ombudsman, etc. al., or as the business of SAEA may require.
- B. All members of the Board of Directors shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- C. The members of the Board of Directors shall be elected by and from the Active membership of SAEA with open nominations and by secret ballot including write-in provisions.
- D. The members of the Board of Directors shall be elected for a term of two year(s), commencing on July 1 of any calendar year.
  1. No Executive Officer shall serve for more than three consecutive, two-year terms in the same office.
- E. Vacancies in the position of members of the Board of Directors shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, the President may appoint a successor, with the board’s approval, to fill the unexpired term until the next general election.
- F. The Board of Directors shall meet before each regular meeting of the Representative Council and at such other times as the President or at least two Executive Officers may deem necessary, or upon written petition of a majority of the members of the Board of Directors;
  1. No official business of SAEA shall be conducted by the Board when less than a majority of the total-voting Directors are present.
  2. Members of the Board of Directors shall not be permitted to vote through proxy.
- G. The duties of the Board of Directors shall be to:
  1. Assist in coordinating the activities of SAEA;
  2. Act for the Representative Council when school is not in session.
  3. Direct the bargaining activities and grievance processing of SAEA, subject to policies set by the Representative Council;
  46. Approve **by majority vote** appointment and **by two-thirds (2/3) vote** removal of the Bargaining Team members as recommended by the President; *Moved up from old #6 below*

54. Recommend a budget for SAEA to the Representative Council and be responsible for establishing adequate procedures for control of the expenditure of funds;
  65. Approve **by majority vote all appointment and removal of committee members, including chairpersons appointments as recommended by the President;**
  - ~~6. Approve **by majority vote** appointment and **by two-thirds (2/3) vote** removal of the Bargaining Team members as recommended by the President;      *Moved to #4 above*~~
  7. ~~Approve appointment and removal of Standing Committee members as recommended by the President;~~  
*Moved to #5 above.    **Adopt the Standing Rules for the Association;***
  8. ~~Recommend to the Representative Council and adopt the Bylaws and Standing Rules for SAEA;~~  
**Adopt grievance procedure;**
  9. Serve as liaisons to committees/task forces;
  10. Ensure that the unit membership has adequate access to the non-privileged business records of SAEA;
  11. Attend all meetings of the Board of Directors
    - a. If a member of the Board of Directors does not attend three consecutive meetings without an excused absence, removal from his/her office is deemed automatic unless specifically excused by action of the Board of Directors.
  12. Attend all meetings of the Representative Council, and meetings as otherwise outlined in their duties;
  13. Establish an on-going “special recognition” committee from amongst the Board of Directors to acknowledge special occasions: i.e. “Day of the Teacher,” Secretaries’ Day, etc.; and
  14. Exercise all the business and organizational powers and duties for SAEA as prescribed by law and these bylaws, in accordance with the policies established by the Representative Council.
- H. The Elementary and Secondary Segment Directors shall:
1. Consist of five elementary level and five secondary (two Intermediate School and three High School) level representatives;
  2. Act as the primary contact from the Board of Directors to Site Representatives;
  3. Assist in developing Site representation and participation: e.g. trainings, conferences, workshops and committees;
  4. Assist in maintaining and increasing SAEA membership;
  5. Assist Site Representatives in fulfilling their responsibilities; and
  6. Perform such duties as may be directed by the President.
- I. The Racial and Ethnic Minority Director shall:
1. Represent members of racial and ethnic groups as defined by CTA/NEA;
  2. Actively recruit and involve racial and ethnic minority group members in all aspects of SAEA;
  3. Encourage awareness and sensitivity to racial and ethnic minority group members’ issues and concerns;
  4. Promote racial and ethnic minority group leadership training programs;
  5. Make specific recommendations to the Board of Directors and Representative Council regarding appropriate means and methods for continuing racial and ethnic minority group input into SAEA;
  6. Represent SAEA at CTA/NEA meetings and conferences dealing with racial and ethnic minority group issues as allocated in the Budget; and

7. Perform such duties as may be directed by the President.

J. The State Council Representatives shall:

1. Serve no more than three consecutive, three-year terms;
2. Serve as ex-officio, non-voting members of the Board of Directors;
3. Attend and actively participate in all CTA State Council, Service Center Council, and CTA committees or sub-committees as assigned and called:
  - a. In the event an elected Representative is unable to attend a meeting of the State Council of Education an elected alternate shall be designated.
  - b. Only those alternates who have been officially certified by the CTA Elections and Credentials Committee prior to the opening of the first session of State Council shall be seated and permitted to vote.
4. Become informed on professional and educational matters dealing with SAEA and be prepared to make appropriate presentation of recommendations originating in SAEA;
5. Attend all Board of Directors and Representative Council meetings;
6. Perform other duties as may be assigned to Representatives by action of the State Council of Education.

