

UTLA

**UNITED
TEACHERS
LOS ANGELES**

**COMMITTEE HANDBOOK
2026-2027**

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UTLA COMMITTEE HANDBOOK: 2026-2027

GENERAL CONTACT INFORMATION

3303 Wilshire Blvd., 10th Floor
Los Angeles, CA 90010
Phone: 213-487-5560 Fax: 213-251-9891

GOVERNANCE AND COMPLIANCE

There are approximately 30 Standing UTLA Committees covering the interests of members. This UTLA Committee Handbook explains how the committees are to operate based on the UTLA Constitution and how to follow set UTLA procedures. Please refer to this handbook throughout the year to ensure your committee is in compliance of the guidelines outlined in this handbook and the UTLA Constitution.

The constitutional requirements for standing committees are outlined in **Article VIII** of the UTLA Constitution.

A full, up-to-date list of all Standing Committees, Chairperson and contact information can be found at: <https://utla.net/committees/>

If there are areas in this handbook that have not been addressed and you feel would be helpful, please contact Gloria Martinez, UTLA Treasurer (gmartinez@utla.net) or Jennifer McAfee, UTLA Secretary (jennifer.mcafee@utla.net)

This handbook is designed to assist you as a committee chair throughout the year and easily provide you with access to important dates, forms and information.

WHAT IS A UTLA STANDING COMMITTEE?

A UTLA committee is a formalized, permanent committee organized around one of two areas:

- A specific category of teachers (i.e., Elementary, Special Education, Health and Human Services)
- A specific interest area of teachers (i.e. , Women’s Rights, Racial and Social Justice, Pre-retirement Issues)

Whereas these committees operate independently, and have their own specific agendas, they ALL represent UTLA, and must act in accordance with UTLA policy as dictated by its Constitution and decisions of the Board of Directors and House of Representatives. Committee meetings are open to all active UTLA and UTLA-R members. (UTLA Constitution *Article VIII Section 2.B*)

BY-LAWS/MISSION STATEMENTS

All committees should have on record with the UTLA Secretary some form of by-laws or mission statement that states the following:

- Purpose of the committee
- Officers of the committee
- When, where and how often the committee meets
- Basic activities of the committee

This information is useful to share with members interested in the committee. It may be very extensive and detailed, or as short as a paragraph depending on the size and activities of the particular committee. There are not any specific requirements other than a statement of the basic information above.

An example of a By-Law/Mission Statement can be found in the Appendix section.

UTLA CONSTITUTIONAL REQUIREMENTS

[UTLA Constitution link](#)

1. Hold at least five regularly scheduled meetings during the year.
2. Motions passed by the committee must have the maker's name and the seconder's name, the vote tally and an indication that quorum was present at the time of the vote included in the motion report.
3. The quorum for any meeting shall be five members.
4. Committees that do not have quorums cannot adopt motions or take official actions at the meeting.

ELECTIONS

All committees are required to hold elections for the subsequent school year and submit the names of the new chairs. The new chairs for the **2026-2027** school year shall be elected by members of their respective committees at the first meeting of the committee each school year by submitting the attached Committee Election form. It is recommended that an announcement of the 2026-2027 election is made at the last committee meeting of the 2025-2026 school year. The date of elections should be publicized to your committee members at least one month in advance. All committee members who have attended *at least one meeting* prior to the election date are eligible to vote. Committees that do not report the election of a chair become defunct. For additional questions and guidance, refer to the Elections

Committee. Committees cannot support or endorse any UTLA candidates for UTLA's internal elections.

END-OF-YEAR-REPORT

In addition to election information and the subsequent year's budget request, every committee chair is required to turn in an end-of-the-year report which summarizes the committee's work for the previous year. The report should include the following information if not turned in previously:

- Copy of the agendas for each meeting held throughout the year
- Short summary of the committee's accomplishments for the year
- Copy of all sign-in sheets representing active attendance

Your end-of-the-year report for the 2025 – 2026 school year is due by **April 15, 2026**. For school year 2026–2027, it is due **April 15, 2027**. It should be sent to Jennifer McAfee, UTLA Secretary (jennifer.mcafee@utla.net). Tentative approval based on end of year meeting requirements outlined in the constitution and this handbook.

