



CTA BY-LAWS

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ARTICLE I

The name of this Association shall be: The Orange County Classroom Teachers Association, Inc. herein known as “the Union”. The Orange County Classroom Teachers Association, Inc., is the local affiliate of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the Central Florida Labor Council AFL-CIO. The Association shall operate for the benefit of the members and for the support of the profession of teaching and the students we serve.

ARTICLE II MEMBERSHIP

SECTION I - CLASSES

- A. Membership shall be open to all non-administrative and non-supervisory school employees who work in the Orange County Public Schools or schools that have been organized by OCCTA or its affiliates.
- Teachers who are current in the payment of union dues are members in good standing.
- Teacher is defined as any category included in the Bargaining Unit represented by the Union,
- B. Retired dues paying members of CTA-R shall be considered ex-officio members of Orange County Classroom Teachers Association with the rights and privileges granted to CTA-R in these Bylaws and in CTA Policies.
- C. Members on Long-Term Leave. A person who was an active member and has been granted an Orange County School Board approved leave of absence of one (1) semester or more, may, upon payment of dues, enjoy all the rights and benefits of active members.
- D. Associate Memberships. Non-administrative employees in the schools of Orange County who are not eligible for active membership in a local of the national affiliates may, upon payment of dues, enroll as associate members with all the rights and responsibilities of active members except the right to vote, to hold office, or to represent the Union. Associate members shall not be eligible for the Union's legal services program.

SECTION II: DUES ASSESSMENT

Members shall be assessed annual dues as determined by Article XI.

SECTION III: CENSURE/SUSPENSION/EXPULSION

After due notice and hearing, the Board of Directors, by a two-thirds (2/3) vote, may censure, suspend or expel any member who shall have acted in a manner that violates the terms of the By-laws, and policies of the CTA, or has violated the Code of Ethics of the teaching profession, or may cancel the membership of any member convicted in a court of a crime involving moral turpitude, and may reinstate a member who has previously been suspended or expelled from the Union. Upon reinstatement, any censured, member or a member who has been suspended or expelled but reinstated shall be barred from seeking any CTA elective office for a period of three (3) years. Any censured, suspended or expelled member may appeal the action to the membership at a meeting called for that purpose and which has attained the required quorum. To overturn the action of the Board shall require a 2/3 majority vote at that membership meeting.

SECTION IV – ACTIVE MEMBERSHIP

- A. A member is in good standing upon payment of the required dues.
- B. A member who has a break in service and maintains payment of the required dues is in good standing.
- C. A member may remedy any unpaid dues in order to achieve good standing.

Active membership shall be continuous. Members who go off payroll with the school district for up to 50 working days or less shall retain local active membership upon prior written notice to the Union and continued payment of dues. If a question arises regarding the status of an active member due to changes in the law, the Board will hold in abeyance that Bylaw provision until a legal ruling is obtained.

SECTION V: MEMBERSHIP AFFILIATION:

All members of this Union shall be members of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the Central Florida Labor Council AFL-CIO.

SECTION VI: REPRESENTATION ELIGIBILITY

Eligibility for Union representation shall be available to members from the time of the acceptance of his or her membership in the CTA office and shall not be extended to incidents occurring prior to membership.

Section VII: Nondiscrimination

This organization shall not deny membership based upon race, color, national origin, religion, gender identification, sexual orientation, age, disability, marital status or economic status.

**ARTICLE III
NOMINATIONS AND ELECTIONS**

Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA) as amended.

SECTION I:

Officer elections shall be concluded by May of the election year. Terms of office shall be three (3) years, with no officer permitted to serve more than two (2) consecutive terms. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. (2) Directors elected to represent high school members
- f. (3) Directors elected to represent middle schools and K-8's
- g. (3) Directors elected to represent elementary schools
- h. (1) Director representing tech centers
- i. (1) Director representing members teaching special education
- j. (2) Directors representing members at large

SECTION II: ELECTIONS

- A. Election Committee
 - 1. The Elections Committee shall conduct all general and special elections of the organization.

