

BYLAWS OF THE ASSOCIATION

The following Bylaws implement certain sections of the LSEA Constitution

I. Region VIII Council

- A. Region Council Delegates-The LSEA President and Vice President and the elected delegates to the MEA Representative Assembly, and the NEA Representative Assembly, shall during their terms of office, be included in the number of delegates to the Region Council to which LSEA is entitled.
- B. Terms-Delegates shall hold office for a term of two years. One-half of the number of delegates shall be elected in odd-numbered years and the remainder in even-numbered years. Terms shall be arranged so that no more than one-half shall expire in any one year.
- C. Qualifications-Delegates shall be elected according to guidelines established by Region VIII Council/MEA.
- D. The duties of the delegates to this body shall be to represent members' interest, needs, and wishes as expressed by the LSEA Representative Assembly.
- E. The LSEA Vice President shall be Chairperson of the Delegation.
- F. Attendance-If a delegate has three (3) consecutive unexcused absences from the body to which he/she is elected, the Chairperson of the Delegation shall:
 - 1. Notify in writing said delegate of these absences.
 - 2. Report such absences to the Delegation who shall determine if further action should be taken.
 - 3. If further action is deemed necessary by the Delegation the Chairperson shall report absences to the Representative Assembly of LSEA which shall elect a replacement for that delegate.
- G. Whenever the position of Region VIII Council delegate shall become vacant between elections, the RA shall elect a person to fill the unexpired portion of the term. Nominations to fill these vacancies will come from the floor of the R.A. at the first R.A. meeting following the occurrence of the vacancy one (1) meeting prior to the vote of the R.A., unless a regularly scheduled election will occur within sixty (60) days from the time the vacancy occurred.

II. MEA Delegates

- A. The LSEA President and Vice President shall during their terms of office be included in the number of delegates to the MEA Representative Assembly.
- B. Terms-Delegates shall hold office for a term of two years with the exception of the President and Vice President whose terms shall be three (3) years. One-half of the number of delegates shall be elected in odd-numbered years, and the remainder in even-numbered years. Terms shall be arranged so that no more than one-half shall expire in any one year.
- C. Delegates shall be elected according to the guidelines established by MEA.
- D. The duties of the delegates to this body shall be to represent members' interests, needs and wishes as expressed by the LSEA Representative Assembly.
- E. The LSEA Vice President shall be Chairperson of the Delegation.
- F. Attendance-If a delegate has three (3) consecutive unexcused absences from the body to which he/she is elected, the Chairperson of the Delegation shall:
 - 1. Notify in writing said delegate of these absences.
 - 2. Report such absences to the Delegation who shall determine if further action should be taken.
 - 3. If further action is deemed necessary by the Delegation the Chairperson shall report absences to the Representative Assembly of the LSEA which shall elect a replacement for that delegate.
- G. Whenever the position of MEA-RA Delegate shall become vacant between elections, the RA shall elect a person to fill the unexpired portion of the term. Nominations to fill these vacancies will come from the floor of the RA one (1) meeting prior to the vote of the RA.
- H. In case of absence(s) of an elected MEA Delegate(s), alternate(s) shall be those person(s) receiving the next highest number of votes at the last election.

III. NEA Delegates

- A. The President and Vice President shall during their terms of office be delegates to the NEA Convention.
- B. Delegates shall be elected according to the guidelines established by NEA. Minority representation shall follow the guidelines of the NEA.

- C. Delegates shall attend the LSEA Representative Assembly meetings as non-voting ex-officio members.
- D. The duties of the delegates to the National Education Association shall be to represent members' interests, needs, and wishes as expressed by the LSEA Representative Assembly.
- E. All terms of office for NEA Delegates shall be for two years (September 1 through August 31).

IV. Membership

- A. **Active Membership**-Active membership shall be available to all persons who are members of the teacher bargaining unit of the Lansing School District, as well as active members who have retired and continuously maintain an active membership in the LSEA, MEA, and NEA.
- B. **Associate Membership**-Associate membership shall be available to any paraprofessional or auxiliary personnel regularly employed by the Lansing School District in a capacity other than educator, and who does not otherwise qualify for active membership in LSEA.
- C. **Student Membership**-Student membership shall be available to a student teacher or intern teacher of the Lansing School District.
- D. **Privileges of Membership**
 - 1. Active members of the LSEA shall be eligible for all privileges of membership: Voting to hold or maintain a position as an officer, serve as a member of the Executive Board of Directors, serve as a member of the Board of Reference, or serve as a committee chairperson.
 - 2. Associate members and student members shall have all privileges of membership except voting, holding office, or serving as an Association Representative or delegate.
- E. **Term of Membership**-Any member of the LSEA shall remain a member until his/her resignation, expulsion, suspension, or failure to fulfill the conditions of membership.
- F. **Conditions of Membership**-Any member who shall be convicted of a felony in court of competent jurisdiction or who shall be found guilty of conduct unbecoming to a member of this Association or who shall knowingly and willfully violate the Constitution or conditions of membership of the LSEA may be subject to expulsion from the

membership of the LSEA by a vote of the Board of Reference, which shall have exclusive jurisdiction of such question.

