

ACE STANDING RULES

[FINAL DRAFT 10/8/22]

1. STANDING RULES

- A. These Standing Rules shall be adopted by majority vote among all members of the Association of Clovis Educators and shall govern the activities and functions of the Association of Clovis Educators (ACE)/CTA/NEA.
- B. Following initial adoption, these standing rules may only be modified by majority election of the Representative Council in an Representative Council Meeting.

2. POLICY-MAKING BODY:

- A. The policy-making body of ACE (Association of Clovis Educators) shall be a Representative Council. The elected Representative Council, comprised of Active dues paying members of ACE, derives its powers from and shall be responsible to the Active membership.

- B. The Representative Council shall be composed of the following members:

- 1. Executive Board, ex-officio-voting;
- 2. Representatives of each site or job category elected on the basis of one-person, one-vote; and
- 3. The following additional representatives:
 - a. CTA Service Center Council Representative (ex-officio non-voting)
 - b. ACE Committee Chairpersons; (ex-officio non-voting)
 - c. CTA State Council Representative, if any (ex-officio non-voting)
 - d. Any members of ACE who hold CTA/NEA offices or Committee Appointments; (ex-officio non-voting)
 - e. Parliamentarian. (ex-officio non-voting)

- C. The Representative Council shall :

- 1. Establish ACE policies and objectives;
- 2. Adopt the Annual Budget of ACE 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 local dues of ACE.
- 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.
1. ACE meetings are open to all active members and will be held on the first week of each month at an agreed upon time.
 2. In the event that in person meetings are not preferred, virtual (remote) meetings can be held if approved by majority decision in the prior Representative Council Meeting.
 - a. Participants in attendance at all sites shall be able to be seen and heard by the entire Representative Council, allowing complete participation.
 - b. A roll call attendance and subsequent votes shall be conducted by the secretary.
 - c. When a participant casts a vote, all other participants must be able to see the person voting on the screen as the vote is being cast
 3. Procedurally, the following rules shall be adhered to:
 - a. All votes are roll call votes (each person's vote is individually recorded).
 - b. The secretary will take notes of the entire meeting.
 - c. When a participant casts a vote, all other participants must be able to see the person voting on the screen as the vote is being cast
 4. ACE membership shall be informed via email of the change to a virtual platform at least 24 hours in advance.
 5. Virtual meetings shall follow the same meeting schedule as in person meetings, but times will be flexible.
 6. Time changes of virtual ACE Rep Council meetings will be announced to the membership at least 24 hours in advance.
- E. Special meetings of ACE Representative Council may be called by the President, Executive Board, or by the petition of twenty percent (20%) of the Active membership and held within 3 business days.
- F. Special meetings of ACE 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 ACE Representative Council shall be sent to all members of the Representative Council at least three (3) days prior to the date of the meeting via email or customary digital platform.

- H. For emergency meetings of ACE 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.

3. REPRESENTATIVES:

- A. Members of the Representative Council shall serve a term of two (2) years.
- B. Each School Site or Classification Group representatives of recognized employee groups shall be elected by and from the Active membership for each faculty group. Such elections shall be by open nominations and by secret ballot.
 - 1. The method of voting (paper or electronic) shall be determined and uniformly administered across school sites or special faculty groups.
 - 2. Site rep elections will be held at the beginning of each school year to include any new hires or newly transferred faculty.
 - 3. Results of the election will be reported to ACE Executive Board and the active membership prior to the September Site Rep Council meeting.
 - 4. Nominees may not participate in vote collecting and counting
- C. Each school site or classification group shall be entitled to at least one representative and shall have one representative for each twenty (20) Active members (or one representative for each twenty(20) individual employees in that site or classification for Interim Representative Council Members) or part thereof as shown in the table below.

School/Worksite or Classification Bargaining Unit Members	Council Representatives
1- 20	1
21-40	2
41-60	3
61-80	4
81-100	5
101-120	6
121-140	7
141-160	8
161-180	9

- D. Active members who are not represented through an individual school site or classification group shall be counted as a special faculty group entitled to the same

representation on the Representative Council as individual school faculty groups and vote within that classification group.