2. The Elections Committee shall consist of the Chairperson plus four (4) members in good standing selected by the Representative Assembly at its first meeting of the year.
3. Any member of the Elections Committee who accepts a nomination, other than as a convention delegate, must vacate his or her committee position immediately and will be replaced by a member nominated by the president and approved by the Board of Directors.

B. The Elections Committee shall:

1. Be responsible for determining the eligibility of candidates.
2. Direct the election procedures.
3. Tabulate and validate the election results.
4. Process election challenges and conduct an investigation when necessary. If an investigation is conducted, the committee shall issue a written report and either validate the election results, or order a new election.

C. Election Procedures:

1. Only members under Article II, Section I.A, of the Union shall be eligible to vote.
2. Election shall be determined by a candidate receiving a majority of the votes cast. If no candidate receives a majority of the votes cast on the first ballot, the two candidates with the highest number of votes shall be placed on a run-off ballot.
3. In the event of a tie among candidates for a run-off election, a coin flip will be used to determine the final two candidates.
4. In the case of an officer or board election where there is only one nominee, the elections chair will declare that candidate elected.

SECTION III: NOMINATIONS

- A. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled, the necessary qualifications for nomination and election to such offices, and of the date of the election by first class U.S. Mail to the members' last known home address.
- B. To be nominated for all offices other than Director, a candidate must submit to the Elections Committee a petition containing the signatures of twenty-five (25) members in good standing. Said petitions must be submitted no later than fourteen (14) days following the notice of the opening of nominations.
- C. To be nominated as a candidate for the office of Director, a candidate must submit to the Elections Committee a petition containing the signatures of twenty-five (25) members of that constituency. Said petitions must be submitted no later than fourteen (14) days following the notice of the opening of nominations.
- D. Nominees must be active, dues paying members in good standing.

SECTION IV: GENERAL ELECTIONS

- A. General Elections shall:
1. Be conducted by secret, individual ballot.
 2. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices.
 3. When a mail ballot election is used, the Elections Committee shall prepare and send ballots by U.S. Mail to all members in good standing for the preceding sixty (60) days, in such manner as to ensure the secrecy of the ballot, no later than ten (10) days following the close of nominations. The period between the mailing and return date for the ballots shall be no less than twenty (20) calendar days.
 4. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. When a mail ballot is used, the Elections Committee shall prepare and send ballots by first-class U.S. Mail to the last known home address of all members who were eligible to vote in the initial election, in such manner as to ensure the secrecy of the ballot. The period between the mailing and return date for the ballot shall be no less than twenty (20) calendar days.
 5. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within two (2) workdays of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.
 6. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

SECTION V: SPECIAL ELECTIONS

Special Elections shall be conducted upon the direction of the Board of Directors.

**ARTICLE IV
OFFICERS - DIRECTORS - REPRESENTATIVES**

SECTION I: MEMBERSHIP

All officers, directors, representatives, and alternate representatives shall be members of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the Central Florida Labor Council AFL-CIO

SECTION II: OFFICERS OF THE UNION

The officers of this Union shall be a President, Vice-President, a Secretary, and a Treasurer. These officers shall constitute the Executive Committee of the Union. The immediate Past President shall remain a full member of the Board of Directors for one year following the end of his/her Presidency, unless the immediate past president has retired or been removed from office. No member of the Executive Committee of the Union shall be a member of the Orange County Administrative Pool. If he/she is a member of the Administrative Pool before his/her election to office in this Union, he/she must resign his/her membership in the Pool after his/her election.

SECTION III: ELIGIBILITY FOR OFFICE

- A. All candidates for office in this Union must have been members of the Union for 2 years prior to the date that the term of office begins.
- B. No candidate may seek two offices on the same ballot.
- C. All candidates for office or their representatives must attend a candidate orientation conducted by the Executive Director.

