

365 1. However, if the Area Assembly votes to have a formal election by
366 written ballot throughout the entire area, an election shall be ordered by the
367 UTLA President.

368 2. If the Area Assembly does not so vote, but if one hundred (100) UTLA
369 members from the area present a petition to the UTLA President, requesting a
370 formal election within fourteen (14) calendar days of the announcement at the
371 area meeting, the UTLA President shall order the new election.

372 3. A formal election by written ballot shall be used to fill vacancies for
373 Board of Directors members representing special categories.

374 4. A vacancy in the position representing UTLA - R, shall be filled by the
375 process for the election of said representative.

376
377 Section 5. Meetings:

378 A. The Board of Directors shall hold no fewer than eight (8) meetings a year.

379 1. Notice for regular meetings shall be via the established yearly calendar.

380 2. Members may attend any regular or special meeting by electronic
381 means.

382
383 B. Special meetings of the Board of Directors may be called by the President or
384 by a petition signed by not less than 10 Directors and presented to the President.

385 1. Prior notice for special meetings of the Board of Directors shall be given
386 to the Board of Directors at least three calendar days before the meeting.

387
388 Section 6. Quorums: A majority of the seated directors shall constitute a quorum
389 for the transaction of business.

390
391 Section 7. Proxy. Voting by Proxy is prohibited.

392
393 Section 8. Powers and Duties: In accordance with policies and guidelines
394 adopted by the House of Representatives, the Board of Directors shall have the
395 following powers and duties:

396 A. The exclusive power to exercise all of the business functions of UTLA and to
397 supervise and control its business and affairs subject only to the limitations and
398 restrictions provided by a policy of the House of Representatives, applicable law
399 and this constitution.

400 B. The exclusive power to appoint and remove staff members of UTLA; to
401 determine their qualifications, compensations, and duties; to require such agreements
402 and bonds as are deemed necessary to insure faithful service.

403 C. To recommend to the House of Representatives the creation, modification,
404 and discontinuance of such standing committees as it shall deem desirable.

405 D. To appoint special committees as are deemed necessary. Such special
406 committees shall be discontinued upon the discharge of their assignments.

407 E. The exclusive power to determine procedures governing the administrative
408 services and the publications of UTLA.

- 409 F. The exclusive power to authorize the execution of contracts and other
- 410 agreements necessary to the efficient conduct of the business of UTLA subject to the
- 411 policy of the House of Representatives.
- 412 G. To approve the budget and supervise receipts and expenditures, and set up
- 413 proper procedures for the safekeeping and accounting of all funds of UTLA.
- 414 H. To incur indebtedness in the name of UTLA as necessary for the operations of
- 415 the Union.
- 416 I. To recommend and to amend the Policies of UTLA subject to the approval of
- 417 the House of Representatives.
- 418 J. To exercise such other powers and to perform such other duties as may be
- 419 prescribed elsewhere in these Bylaws.
- 420 K. To establish district, cluster, or other organizational systems as may be
- 421 necessary to serve the UTLA membership.
- 422 L. To approve the annual financial audit for publication and distribution to the
- 423 membership.
- 424 M. To approve expenditures.

425 **ARTICLE V – HOUSE OF REPRESENTATIVES**

426 Section 1. Composition: The House of Representatives shall be composed of:

427 A. All members of the Board of Directors.

428 B. One (1) representative for each one hundred fifty (150) UTLA members to be

429 apportioned amongst the Areas.

430 1. This ratio may be altered by a two-thirds (2/3) vote of the House of

431 Representatives, such a new ratio to take effect with the beginning of the next 2-

432 year session of the House of Representatives.

433 C. All Chairpersons of Standing Policy Committees as listed in Appendix 1 of this

434 Constitution

435 D. Special Section Representatives

- 436 1. One (1) representative to represent itinerant teachers.
- 437 2. Two (2) representatives to represent adult education.
- 438 3. Two (2) representatives to represent early education teachers.
- 439 4. Two (2) representatives to represent school nurses.
- 440 5. One (1) representative to represent the occupational centers.
- 441 6. One (1) representative to represent the skill centers.
- 442 7. One (1) representative to represent the PSA Counselors.
- 443 8. Eight (8) representatives to represent the substitute teachers.
- 444 9. Two (2) representatives for counselors.
- 445 10. Two (2) representatives for special education.
- 446 11. Two (2) representatives for psychologists.
- 447 12. Two (2) representatives for UTLA-R plus one representative for every
- 448 five hundred (500) members.
- 449 13. One (1) representative to represent psychiatric social workers.

450 Section 2. Election of Representatives:

451 A. Special Section representatives, with the exception of UTLA-R, shall be

452 elected at a caucus of the section conducted per the UTLA Elections Manual.