E. Vacancies: Vacancies in the office of Representative for whatever reason may be filled by properly elected replacements.

F. Representatives shall:

1. Conduct constant and ongoing communication between ACE Representative Council and the Active members of the school site or classification group;
2. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between ACE Representative Council and the Active members;
3. Represent the views and input of the Active membership of the school site or classification group 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.

4. OFFICERS:

A. The officers of ACE shall be a President, and two co-Vice-Presidents (one for primary Preschool and TK-6 and one for secondary 7-12+Adult Ed), a Secretary, and a Treasurer.

B. These officers shall maintain current local, state, and national (Active) paid membership as a condition for nomination to and service in their respective positions during their term of office.

C. These officers shall be elected by and from the Active paid membership of ACE. Such elections shall be open nominations and secret balloting, by either hardcopy or digital format.

D. Officers shall be elected for a term of two (2) years. Elections shall be held during the month of May and the term of office shall commence at the last scheduled meeting in June of that year and terminate two years later.

1. In order to maintain consistency on the ACE Executive Board, the President and co-Vice-President terms will be staggered to come up for election every other year. Secretary and Treasurer terms will also be staggered every other year. The order of officer elections will group Vice Presidents and Treasurer, followed by President and Secretary the next year. This election order must be maintained every year in perpetuity. See example below:

2014	2015	2016	2017
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V.P. (both)	Secretary	V.P. (both)	Secretary
Treasurer	President	Treasurer	President

E. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of ACE. If there is a vacancy occurring in the office of the President, the designated 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 term(s).

F. President Job Description:

1. The President shall be the chief executive officer and policy leader of ACE. It is the intent of ACE to allow the membership to decide if it will have a Full-Time Release President. Following the adoption of necessary agreements and policies, these standing rules shall be subject to modification to fully adopt rules and guidelines to govern the role of the Full-Time Release President.

G. General Responsibilities The President shall:

1. Provide leadership and direction in the development of ACE policy matters to be established by the Executive Board, Representative Council, and the Membership;
2. Plan and conduct the above governance meetings;
3. Comply with ACE's policies, bylaws, and standing rules;
4. Prepare the agenda and associated materials for the meetings of ACE, the Representative Council and Executive Board;
5. Be the official spokesperson for ACE to news media, board of trustees, district office personnel, etc. unless the President specifically delegates such functions to another member;
6. Be familiar with the governance documents of ACE, CTA, and NEA;
7. Appoint all chairpersons and approve dues-paying members of committees with approval of ACE Executive Board by the beginning of each school year;
8. Secure volunteers for all special/short-term ACE committees, task forces, joint ACE/District Committees and any ad hoc groups needed to perform a special task;
9. Call meetings of ACE Representative Council and the Executive Board;
10. Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;
11. Suggest policies, plans and activities for ACE and be held responsible for the progress and work of ACE;

12. Visit faculties in all District schools, to the extent possible.

H. Specific Responsibilities

1. Plan and preside at all meetings of ACE Representative Council and Executive Board;
 2. Serve as a non-voting, ex-officio dues-paying member of all ACE committees, with the exception that they will not serve on the Elections Committee.
 3. Attend meetings of the Fresno-Madera Service Center Council of which ACE is a part;
 4. Attend other CTA/NEA meetings including the CTA State Council of Education as directed by the Representative Council.
 5. Attend other CTA/NEA conferences such as President's conference, Summer Institute, Leadership, Equity, etc., as directed by the Representative Council.
 6. Be available by to all ACE members within 48 hours unless ACE elects to have a Full-Time Release President, whereupon the President shall be available during contracted hours and two hours after.
 7. Maintain weekly standing meetings with Clovis Unified District Executive Cabinet.
 8. The President will keep a calendar of their ACE activities to be shared with the Executive Board at the monthly Executive Board Meeting.
 9. Maintain regular communication with ACE membership via email, ACE website, or newsletter.
 10. Attend Clovis Unified School Board Meetings and make ACE presentations as needed; or arrange for replacement by a Vice President.
 11. Assume the duties of the Treasurer in the absence of the Treasurer.
 12. Update and prepare Executive Board, Site Rep, and New Hire Orientation binders yearly.
 13. Communicate as necessary with CUSD board members.
 14. Represent ACE on the annual Crystal Awards committee.
 15. Represent ACE on the panel for all major administrative and district office interview panels for positions that directly impact our membership.
- I. ACE Vice President Job Description: The Vice-Presidents shall:

