

## STANDING RULES

### I. PROCEDURES

- 1.01 Standing Rules shall be adopted or amended by a two-thirds (2/3) vote of the Representative Council.
- 1.02 A standing rule shall be temporarily suspended by a majority vote, or permanently suspended by a two-thirds (2/3) vote of the Representative Council.
- 1.03 All provisions of the Bylaws shall govern and are hereby incorporated by reference.
- 1.04 Council Representatives shall rise to speak, be recognized, give their name and identify their unit.
- 1.05 Council Representatives shall rise to make or second motions in the Representative Council and shall also rise when questioning a vote or any part thereof.
- 1.06 Motions shall be in writing at the request of the Secretary or presiding officer.
- 1.07 All motions shall carry by a simple majority unless otherwise specified.
- 1.08 The Representative Council may limit equally the time or number of speakers for each side of a question, or the total time for debate thereon, by a two-thirds (2/3) vote.
- 1.09 Voting shall be by voice. When a division of the house is called for, a standing vote shall be taken.
- 1.10 Voting at General Membership may be by voice vote, standing vote or secret ballot.
- 1.11 Claims of parliamentary irregularities must be raised promptly while the Representative Council is in session.
- 1.12 No appeal from the decision of the presiding officer shall be in order unless based on a point of order. The vote thereon shall not be put on sustaining the appeal but on sustaining the decision of the presiding officer. A majority vote sustains the decision of the presiding officer.

## **II. BUDGET**

- 2.1** A preliminary budget shall be approved by the SEA Executive Board. The collection of data and working drafts of this budget shall be prepared for the Executive Board by the President, the Executive Director, Financial Secretary and Treasurer. The Financial Secretary, in cooperation with the Executive Board, shall present this preliminary budget to the Representative Council by the October meeting. A final SEA budget shall be adopted by the Representative Council by the November meeting.
- 2.2** Category expenditures in excess of those identified in the final approved budget shall require authorization of the Executive Board. Category expenditures in excess of \$500 over final budget or non-budget items in excess of \$500 shall require approval of the Representative Council.

## **III. DUES**

- 3.1** The dues of a full-time certificated SEA member shall be .45 of 1% of the average Spokane teachers' salary for the preceding year as computed by the school district accountant and rounded off to the nearest dollar.
- 3.2** The dues of certificated members working less than full-time shall be prorated according to the length of the members' contract with District 81.
- 3.3** The dues of an SEA member employed after September 30 shall be prorated for the remaining months of the year at the same monthly dues as defined in the appropriate section above.
- 3.5** The dues of an SEA member working as a substitute certificated employee shall be .45 of 1% of the daily rate of pay for a substitute.
- 3.6** The dues of ESP members will be on a sliding scale based on yearly salary.

## **IV. STIPENDS**

- 4.1** Representative Council stipends for attending at least seven (7) of eight (8) meetings will be issued at the May meeting in an amount equal to an amount approximately one-half (1/2) of the members' local dues. Representative Council members qualify for one of five additional stipends in the amount of \$100 if in attendance for all

meetings. In order to clarify whether Council representatives qualify for any stipends, they must sign in at each meeting, and must be responsible to check the minutes of the previous meeting. If their name does not appear as attending, the only opportunity they have to correct the minutes is at the next Representative Council meeting prior to the adoption of the minutes. If the corrections are not made at that time, attendees' names will not be added at a later date.

- 4.2 Executive Board members are eligible for the Executive Board stipend in the amount of \$200 if they are in attendance for nine (9) of ten (10) Executive Board meetings. In order to qualify, an Executive Board member must do their assigned building visits at the assigned times, including notifying the schools/sites in a timely manner of their visitation schedule.
- 4.3 Stipend amounts for bargaining will be based on the structure of the bargaining teams and support groups. Each bargaining year may have a different structure depending on the needs at that time.
- 4.4 Excused/emergency absences include Representative Council members and/or Executive Board members being asked by the SEA, WEA or NEA leadership to represent the SEA at another event or meeting. Unforeseen emergencies will be discussed by the SEA Executive Board on a case-by-case basis for acceptance or rejection.

