

CTA Bylaws

DUTIES OF STATE COUNCIL REPRESENTATIVES and ALTERNATES

ARTICLE V, SECTION 5. Alternates: In the event an elected Representative is unable to attend a meeting of the State Council of Education, an elected Alternate shall be designated using the following process: *(Amended October 1978, October 1995)*

- b. **Multiple Chapter.** In an electoral district comprised of two or more chapters, an elective representative who is unable to attend such a meeting shall immediately notify the CTA President through the Governance Support Department. In an electoral district comprised of two or more chapters, Alternates in multiple electoral districts shall be selected on the basis of seniority and the use of a rotation method for each meeting that an Alternate is needed. If seniority is equal among Alternates, then the CTA alphabet will be used to determine which senior Alternate will be contacted by the Governance Support Department and notified to attend. The rotation would become effective with the first State Council meeting. If an Alternate is unable to attend a meeting, the Alternate shall retain his/her place in the rotation order. *(Amended March 1991, June 1992, October 1995, January 1998, July 1999)*
- c. In the event a Representative in a multiple electoral district, is absent from Council for more than one meeting, due to a leave of absence approved by the CTA Board of Directors, the same Alternate who has been selected on the basis of seniority shall attend for the Representative in his/her absence. If seniority is equal among Alternates, then the CTA alphabet will be used to determine which senior Alternate will be contacted and notified to attend. Once the Representative returns to Council, the Alternate who attended for the absent Representative shall move back into the rotation process. *(Amended October 1995, July 1999)*
- d. Only those Alternates who have been officially certified by the CTA Elections and Credentials Committee prior to the opening of the first session of State Council shall be seated and permitted to vote. *(Adopted March 1972, Amended October 1995, July 1999)*

SECTION 6. Duties of Representatives. Each representative shall: *(Amended January 1998)*

- a. Regularly attend all meetings of the State Council of Education.
- b. Participate actively in the work of committees to which s/he is assigned.
- c. Become informed on professional and educational matters in the chapter(s), represented and be prepared to make appropriate presentation of recommendations originating in the chapter(s). *(Amended June 1971, January 1998, October 2000)*
- d. Report regularly to his/her chapter(s) regarding the deliberations and actions of the State Council of Education. *(Amended June 1971, January 1998, October 2000)*
- e. Attend and participate in the meetings and activities of the Service Center Council of which his/her chapter is a part. *(Adopted June 1971)*
- f. Perform other duties as may be assigned to representatives by action of the State Council of Education. *(Amended October 2000)*