Presented to the CFA Board of Directors April 12, 2019

BYLAWS

California State University, Los Angeles Chapter
CFA-LA

Article I. Name

The name of this organization shall be the California State University, Los Angeles (CSULA) Chapter of the California Faculty Association (CFA), or CFA-LA.

Article II. Purposes

The CSULA Chapter of CFA is established to strengthen the cause of higher education; to promote the standards and ideals of the profession; to provide a democratic voice for academic professionals within the California State University (CSU); to provide legislative advocacy responsive to the special needs of academic professionals; to support full access to quality higher education for the people of California; and to communicate campus needs to the statewide CFA leadership.

In addition, the Chapter will communicate and support statewide activities, including but not limited to reviewing and maintaining on-campus written contracts of employment and memorandum of understanding covering salaries, working conditions, and other terms and conditions of employment in line with the statewide collective bargaining agreement. Through these contracts, CFA-LA shall seek:

- To obtain explicit guarantees of academic freedom and tenure;
- To create orderly and clear procedures for prompt consideration of problems and grievances of bargaining unit members;
- To promote and protect the economic and professional interests of faculty members and to seek the development or improvement of shared governance;
- To promote unity among employees and thereby enhance the effectiveness of the CFA in representing these employees; and
- To promote racial and social justice and thereby challenge systems of racial oppression and social inequity.
Article III. Governing Authority

CFA is a democratic, member-driven union. As such, authority for the governance of CFA is vested ultimately in its members. State officers, committees, representative bodies, and staff are responsible to CFA's membership, as are local Chapter officers.

General Membership Meetings (GMM) are the method by which the policy authority of chapter members is regularly exercised, providing direct representation by chapter members. The General Membership Meetings shall govern as a decision-making body of this Chapter.

The Executive Board is empowered to take action on behalf of, but remains subject to the instruction of, the membership. The Executive Board shall conduct Chapter business between membership meetings. The President and other Officers shall conduct Chapter business between Executive Board meetings.

Decisions of the Executive Board or Chapter Officers may be overridden at the General Membership meeting by a majority vote of the dues paying members present, provided that there is a quorum of 5% of dues paying members present.

Article IV. Membership and Member Rights

The membership in this Chapter shall be all Unit 3 employees of CSULA who are members in good standing of CFA.

Under state law, all employees in the bargaining unit are entitled to fair representation in the administration of the CFA-CSU Collective Bargaining Agreement.

While CFA provides strong, effective, and professional representation to all bargaining unit members, CFA members have special rights and privileges within the organization. These include, but are not limited to, the rights

- to elect local officers;
- to participate in CFA chapter meetings;
- to petition local chapters and the state organization regarding policy and governance;
- to recall local officers and petition for recall of state officers;
- to serve on various committees and appointed bodies within CFA, run for election to local and state offices, and run for election to bodies or organizations with which CFA is affiliated;
- to vote in CFA elections and referenda;
- to receive regular and timely information about the activities of CFA; and
- to be consulted in the development of CFA bargaining proposals and strategies.
Article V. Relationship with the Statewide California Faculty Association

The Bylaws and other policy documents of CFA-LA, as well as any actions taken by the Chapter or its officers, shall conform to the Bylaws, Articles of Incorporation, and other policy documents of the statewide CFA.

Article VI. Governance by General Membership

Section 1. General Membership. The Chapter shall be governed by the active members of the Chapter, who are members in good standing.

Section 2. Frequency of meetings. General Membership Meetings shall take place at least twice a year at times to be determined by the Executive Board.

Section 3. Notice of meetings. Written notice of each Chapter General Membership meeting shall be sent to each member of the Chapter in advance of the date selected for the meeting, including time, place, and purposes of the meeting. All meetings are open to all CFA members except when the notice calls for a Closed Session.

Section 4. Special Meetings. Special meetings of the General Membership may be called by the Executive Board. The Board shall also call a special meeting when so directed by petition of more than 10% of the members of the Chapter. A meeting shall be held within three weeks of receiving such a petition.

Section 5. Other Meetings. The Chapter Executive Board may call members-only meetings as well as meetings open to all bargaining unit members, at its discretion. Only active members of the Chapter have the right to vote in those meetings.

Section 6. Quorum. A quorum at any Chapter membership meeting shall consist of at least five (5) percent of the total membership of the Chapter. In the absence of a quorum at a Chapter meeting, the Executive Board is empowered to resolve published agenda items and may submit items to a vote by secret ballots distributed to all members.