K. A quorum for all meetings of the Board of Directors shall consist of a majority of the voting members of that body (including the past president).

X. MEETINGS OF THE GENERAL MEMBERSHIP

- A. Meetings of SAEA may be called by the President, the Board of Directors, or by written petition of twenty percent (20%) of the membership.
- B. Notices of SAEA meetings including date, place, time, and purpose of the meeting shall be made available to all members of SAEA at least two days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Board of Directors shall adopt procedures to notify SAEA membership of meeting dates, places and times.
- D. A quorum for meetings of SAEA shall be a majority of the active membership.

XI. BARGAINING TEAM

- A. The Bargaining Team and such alternates as the Board of Directors deems necessary shall be appointed by the President and approved by the Board of Directors.
- B. The President shall appoint and remove any member and/or the chairperson of the Bargaining Team with the concurrence of the Board of Directors.
- C. Vacancies created by resignation or inability to serve shall be by appointment of the Board of Directors from the list of alternates.
- D. The Board of Directors, by two-thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates.
- E. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.
- F. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Board of Directors subject to policies established by the membership.
- G. All employees shall be surveyed to determine contents of the proposed contract demands, and the contract proposal unit shall be approved by Association members.
- H. The Bargaining Team shall report its activities to the Board of Directors in such form and with such frequency as the Board of Directors may require.

- I. The Board of Directors shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- J. Agreement reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the **active** membership unless such ratification shall have been specifically waived or otherwise delegated by the **active** membership.

## XII. GRIEVANCE PROCESSING

- A. The Board of Directors shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following:
  - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
  - 2. Train for handling of grievances;
  - 3. Evaluation of the SAEA's grievance policies and procedures;
  - 4. Representation of SAEA at any Grievance proceedings;
  - 5. Recommendations to the Board of Directors regarding the budget for Grievance processing and arbitration costs;
  - 6. Consideration of the merits of each Grievance and make a recommendation to the Board of Directors regarding the submission of a Grievance to arbitration or court;
  - 7. Records of all Grievances processed;
  - 8. Monthly information to the Board of Directors regarding the operation of the Grievance program;
  - 9. Annual appointment/renewal by the President with the advice and assistance of the Board of Directors; and
  - 10. Responsibility for implementation of SAEA's Grievance program.

## XIII. NOMINATIONS AND ELECTIONS

**The Chapter president must provide Active members an opportunity to vote in all elections.**

**Chapter presidents do not have the option of deciding that such elections shall not be held except for NEA-RALocal Delegate elections where, following a period of open nominations, voting may be waived if the number of candidates is equal to or less than the number of positions to be filled and the affiliate has adopted a governing provision or election policy allowing such a practice.**

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
  - 1. Open nomination procedure;
  - 2. Secret ballot;
  - 3. All **active** member vote;
  - 4. Record of voters receiving or casting ballots;
  - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines.

E. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.

F. The duties of the Elections Committee shall be to:

1. Ensure that all SAEA/CTA/NEA election codes and timelines are followed;
2. Establish election timelines;
3. Develop and carry out timelines and procedures;
4. Prepare ballots for election of officers and such other elections as may be necessary;
5. Count the ballots and certify the results;
6. Handle initial challenges.

#### XIV. COMMITTEES

A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Board of Directors, subject to approval by the Representative Council.

B. Each committee shall submit periodic reports to the Board of Directors and Representative Council.

#### XV. PARLIAMENTARY AUTHORITY

*Robert's Rules of Order, Newly Revised*, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Board of Directors.

#### XVI. AMENDMENTS/PROCEDURES:

These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council. Notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.