- 1) Five meetings per year
- 2) Election of Committee Chair
- 3) Reports

Failure to submit the end-of-the-year report and meet the requirements of this handbook and constitution may jeopardize funding for the following year.

COLLECTING AN EMAIL LIST

UTLA does not provide e-mail addresses to committee chairs. However, you are welcome to create your own e-mail list of UTLA members who are interested in receiving information from your committee. While these may be useful for discussions, committee decisions should be public.

- Teachers should voluntarily supply you with their personal e-mail (i.e., do not simply add lists of teachers you may acquire)
- Your UTLA committee e-mail list should be kept private and only used for official UTLA committee business. Emails are not to be used for personal matters
- UTLA Committee email addresses are not to be used to endorse or support any UTLA candidate in internal elections and can result in an election challenge

MEETINGS

Committees are required to meet at least five times during the school year. Attendance should reflect the active participation of the committee. The majority of these meetings are normally held at UTLA, usually on the Wednesday of the House of Representatives meetings. When meetings are held at the UTLA building, childcare and dinner are provided. RSVP is required for childcare with Dina Zubia at dina.zubia@utla.net with 5 days advance notice. Meetings may be held at UTLA or virtually via Zoom (see form.)

Committees may meet on House of Representatives meeting night or Pace meeting night. A room will be reserved for each Committee on these nights before the meeting.

Meeting sign-in sheets, with member employee numbers, and copy of agenda are to be sent to Jennifer McAfee, UTLA Secretary. They can be given at the House of Representatives meetings or emailed to jennifer.mcafee@utla.net

If your meeting requires ASL interpreters, please complete and return the form on pg. 21 of this handbook.

PARKING

Free validated parking is available at the UTLA building to all committee members for meetings and committee events. Parking tickets can be validated at the UTLA office on the 10th floor (during business hours), or by using the validation machine in Room 835 any time.

MULTI-LEVEL PARKING GARAGE PROCEDURES FOR DISABLED PARKING:

The height limitation for the vehicles entering the multi-level parking garage on Berendo St. is (6 feet 6 inches) and indicates above the parking gate entrance. Upon entering the multi-level parking garage, you will need to advise the Parking Manager that you need a DP parking space and have your place card and/ or DP license plate visible. The first floor of the garage has cones and signage indicating “reserved parking” for around 8 parking spaces. It is the Parking Manager discretion to assign those spaces and direct the DP parkers on where to park. In addition, there are also parking spaces indicating “30 minute parking”, but those spaces will not be used for DP parkers unless the Parking Manager has made arrangements.

PUBLICITY

Your committee events can be publicized on utla.net under the News & Events page and in the Talking Points calendar emailed weekly to UTLA Chapter Leaders (two times maximum). Please contact dina.zubia@utla.net for submissions. All Talking Points are subject to approval by the Communications Director.

UTLA STAFF

Each committee is designated a staff person at UTLA to help out with questions and clerical procedures, if necessary. Please submit all requests with reasonable advance notice. Basic committee responsibilities and tasks should be handled by committee members. Contact Diana Darty’s office at (213) 368-6251 or ddarty@utla.net to determine who has been assigned to your committee.

It is also important to provide adequate notice for any services that are not within regular office hours, preferably two months prior to the event. A number of major committee jobs have already been delegated i.e. certain conferences and scholarship funds.

BUDGET AND FINANCIAL COMPLIANCE

BUDGET

A committee budget must be submitted yearly. Budgets are to further the purposes of your committee and support and abide by UTLA policies. Each committee is allocated a budget to cover basic needs for the year's activities, which includes outreach to members, facilitating training of members or increasing the capacity of members. For any questions about whether a request is within the purview of the Committee budget, please contact the UTLA Treasurer prior to the expenditure.

Your committee budget for school year **2026-2027** is due no later than **April 20, 2026 at 9:00am**. Submit to Gloria Martinez, UTLA Treasurer (gmartinez@utla.net).