Section 7. Voting. All active members of the Chapter who are members in good standing shall have the right to vote at membership meetings, or in other votes of the chapter membership conducted in accordance with these bylaws and applicable policy. The Executive Board is empowered to conduct a vote of the membership, outside the framework of a General Membership Meeting, when it is deemed necessary. In such cases, the Executive Board shall determine the form of balloting, which may include in person, electronic, or mail balloting.

Section 8. Proxies. Proxy votes are not permitted in votes of the General Membership, whether conducted at a General Membership Meeting or outside the framework of a General Membership Meeting.
Section 9. Acting Between Meetings. The Executive Board shall conduct Chapter business between General Membership Meetings.

Article VII. Executive Board

Section 1. Authority and Powers. The Executive Board acts to carry out the business of the Chapter on behalf of the membership between General Membership meetings, limitations of the Articles of Incorporation, the CFA Bylaws, the Chapter Bylaws, the laws of the State of California, and policies of the Association.

Section 2. Commitment to Racial and Social Justice. The Los Angeles Chapter of the CFA has an explicit commitment to racial and social justice throughout the chapter, including helping to ensure opportunity for and representation of historically underrepresented groups within the Executive Board and in carrying out the duties thereof. Chapter Executive Board members shall respect, develop, and advance CFA’s commitment to racial and social justice transformation.

Section 3. Membership. The Executive Board shall be comprised of: the Chapter Officers (President, Vice President, Secretary; Treasurer; Lecturer Representative; Council for Racial and Social Justice (CRSJ) Representative; and two At-Large Representatives); the Chairs of the Standing Committees (Membership and Organizing; Communications and Media; Budget and Finance; Council for Racial and Social Justice; Lecturers’ Council; Educational Justice and Solidarity; Faculty Rights; Political Action and Legislative); and by virtue of their position, any CFA-LA chapter members serving as Chairs of statewide CFA Committees.

Section 4. Responsibility. The Executive Board:

- shall be responsible for promoting racial and social justice throughout the organization;
- shall be responsible for implementing CFA goals;
- shall be responsible for the Chapter's continuing and effective presence on campus;
- shall schedule and supervise Chapter elections, plan and schedule Chapter meetings, prepare and publish agenda for Chapter meetings or referenda;
- may make temporary appointments to fill vacant Executive Board positions (except President) until new elections have been held to fill the vacant positions, appoint alternate Representatives to the CFA Delegate Assembly when delegates are unable to attend a meeting, appoint committee members, and fill vacated positions on committees;
- shall approve and oversee budgets and expenditures;
- shall review and approve procedures of committees;
- shall communicate regularly with members;
- shall advocate and/or organize around statewide campaigns and local issues, as appropriate;
- shall nurture new leadership, especially among members of historically underrepresented groups;
- shall form Ad Hoc Committees as appropriate; and
- shall poll the membership when deemed necessary.
Section 5. Liaisons from Campus Constituencies. Other campus constituencies, including other campus unions as well as both student and faculty groups such as ASI, are encouraged to appoint liaisons to attend Executive Board meetings.

Section 6. Quorum. A simple majority of voting members of this Board shall constitute a quorum. If any of the positions are vacant, then a quorum consists of a simple majority of the filled seats.

Section 7. Meetings. The Executive Board shall normally meet every other week during the academic year. Any CFA member may attend and participate in meetings of the Executive Board.

Section 8. Voting. Voting at Executive Board meetings or in electronic votes of the Executive Board shall be limited to members of the Executive Board.

Section 9. Closed Sessions. Closed Sessions are not open to the general membership. If the business to be conducted by the Executive Board is of a confidential nature, the Board shall meet in Closed Session with only voting Board members and those persons specifically invited. The first item of business in any Closed Session shall be a determination by vote of the Executive Board that the business to be conducted is, in fact, confidential in nature. If the vote is negative, then the Executive Board will end the Closed Session.

Section 10. Proxies. Proxy votes are permitted only in Executive Board meetings.

Section 11. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by appointment for the remainder of an unfilled term upon approval by the remaining members of the Executive Board.

Article VIII. Chapter Officers and Duties

Section 1. Officers. The officers of the Chapter shall be the following: President; Vice President; Secretary; Treasurer; Lecturer Representative; Council for Racial and Social Justice (CRSJ) Representative; and two At-Large Representatives. The President and other Chapter Officers shall conduct Chapter business between Executive Board meetings.