ACE Standing Rules [Final Draft 4/14/22]

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;
4. Serve as coordinator of committee activities (including crafting surveys and polls of membership) at the direction of the President.
5. Be in regular communication with the president on all matters concerning school sites, individual members, business, and CTA activities.
6. Receive copies of emails on all business the president does pertaining to school sites, individual members, business, and CTA activities.
7. Provide counsel, give suggestions, assist the president in decisions pertaining to school sites, individual members, business, and CTA activities.
8. Regularly attend Clovis Unified School Board Meetings and make association presentations as needed.
9. Suggest policies, plans and activities for the Association and assist the president with the progress and work of the Association.
10. Assume the duties of the Secretary in the absence of the Secretary.

J. Secretary Job Description: 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.

K. Treasurer Job Description: 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 request 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.

5. EXECUTIVE BOARD:

- A. The Executive Board shall be comprised of the elected officers and a representative from each of the following areas/classifications: Clovis High Area, Clovis West Area, Buchanan Area, Clovis East Area, Clovis North Area, Alternative Education, Special Education, Visual and Performing Arts (VAPA), Psychologists/MHSPs, Counselors, SLPS, and Nurses, and itinerant educators, as long as this complies with the “one-person – one-vote” rule.
 1. The at-large members of the Executive Board shall be elected with open nominations and by secret ballot.
 2. The at-large members of the Executive Board shall be elected for a term of one year, commencing in June of any calendar year.
 3. Vacancies in the position of at-large members of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election to fill the vacancy shall be held within thirty days.
- 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 before 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. In the event that in person meetings are not possible, virtual (remote) meetings for the Executive Board that are connected electronically may be held if members have the opportunity to interact in the meeting.
 1. Each Executive Board member shall be able to be seen and heard by the entire Executive Board, allowing complete participation.
 2. A roll call attendance and subsequent votes shall be conducted by the secretary.
 3. Procedurally, the following rules should be adhered to:

- a. All votes are roll call votes (each person's vote is individually recorded).
 - b. The secretary will take notes of the entire meeting.
 - c. When a participant casts a vote, all other participants must be able to see the person voting on the screen as the vote is being cast.
 - E. The duties of the Executive Board shall be to:
 1. Coordinate the activities of ACE;
 2. Act for the Representative Council when school is not in session;
 3. Direct the bargaining activities and grievance processing of ACE, subject to policies set by the Representative Council;
 4. By 2/3 vote, removal of bargaining team members;
 5. Recommend a budget for ACE to the Representative Council;
 6. Approve by majority vote all appointment and removal of committee members, including chairpersons;
 7. Adopt grievance procedure;
 8. Direct the grievance activities of the Association; and
 9. 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.
 - F. A quorum for all meetings of the Executive Board shall consist of a majority of the members of that body.
6. MEETINGS OF THE GENERAL MEMBERSHIP:
- A. General membership meetings are the highest body of our Association.
 - B. Meetings of ACE may be called by the President, the Executive Board or by written petition of twenty percent (20%) of the membership.
 - C. Notices of ACE meetings including date, place, time, and purpose of the meeting shall be made available to all members of ACE at least two (2) days prior to the meeting except during crisis situations.
 - D. For emergency meetings during crisis situations, the Executive Council shall adopt procedures to notify ACE membership of meeting dates, places, and times.