V. Officers

- A. Qualifications-To be eligible for elected office, one must be an active member in the LSEA.
- B. Terms of office and Succession
 - 1. The term of office for President, Vice President, Secretary, and Treasurer shall be for three (3) years.
 - 2. The Secretary and the Treasurer shall be elected in alternating elections from the President and Vice President.
 - 3. Whenever the office of the President shall become vacant between elections, the Vice President shall assume the office of President.
 - 4. Whenever the office of the Vice President, Secretary or Treasurer shall become vacant between elections the Representative Assembly shall elect a person to fill the unexpired portion of the term. Nominations to fill these vacancies will come from the floor of the Representative Assembly one (1) meeting prior to the vote of the Representative Assembly.
 - 5. Should the offices of President and Vice President become simultaneously vacant, the Secretary (or the Treasurer, if the office of Secretary is also vacant), shall temporarily assume the office of the President until the Representative Assembly has set and conducted a Special General Election to elect both a President and Vice President.
 - 6. Shall all four offices (President, Vice President, Secretary, and Treasurer) become simultaneously vacant, then the senior (longest continuously serving) remaining member of the LSEA Board of Directors shall become the interim President and shall appoint an interim Secretary and Treasurer until such time as the Representative Assembly has set and conducted a Special General Election to fill the vacancies.
- C. Duties
 - 1. The President shall perform the duties that are usual to that office, and shall be chairperson of the Executive Board of Directors and Representative Assembly. He/she shall appoint the department/committee chairpersons, and shall be an ex-officio member of all committees, except the Audit, Nominations and Elections Committee, and the Board of Reference. He/she shall be a voting member of the Negotiations Committee. President of the LSEA shall share with the Executive Director the position of

- official spokesperson for the LSEA. He/she shall be a delegate to the MEA RA and the Annual Convention of the NEA.
2. The President and President Elect (when applicable) shall jointly prepare a proposed budget and make all appointments.
 3. President Elect shall be appointed ex-officio to negotiations team in years applicable.
 4. The Vice President shall perform the duties usually attributed to the office and assigned by the President. He/she shall be a delegate to the MEA-RA, the Region VIII Council, and the Annual Convention of the NEA. He/she shall serve as Chairperson of the Delegations and conduct the affairs of said Delegations. He/she shall be a voting member of the Negotiations Committee. In the absence of the President, the Vice President shall assume the duties of the President and shall fill the unexpired term when a vacancy occurs.
 5. The Secretary shall be responsible for accurate minutes of all Executive Board and Representative Assembly meetings and shall maintain official files of the minutes and perform all the duties usual to that office.
 6. The Treasurer, and such LSEA personnel as are designated by the Executive Board of Directors, shall perform all the duties usual to that office including, but not limited to, preparation of monthly reports and chair a budget and finance committee (which shall prepare recommendations for the annual budget). She/he shall be bonded for such an amount as fixed by the Executive Board of Directors, the expense of which shall be paid by the LSEA.

VI. Executive Board of Directors

A. Qualifications

1. To be eligible one must hold an active membership in the LSEA.
2. The members of the Executive Board of Directors shall hold an active membership in at least one (1) committee or department as assigned by the President.
3. At such time as any Board member has three (3) consecutive unexcused absences, the Board shall report such absences to the Representative Assembly which shall replace that Board member.

B. Terms of Office

1. The Directors shall hold office for three (3) years.
2. Three (3) Directors shall be elected in each of two successive years and four (4) in the third year.
3. Vacancies-All vacancies on the Board of Directors shall be filled by the Representative Assembly. Nominations will come from the

floor of the Representative Assembly one (1) meeting prior to election.

Board of Directors who assume a position where the major responsibilities of the position involve administrating people, programs, facilities, shall abdicate their LSEA elected or appointed position for the duration of their time in the above cited role.

The Board of Directors shall resume their elected or appointed position should they relinquish the above cited role during their elected term.

The elected or appointed Board of Directors member(s) shall relinquish their elected or appointed position upon assuming the above cited role for the duration of the position held or their term of office.

Should the Board of Directors member(s) dispute the major responsibilities of the position, a hearing may be convened at the request of the officer(s) of either the LSEA Board of Directors or the LSEA Board of Reference for purposes of a declaratory judgment.