Section 2. Commitment of Chapter Officers.

As elected members of the Executive Board, Chapter Officers shall work collectively to accomplish the following in coordination with member leaders and activists, and by ensuring the chapter structure provides for:

- Engagement in legislative and political action;
- Protection of faculty rights and provision of grievance representation;
• Promotion of membership growth;
• Facilitation of contract proposal discussion;
• Implementation of bargaining strategy at the chapter level;
• Provision of timely information to its members;
• Provision of representation of all groups represented by the Council for Racial and Social Justice, any such committee or workgroup to be chaired by the chapter Council for Racial and Social Justice Representative.
• Carrying out the explicit commitment to racial and social justice throughout the organization, including helping to ensure opportunity for and representation of historically underrepresented groups within the leadership of the Chapter Executive Board;
• Provision for representation of the interests of retired faculty; and
• Implementation of specific chapter action and development plans.

Section 3. Term of Office. Each full term of office shall be for two years beginning on June 1 following election. Persons elected after June shall serve until the end of the normal term.

Section 4. Eligibility. Any active member of the Chapter who is a member in good standing shall be eligible to serve as an Officer, with the following exceptions:

• Any Chapter Officer who has served three consecutive full terms in the same office shall not be eligible for election to a fourth consecutive full term in that same office.
• No person shall hold more than one elected position on the Chapter Executive Board during the same term.
• Only a Lecturer may serve as the Lecturer Representative.
• Only a member from a historically underrepresented group may serve as the Council for Racial and Social Justice (CRSJ) Representative.

Section 5. Elections. Chapter officers are elected by the general membership, in elections conducted in the spring term of odd-numbered years by the Elections Committee.

Section 6. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by appointment for the remainder of an unfilled term upon approval by the remaining members of the Executive Board. In the event of the death, resignation or removal of the President, the Vice President shall automatically succeed to
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President and complete the term of office as President. A new Vice President shall be elected at the earliest opportunity.

Section 7. Duties of the President. The President is the foremost representative of the General Membership of CFA-LA, responsible for representing the faculty and exercising general supervision over the operation and activities of the Chapter. In this capacity, the President shall carry out the policies of the Chapter, preside at meetings of the Chapter and the Executive Board, speak for the Chapter, and certify the elected Chapter Representatives and any alternates to the CFA Delegate Assembly. The President may take action on behalf of, but remains subject to the instruction of, the Executive Board and the membership. The President shall serve as a member of the statewide Council of Presidents and serve as a Chapter representative to the statewide CFA Delegate Assembly as a delegate in accordance with the CFA Bylaws.

Section 8. Duties of the Vice President. The Vice President shall serve as chair of a committee (designated by the President in consultation with the Vice President), assume the duties of President at the request of or in the absence of the President, become President for the remaining portion of the term in the event of death, resignation, or removal of the President, and be responsible for additional duties assigned by the President. The Vice President shall attend meetings of at least one statewide committee, council, or caucus, and when the Chapter President is unable to attend the CFA Assembly, shall serve as thealternate.

Section 9. Duties of the Secretary. The Secretary shall send notices when required, keep the roll of Chapter members, supervise distribution of information to the members and the community at large, serve as a liaison to the statewide Communications Committee, serve as Chair of the chapter’s Communications and Media Committee, maintain the Chapter website, and keep records of all proceedings of the Chapter and of the Executive Board. The Secretary is also responsible for taking minutes at Executive Board Meetings.

Section 10. Duties of the Treasurer. The Treasurer is responsible for the receipt and disbursement of funds. The Treasurer shall keep an accurate record of all monies received and of all disbursements; provide financial documentation to the statewide CFA on a regular basis; prepare an annual report of finances; prepare and submit for approval by the Executive Board an annual budget; and present a statement of Chapter finances at each General Membership Meeting and whenever requested to do so at Executive Board meetings. The Treasurer will propose a budget for the next fiscal year to the Executive Board each spring. The Treasurer will submit a year-end financial report to the Executive Board by the end of each fiscal year. The Treasurer shall expend organizational funds only upon the approval of the Executive Board and as determined by Chapter policy. The Treasurer will serve as Chair of the chapter’s Budget and Finance Committee.