The Budget Committee will review your budget and either recommend its approval to the Board of Directors or will contact you with questions and/or need for revisions.

Throughout the year, committee chairs may request a report on year-to-date expenditures by contacting Gloria Martinez, UTLA Treasurer (gmartinez@utla.net). Requests for amendments to the budget must be submitted to the UTLA Treasurer.

A copy of the committee budget form can be found in the Appendix section. Also included is an instruction sheet, and forms for expenditure orders and expense reimbursement. Receipts must be attached with the purpose, names and date related to the expense.

Committees not submitting a budget will be allocated \$100 for general meeting costs only. **Please make sure to submit your budget.**

Lastly, failure to meet the constitutional requirements and the requirements of this Committee Handbook may jeopardize your budget approval for the 2026-2027 school year.

CONFERENCES

There are two types of approved conferences in which UTLA committees may participate. Please review this section carefully if you plan on holding or attending a conference.

In or Out of State Conferences

Funds requested by the committee for attendance to an outside conference (in or out of state) must be included and approved through the budgetary process. Please identify the conference and purpose as part of your budget submission. We will deny any requests that do not include this information. Committees must include the approved motion naming the conference, who will be attending and the vote must be submitted with the request for reimbursement.

A motion to attend conferences should be heard and voted upon by committee members and results should be reflected in notes. Please submit the motion and vote when requesting approval or reimbursements to the UTLA Treasurer.

Attendance at outside conferences must support the mission of the UTLA Committee and UTLA. It will also need to include a process for reporting back to committee members and be part of the end of the year report.

Attendance at conferences that are not sponsored by UTLA must be **PREAPPROVED**. Participants must be an active UTLA member. Upon approval, information will be provided for making arrangements with the UTLA Travel Agency.

In order to ensure proper reimbursement, the **UTLA Expense Reimbursement Form** must be submitted with itemized receipts within **30 days** of when they were incurred. Any reimbursement requests submitted more than 30 days after the date of expenditure run the risk of not being approved or reimbursed. See instructions on the Reimbursement Form.

Committee-Led Conferences

In order to ensure a conference is successful it is recommended that planning should begin at least 6 months in advance. This will help ensure space availability and other resources.

Here is some basic information to assist you if your committee wishes to hold a committee-led conference. Contact the UTLA Treasurer 6 months in advance and provide the date, goal, target audience and purpose for the conference at UTLA. The funding required for the event must be included in your budget request.

- Committee-led conferences should align with committee overall goals and uphold UTLA's program of priorities.
- **Budget**—Committee-led conferences should be self-supporting. Your committee budget should contain any request for monies necessary for your activity. All conferences should be planned at least 6 months in advance. If a committee wishes to hold a committee-led conference it should be reflected in the budget request. However, concrete plans and goals should be submitted 3-6 months prior to the event for pre-approval.
- Up to \$750 may be requested to cover food costs. Any amount exceeding this limit must be covered by attendee charges or fundraising efforts.
- **Scheduling**—Reserve the auditorium and/ or meeting rooms well in advance by contacting the UTLA Conference Room Coordinator.
- **Publicity**—Once approved, your committee events can be publicized on utla.net under the News & Events page and in the Talking Points calendar emailed weekly to UTLA Chapter Leaders (two times maximum). Please submit requests to dina.zubia@utla.net
- **Refreshments**—There are a number of places to eat for “lunch on your own” within walking distance of UTLA. You can also have your food delivered to your meeting. **(PLEASE NOTE THAT YOUR ANNUAL BUDGET SHOULD REFLECT CONFERENCES WHEN SUBMITTED)**
- Committees may seek reimbursement using the reimbursement form & providing receipts.
- **Co-sponsors**—All conference co-sponsors must adhere to the principles of UTLA. Affiliated organizations such as LAUSD, CTA, NEA, CFT, AFT are approved. However, any other co-sponsor must be pre-approved by the UTLA President, first.
- **Staff assistance**—A number of committees already have UTLA staff members assigned to their conferences and scholarship programs. Contact Diana Darty at ddarty@utla.net to determine who has been assigned to your committee. Committee events should utilize the support of committee member volunteers.

