

# BYLAWS

## EL SEGUNDO TEACHERS ASSOCIATION/CTA/NEA

### NAME AND LOCATION

The official name of this Association shall be the El Segundo Teachers Association/CTA/NEA in Los Angeles County.

### PURPOSES

The primary purpose of this association shall be:

- A. To represent its members in their relations with their employer, and to seek to be the exclusive representative of appropriate units of school employees in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, 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 members;
- C. To provide an opportunity for continuous study and action on problems of the profession;
- D. To promote cooperation and communication between education support professionals and certificated educators;
- E. To provide a means of representation for its ethnic-minority members;
- F. To promote professional attitudes and ethical conduct among members;
- G. To encourage cooperation and communication between the profession and the community; and
- H. To foster good fellowship among members.

### AFFILIATION WITH CTA/NEA

- A. The El Segundo Teachers Association shall be a chartered chapter of the California Teachers Association (CTA).
- B. The El Segundo Teachers Association shall be an affiliate local association of the National Education Association (NEA).

### MEMBERSHIP

- A. The primary category of membership shall be Active members.
- B. 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 El Segundo Unified School district(s), and whose primary assignment is such as not to hold evaluative responsibility over other employees to such an extent as not to be represented in the negotiations process by the bargaining unit.

- C. Membership may be granted upon initiation of payroll deduction or upon payment of annual Association/CTA/NEA dues.
- D. The right to vote and to hold elective office or appointive position within the Association shall be limited to Active members.
- E. Members shall receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.
- 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, marital status, national origin or sexual orientation.
- H. The chapter without due process may discipline no member of the Association. Due process includes the right to select representation, to present evidence on his/her behalf, to confront and cross-examine his/her accuser and any other witnesses against him/her, and to examine and refute all evidence considered by the hearing panel, whether or not such evidence is presented at a hearing. The member has the right to appeal the decision of the hearing panel to the governing body.
- I. 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.
- J. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

#### **DUES, FEES, AND ASSESSMENTS**

- A. The basic annual dues level for Active members, and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.
- B. The Association's portion of the basic annual dues, and the representation fee for non-members, shall be established by action of the active membership of the Association at the last regular meeting of the school year.
- C. The Association shall apportion any negotiated representation fee on the same percentage basis as the full Association/CTA/NEA dues.
- D. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for membership. If by October 31 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

## **POLICY-MAKING BODY**

- A. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.
- B. The Representative Council shall be composed of the following Active members:
  - 1. Voting members of the Executive Board;
  - 2. Representatives elected on the basis of one-person one-vote;
- C. The Representative Council shall:
  - 1. Establish Association policies and objectives;
  - 2. Adopt the annual budget of the Association on or before the first meeting of the school year;
  - 3. Approve the establishment or discontinuance of committees recommended by the Executive Board; and
  - 4. Establish the dues of the Association.
- D. The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
- E. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the Active 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 (2) days prior to the date of the meeting.
- H. For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- I. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.

## **REPRESENTATIVES**

- A. Representatives shall be elected by and from the Active membership for each faculty group. Such election shall be by open nominations and by secret ballot.
- B. Representatives shall serve a term of 2 year(s).
- C. Each faculty, site or site unit shall be entitled to at least one representative and shall have one representative for each 20 Active members on the staff, or major fraction thereof.
- D. Active members who are not represented through an individual school group shall be counted as a special faculty group entitled to the same representation on the Representative Council as individual school faculty groups.
- E. Vacancies: Vacancies in the office of Representative for whatever cause may be filled by properly elected replacements.
- F. Representatives shall:
  - 1. Conduct constant and ongoing liaison between the Representative Council and the Active members of the faculty/site unit;
  - 2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
  - 3. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
  - 4. Perform such additional duties as prescribed by the Executive Board.
- G. A Representative shall not conduct an election in which he/she is a candidate.

## **OFFICERS**

- A. The officers of the Association shall be a President, a 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. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- D. Officers shall be elected for a term of 2 year(s), commencing on July 1st of any calendar year.
- E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- F. The President shall be the chief executive officer of the Association and its policy leader.  
The President shall:

1. Preside at all meetings of the Association, the Representative Council and Executive Board;
2. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
3. Be the official spokesperson for the Association;
4. Be familiar with the governance documents of the Association, CTA, and NEA;
5. Appoint all chairpersons and members of committees with the approval of the Executive Board by the beginning of each school year;
6. Appoint the chairperson and members of the Bargaining Team with the approval of the Executive Board by the beginning of each school year;
7. Call meetings of the Association, Representative Council and the Executive Board;
8. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
9. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;
10. Attend meetings of the Service Center Council of which the Association is a part; and
11. Attend other CTA/NEA meetings as directed by the Representative Council.

G. The 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. Be responsible for the formation and distribution of the Association's calendar of activities; and
4. Serve as coordinator of committee activities at the direction of the President.

H. The Secretary shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board;
2. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate;
3. Keep an accurate roster of the membership of the Association and of all committees; and
4. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.

I. The Treasurer shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
2. Pay out such funds upon orders of the President;

3. Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
4. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
5. Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.