Section 11. Duties of the Lecturer Representative. The Lecturer Representative shall chair the Chapter Lecturers’ Council; provide ongoing information to Lecturer faculty members on matters that concern them; represent Lecturer faculty members and their specific concerns to CFA leadership, General Membership, and the CSU administration; and help Lecturer
faculty members access the full range of union support to which they are entitled. The Lecturer Representative shall serve as a representative to the CFA Delegate Assembly and as a member of the statewide Lecturer Council. The Lecturer Representative must have status as a Lecturer faculty member.

**Section 12. Duties of the Council for Racial and Social Justice Representative.** The CRSJ Representative shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion (RTP) review, as well as other related matters. The CRSJ Representative shall serve as an advocate for, and help build activism through several Caucuses among members of groups defined by California law as protected, including racial, ethnic and religious minorities; persons who are gay, lesbian, bisexual, queer, or transgender; women; and persons with disabilities. The CRSJ Representative shall serve as chair of the Chapter Council for Racial and Social Justice. The CRSJ Representative shall serve as the Chapter’s representative on the statewide CFA Council for Racial and Social Justice and serve as a representative to the CFA Delegate Assembly in that capacity.

**Section 13. Duties of the At-Large Representatives.** The At-Large Representatives serve as a Chapter representative to the statewide CFA Delegate Assembly as part of the chapter delegation. When the Chapter (by virtue of its membership size as determined by the formula laid out in Section 3.d.1. in the CFA statewide bylaws) qualifies for more than two At-Large Representatives the Executive Board will appoint an At-Large Representative until the next scheduled Chapter election, at which time the position will be filled by election in accordance with the CFA Bylaws.

**Article IX. Committees**

**Section 1. Committee Chairs.**

a. In accordance with Article 8, Section 8, the Vice President shall serve as Chair of a Committee, designated by the President in consultation with the Vice President. If the Committee is already chaired by a Chapter Officer as designated in these bylaws, the Vice President shall not be eligible to serve as Chair of that Committee.

b. The Chairs of Standing Committees shall be selected as follows:

- Membership & Organizing Committee, co-chairs appointed by the Executive Board
- Communications and Media Committee, chaired by the Secretary
- Budget and Finance Committee, chaired by the Treasurer
- Council for Racial and Social Justice, chaired by the Council for Racial and Social Justice Representative
- Lecturers’ Council, chaired by the Lecturer Representative
- Educational Justice and Solidarity Committee, appointed by the Executive Board
- Faculty Rights Committee, chaired by the Faculty Rights Chair
- Political Action/Legislative Committee, appointed by the Executive Board
c. The Chairs of Ad Hoc Committees shall be appointed by the Executive Board and may be challenged by the membership at a Chapter meeting.

d. The Committee Chair may take action on behalf of their committee, but committee function remains subject to the instruction of the Executive Board.

Section 2. Membership and Term of Office. Each Committee shall consist of at least three members of the Chapter, appointed by the Executive Board. Standing Committee members shall serve a two-year term unless otherwise stated below. Ad Hoc Committee members shall serve a term that ends when the work of the Committee has been completed. Chairs of Standing Committees who are not already Chapter Officers shall be voting members of the Executive Board.

Section 3. Meetings. Committee meetings shall be held in a regular and timely manner whenever there is committee business to conduct. Any member may attend and speak at any committee meeting except during Closed Sessions.

Section 4. Committee Reports.

   a. All committees shall provide regular written reports at Executive Board meetings, as needed to update Board members about their activities.

   b. Ad Hoc Committees shall submit a report to the Executive Board when the work of the committee is completed.

   c. If the work of an Ad Hoc Committee extends beyond the academic year in which it was formed, the Committee shall submit a report on its activities at the end of each academic year.

   d. Each standing committee chair shall submit an annual report on its activities to the Executive Board at the end of the academic year.

Section 5. Voting. Voting at committee meetings, or in electronic votes of the committee, shall be by committee members only.

Section 6. Ad Hoc Committees. The Elections Committee is an Ad Hoc Committee formed bi-annually to supervise elections in the Spring of odd-numbered years as specified in Section 15 below. The Executive Board may create additional Ad Hoc Committees as necessary to promote the welfare of Chapter programs. If the work of an Ad Hoc Committee continues for three (3) consecutive years, the Executive Board shall determine whether to continue the Ad Hoc Committee, to discontinue the Ad Hoc Committee, or recommend to the General Membership to constitute it as a Standing Committee.