UTLA—Budget Request Form Instructions

Childcare: When meetings are held at the UTLA building, childcare may be provided. Childcare expenses must be preauthorized by the UTLA Treasurer with licensing information provided to UTLA.

In or Out of State Conference Attendance (Individual): Conferences must be approved by the Finance Committee and the committee sending the representative. A motion must be submitted reflecting the name of the conference, who will be attending and the vote count once the conference is approaching. Travel such as airfare, hotel, car rental, etc. must be arranged through the UTLA Travel Agency.

Committee-led Conferences: Conferences must be pre-approved by the Treasurer and committee. Committee-led conferences should be cost neutral. Conference costs are to be reimbursed through the fees paid by attendees. Any additional revenue will be credited to the committee.

Copies: Contact the committee UTLA staff with 5 business day advance notice.

Food Costs: The cost of food for meetings may not exceed \$25 per person (including tax & tip) with attendance verified by a sign-in sheet. Please use union vendors whenever possible. Please note that no food is necessary if meeting is on HOR night, since dinner is provided.

Release Days: A committee may request up to one release day per year. Requests for release days must be made to the UTLA Treasurer and must include approval by Committee Chair. The release day must be used for a combination of union work (i.e. speaking at school board meeting) and committee work.

Prohibited Expenses

- UTLA funds cannot be used for any political campaign.
- Budgets may not be used to purchase equipment unless first authorized by the UTLA Treasurer. UTLA resources may be used upon request.
- Requests for donations to nonprofits and community organizations must go to the House of Representatives for approval.
- Newsletters, unless approved by the Treasurer and the Finance Committee, are not an allowed cost.
- Committee budgets may not be used for gifts or purchases benefitting committee members.
- Scholarship donations are tax deductible but must be given through United Teachers Education Fund (UTEF) our nonprofit arm, not committee funds.
- Mileage reimbursement for committee activities is not allowed
- Budgets cannot be amended once approved by the Finance Committee
- Committee funds shall not be used to supplement the NEA/RA Conference, NEA/RA pre-conferences and/or AFT/ CFT Conventions, including joining caucuses at these events.
- Zoom accounts are not an approved cost.
- Line item funds are not transferable to any other fund.

PLEASE NOTE:

Income generating activities: Committee budgets may not be used for revenue generating endeavors. All purchases of items to be sold must be at cost. Items for sale must further the goals of the committee and promote UTLA policies. The cost of items purchased for resale must be approved by the UTLA Treasurer and Finance Committee

UTLA Expense Reimbursement Instructions

- All reimbursement requests must be received within 30 days from the date of expenditure. Any requests submitted after 30 days runs the risk of not being approved or reimbursed. An additional 30 day period may be granted for extenuating circumstances with a letter of explanation attached to the form.
- Reimbursement requests from previous years will not be accepted.
- Attach itemized receipts to the expense voucher. **NO CHECK WILL BE ISSUED WITHOUT A RECEIPT OR PURCHASE ORDER**
- Meal purchases (outside of the House of Representatives meeting) must be within the \$25 per person (including tax & tip) limit with names on the back of the receipt or an attached sign in sheet.
- Please allow 2-4 weeks for the reimbursement.
- All expenditures should be reflected on the Budget Request Form. Please contact the UTLA Treasurer for changes and preapproval of conference spending.
- Please contact the UTLA Treasurer for any questions.

APPENDIX—FORMS

The following forms are included for your use. You may copy them as needed:

FORM	SEND TO:	FORM IS DUE BY:
ASL	Rosa Beasley	At least 7 business days before event
By-Laws/ Mission Statement Example	UTLA Secretary	Immediately, if one has not already been submitted
Budget	UTLA Treasurer	April 20, 2026, at 9am for 2026 – 2027 budget
Committee Chair Elections <i>Announce the 2026-2027 committee chair election at last committee meeting of the 2025-2026 school year.</i>	UTLA Secretary	Sept 30, 2026 For 26-27 school yr. Sept 30, 2027 For 27-28 school yr.
End of Year Report	UTLA Secretary	April 15, 2026 For 25-26 school yr. April 15, 2027 For 26-27 school yr.
Expenditure Order	UTLA Treasurer	30 days in advance
Expense Reimbursement	UTLA Treasurer	Within 30 days of the expenditure
Release Request	UTLA Treasurer	1-2 weeks before release date
Room requests and Zoom requests	UTLA Conference Room Coordinator	At least one week prior to event