#### **EXECUTIVE BOARD**

- A. The Executive Board shall be composed of the elected officers, (and may include members elected at-large from the Active membership, as long as this complies with the “one-person – one-vote” rule).
- B. All members of the Executive Board 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 Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- D. The duties and the responsibilities of the Executive Board are:
  1. Coordinate the activities of the Association;
  2. Act for the Representative Council when school is not in session;
  3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
  4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
  5. Recommend a budget for the Association to the Representative Council;
  6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
  7. Adopt the local Standing Rules for the Association;
  8. Adopt grievance procedure;
  9. Direct the grievance activities of the Association; and
  10. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
- E. A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

#### **MEETINGS OF THE GENERAL MEMBERSHIP:**

- A. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the Active membership.

- B. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least two days before the meeting except during crisis situations.
- C. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
- D. A quorum for meetings of the Association shall be 33% percentage of the Active membership.

### **BARGAINING TEAM**

- A. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- B. The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.
- C. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- D. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.
- E. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the active membership. The Executive Board is distinct from the Bargaining Team.
- F. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by the Representative Council in that unit.
- G. The Bargaining Team shall report its activities to the Executive Board, as the Board requires.
- H. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- I. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate unit(s) unless such ratification shall have been specifically waived or otherwise delegated by that active membership.

### **GRIEVANCE PROCESSING**

- J. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- K. These procedures shall include, but not be limited to, the following:
  - 1. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
  - 2. Training for handling grievances; and
  - 3. Evaluation of the Association's grievance policies and procedures.

## **NOMINATIONS AND ELECTIONS**

The Chapter shall follow and members are entitled to the rights contained in the *CTA Requirements for Chapter Election Procedures* published annually with the *CTA Elections Manual*. The chapter president must provide Active members an opportunity to vote in all elections.

Chapter presidents do not have the option of deciding whether an election shall be held.

- 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; and
  - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA rules after the chapter or Service Center Council has been notified to do so by the CTA Elections and Credentials Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA/NEA rules.
- E. NEA Local Delegate elections shall be conducted in accordance with CTA/NEA rules.
- F. The duties of the Elections Committee shall be to:
  - 1. Ensure that all Association/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; and
  - 6. Handle initial challenges.



## **COMMITTEES**

- A. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
- B. Each committee shall submit periodic reports to the Executive Board and Representative Council.

### **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 Executive Board.

## **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 (Secretary-Treasurer) and provided to members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

# **EL SEGUNDO TEACHERS ASSOCIATION STANDING RULES**

## **SR I NAME AND LOCATION**

- A. The Association address will be the address chosen by the Chapter President
- B. The association website is: [elsegundoteachers.org](http://elsegundoteachers.org)

## **SR II PURPOSES**

## **SR III AFFILIATION WITH CTA/NEA**

## **SR IV MEMBERSHIP**

## **SR V DUES, FEES AND ASSESSMENTS**

- A. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls with the following exceptions.
  - 1. Teachers who are hired after the inception date of the school year will have 90 days after the date of hire to initiate their membership.

## **SR VI POLICY MAKING BODY**

- A. The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, Membership Chair, and a Political Action Committee (PAC) Chair. In addition, there shall be two Site Representatives from each elementary school and middle school, and three Site Representatives from the High School/Arena HS. The Negotiations Chair shall be considered a non-voting member of the Executive Council.
- B. Remuneration for officers shall be as follows:
  - a. President will receive an annual stipend of \$3,500.
  - b. The Bargaining Team will receive \$100 for each bargaining session outside the regular school year.
  - c. The Membership Chair, Treasurer, Secretary, and Vice Chair will receive an annual stipend of \$700.
  - d. The Political Action Chair, Negotiations Chair and Building Representatives, will receive an annual stipends of \$100.00
  - e. The Newsletter Editor will receive a stipend of \$100 per issue Organizing Team members will receive an annual stipend of \$100 when actively completing duties and functions of this position.

## **SR VII OFFICERS**

- A. In addition to the responsibilities listed in the Bylaws, the Membership Chairperson shall:
1. Keep an accurate roster of the membership of the Association and of all committees;
  2. Submit membership reports to CTA, NEA, and other local agencies as required by law;
  3. Plan activities to encourage Association membership;
  4. Submit and report all needed information in compliance with Agency Fee regulations;
  5. Provide membership forms to new teachers and non-members; and
  6. Be in charge of recruitment of members.
- B. In addition to the responsibilities listed in the Bylaws, the Political Action Chairperson shall:
1. Keep updated on the current political situation in the local, state, and national levels by attending appropriate workshops and conferences;
  2. Update the executive council and membership on current political issues identified by CTA and NEA;
  3. Lead the association in political activities such as board elections, bonds and phone banks;
  4. Recruit political action volunteers to work on committees and campaigns.
- C. In addition to the responsibilities listed in the Bylaws, the Building representative shall:
1. Distribute flyers, notices and ballots;
  2. Seek input on issues of school site
  3. Serve as liaison between the Executive Council and membership;
  4. Serve as the official representative of the association at each site, and,
  5. Each school site shall have at least two building representatives. The high school shall have three representatives to account for representation of the alternative high school.
- D. In addition to the responsibilities listed in the Bylaws, the negotiations chair shall:
1. Remain in regular contact with ESTA President and Executive Council regarding the process of negotiations;
  2. Solicits input from unit members regarding collective bargaining priorities;
  3. Remains in regular contact with CTA representative;
  4. Attends relevant CTA training sessions relating to collective bargaining strategies and developments;
  5. Stays abreast of recent developments regarding state funding of education; and
  6. Review county and statewide public data sources to compare salary and benefit standing of El Segundo teachers.
- E. In addition to the responsibilities listed in the Bylaws, the president shall:
1. Be designated as the signatory of all MOU's between the Association, individual members and the District.
  2. A copy of all MOU's affecting all members will be posted on association website.