- E. A quorum for meetings of the Association shall be 20% percent of the Active membership.
 - F. At general membership meetings, all members may review and vote to approve or reject any actions of the executive board, officers, or any committees.
7. DEMOCRATIC ELECTIONS
- A. Candidates for any ACE elected office may post candidacy materials on union bulletin boards.
 - B. ACE newsletters will include statements of all election candidates and/or slates.
 - C. ACE election ballots will include candidates' slate affiliation, if designated and if requested.
 - D. Prior to ACE officer elections, there shall be a candidates' forum open to ACE members with a moderator agreeable to all candidates.
8. GRIEVANCE PROCESSING:
- A. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
 - B. 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 ACE's grievance policies and procedures.
9. PARLIAMENTARY AUTHORITY:
- A. 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.
 - B. Robert's Rules of Order, Newly Revised provides for an order by which the agenda shall be written. The order of events on the agenda may be revised as necessary to suit the needs of the Representative Council and Executive Board of ACE.
10. COMMITTEES:
- A. Committees: For units certified as exclusive representative, all committee members must be Active dues-paying members of the Association. For units seeking exclusive representative status, any employee within that unit can be a committee member.
 - B. Employee Compensation Committee: The ACE members of the Employee Compensation Committee (ECC) will meet with the District and other employee groups to jointly collect

and analyze information and discuss employee compensation and related topics. This committee will not bargain wages with the district, but will engage in collaborative dialogue regarding the interests and priorities of the district and other employee groups. The number of committee members shall be three (3) with one acting as Chairperson and two (2) alternates. The Chairperson shall make monthly reports to the Executive Board and, if appropriate, to the relevant Bargaining Team as to the activities of the ECC. ECC members shall be nominated by the President and approved by two-thirds (2/3) of the Executive Board and Representative Council.

- C. Employee Benefits Committee: The duty of the Employee Benefits Committee (EBC) is to meet with District personnel to regulate the District's Benefits as it affects ACE's members. The number of committee members shall be three (3) with one acting as Chairperson and two (2) alternates. The Chairperson shall make monthly reports to the Executive Board and, if appropriate, to the relevant Bargaining Team as to the activities of the Insurance Committee. Insurance Committee members shall be nominated by the President and approved by two-thirds (2/3) of the Executive Board and Representative Council.
- D. Elections: The duty of the Election Committee is to design and issue election ballots, schedule election periods to accommodate year-round schedules, and to count the ballots from all elections called by the Executive Board and Representative Council. The Chairperson of the Election Committee shall be nominated by the President and approved by two-thirds (2/3) of the Executive Council. There is no maximum number of members of the Election Committee. The Election Committee shall follow and members are entitled to the rights contained in the most current standing rules and procedures set forth in the CTA Requirements for Chapter Election Procedures published annually with the CTA Elections Manual.
- E. Calendar: The duty of the Calendar Committee is to design a calendar that would be submitted to the Association membership to be voted on. There shall be a committee Chairperson nominated by the President and approved by two-thirds (2/3) of the Executive Board and Representative Council. Prior to creation of new calendar options, the committee will craft a survey to be sent to the entire general membership regarding calendar options. The Chairperson will make regular reports to the Executive Board and Representative Council.
- F. Grievance: The duty of the Grievance Committee is to aid any and all Active members in the process of filing a grievance with the District and to aid them during the whole grievance process. Membership on the Grievance Committee shall be on a volunteer basis with those volunteering being approved by two-thirds (2/3) of the Executive Board. One of the members shall act as Chairperson and make monthly reports to the Executive Board and Representative Council concerning all committee activity.
- G. PAC - Political Action Committee: If ACE decides through a majority vote of the full membership to engage in political endorsement, these standing rules will be modified to govern the decision-making process consistent with values of transparency, debate, and

inclusion. Prior to adopting such a policy, ACE will not engage in formal political endorsements.