## V. ZONES

- 5.1 Zone 1 shall consist of:
  - a. North Central
  - b. Audubon
  - c. Bancroft
  - d. Bryant
  - e. Garfield
  - f. Glover
  - g. Havermale
  - h. Holmes
  - i. Indian Trail
  - j. Libby Center
  - k. Linwood
  - l. Logan
  - m. Madison

- 5.2 Zone 2 shall consist of:**
- a. Rogers
  - b. Arlington
  - c. Bemiss
  - d. Cooper
  - e. Garry
  - f. Lidgerwood
  - g. Longfellow
  - h. Plant Maintenance (Unified Trades)
  - i. Plant Operations (Grounds)
  - j. Purchasing
  - k. Warehouse
  - l. Regal
  - m. Shaw
  - n. Skills Center
  - o. Whitman
- 5.3 Zone 3 shall consist of:**
- a. Shadle
  - b. Balboa
  - c. Browne
  - d. Finch
  - e. Ridgeview
  - f. Salk
  - g. Westview
  - h. Willard
  - i. Woodridge
- 5.4 Zone 4 shall consist of:**
- a. Ferris
  - b. Adams
  - c. Chase
  - d. Franklin
  - e. Hamblen
  - f. Lincoln Heights
  - g. Moran Prairie
  - h. Morning Star
  - i. Mullan Road
  - k. Sheridan
- 5.5 Zone 5 shall consist of:**
- a. Lewis & Clark
  - b. Administration Building
  - c. Security Office
  - d. Grant

- e. Hutton
- f. ITSC
- g. Jefferson
- h. Roosevelt
- i. Sacajawea
- j. Sacred Heart
- k. Stevens
- l. Wilson

**VI. COMMISSIONS**

**6.1 Collective Bargaining Commission shall:**

- a. Negotiate proposals that have been approved by the Representative Council.
- b. Regularly communicate with the President, the Executive Director, the SEA Executive Board, and the Representative Council.
- c. Develop skill in the art of negotiations.
- d. Coordinate its efforts with other appropriate commissions or committees.
- e. Function in close coordination with the SEA Executive Board.

**6.2 Diversity Committee shall:**

- a. Help educators to establish stronger relationships with students, with the community, and with each other.
- b. Establish contacts with other diversity relations organizations and ethnic groups in Spokane,
- c. Study the impact of Title IX on sports programs in District 81.
- d. Encourage awareness of and publicize achievements in human relations.
- e. Encourage minority involvement within the association.
- f. Maintain records of ethnic minority involvement in the association.

**6.3 ESP COMMISSION shall:**

- a. Be chaired by the ESP Co-Chairs and help ESP members become fully involved in association activities.
- b. Members elected as delegates to the WEA ESP Rep Assembly shall make up the ESP Commission.
- c. Meet with ESP employees to hear their concerns.
- d. Keep the overall membership informed on ESP issues.
- e. Monitor the integration of ESP involvement and needs into the merged organization.

**6.4 EMPLOYEE BENEFITS COMMISSION shall:**

- a. Monitor current fringe benefit programs. As needed, recommend changes to the Collective Bargaining Commission.
- b. Work to increase members' knowledge of money management and retirement pre-planning.
- c. Study possible new special services programs.

**6.5 SPECIAL EDUCATION COMMISSION shall:**

- a. Monitor the Special Education program of the district.
- b. Keep the overall membership informed on Special Education issues.
- c. Coordinate its efforts with other appropriate committees or commissions.

**VII. COMMITTEES**

**7.1 The Bylaws Committee shall:**

- a. Study the existing Bylaws and Standing Rules.
- b. Assist members with any Bylaws concerns.

- c. **Recommend changes when needed.**

**7.2 The Death Benefit and Emergency Funds Committee shall:**

- a. **Administer the Death Benefit and Emergency funds.**

**7.3 The Nominations and Elections Committee shall:**

- a. **Seek nominees for the Executive Board officers, Zone Directors, and ESP Directors.**
- b. **Give its nomination report at a general meeting to the SEA Rep Council prior to nominations from the floor.**
- c. **Attempt to get at least two nominees for each Executive Board position with a representative number of ESP and ethnic minority members.**
- d. **Draw names of nominees for Executive Board positions, WEA and NEA delegates to determine the placement on the ballot. One-half of the ballots will list the candidates in the drawn order, and the remainder of the ballots will list the candidates in the reverse order.**
- e. **Prepare and place a sample ballot in the SEA Views special election issue.**
- f. **Contact candidates and provide them the option of selecting an observer for ballot tabulation.**
- g. **Appoint an election watch person whose name is not on the ballot to oversee the tabulation process.**
- h. **Tabulate the ballots.**
- i. **Be responsible for filing the written official results of the election and have them posted in the SEA office and distributed to each worksite within 72 hours of the completion of the tabulation of ballots.**
- j. **Inform the President and all candidates for the Executive Board of the unofficial results of the election within 24 hours of the completion of the tabulation of ballots.**

- k. Receive and hear any challenges to the election within 48 hours of the completion of the tabulation of ballots, and make recommendations to the Executive Board on how to resolve an election challenge.**
  
- l. Follow all WEA/NEA guidelines for minority and ESP representation.**