## **SR XIII NOMINATIONS AND ELECTIONS**

### CALIFORNIA TEACHERS ASSOCIATION ELECTION PROCEDURES

These election procedures are provided to assist a unit in conducting elections in an orderly manner and in accordance with CTA guidelines. A "unit" is defined as a Chapter, Service Center Council, UniServ Unit, ESP Unit or an entity that must conduct an election.

Chapter presidents must provide all Active members (hereinafter referred to as "members") an opportunity to vote. Chapter presidents do not have the option of deciding that such elections shall not be held.

The *Elections Committee* and Chairperson shall be appointed by the president and approved by the *Executive Board* to which it is responsible at the beginning of each school year. The duties of the Elections Committee shall be to ensure that all Associations/CTA/NEA election codes and timelines are followed.

#### I. Election Timeline and Procedural Components

1. The timeline, procedural components, voting by mail procedure and the challenge procedure must be established prior to the election. If the unit has year-round schools, more time is needed because mail balloting may be required.
2. Schools/work sites on alternative calendars shall be considered when setting election timelines.
3. The election begins with the announcement of vacancy (ies) and terms of office and cannot be stopped until the conclusion of the election, including run-offs if necessary.
4. A Timeline for Elections shall include the following:
  - a. Announcement of vacancy (ies) and term(s) of office using a method that will ensure each member is aware of the opportunity to file a declaration of candidacy;
  - b. At least fifteen calendar days between the announcement date of the vacancy (ies) and the date of the election;
  - c. Place, time and date of receipt (date received, not date postmarked) for declaration of candidacy forms;
  - d. Final date to acknowledge candidates' declaration of candidacy;
  - e. Date for preparation of ballots;
  - f. Date on which ballots will be distributed;
  - g. Date by which to request a ballot;
  - h. Date(s) when voting will take place;
  - i. Deadline date (date received, not date postmarked), time and place for return of ballots;
  - j. Date, time and place where ballots will be counted, which should be immediately following the deadline for receipt of voted ballots;
  - k. Date that announcement of results shall be made to leadership, candidates, members, and posted at each work site, which date shall be not later than five calendar days following the counting of ballots;
  - l. Dates and timelines for run-off election, if necessary; and
  - m. Deadline for filing of challenges to initial election and run-off if held (date received, not date postmarked).
5. Procedural Components should include the following:
  - a. Method by which Declaration of Candidacy (ies) are submitted (mail, hand delivered, fax);
  - b. Procedure for distributing election guidelines/rules to candidates;
  - c. Campaign statement of candidates (decide on limit of number of words, and what to do if limitation is exceeded);
  - d. Method of distribution of ballots;
  - e. Whether a campaign statement, or whether the statement will be solicited later must accompany declarations of candidacy. If later, a deadline date must be established;
  - f. Provision for elections committee chairperson or designee to be present to receive declaration of candidacy by filing deadline;
  - g. Announce that the names are to be listed according to CTA alphabet;
  - h. If not provided in governance documents, election will be decided by majority vote. If a candidate does not receive a majority vote, a run-off election shall be conducted between the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled.

#### II. Open Nomination

Open nomination is defined as the opportunity of any unit member to nominate any other unit member, including himself/herself. The only qualification for office is membership in the unit. Declaration of candidacy forms shall be readily available to members. The form must state the requirements as to the deadline for time and place of filing.

### III. Term

The term(s) of office shall be clearly stated on the following documents:

1. Announcement;
2. Declaration of Candidacy form; and
3. Ballot.

### IV. Campaign Finances and Use of Unit Resources

1. Monies received by a unit by ways of dues, assessment or similar levy must not be used to promote any candidate.
2. A unit may not state or indicate its preference for a candidate in the unit's publications.
3. The use of links to any Association website by a candidate is prohibited.
4. The Association shall not make available personal emails to candidates.
5. District email addresses and/or systems shall not be used for campaigning.
6. Candidates cannot campaign on any affiliated chapter/service center social networking sites created for association/leadership members to communicate with each other.
7. Each candidate shall have the right to a list of the work site names and work site addresses with the number of Active members at each site for the purposes of campaigning.
8. A unit will honor all reasonable requests by a candidate to distribute campaign literature at his/her expense to all members in good standing, whether the distribution is by mail or other means. However, if distribution of campaign literature for one candidate is without charge, then distribution for all candidates must be without charge. Treating all candidates the same by refusing to honor any and all reasonable requests for distribution of campaign literature at the candidate's expenses is not permitted. The unit should inform all candidates of rules in this regard.
9. A candidate cannot accept direct contributions from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will or credit.
10. A candidate cannot use the official logo of the unit or official Association title in a way that suggests that the candidate has the support of the unit, CTA or any of its affiliates. This prohibition includes candidate email addresses.
11. All campaign flyers/materials must include the following disclaimer, which must be stated verbatim: "The views and opinions expressed are those of the candidate and not necessarily those of the unit, CTA, NEA or any of its affiliates."