SECTION IV: TERM OF OFFICE

- A. The term of local officers shall be three (3) years. No officer shall be elected or serve more than two (2) terms and may not serve more than six (6) years in total in any one office.
- B. Vacancies
President/Vice-President
 - 1. In case of a vacancy in the office of President in the last year of the term, the Vice-President shall become the president. The office of Vice-President shall then be filled by a member of the Board of Directors by a majority vote of the Board. If the office of the President becomes vacant with more than a year left in the term, or the office of President and Vice-President become vacant simultaneously, the remaining members of the Board of Directors shall select one (1) of their number to serve as President Pro Tempore, until a special election to fill the vacancies can be held.
 - 2. Secretary/Treasurer/Directors
 - a) In case of a vacancy in the office of Secretary, Treasurer, or Directors the President shall appoint a member to serve, subject to approval by a majority of the Board of Directors.
 - b) Directors shall be elected at large in the designated fields of service.

SECTION V: DUTIES OF OFFICERS

The officers shall be the president, the vice president, the secretary, and the treasurer.

All officers shall be members of both the Board of Directors and Representative Council. They shall perform the duties pertaining to their respective offices and such other duties as may be imposed upon them by the Corporate Charter and by the Bylaws of the Union.

- A. The President shall:
 - 1. Be the chief executive office and responsible for executing the policies of OCCTA.
 - 2. Represent the Union as spokesperson on matters of policy or assign, at the President's discretion, responsibility for such representation, in both internal and external matters.
 - 3. Call and preside at all meetings of the Board of Directors, Representative Council, and all other Union meetings or appoint a designee to do so.
 - 4. Appoint a Parliamentarian for governance meetings of the Union.
 - 5. Appoint, except for standing committees, all committee chairpersons. Such chairpersons to serve at the pleasure of the President, except where a term is fixed by these Bylaws. The President will provide charges for all committees, annually. The Board of Directors shall vote to approve committee chairpersons.

6. Serve as member ex officio without a vote on all committees authorized by the governing bodies.
7. Be bonded by the Union in a sum to be fixed by the Board of Directors. The premium on said bond shall be paid by the Union.
8. Consult with the Executive Director prior to signing contracts and other instruments connected with Union and professional activities as authorized by OCCTA policies.
9. Be a co-signer on checks issued by the Union and have the authority to disburse funds as authorized by OCCTA policies.
10. Prepare, with Treasurer, Executive Director, and Budget Committee, a budget for submission to the appropriate policy-making body.
11. Meet regularly with the other officers of the Union and with the Executive Director. Delegate duties to the officers of the Union.
12. Serve as a delegate to the FEA, AFT and NEA conventions, by virtue of election to the office of President.
13. Serve as the chairperson of any delegation to any convention or meeting.
14. Represent the organization before bodies of the employer, executive and legislative officials;
15. Represent the organization before the public, community organizations, and the news media;

B. The Vice-President shall:

1. Assume the necessary duties of the President in case of absence (or resignation) of the President.
2. Serve as the Chair of the CTA Contract standing committee.
3. Serve as the Chair of the Bylaws Committee.
4. Serve as an ex-officio member of all committees except the Budget and Finance Committee.
5. Be bonded by the Union in a sum to be fixed by the Board of Directors. The premium on said bond shall be paid by the Union.
6. Have the power to disburse funds as authorized by OCCTA policies.
7. Address internal Union matters, beyond committee assignments, at the direction and discretion of the president.

C. The Secretary shall:

1. Record, or cause to be recorded, all minutes of Union membership meetings, the Board of Directors, Representative Council, Executive Committee and others, as assigned by the President.
2. Keep an accurate record of attendance at all Board of Directors, Representative Council, and membership meetings.
3. Maintain, in a permanent file, copies of all minutes and important records of the Union.

- D. The Treasurer shall:
1. Chair the Budget and Finance Committee.
 2. In consultation with the Executive Director, be responsible for preparing the budget and monthly financial statements.
 3. Be a co-signer on checks issued by the Union and have the authority to disburse funds as authorized by OCCTA policies
 4. Assure that the books are submitted for annual audit by a licensed accountant at the close of the fiscal year.
 5. Ensure that all financial records shall remain the property of the Union.
 6. Be bonded by the Union in a sum to be fixed by the Board of Directors. The premium on said bond shall be paid by the Union.
 7. Ensure that OCCTA adheres to the FEA document retention policy.
- E. Each officer shall transfer records to the Union within ten (10) days of leaving office.