REQUEST FOR ASL INTERPRETATION SERVICES

UTLA Policy for Hiring ASL Interpreters

1. We ask that requests are made 7 business days in advance at the request of our provider. For exceptions, please contact Gloria Martinez, UTLA Treasurer at gmartinez@utla.net or (213) 368-6237.
2. Cancellations must be received within 72 hours of the event.

Please complete the information below

Name of person completing this form _____

Name of person(s) requesting services:

1. _____
2. _____
3. _____

Name of UTLA meeting/event _____

Date of event _____ Time of event (Start and end time) _____

Location (Address if not UTLA) _____

OR

Virtual (Zoom link) _____

Contact Person for day of event _____

Cell Phone _____ Email _____

Return completed form to Rosa Beasley at rbeasley@utla.net.

BY-LAWS—AN EXAMPLE:

This format works best with large committees. Adapt the categories to your particular committee:

BY-LAWS OF THE UTLA _____ COMMITTEE

Adopted _____

- I. PURPOSE/MISSION OF THE COMMITTEE:
- II. MEMBERSHIP OF THE COMMITTEE:
- III. MEETINGS AND PROCEDURES OF THE COMMITTEE:
 - a. REGULAR MEETING DATES
 - b. NOTICES OF MEETINGS
 - c. APPLICABLE RULES (ROBERTS'?)
 - d. QUORUM
 - i. REGULAR MEETINGS
 - ii. SPECIAL MEETINGS
 - e. MINUTES
 - i. WHOSE DUTY
 - ii. TRANSCRIPTION
- IV. OFFICERS OF THE COMMITTEE AND THEIR DUTIES
- V. STANDING SUB-COMMITTEES
- VI. STEERING COMMITTEE



MISSION STATEMENT—AN EXAMPLE:

This format works best with small committees. Adapt the categories to your particular committee:

UTLA _____ COMMITTEE MISSION STATEMENT

Purpose of the Committee:

Definition of the Committee: Committee

Goals and Objectives:

Committee's role in supporting the aims of UTLA:

UTLA
Budget Request Form
For the Fiscal Year Ending **August 31, 2027**

Please complete this form with your budget request by line item and return to Gloria Martinez, UTLA Treasurer (gmartinez@utla.net) by **April 20, 2026, at 9:00am**. Where necessary for clarification of item requested, please attach a separate document with detailed information. Your budget will be reviewed by the Finance Committee. If more information is needed, you will be asked to provide follow-up information. If you have any questions, please contact the Treasurer at 213-487-5560.

UTLA Committee Name: _____

Name of Committee Member Submitting Form: _____

Phone # _____ E-mail _____

Please indicate the amount and use of last year's budget _____

Budget line items: (receipts required) Please be Specific as Possible:

Conferences-In State (Maximum of \$550) \$ _____
(Please identify what conferences and purpose)

Conferences-Out of State (Maximum of \$1,100) _____
(Please identify what conferences and purpose)

Committee-Led Conferences _____
(Up to \$750 for food costs only)

Meeting Costs _____
(Refer to page 11 for allowable expenses)

Supplies _____

Total Request \$ _____



UTLA Check Request

Date Requested _____ Date Required _____

Name of Officer, Committee Chair, Area Chair, or Director who authorized: _____

Person making request _____

Payee _____

Address _____

Email _____ Phone Number _____

Special Instructions _____

Purpose of Expenditure _____

Amount _____ Accounts to be charged to _____

**Check request must be approved below.
Please attach supporting documentation.**

Submitted by _____ Date _____

Approved by _____ Date _____

Account No. _____ Check Number _____

UTLA EXPENSE REIMBURSEMENT FORM

NO CHECK WILL BE ISSUED WITHOUT RECEIPT(S). IF SUBMITTED BY EMAIL ATTACH PHOTOS OF RECEIPT(S).