### V. Candidates' Statements

Each candidate must be treated equally in preparation and distribution of a campaign statement. When there is a limitation of words, each word shall be counted. Any word(s) exceeding the limitation shall not be printed. *The statements shall not be printed on the ballot.*

### VI. Ballot

The CTA alphabet should be used to determine the order of the candidate's names. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name, including the first name.

The ballot shall state the name of the office, the term, and the name for each office/position of the candidate(s) who have filed declarations of candidacy within the timeline. The ballot shall include space for a write-in candidate for each office/position, except in a run-off election.

## VII. Voting Methods

All Active members must have an opportunity to vote. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Active members on Association/Affiliate business may request a ballot by mail. Provisions must be made for members to cast a ballot in such a manner that the person casting the vote cannot be identified with the vote cast. Voting by mail may be used at sites where it is difficult to contact each member individually to secure a signature on the official voter roster/sign-in sheet. Any Association member who is either a candidate on the ballot or whose immediate family member is a candidate shall abstain from all election committee activities on that particular ballot. Members shall be notified of the types of voting options utilized by the chapter.

### 1. On-Site Voting.

- a. Each voter must sign or initial a voter roster/sign-in sheet before receiving a ballot.
  - 1) Voter Roster – List of eligible voters.
  - 2) Voter Sign-in Sheet – List of eligible voters which includes a place for a signature.
- b. The marked ballot must be returned to a designated site representative or ballot box.
- c. Campaign materials are not allowed in or near the polling area nor should campaign materials be distributed with ballots.
- d. Preliminary counts shall not be completed at school/work sites.
- e. Site representatives must return all voter roster/sign-in sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/sign-in sheets and ballots from each site must be kept together until verified by Elections Committee.
- f. After verification of signatures, all ballots shall be placed in one stack for counting.
- g. Refer to Section IX for the Counting of Ballots procedures.

### 2. Vote-by-Envelope at School/Work Site/Specified Site

The following procedure may be used to conduct an election at sites where it is difficult to contact each member individually to secure a signature on the official voter sign-in sheet upon issuance of the ballot. The additional cost of using inner and outer envelopes shall be borne by the unit.

- a. A list of current members shall be prepared, which includes each member's name and work address.
- b. The voter shall be provided with:
  - 1) A ballot;
  - 2) Instructions on:
    - a) Folding and placing of the ballot in the unsigned inner envelope;
    - b) Placing of the unsigned inner envelope into the outer envelope;
    - c) Signature and school/work site on the outer envelope addressed to the chapter; and
    - d) Deadline date for receipt of the voted ballot at the chapter office.
  - 3) A small envelope (inner envelope) in which to place the voted ballot; and
  - 4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
- c. Prior to the counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
- d. The outer envelope shall then be opened and put in a separate stack for safekeeping.
- e. All inner envelopes shall be placed in a separate receptacle.
- f. The inner envelopes shall be slit and the ballots removed from the envelopes, and placed in one stack for counting.
- g. Refer to Section IX for the Counting of Ballots procedures.

### 3. Voting-by-Mail

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

- a. A list of current official members shall be prepared, which includes the following: name, work and home address.
- b. A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
- c. The voter shall be provided with:
  - 1) A ballot;
  - 2) Instructions on:
    - a) Folding and placing of the ballot in the unsigned inner envelope;
    - b) Placing of the unsigned inner envelope into the outer envelope;
    - c) Signature and school/work site on the outer envelope addressed to the chapter; and
    - d) Deadline date for receipt of the voted ballot at the chapter office.
  - 3) A small envelope (inner envelope) in which to place the voted ballot;
  - 4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs, his/her name.
- d. At the time of counting, the names on the outer envelope shall be checked against the official list of voters.
- e. The name on the official list should be marked to show that the voter has returned a ballot.
- f. The outer envelopes shall then be opened and put in a separate stack for safekeeping.
- g. All inner envelopes shall be placed in a separate container.
- h. All inner envelopes shall be opened and the ballots removed from the envelopes, and placed in one stack for counting.
- i. Refer to Section IX for the Counting of Ballots procedures.