- H. Evaluations: The Evaluation Committee is responsible for maintaining up to date evaluation procedures for each segment of educators represented by ACE. The President will recruit volunteers from each respective group (teachers, nurses, psychologists, counselors, instructional coaches, speech and language pathologists, certificated librarians, and any other specialized group of members not specifically listed.) The committee will advise the bargaining of contract language outlining evaluation procedures and evaluation tools. They will meet on an as needed basis or per specific contract language written for reconvening.
- I. PAR - Peer Assistance Review: Upon agreement with the district that establishes a role for ACE in the PAR program, the President shall appoint PAR Committee members to support members in need as specifically outlined in any relevant Collective Bargaining Agreement.
- J. Organizing Committee: The duty of the Organizing Committee will be planning the goals and activities of with the goal of educating, empowering, and organizing membership. The Chairperson of the Organizing Committee shall be nominated by the President and approved by two-thirds (2/3) of the Executive Council. There is no maximum number of members of the Organizing Committee. The members of the Organizing Committee will be on a volunteer basis and will be approved by two-thirds (2/3) vote of the Representative Council. Reports to Executive Board and Representative Council will be made as needed. Organizing will be tasked with a variety of special tasks as assigned by the President, Executive Board, Representative Council. The President will appoint an Organizing Chairperson who will be responsible for communicating Organizing activities to Site Rep Council and to the general membership via email.
- K. Social Media Committee: The duty of the Social Media Committee will be to develop Acceptable Use Rules for the social media accounts of and to moderate posts and discussions on these accounts based on these mutually agreed upon rules. The Acceptable Use Rules will be approved by two-thirds (2/3) vote of the Representative Council. The rules will be updated as needed and all changes will be approved by two-thirds (2/3) vote of the Representative Council. The number of committee members shall be two (2) members from High School, two (2) members from Middle School, and two (2) members from Elementary. Members will be selected on a volunteer basis and will be approved by two-thirds (2/3) vote of the Representative Council.
- L. Community Support Committee: The duty of the Community Support Committee (CSC) is to help build lasting and ongoing alliances with parents, key community groups, faith institutions, and other labor unions, as part of ACE's strategic plan. This work is part of building a stronger local to strengthen public education in Clovis. The co-chairpersons of the CSC (ACE member and community representative) shall be nominated by the President and approved by two-thirds (2/3) of the Executive Board. There is no maximum

number of members of the CSC. The CSC shall meet at least monthly (or as needed) and make regular reports to the Executive Board and Representative Council, as needed.

11. NEGOTIATIONS COMMITTEE:

- A. The Negotiation Committee is addressed in Article 11 of the bylaws as the Bargaining Team and may be addressed by either title.
- B. The duties of the Bargaining Team are to represent and to bargain for all bargaining unit members.
- C. The Bargaining Team for successor contracts in each unit shall be elected democratically by all union members within the unit. For units that are bargaining their initial contract, the Bargaining Team shall be elected by all bargaining unit members in that unit, regardless of membership status.
- D. The Chapter President, with majority support of the Executive Board, may determine the needs for and representative among the bargaining team based on areas, sites, jobs, and the diversity of our association;
- E. The Chapter President will appoint (with majority support of the Executive Board) all qualifying bargaining team members elected by that unit;
- F. The Chapter President retains the authority to remove any member of a bargaining team with $\frac{2}{3}$ vote approval by the Executive Board for failing to meet the expectations and requirements of the bargaining team under these rules and the law. Any removal of a bargaining team member will be reported in a timely manner to the bargaining unit and the Representative Council.
- G. The Bargaining Team will elect the Lead Negotiator.
- H. The Executive Board shall determine the appropriate number of Bargaining Team regular members and alternate members prior to the election of the committee.
- I. The Bargaining Team's term shall run until no items remain to be negotiated under the current agreement being negotiated and a new bargaining team has been selected and trained.
- J. When necessary, vacancies on the Bargaining Team will be filled at least two (2) months prior to each new agreement to be negotiated. All members of the bargaining team will be highly encouraged to attend CTA sponsored bargaining training.
- K. Bargaining Team Members and Lead Negotiator should meet as many of the following criteria as possible:
 - 1. Be an active member of ACE; (for successor agreements)
 - 2. Respect and uphold the democratic decision-making process for the bargaining team;
 - 3. Demonstrate active membership by participating on the Site Representative Council and/or ACE committee(s).