Name of Area/ Committee (if applicable) _____
Name of person completing form _____
Phone Number _____ E-mail _____

Check to be made payable to: (Please use separate form for each check to be written)

Name _____
Address _____
City _____ State _____ Zip _____
Email _____ Cell phone _____

Attach receipts (taped to an 8 1/2 x 11 sheet) and itemize all expenditures. Meal purchases must not exceed \$25 per person (including tax and tip). Include attendee names on the receipt or attach a sign in sheet.

<u>Purpose</u>	<u>Amount</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
_____	_____
TOTAL REIMBURSEMENT REQUESTED	

All reimbursement requests must be received within 30 days from the date of expenditure. Any requests submitted after 30 days run the risk of not being approved or reimbursed. An additional 30 day period may be granted for extenuating circumstances with a letter of explanation attached to the claim.

UTLA USE ONLY

Submitted by: _____ Date _____

Approved by: _____ Date _____

Account No. _____



UTLA RELEASE TIME REQUEST

This request must be received 5 days prior to the date requested and signed.

Please email to Jasmine Vaughn at releases@utla.net and Gloria Martinez at gmartinez@utla.net

Name of UTLA member to be released

Employee No.

Home Address

Requested date/dates full day half day Substitute needed: Yes No

Chapter/Work Site

Chapter/Work Site SAA/Principal Name

Chapter/Work Address

Chapter/Work Site SAA/Principal Email

If this is a UTLA Chapter Chair Release, please specify reason below:

- Meeting(s) Organizing school/campaign Training(s)
- Other (be specific) _____

Specific purpose for release

Release requested by (Print Name) – Officer/Committee Chair/Area Chair (*Area Chair Requests – Section 1 must be completed*)

Release will be paid by: UTLA or Affiliate* (select one) AFT CFT CTA NEA

*Affiliate approval letter must be sent to Jasmine Vaughn for release to be processed

SECTION 1 – This section must be completed by the Area Chair if the release will be paid by Area Funds

Area (check one): N S E W VE VW H C

I _____ verify that this is an appropriate expense for the
Area Chair Name (Print)

designated purpose specified above.

Signature (Area Chair)

Date

Section 2 – To be completed by UTLA

Category/Budget Item: _____

Authorized by (UTLA Officer)

Date

UTLA ROOM REQUEST

Office: 213-368-6206 FAX: 213-368-6256
roomscheduling@utla.net

Requested by:

Date:

NAME OF COMMITTEE/GROUP:

DATE REQUESTED:

(Use one form for each day requested – no multiple date listings)

START TIME:

END TIME:

NUMBER OF PERSONS ATTENDING MEETING:

Contact Person:

Contact Phone:

Contact Email:

Equipment Request: TV

Auditorium Request: Microphone Microphone and TV Microphone and Zoom Microphone, TV and Zoom

Note: Presentations will be viewed on the TV monitors. All presentation links and/or attachments must be sent to utlaauditorium@utla.net prior to meeting date.

Room Assigned:

Approved By:

Please list or diagram below any special arrangements or other particular needs.

VIRTUAL MEETING REQUEST FORM

Name of Requestor/Host: _____

Committee Name: _____

Requestor's Email and Telephone Number:

Date of Meeting: _____ Time of Meeting: _____

Projected Meeting Duration: _____ Expected # of Participants: _____

Security

Would you like to enable a password for your meeting? Yes ___ No ___

Would you like to have the participants "wait" for admission to your meeting?

Yes ___ No ___

Will this meeting be open to non-UTLA members? Yes ___ No ___

All requests must be submitted a minimum of 24 hours in advance of the requested date and time. Confirmations will be sent by email. That confirmation email will contain all of the pertinent information regarding your meeting. Please treat that information as confidential. That information is valid only for the meeting requested and should not be shared with others outside of your meeting. In an effort to secure the meeting for the intended purpose, please review the guidelines and training that accompanies your confirmation.

Please return completed form to roomscheduling@utla.net