SECTION VI: DIRECTORS

The Board of Directors shall consist of sixteen (16) voting members: (4) four Officers, (2) two Directors elected to represent high school members, (3) three Directors elected to represent middle school and K-8 members, (3) Directors elected to represent elementary schools, (1) one Director representing member teaching special education, (1) one Director representing tech centers, and (2) Directors elected at large .

- A. Election of Directors
1. Directors shall be elected by the CTA members atlarge.
 2. It shall be the responsibility of any director to notify, in writing, the CTA President and/or Board of Directors of any transfer or re-assignment to a school outside the category or division in which he/she was elected.
- B. Term of Directors
1. Each Director shall serve for a term of three (3) years. No Director shall serve as a Director for more than two (2) terms. All Districts shall be designated by category or division.
 2. In case of a vacancy, the President shall nominate a candidate from that area of service or division subject to the Board of Directors vote.
- C. Duties and Responsibilities of Directors
- Directors shall:
1. Serve as a member of the Board of Directors and the Representative Council.
 2. Have the responsibility to communicate and/or meet regularly with the Association Representatives in his/her category or division.

D. Meeting Attendance

Any elected officer or director shall be expected to attend regularly scheduled meetings. Should any officer or director fail to attend fifty (50) percent of scheduled meetings in a single association year, without prior arrangements being made, he or she shall have her/his position declared vacant. Regular procedures to fill a vacancy shall be followed to fill any vacancy resulting from the implementation of this language. Failure to assume an elected position by missing the first four regularly scheduled meetings, with no notice, shall present an early trigger to the declaration of a vacant position.

SECTION VII: ASSOCIATION REPRESENTATIVES

Each school shall elect, by secret ballot, no later than the last week of the school year, at least one representative plus one additional representative for each twenty (20) members or major fraction thereof. Each school shall be guaranteed at least one (1) representative. Vacancies may be filled by election at the site as needed.

A. Eligibility of Representatives

All candidates for the position of Association Representative in this Union must be members of the Union.

B. Term of Service of Representatives

Each representative shall serve for a term of two (2) years. In case of vacancy, the CTA members of that school faculty where such vacancy occurs shall elect, by secret ballot, a representative to fill the un-expired term.

C. The Representatives shall:

1. Serve as a member of the Representative Council.
2. Organize a CTA unit in his/her worksite and serve as its worksite leader..
3. Report the business and activities of the Union to his/her faculty.
4. Present to the Representative Council the concerns and issues of his/her faculty.
5. Be assisted by the Alternate Representative in performing his/her duties.
6. Recruit members and send required forms to the CTA office.
7. Organize a worksite leadership team in his/her worksite.

SECTION VIII: RECALL

Any officer or director not performing his/her duties may be removed from office by a two-thirds (2/3) vote of the Board of Directors or by a petition signed by five percent (5%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union. The petition shall be sufficient to require the Board of Directors to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Board of Directors member signing the petition shall not vote on the question of a recall election. If a majority of the Board of Directors approves a recall election, the Elections Committee shall supervise the recall election.

To recall an Association Representative, a vote of 50% + 1 of members in a given school or work site must vote to recall the AR.

SECTION IX: TERMS OF OFFICE

All terms of office shall begin on July 1.

ARTICLE V BOARD OF DIRECTORS

SECTION I: MEMBERS

- A. All officers and Directors shall comprise the membership of the Board of Directors. The FEA Director(s) shall be included as ex-officio non-voting members of the Board of Directors.
- B. A representative of the CTA-R shall be included on the Board of Directors as a non-voting member.
- C. A Director(s) of the national affiliates of this district may be included as an ex-officio non-voting member of the Board of Directors.
- D. Any officer of FEA from this District may be included as an ex-officio non-voting member of the Board.
- E. No members of the Board of Directors shall hold more than (1) voting position on the Board.