Section 7. Membership and Organizing Committee.
a. The Membership and Organizing Committee is a Standing Committee composed of at least three (3) members, including the co-chairs who shall be appointed by the Executive Board as provided in Section 2 above. The committee shall be co-chaired by a Lecturer and a tenure-line faculty member. If either co-chair is not already an officer, that co-chair shall become a voting member of the Executive Board. Members of this Committee shall be appointed by the Executive Board as provided in Section 2 above.

Members of this committee shall include Department Representatives.

b. The Committee shall:

1) work with the Department Representatives to recruit new members and activists, helping to maintain and develop a Department Representative system for this purpose.

2) serve as a liaison between the Chapter leadership and the membership by monitoring the concerns, problems, or needs of individuals or specific groups within the membership.

3) coordinate the CFA membership benefits program on the campus.

4) strive to recommend for appointment, one tenure-line and one Lecturer faculty member in each department as the Department Representative, unless the department holds an election for Department Representatives as encouraged in Article X (Department Representatives) below. Appointments for Department Representative are made by the Executive Board in accordance with Article 7, Section 4 above.

Section 8. Communications and Media Committee.

a. The Communications and Media Committee is a Standing Committee composed of at least three (3) members, including the Chapter Secretary, who shall serve as Chair. Members shall be appointed by the Executive Board as provided in Section 2 above.

b. The Communications and Media Committee shall keep the campus informed of statewide and local CFA activities and issues through the publication of regularly scheduled Chapter newsletters and information bulletins, and external media as needed.


a. The Budget/Finance Committee is a Standing Committee composed of at least (3) members, including the Treasurer, who shall serve as Chair. Members shall be appointed by the Executive Board as provided in Section 2 above.
b. The Budget and Finance Committee shall assist the Treasurer in preparing the budget and maintaining financial records.


a. The Council for Racial and Social Justice is a Standing Committee composed of at least three (3) members, including the Council for Racial and Social Justice Representative, who shall serve as Chair. Members of this Council shall be appointed by the Executive Board as provided in Section 2 above.

b. At least one member of this Council shall also serve as a member of the Faculty Rights Committee.

c. The Council for Racial and Social Justice shall:

1) monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters;

2) advocate for members of historically underrepresented groups including racial, ethnic and religious minorities; women; gay, lesbian, bisexual, queer, and transgendered people; and the disabled on the campus;

3) be responsible for developing racial and social justice programs within the CFA-LA Chapter;

4) support affirmative action grievances in conjunction with the Faculty Rights Committee; and

5) help to organize CFA Caucuses.

Section 11. Lecturers’ Council.

a. The Lecturers’ Council is a Standing Committee, composed of at least three (3) members, including the Lecturer Representative, who will serve as chair. Members of this Committee shall be appointed by the Executive Board as provided in Section 2 above. The members of this Committee shall be Lecturer faculty.

b. The Lecturers’ Council shall meet at least once per semester.

c. The Lecturers’ Council shall:

1) represent Lecturer faculty interests on campus;

2) identify problems with campus policies and procedures;
3) identify ways to improve Lecturer faculty working conditions and increase Lecturer faculty involvement in the campus community;

4) monitor campus practices regarding employment opportunities for and working conditions of lecturer faculty members, appointment and reappointment, range elevation and other related matters.

Section 12. Educational Justice and Solidarity Committee.

a. The Educational Justice and Solidarity Committee is a Standing Committee composed of at least three (3) members, including the Chair or Co-Chairs, who shall be appointed by the Executive Board as specified in Section 2 above.

b. The Educational Justice and Solidarity Committee shall work with CSU faculty, staff and students to plan activities and actions to raise awareness of the issues facing the workers and students of the CSU in particular and public education in general, and with a particular commitment to advancing racial and social justice in its work. It may emphasize public spending and governance of the CSU, especially as related to education access, affordability, and quality, and fair working conditions. For example, activities may include but are not limited to panel discussions, rallies, picketing, and other actions.

The Educational Justice and Solidarity Committee may coordinate with other committees to plan and execute actions designed to magnify attention on targeted issues.