#### 4. Electronic Online Voting

- a. Chapters and/or a Service Center Council (SCC) wishing to use electronic/online voting shall confer with the *CTA Elections and Credentials Committee* Chair or designee prior to initiating any electronic/online voting. The CTA Elections Chair or designee shall provide the Chapter and/or SCC with the contact information for CTA approved vendors and related concerns as reflected in this section.
- b. The electronic/online voting vendor does not replace the Chapter/SCC's elections committee. The Chapter and/or SCC shall appoint a standing elections committee in accordance with these Requirements for Chapter Election Procedures.
  - 1) The committee shall be appointed and recorded in the Chapter and/or SCC minutes.
  - 2) The members of the committee shall not be current voting members of the governance body; shall not be a candidate, or a member of a candidate's immediate family.
  - 3) The list of the committee members shall be sent to the *CTA Elections and Credentials Committee* immediately following appointment.
- c. Elections training shall be scheduled with and conducted by the *CTA Elections and Credentials Committee* for all chapter governance body members and/or *SCC Steering Committees*, local Chapter and/or SCC elections committee members, and chapter Association/Site Representatives prior to initiating any online/electronic voting procedures.
- d. Any Chapter or Service Center Council that elects to conduct electronic/online voting shall be required to meet the following additional minimum standards in the election procedures:
  - 1) Electronic/online voting shall not create a situation where an eligible member is denied a means to vote in the election. The Chapter and/or SCC shall ensure that there is an alternative ballot procedure for use by those members who (a) cannot access and use an electronic/online environment; (b) who do not have the equipment necessary for electronic/online activities; (c) do not wish to vote electronically/online. The alternative ballot procedure shall comply with one of the methods as identified in this *Section IV-9, Voting Procedures for State Council Representatives and Alternates*.
  - 2) Any Chapter and/or SCC that has made the decision to conduct an electronic/online election in accordance with these requirements shall conduct elections using only a CTA approved company in order to protect the Chapter's/SCC's membership

information. Any costs associated with the work done by a CTA approved company shall be borne by the Chapter/SCC.

- 3) The Chapter/SCC shall notify the *Elections and Credentials Committee* of the name of their chosen vendor.
- 4) Any challenge filed in an electronic/online voting election which does not reflect the use of one of the CTA approved vendors by any chapter and/or SCC shall have the election immediately declared null and void and the election will have to be re-run on a paper ballot.
- 5) CTA recommends that a school district's Internet system, lines, and equipment should not be used for electronic/online voting.
- 6) Chapters and/or SCCs shall adhere to all elections requirements as defined in the CTA Elections Manual and Requirements for Chapter Election Procedures.
- 7) Chapter and/or SCC election instructions for both electronic/online and paper ballot shall be distributed to the chapter voting members using both electronic/online and paper communication as established by the Unit's governance documents.
- 8) All records involved with any electronic/online vote conducted by the Chapter/SCC shall be maintained in a hard copy as well as electronically, and should be retained by the local for one year after the election, in order that any challenge filed to an election which is conducted in an electronic/online environment can be properly processed in accordance with CTA Elections Challenge Procedures.

#### VIII. Vote Requirement

All vote requirements shall be established in accordance with CTA guidelines. Unless otherwise specified, all elections shall be decided by majority vote. Write-in votes are valid and must be counted.

1. Majority means more than half of the legal votes cast for each office/position on the ballot.
2. A plurality vote means the largest number of votes to be given any candidate or issue. When there is a tie in a plurality election and it is not feasible to conduct the election again because of the time factor, the following procedure shall be followed:
  - a. When there is a tie, the ballots shall be recounted.
  - b. If the result is still a tie, the elections committee chairperson shall:
    - 1) Call the candidates (according to the CTA alphabet) and inform them of the tie and that a coin toss shall be used to determine the winner.
    - 2) If the first candidate called wishes to remain in the race, the chairperson shall ask that candidate to choose "heads" or "tails" in the coin toss.
    - 3) The elections committee chairperson shall designate the time and place for the coin toss and inform the candidates, who may have an observer present. The observer may be the candidate.
    - 4) The elections committee shall note the coin toss on the Unit's Official Teller's Report.
    - 5) The elections committee shall follow the established procedure in notifying the candidates' of the results.
3. A two-thirds vote means at least two-thirds of the legal votes cast.
4. For unit officers, the election will be by majority vote.
5. For State Council: (See Election Timelines, Procedures, and Guidelines in Sections IV-9.2 and IV-9.3 of the CTA Elections Manual)
  - a. If a unit is a single electoral district or a multiple unit electoral district, the election for State Council Representative will be by majority vote.
  - b. If the unit is within a multiple unit electoral district, the Service Center Council elections committee will determine if a candidate has received a majority vote. For multiple electoral districts, the chapter elections committee returns a signature and ballot verification sheet (see Appendix M), voted ballots, and voter roster/sign-in sheets to the SCC elections committee by deadline date.
6. If a candidate does not receive a majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one more than the number of vacancies to be filled. There shall be no provisions for write-in candidates in run-off elections. A majority vote is required to win a run-off election.



7. For NEA Local Delegates, the election will be by plurality vote. Results must be sent to the *CTA Governance Support Department* and to the Service Center Council.
8. An election for NEA Delegates may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.
9. For NEA State Delegates, the election will be by plurality vote. Successor delegates (alternates) are ranked in the order of votes received. Voted ballots, signature sheets/rosters, and a signature and ballot verification sheet (see *Appendix M*) must be submitted to the Service Center Council, which will tally all the ballots and report the results to CTA.
10. For additional CTA/NEA election guidelines refer to the official *CTA Elections Manual*.