SECTION II: DUTIES

- A. The Board of Directors shall:
 - 1. Conduct the business of the Union in all matters except as stated otherwise in the Corporate Charter or the Bylaws.
 - 2. Be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Board shall have the power to sue, complain, and defend on behalf of the membership.
 - 3. Be responsible for adherence to and enforcement of the Bylaws and policies of the organization.
 - 4. Be responsible for the financial administration of the union.
 - a) Recommend Goals and a Budget to the Representative Council for the following year.
 - b) Ensure that expenditures follow the adopted budget.
 - c) Authorize expenditures not foreseen in the budget.
 - d) Establish the salary, benefits and expense guidelines of any general officer who is employed by the organization
 - 5. Approve by majority vote the Standing Committee Chairpersons.
 - 6. Approve the appointment of members to offices and directorships if vacancies occur between annual elections, except as stated in Article IV, Section IV, B.1.
 - 7. Be vested with the power to create a new director's position as necessary
 - 8. Review CTA organizational structure at least once every five (5) years in years ending in 0 or 5, using the following factors in evaluating existing or creating new districts:
 - a) the geographical relationships of the schools served by the director.
 - b) the total number of schools assigned to each UniServ Director.
 - 9. Nominate and elect members to the Service Unit Council at the MayBoard meeting.
 - 10. Issue regular reports, including an annual report, to the Representative Assembly and the membership.

ARTICLE VI
Representative Council

SECTION I: MEMBERS

Association Representatives and members of the Board of Directors shall comprise the membership of the Representative Council. The membership of Retired CTA shall be entitled to one representative who shall be included as an ex-officio member of the Representative Council.

SECTION II: DUTIES

- A. The Representative Council shall:
1. Be the policy-setting body of the Union:
 - a) To approve the budget
 - b) To set organizing goals
 - c) To prioritize bargaining objectives
 2. Act upon the business of the Union that has not been decided by the Board of Directors.
 - a) Issues shall be first presented to the Board of Directors.
 - b) ARs shall be notified one week in advance of issues to be considered on the agenda.
 3. Serve as liaisons with the various schools (Article III, Section VII).
 4. Approve the budget.

SECTION III: ETHNIC MINORITY GUARANTEES

- A. Members from ethnic minorities shall comprise at least twenty percent (20%) of the Board of Directors and Representative Council.
- B. The Representative Council shall elect at-large Directors and/or at-large delegates to the Representative Council whenever necessary to ensure the ethnic minority guarantee.
- C. The Minority Affairs Committee shall report periodically the Union's compliance with this provision.

ARTICLE VII
SERVICE UNIT COUNCIL

- A. **The Service Unit Council is not part of the governance structure of OCCTA.**
- B. Representatives to that Council shall be nominated and elected by the Board of Directors
- C. The President and Treasurer shall be ex-officio voting members of the Council.
- D. The number of additional representatives to the Council shall be determined by the number of members belonging to each constituent body of the SUC based on current membership as of the NEA January report.
- E. The term of office shall commence July first and shall be for one year.
- F. Failure to attend two consecutive SUC meetings without a valid reason (other union responsibilities, sickness, non-service time, etc) shall be cause for removal by a vote of the OCCTA members on the SUC.

ARTICLE VIII COMMITTEES

SECTION I: STANDING COMMITTEES

- A. The standing Committees shall include the following: Budget and Finance, Bylaws and Policies, Communications, Contract, Elections, Government Relations, Human and Civil Rights, Membership and Organizing, Professional Development, Minority Affairs.
- B. Ad Hoc Committees may be established and appointed by the President.
- C. Standing Committee Chairpersons shall report the work of their committee in writing to the monthly Representative Council meeting.
- D. Ad Hoc Committee Chairpersons shall report to the Representative Council meetings as necessary.
- E. Only active, dues paying members shall serve on any CTA committee.

ARTICLE IX MEETINGS

SECTION I: GENERAL MEMBERSHIP

- A. There shall be one (1) regular meeting of the membership of the Association to be scheduled prior to May 1.
- B. Special meetings for a specific purpose may be called by the President, upon the written request of ten per cent (10%) of members, or upon the majority vote of the Representative Council, or two-thirds (2/3) vote of The Board of Directors.
- C. The quorum for all such meetings shall be five (5%) percent of the membership.