Section 13. Faculty Rights Committee.

a. The Faculty Rights Committee is a Standing Committee that consists of at least four (4) members, including the Chair, who shall be appointed by the Executive Board as provided in Section 1b above. At least one member of this Committee shall also be a member of the Council for Racial and Social Justice. Members of this Committee shall be appointed by the Executive Board as provided in Section 2 above.

b. To be eligible to serve on the Faculty Rights Committee, a member must participate in Faculty Rights training and in at least one of CFA’s antiracism workshops, either on a campus or at a CFA statewide or regional meeting.

c. This Committee shall:

1) receive and investigate complaints about possible violations, misapplications, and/or misinterpretations of specific terms of the current contract;
2) counsel members on grievance matters or infringements of their academic freedom;

3) develop and apply screening procedures for assessing merits of a proposed grievance;

4) receive notices of intent to grieve; participate with grievants throughout any grievance actions; maintain accurate records of each action;

5) monitor and record campus personnel policies concerning appointment, retention, reassignment, tenure and promotion of faculty members; and

6) address other concerns that may be cause for grievance. Grievances concerning contract enforcement shall be reported by this Committee to the Chapter Executive Board;

7) review the status of all new, pending, active, and concluded grievances associated with the campus; and

8) review all arbitration decisions arising out of CFA/CSU grievances that have impact upon future grievance processing.

d. **Closed Session.** Faculty Rights Committee meetings that deal with the grievant shall be Closed Sessions and shall not include non-committee members or those with a conflict of interest, unless the presence of such persons is agreeable to the grievant.

Section 14. Political Action and Legislative Committee.

a. The Political Action and Legislative Committee (PA/Leg) is a Standing Committee composed of at least three (3) members, including the chair, who shall be appointed by the Executive Board as provided in Section 2 above.

b. The Political Action and Legislative Committee, under the rules and regulations established by the statewide CFA Board of Directors and the policies of the Chapter Executive Board, shall:

1) make political endorsement recommendations for assigned legislative seats for the consideration of the statewide Political Action and Legislative Committee and the CFA Board of Directors;

2) oversee the Chapter’s political action and legislative program;

3) maintain relationships with local elected state legislators, making appointments to visit local legislators at least twice per year;
4) select Chapter delegates to attend the CFA Sacramento Lobby Days;

5) coordinate legislator visits to the campus;

6) create grass-roots support for, disseminate information about, and work to help pass or defeat legislation;

7) work closely with the Media and Communications Committee;

8) attend statewide meetings of the Chapter political action chairs as necessary; and

9) send delegates to the Los Angeles County Federated Labor Council.

Section 15. Elections Committee.

a. The Elections Committee is an Ad Hoc Committee formed bi-annually to supervise elections in the Spring of odd-numbered years.

b. The three Elections Committee members, shall be appointed by the Executive Board in the Fall for elections in the Spring. Members of the Elections Committee shall not be eligible for nomination to elected office or be members of the Executive Board. No two members of the Elections Committee shall both be from the same College, School, Division, or both from the library or counseling center. The Chair of the Elections Committee shall be elected by the Executive Board, from among the appointed members of the Committee.

c. The Elections Committee shall:

1) verify candidates’ eligibility;
2) give timely notification;
3) make nomination petition forms available to the membership;
4) supervise Chapter referenda and the nomination and election of Chapter Officers; and
5) supervise balloting whenever a secret ballot is distributed to members.

Section 16. Vacancies. Replacements for vacated committee positions shall be appointed by the Executive Board.

Article X. Department Representatives

Section 1. Duties. The duties of the Department Representative include:

a. responsibility for membership information within their own department;
b. keeping appropriate committees informed of any departmental conditions in need of attention;
c. serving as the primary liaison between their department and the Executive Board;
d. working with the Membership and Organizing Committee to recruit new members and activists;
e. working with the Communications and Media Committee to assist with the dissemination of information to constituents in their department; and
f. attending appropriate meetings.

Section 2. Selection. Department Representatives may be selected either by election or by appointment, in accordance with the following guidelines:

a. Election. Each department is encouraged to hold an election among CFA members of the unit or group to choose its representative(s). Such elections should normally be conducted at about the same time as elections of Chapter Officers (Spring of odd-numbered years) for two-year terms. If no election is held prior to June 1 of odd-numbered years, department chairs may be appointed as specified below in item b.

b. Appointment. In the absence of such an election, representatives from a department shall be approved by the Executive Board. Any Executive Board member may recommend individuals for appointment. The Membership and Organizing Committee may also recommend individuals for appointment as specified in Article 9, Section 2 above. Appointments shall be for an indefinite term and appointees shall serve at the pleasure of the Executive Board.