#### IX. Counting of Ballots

1. Each candidate may designate one observer, who may be the candidate, to observe the vote counting process. The observer shall not interfere with the work of the *Elections Committee* and must remain in the room where the vote count is taking place. Electronic devices of any kind (cell phone, computer, tablet, etc.) are not allowed in the counting area.
2. The *Elections Committee* shall verify signature sheets with ballots received, which should be completed immediately following the deadline for receipt of voted ballots.
3. Ballots set aside and not counted are:
  - a. More ballots than signatures;
  - b. Ballot(s) submitted after deadline;
  - c. Voting envelopes without a signature; and
  - d. Ballots that are separated from voter roster/sign-in sheet.
4. After verification of signatures, ballots shall no longer be separated by site.
5. Each office/position on the ballot shall be treated as a separate race. Therefore it is possible that blank or illegal ballots for one race may still be counted in remaining positions on the ballot.
6. Blank and/or illegal ballots for each office/position shall be set aside. Examples include the following:
  - a. Member not verified;
  - b. Voter's intent unclear;
  - c. Votes cast for more than number allowed;
  - d. Votes cast on unofficial ballot (probably reproduced); and
  - e. Candidate is not a member.
7. The *Elections Committee* should categorize each illegal ballot, make a determination on whether the vote(s) in that category should be counted separately, as listed in 6(a-e) above, and make a note of the decision. The ballots should remain separate.
8. The *Elections Committee* will prepare the Teller's Report, recording information on the total number of votes cast, the number needed to win/pass, the number of votes received by each candidate/issue and the number of blank and illegal ballots for each office/position with an explanation of illegality, and signed by each *Elections Committee* member. The Teller's Report shall not contain a school-by-school or site-by-site breakdown report.
9. The Chairperson of the *Elections Committee* will deliver the report of the election results to the president and interested parties. The election results shall be posted at each work site no later than five calendar days following the counting of the ballots. Specific to County Office of Education chapters only – election results shall be posted electronically as soon as possible following the election.
10. The unit should retain the ballots and voter sign-in sheets for one year after the election.

#### X. Challenge Procedure

1. A challenge cannot be initiated until after the results, including any run-offs if necessary, of the election have been posted at each work site.
2. Challenges for election of State Council Representatives, Alternates, State, and Local delegates to the NEA-RA follow procedures in the *CTA Elections Manual*.
3. Challenging party (ies) must notify the unit president and elections chair of a challenge in writing, using the official Original Election Challenge Form (See *Appendix N*), within ten calendar days after the announcement of the results of the election. If the unit president is a candidate on the ballot, please see item number 5.
4. Upon receipt of the challenge, the unit's *Elections Committee* will notify all the candidates that a challenge has been filed and the nature of the challenge. The names of challengers and challenge

forms shall remain confidential. Within ten (10) calendar days after receipt of the challenge, the *Elections Committee* shall determine if the challenge is valid, using the following procedures:

- a. Read and understand the elements of the challenge.
  - b. Review all documents; directions, and procedures related to the election in question for conformity with the chapter's election rules and/or the *CTA Elections Manual* requirements.
  - c. Review the unit's bylaws and election standing rules for procedures and practices as they relate to the issues raised in the challenge.
  - d. Review the *CTA Elections Manual* for requirements that relate to the issues rose in the challenge that the chapter's governance documents do not address.
  - e. Fully and objectively interview the challenger.
  - f. Fully and objectively interview every witness identified by the challenger.
  - g. Inquire and gather the names and contact information of other chapter members who could or do have insight into the elements of the challenge.
  - h. Analyze the issues of the challenge based on the unit's bylaws and election standing rules to determine if there is a violation.
  - i. Determine whether identified violation(s) may have affected the outcome of the election.
  - j. Confirm that the resolution recommendations address each point raised by the challenger and that these recommendations have been reached in a fair and objective manner.
  - k. Submit a written report including issues, findings, and recommendations to the chapter president and the Executive Board within the same ten-calendar-day period.
5. Any member of the *Executive Board*, who was a candidate in the race that has been challenged, or whose immediate family member is a candidate in the race that has been challenged, shall recuse themselves from discussion of and voting on the challenge. If in the case where the majority of the *Executive Board* is unable to act on the challenge the decision shall move to the Representative Council. In the absence of a *Representative Council*, the unit shall contact the *CTA Elections and Credentials Chairperson* through the *Governance Support Department* to determine the next step.
  6. The governance body shall render a decision and issue that decision in writing to the challenging party and all candidates on the ballot no later than ten calendar days following receipt of the written report of the Elections Committee in accordance with CTA Challenge Procedures as described in the *CTA Challenge Procedures – Local/Service Center Council Elections* on the next page. The names of challengers and challenge forms shall remain confidential.
  7. If the governance body fails to act within twenty calendar days of the original challenge, the challenging party may file an appeal on the official *CTA Appeal Form* to the CTA President.
  8. The challenging party or any candidate affected by the decision of the unit's governance body may file an appeal on the official CTA Appeal Form to the CTA President within ten calendar days from the date of the decision of the unit's governance body. The appeal shall include the information requested on the official *CTA Appeal Form* located in *Appendix O*.
  9. In the circumstance where an election has been conducted to elect one or more officers, and the elections results are challenged, the winner(s) of the election shall hold office until such time as the challenge is resolved.
  10. The challenge procedure for election of State Council Representatives and Alternates, and State or Local Delegates to the *NEA Representative Assembly* is outlined in the *CTA Elections Manual*.

#### XI. Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of fifteen (15) calendar days shall be permitted to obtain the signatures of at least sixty percent or more of the active members of the chapter. The question proposed and contained in the petition is placed on the ballot.
5. The circulators shall present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have thirty calendar days in which to verify the membership of the signers of the petition.