4. Be able to maintain emotional control and positive attitude under stress or distress;
 5. Be able to maintain confidentiality and credibility;
 6. Be sensitive to other personalities, commit to equal treatment of all stakeholders;
 7. Be committed to tenure of term of office and long hours of work
 8. Commit to representing the issues of all members consistent with the contract content and priorities determined by the Executive Board.
- L. The President, when determined, may serve as a nonvoting, non-negotiating member of the extended Bargaining Team for the purpose of input, direction and leadership. The use of any resource person other than an Executive Board member must be reported in writing to the Executive Board at the next regular meeting.
- M. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- N. The Executive Board, by two-thirds (2/3) vote, may remove a member of the Bargaining Team.
- O. Responsibility and authority for directing the bargaining process on behalf of ACE are vested in the Executive Board subject to policies established by the Representative Council.
- P. The Negotiations Committee shall develop a survey, subject to Executive Board approval, to determine the contract content demands and priorities.
- Q. Employees in each appropriate bargaining unit shall be surveyed to determine the contents of the proposed contract demands. The Representative Council shall approve the contract articles to be bargained.
- R. The Bargaining Team shall report its activities to the Executive Board as the Board requires.
- S. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- T. The Bargaining Team is empowered to reach tentative agreements with the district. Such agreements shall be considered tentative and not binding upon ACE 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.
- U. When the bargaining team achieves a tentative agreement with CUSD:

1. Within 24 hours of the tentative agreement, copies of it, marked with additions and strikeouts to indicate changes from the previous agreement, will be made available for all members in either hard copy or electronic form.
2. The bargaining team will prepare and distribute an accurate summary of the provisions of the tentative agreement, including both gains and losses, a reasonable time before the ratification vote. Minority reports of bargaining team members, if any, will be included.
3. An adequate period will be provided before the ratification vote for consideration of the tentative agreement and for formulation and distribution of alternative views, if any.

V. Memoranda Of Understanding

1. Bargained agreements can be modified as needs change. A joint labor-management committee appointed by the President and approved by the Executive Board (The Bargaining Team or a subset of that team), shall meet regularly to resolve workplace concerns and tackle student learning issues.
2. A memorandum of understanding (MOU) can set forth an agreement between the parties that serves as an addendum to the collective bargaining agreement. An MOU usually addresses a significant issue that emerged during the term of the agreement, and it represents the mutual understanding between the parties on that issue.
3. Representatives shall meet regularly with Clovis Unified management during the term of the contract to talk about and resolve issues of mutual concern. In addition, either at the bargaining table or during the life of a successor contract, the parties can create memoranda of understanding (MOUs). The benefit of the MOU is that it gives the parties an opportunity to reach a temporary agreement on an issue that is important to both membership and Clovis Unified School District..
4. MOUs will be crafted under emergency or time sensitive situations between normal open contract negotiations.
5. Specific expiration dates will be noted in the agreement.
6. To the extent possible, site representatives and specific groups from the general membership that the MOU will directly affect will be contacted for input on resolving the issue.
7. Due to the time sensitive and temporary nature of MOUs, recommendation for approval will be made by the Bargaining Team for final approval by the Executive Board.
8. The signed MOU will be made publicly available for the membership as soon as possible following approval by the Executive Board.

9. MOUs with longer term language will be added to the collective bargaining agreement during the next regular open bargaining session. Once a tentative agreement is reached of the new collective bargaining agreement, MOU language will be included for ratification vote by the general membership per bylaws. Once ratified, the MOU will become part of the official collective bargaining agreement.