SECTION II: REPRESENTATIVE COUNCIL

- A. There shall be one (1) regular meeting of the Representative Council each month during the school year, and as needed during the summer.
- B. The quorum for AR Council meetings shall be representation from one-third of the sites, or 60 members.

SECTION III: BOARD OF DIRECTORS

- A. Regular meetings of the Board of Directors shall be held monthly during the school year, or at any other time at the call of the President or at the call of the majority of the Board members.
- B. The Board of Directors shall act for the membership during the summer.
- C. The quorum for the Board of Directors shall be a majority of the body.

ARTICLE X FISCAL AND MEMBERSHIP YEAR

The fiscal and membership year of the Union shall be from September 1 to August 31.

ARTICLE XI DUES

SECTION I: DUES

- A. State and national affiliate dues and increases shall be as established by the respective affiliate bodies and shall be automatically passed through to the membership.
 - 1. Local dues shall be determined by the Representative Council
- B. Association dues shall be payable at the beginning of each school year or upon acceptance of a position during the school year.
- C. Method of Payment:
 - 1. Payroll Deduction every pay period during the member's active, paid employment.
 - 2. Cash
 - 3. A) In full as of August 31st
 - B) Pro-rated for those joining after August 31st
 - C) Any arrangement for the maintenance of dues to continue on-going legal services must conform to the policies of FEA and NEA.
- D. Dues for Associate members shall be one-half (1/2) of the full amount paid by active members.

SECTION II: PRO-RATED DUES

A teacher who is new to the district or who wishes to join (and has not been a member and dropped membership during the current or immediate past year) shall, upon signing a payroll deduction form, be assessed the amount of dues remaining for that year. Payment shall be by payroll deduction.

ARTICLE XII AFFILIATION

SECTION I: ORGANIZATIONS

- 1. OCCTA shall be affiliated with the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT), and the Central Florida Labor Council AFL-CIO, and shall be in compliance with the Policies, Constitution and Bylaws of each organization.
- 2. Affiliations with other councils or organizations shall be determined by the Board of Directors.
- 3. No new affiliations may be in conflict with existing affiliations.

SECTION II: CAUCUSES

- 1. The Board of Directors may affiliate special interest caucuses of CTA members in accordance with the following criteria:
- 2. Each Caucus seeking affiliation shall file a written application, with the Board of Directors.
- 3. Caucuses must require Union membership as a prerequisite for Caucus membership.

4. The goals and objectives, of the caucus must be compatible with those of the Union.
5. Caucuses shall not involve themselves in any independent, external political activities.
6. Determination of the establishment of any caucus by the Board of Directors shall be final.

ARTICLE XIII RULES FOR AMENDING

SECTION I: AMENDING ARTICLES OF INCORPORATION

The Articles of Incorporation for this Association may be amended as set forth in Article X, Section I and II of the Articles of Incorporation.

SECTION II: AMENDING BYLAWS

- A. Amendments to the Bylaws of this Union may be proposed by:
 1. A majority of the Board of Directors.
 2. A petition signed by fifteen percent (15%) of CTA membership or fifteen percent (15%) of Association Representatives.
- B. All proposed amendments approved by a majority of the Board or introduced by petition shall be presented to the Bylaws and Policies Committee for legal clarification and terminology, without altering the intent, by no later than December 1st.
- C. A copy of the proposed Bylaw amendments and any recommendations of the Board of Directors shall be presented to the Representative Council at its next regular meeting following the Board's meeting that addresses these amendments.
- D. Following the meeting of the Representative Council at which the proposed amendment was introduced, the Election Committee will hold a secret ballot vote on the amendment at the next meeting of the Representative Council.
- E. The Elections Committee will tally the results. Two-thirds (2/3) of the Representatives present and voting shall be required for passage of the amendment
- F. A final copy of the approved Bylaws as amended shall be provided in an official communication to each member and posted on the website.
- G. Except when an amendment carries a separate effective date to the contrary, all amendments adopted by the membership shall become effective on July 1 following their adoption.

ARTICLE XIV RULES OF ORDER

ROBERTS' RULES OF ORDER, NEWLY REVISED shall be the authority on all questions of procedure not specifically stated in the Articles of Incorporation or the Bylaws of this Union.