7. If there are insufficient signatures, the petition circulator will be notified within three calendar days, that the petition failed for a lack of signatures.
8. The chapter president shall cause a ballot to be furnished to the members' no less than fifteen calendar days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (e.g., election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### XII. Referendum Procedures

1. Any action or proposed action of the *Representative Council* or the *Executive Board* shall be referred to a vote of the membership upon two-thirds vote of that body at any valid meeting.
2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter president shall cause a ballot to be furnished to the members no less than fifteen calendar days and no more than thirty calendar days after action by the referring body, provided that the period that school is officially not in session shall not be included in this count.
4. Regular election procedures (e.g., election of officers) shall be followed including voting times.
5. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

#### XIII. Recall Procedure

1. The Active membership shall have the authority to recall from office any person(s) having been elected thereto by the Active members.
2. Any Active member(s) desiring to recall a unit officer must file a copy of a petition with the chairperson of the *Elections Committee* before it can be circulated.
3. The petition must include the following information:
  - a. Name of individual who is the subject of the recall;
  - b. Office of individual;
  - c. Date of petition;
  - d. Name(s) of person(s) filing petition and personal email address (es);
  - e. Notation that "Each signature must be in ink"; and
  - f. Space must be provided for the printed name, signature, work site and date of signing for each name on the petition.
4. The petition must be filed with and approved by the Chairperson of the *Elections Committee*. Signature gathering may not begin until the petitioner(s) receive notice from the Chairperson of the *Elections Committee*.
5. Within fourteen working days after receipt, the Chairperson of the *Elections Committee* shall determine whether the petition contains the necessary information.
  - a. If the petition does not contain the necessary information, the Chairperson of the *Elections Committee* shall so notify the petitioner(s). (See 2 above.)
  - b. If the petition contains the necessary information, the Chairperson of the *Elections Committee* shall inform the petitioner(s) of the rules, procedures and timeline (beginning date and deadline for gathering of signatures), and the need for protection of due process rights of the parties.
  - c. The Chairperson of the *Elections Committee* shall send written notification to the unit officer whose recall is being proposed and shall also notify the other officers of the unit. A copy of the petition shall be enclosed.
6. Monies from a unit's treasury or indirect contributions in the form of use of a unit's assets, facilities, staff, equipment, mailings, good will and credit, or in-kind services must not be used in the recall process.
7. No unit may state or indicate its preference in the unit's newspaper, newsletter or communications to its members.

8. A maximum of sixty calendar days shall be permitted to obtain the signatures of at least twenty-five percent of the Active members of the chapter. If the person subject to the recall was not elected by the general membership, then the signature requirement is twenty-five percent of the members of the electing constituency.
9. The Chairperson of the Elections Committee must receive the signed petitions by the specified deadline date.
10. The *Elections Committee* shall have ten calendar days after receipt of the petition to verify signatures.
11. If there are insufficient signatures, the Chairperson of the *Elections Committee* shall notify the petition circulator(s) by mail, within five calendar days of verifying signatures that the petition failed for a lack of signatures.
12. Immediately upon verification of the signatures, the Chairperson of the *Elections Committee* shall:
  - a. Notify the president/designee of the fact that a recall has been initiated.
  - b. Prepare an election announcement, timeline (in accordance with the requirements for chapter elections), and declaration of candidacy form for replacement officers if recall passes.
  - c. The declaration period must be no less than ten calendar days and no more than fifteen calendar days after verification of signatures. The period that school is officially not in session shall not be included in this count.
13. When preparing the ballot, please reference *Appendix K (a)* for a sample.
14. The election must be concluded within fifteen calendar days of distribution of the ballots.
15. The election must be conducted with provisions for a secret ballot and voter sign-in sheets, double envelope system, or electronic voting.
16. The election shall be certified in accordance to the unit's bylaws.
17. The Chairperson of the *Elections Committee* will deliver the report to the president of the unit who will immediately notify all interested parties of the election results. The election results shall be posted at each work site as soon as possible following the election.

#### XIV. Staff Involvement

Elections and elections procedures are the responsibility of the Association membership, in particular the elections committees. Association staff provides support and assistance to the local and Service Center Council membership and elections committee in meeting these responsibilities. Associate staff assistance shall be in the areas of maintaining a reference copy of the election calendar established by the elections committee, preparing drafts of the various elections documents, and based on the decisions of the elections committee, preparing those documents selected for use by the elections committee for distribution. Professional staff responsibility shall be commensurate with their consultant role to either the local chapter or the service center council. Neither Associate staff nor professional staff shall take on responsibility for the decision-making or physical handling of the actual elections procedures and processes.

## **XIV. POLITICAL ACTION COMMITTEE (ESTA – PAC)**

### **A. El Segundo Teachers Association PAC – Purposes**

#### **1. PURPOSE**

The El Segundo Teachers Association Political Action Committee (ESTA-PAC) is established for the following purposes:

1.1 To inform members of legislation, voting records, and positions of legislators and candidates that may affect the members' classrooms, working conditions, rights, and benefits.

