

# UTLA SECONDARY EDUCATION STANDING COMMITTEE BY-LAWS

## Article I: Name and Purpose

**Name: UTLA SECONDARY EDUCATION COMMITTEE**

**Purpose:** The purpose of the UTLA Secondary Education Committee is to organize and advocate for the interests of educators and their students in secondary settings, and to provide resources and tools that empower members at their school sites to center the voice of organized labor.

## Article II: Membership

**Section 1: Eligibility:** Membership is open to all UTLA members within LAUSD who work in a Secondary setting, grades 6-12.

**Section 2: Rights and Responsibilities:** All members shall have the right to participate in Committee activities, propose motions, vote on issues, and serve on subcommittees. Members shall also adhere to the principles outlined in the mission statement and conduct themselves with professionalism and respect.

**Section 3: Committee Meetings:** Regular meetings shall be held [**5 Meetings per year**], and special meetings may be called by the Chair or upon request of [**50**] % of the members.

## Article III: Leadership and Officers

**Section 1: Officers:** The Committee shall have a Chair, Vice-Chair, Secretary, and any additional officers deemed necessary.

**Section 2: Election and Terms:** Officers shall be elected by a majority vote of the members in ***May or at the last meeting of the academic year.*** Terms of office shall be ***2 Years***, and officers may be re-elected for consecutive terms. Chair is only eligible if they have attended a minimum of 2 meetings in a year.

Section 3: Duties of Officers: The Chair shall preside over meetings, the Vice-Chair shall act in the absence of the Chair, and the Secretary shall keep accurate minutes of all meetings.

## **Article IV: Committees and Subcommittees**

**Section 1: Establishment:** The Committee may create subcommittees or task forces as needed to address specific issues or initiatives related to its mission.

**Section 2: Membership:** Subcommittees may consist of Committee members or other individuals with relevant expertise, as determined by the Committee.

## **Article V: Decision-Making**

**Section 1: Quorum:** A quorum for Committee meetings shall be **5 UTLA Members minimum** of the total membership.

**Section 1.1: Quorum** *A quorum constitutes 5 members.*

**Section 2: Voting:** Decisions shall be made by a majority vote of members present, provided a quorum is met.

## **Article VI: Meetings and Procedures**

Section 1: Regular Meetings: Regular meetings shall be held **Monthly when PACE meets**, and members shall be notified of upcoming meetings **1 week** in advance. All meetings will be publicized on the UTLA website calendar under events.

**Section 2: Special Meetings:** Special meetings may be called by the Chair or upon the written request of 30% of the members. Notice of special meetings shall be given to all members at least 5 days in advance.

**Section 3: Meeting Procedures:** Meetings shall be conducted following the rules outlined in "Robert's Rules of Order" unless otherwise specified in these by-laws.

## Article VII: Amendments

**Section 1: Amendment Process:** These by-laws may be amended by a two-thirds majority vote of the members present at any regular or special meeting.

**Section 2: Notice:** Proposed amendments shall be provided to all members at least **14** days before the meeting at which they will be considered.

## Article X: Member Meetings

**Section 1: Meeting Rules of Order.** All member meetings will be governed by Roberts Rules of order.

1. **Presiding Officer:** The presiding officer, typically the chairperson, is responsible for leading the meeting and ensuring that it follows the rules and procedures.
2. **Agenda:** Meetings should have a prepared agenda outlining the topics to be discussed and the order in which they will be addressed. Agendas will be posted on UTLA Calendar / sent to members 1 week in advance.
3. **Motions:** Participants can make motions to propose actions or decisions during the meeting. Motions must be seconded and discussed before being put to a vote.
4. **Debate:** Members are given the opportunity to debate the merits of a motion before voting on it.
5. **Voting:** Decisions are made by a majority vote of the members present and voting. The voting process may vary depending on the type of motion.
6. **Amendments:** Motions can be amended by proposing changes to the original text.
7. **Point of Order:** Members can raise a point of order if they believe a rule is being violated or if they have a procedural question.

8. **Quorum:** A quorum, which is the minimum number of members required to conduct business, must be present for the meeting to be valid.
9. **Minutes:** Detailed minutes of the meeting should be taken and later approved by the members as an accurate record of the proceedings.
10. **Adjournment:** Meetings are formally closed with a motion to adjourn.