Article XI. Elections

Section 1. Scheduling. Elections shall be conducted in the Spring in odd-numbered years.

Section 2. Nominations.

a. Nominations shall be solicited by the Elections Committee from all members of the Chapter.

b. Any active member of CFA in good standing may nominate or be nominated.

c. The call for nominations shall be sent no less than 14 days before the deadline established by the Elections Committee for closing nominations. A valid nomination is one which is received by the Elections Committee by the close of nominations and which contains the following:

- The office for which the nomination is made.
- The signature of the Chapter member making the nomination.

d. No person shall be a candidate for more than one office in any given election.
Section 3. Balloting.

a. The Elections Committee shall prepare and distribute ballots, receive and count ballots, announce and certify the results.

b. Ballots must be made available to members at least one week before they are due.

c. Only those members of the bargaining unit who are members of the Chapter at the beginning of the nomination period shall be eligible to cast ballots for election to any office.

d. Ballots for election to any office shall contain entries for all nominees and spaces for write-in candidates.

e. Provision shall be made for including, with the ballots, brief biographical sketches and statements by the candidates.

f. Each election shall be conducted by secret ballots distributed to all members in the bargaining unit.

g. The Elections Committee shall determine the form of balloting, which may be conducted electronically or on paper.

h. For election to office, a majority of more than fifty percent of the votes cast will be required to win.

i. In the event no candidate for a position receives a majority, there shall be a run-off election of the two candidates receiving the highest number of votes.

j. Balloting for a run-off election shall be conducted in the same manner as for a regular election.

Section 4. Recall.

a. Any member holding an elected office on any committee is subject to recall.

b. Recall may proceed only by the following steps:

- If twenty percent of the membership so petition, a special Chapter meeting shall be called by the Executive Board for the sole purpose of initiating recall procedures; or if two thirds of the members present at any Chapter membership meeting so vote, a special Chapter meeting shall be called by the Executive Board for the sole purpose of initiating recall procedures.
• Subsequently, at a special Chapter membership meeting called for the sole purpose of initiating recall procedures, if two thirds of those present vote for a recall election, such an election shall be held by secret ballot distributed to all members in the bargaining unit.

• After an affirmative vote of 60% or more of ballots cast in a recall election, the person shall be recalled and shall vacate the position on the Executive Board.

**Article XII. Representatives to the CFA Statewide Assembly**

Delegates to the Assembly are allocated on the basis of the size of the Chapter in accordance with the formula provided in the CFA Bylaws. The CFA-LA Chapter is currently entitled to five delegates, as follows:

- President
- Lecturer Representative
- Council for Racial and Social Justice Representative
- Delegate-at-Large 1
- Delegate-at-Large 2

If one of the delegates designated by the CFA Bylaws is unable to attend a CFA Assembly, an alternate will be appointed by a majority vote of the CFA-LA Chapter Executive Board to attend that Assembly. Failure to attend two consecutive meetings of the Delegate Assembly shall result in the automatic vacancy of that office.

**Article XIII. Amendment of these Bylaws**

**Section 1. Initiation**

Amendments to these Bylaws can be initiated either by petition from ten percent of Chapter membership or by recommendation of the Executive Board.

**Section 2. Approval**

a. **Review.** After review by the Chapter Executive Board, amendments to the Bylaws shall be submitted to the CFA statewide Board of Directors for approval according to the process laid out in the CFA statewide Bylaws.

b. **Voting.** Voting shall be by secret ballot distributed to all active members of the CFA-LA Chapter.

c. **Notification.** Notice of the proposed revision shall be sent to each member at least ten days prior to distribution of the ballots.

d. **Approval.** Approval by a two-thirds vote of ballots cast shall constitute approval of the Chapter.
e. **Adoption.** Approval by the CFA Board of Directors is required before a Chapter Bylaws revision becomes operative.

**Section 3. Amendment by the CFA Delegate Assembly**

Substantive amendments to these Bylaws may be made by the CFA Delegate Assembly in accordance with the provisions of the CFA statewide Bylaws.

**Article XIV. Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or with any special rules of order adopted by the Chapter.

The Chapter Executive Board reserves the right to govern its meetings by consensus and to use practices agreed upon by the majority of the Board (“community agreements”) that are most consistent with our commitment to racial and social justice transformation.

**Approved by the CFA BOD 4/12/2019**