1.2 To serve as a voluntary funding structure through which the ESTA members may give direct and indirect financial contributions to support or oppose such:

1.2.1 State and local candidates for office;

1.2.2 State and local issues, including ballot measures (issues) as are deemed worthy of support (or opposition) from standpoint of educational issues and without regard to partisan consideration.

#### **2 OFFICERS**

2.1 Composition – Officer shall be a chairperson, treasurer, and such other officers as are deemed necessary by the ESTA-PAC.

2.2 The president of ESTA with the approval of the board of directors (executive board) will appoint the chairperson and the treasurer.

2.3 The terms of office will be for the full term of the president of ESTA. Officers may continue to serve as long as they keep the support of the ESTA board of directors (executive board) and wish to continue in their position.

### **B. Standing Rules and Operating Procedures**

1. ESTA may become involved in the recommendation process of local candidates by following a fair and thorough process in which:

1.1 All candidates are given equal access to the committee and a good faith effort has been made to determine their positions on important issues facing education.

1.2 Recommendations are made by the PAC Committee, adopted and ratified by the ESTA Executive Council (

2. No funds or "in-kind" support may be spent on non-recommended candidates.

3. The ESTA-PAC may issue recommendation letters or statements of recommendation with reasons for the recommendation for the purposes of press releases or member education after approval of the board of directors theretofore known as the Executive Board).

4. Any member may request to be on the ESTA-PAC and may serve with the consent of the association's Executive Board.

5. The PAC chairperson will call meetings when there is business to conduct. All members will be notified in advance of the meeting. A quorum consisting of committee members is necessary to conduct business.

6. Standing Rule of Bylaw changes may be initiated by a majority vote of the Executive Council and approved by a majority vote of the representative council.

### **3 FUNDING**

3.1 A voluntary amount up to \$2 per-member per month will be placed into the account of this committee (ESTA-PAC) from current member local contribution. These monies will remain segregated from the general membership account. The ESTA board of directors (executive board), to reflect the need of the ESTA-PAC and the budget of ESTA, will adjust the actual amount per member.

3.2. Amounts may be spent for any purpose that is deemed to be consistent with the statement of purpose of the groups as judged by the ESTA-PAC committee with the approval of the ESTA Executive Board, consisting of the Board of Directors and the Site Reps forming the representative council).

The following guidelines will be used as procedures:

3.2.1 Amounts of up to \$100 may be spent by the chairperson with the approval of the treasurer without previous authorization of the board of directors/executive board. Reports of these expenditures will be made to the board of directors/executive board each regular meeting.

3.2.2 Amounts over \$100 may only be spent with the prior approval of both the board of directors and the representative council (in ESTA these are the same entity called the executive board).

3.2.3 Funds approved as line items in a budget that has been approved by the board of directors and the representative council (Executive Council) may be spent without additional approval. These expenditures will be included in the regular reports to the board of directors and the representative council (known as the executive board).

3.3 No amount of funding or support "in-kind" can be given to:

3.3.1 Support or oppose any city or county school candidates, or community college board candidate, unless there are considered supported or recommended by ESTA.

3.3.2 Support of opposition to a local educational initiative or ballot measure unless this is consistent with the position (support or oppose) of the ESTA (local association).

3.4 Funds may be spent for either local candidate or issues. Funding for considered candidates will be spent from the candidate PAC and funds for issues will be considered issue PAC expenses. Separate accounting will be kept for each type of PAC within the PAC budget.

3.5 No monetary contributions or any expenditure of \$100 or more may be made or received in cash. Monetary contributions of \$100 or more must be made by check or other written documentation and must contain the names of the payee and the donor as well as the donor's address, occupation and employer.

3.6 No anonymous contributions from a single source of \$100 or more in a calendar year may be made or received.

3.7 ESTA may collect dues through a "positive-check off" system, and therefore the funds will not be treated as part of the normal union dues and will not be counted towards the agency fee amounts.

3.7.1 ESTA members wishing to contribute to the ESTA-PAC will be required to sign a payroll deduction authorization form in order for the district to deduct the contribution from his/her payroll check.

3.8 DIRECT FUNDRAISING - Contributions may also be collected directly from members in the form of checks can be collected for the ESTA PAC as long as the fundraising follows the following rules:

3.8.1 No cash contributions of \$100 or more can be collected.

3.8.2 Checks should be deposited in the ESTA-PAC checking account immediately and should not be co-mingled with the local's dues and/or any individual's personal funds or accounts.

3.8.3 Contributions of \$100 or more must be itemized on campaign records, including the name and occupation of the contributor.

## **SR XV FACEBOOK POSTING POLICIES**

1. In accordance with the *ESTA/CTA/NEA Union Code of Conduct*, when posting to the *ESTA Facebook group*, members must not criticize other members for their opinions, actions or for any other reason. Members are welcome to their own viewpoints and are free to share their opinions – debate is good – but not to make judgments about other members of the Association.
2. If members have a personal disagreement with another member that they feel must be expressed, they should speak with that person directly, privately, and in a face-to-face manner. The *ESTA Facebook group* and other forms of social media are not appropriate venues for resolving personal disputes between Association members.
3. Users who participate in the *ESTA Facebook group* agree not to post anything criticizing other members. Any such posts will be removed, and the people who post them will be “warned.” After two such warnings, on the third inappropriate post, offending posters will be removed from the *ESTA Facebook group*.