C. Duties

1. The Executive Board of Directors shall meet at least once each calendar month at a place designated by the President.
2. Special meetings of the Executive Board of Directors may be called by the President.
3. Special meetings of the Executive Board of Directors must be called by the President on the written request of seven (7) members of the Board.
4. The Executive Board of Directors shall attend the Representative Assembly.

D. Powers of the Executive Board of Directors Shall Be:

1. To enact the policies of the LSEA, to appoint and/or remove LSEA appointments, to determine their qualifications and duties and to delegate power to manage the property of the LSEA.
2. To act in an advisory capacity to the President in suggesting policies for consideration by the Representative Assembly.
3. To direct activities and issue guidelines pertaining to the function of all Standing and Ad Hoc Committees.

4. To represent the LSEA in negotiating personnel policies with the governing and appropriating bodies of the school system, and to make decisions binding the LSEA in such matters within policies established by the Representative Assembly. The Board may delegate its power to negotiate to another committee, department, or representative.
5. To receive reports and recommendations from the President and Executive Director(s).
6. To provide for an Annual Audit of the Financial Records of the Association by a Certified Public Accountant.
7. To act as a Coordinating Council under MEA/NEA Uniserv Guide-lines and Policies as they relate to the supervision and hiring of staff and other business functions of the LSEA Office as related to the Uniserv Programs.

VII. Board of Reference

- A. Qualifications-A judge must be a member of the LSEA and may not be a member of the Representative Assembly, the Executive Board of Directors of the LSEA, or hold any other elected or appointed position in LSEA.
- B. Terms of Office and Succession
 1. The term of office for a judge shall be for three (3) years with no more than two (2) terms expiring in the same year.
 2. The term of office for a judge shall coincide with the fiscal year of the LSEA.
 3. In the event that a judgeship becomes vacant, the powers and duties of such office shall reside in the person appointed by the President and approved by the Representative Assembly for the unexpired portion of the term.
- C. Duties-The Board of Reference shall:
 1. Have judicial power on controversies involving LSEA members, and on all cases arising under this Constitution or under the Code of Ethics or Standing Rules adopted by the LSEA;
 2. Have the power to censure, or to recommend to the Michigan Education or the National Education Association the suspension or expulsion of any member for cause, after due notice and with all rights and due process procedures herein guaranteed to the member;
 3. Have the power to recommend the reinstatement of a suspended or expelled person;
 4. Have the power to consult the LSEA attorney as legal counsel;

5. Have the power to receive adequate funds from the LSEA treasury to carry on its business.

D. Meetings of the Board of Reference

1. Meetings of the Board of Reference, due to the nature of their business, shall be closed to all persons not summoned by the Board unless the Board, with the approval of the parties concerned, deems otherwise.
2. Four (4) members of the Board of Reference shall constitute a quorum to begin business, and the quorum shall be considered to be in effect until adjournment, provided that once the quorum is established no business shall be transacted with less than three (3) judges in attendance, and provided that all five (5) judges shall be consulted before any final decisions on cases are made.
3. All business items shall be approved upon the affirmative vote of three (3) judges. Final decisions on cases brought before the Board of Reference must be written by each judge and shall be considered final when three (3) judges concur.
4. The first meeting of the Board of Reference each year shall be called by the President, at which time the members of the Board shall elect their own Chairperson. Thereafter, the Chairperson of the Board of Reference shall call meetings as necessary; but the Board of Directors or the Representative Assembly may, by resolution demand a meeting of the Board of Reference to consider any matter under the jurisdiction of the Board of Reference.
5. The Board of Reference shall proceed in the manner described in the Michigan Education Association Board of Reference Handbook upon trying any member for any offense falling within the jurisdictions of this Board.

VIII. Departments

A. Qualifications

1. Any member of the LSEA, except an officer or a member of the Board of Reference shall be eligible to be appointed a departmental director by the President with the approval of the Representative Assembly.
2. The Department shall be composed of the Director of the Department and the Chairperson and the members of all committees under the Department.

B. Terms of Office

1. Department Directors shall serve at the pleasure of the President and the RA. Their terms shall expire at the end of each of the President's terms in office.

C. Power and Duties

1. The Department of Membership shall concern itself with the internal business of the LSEA, including membership, elections, and building and maintenance.
2. The Department of Communications and Public Relations shall concern itself with all communications to the members of the LSEA concerning the activities of the LSEA and the education profession. The Department shall concern itself with all matters concerning the children, youth, and adults of the district and may cooperate with public agencies in worthwhile endeavors. It shall also continually communicate the needs of education and educators to the public and carry on a program of information.
3. The Department of Contract Maintenance shall process grievances, communicate and educate members concerning contractual issues.
4. The Department of Instruction and Professional Development shall explore and develop action programs in all matters concerning the professional involvement of the LSEA and its members.
5. The Department of Professional Negotiations shall concern itself with all matters concerning the economic and professional well being of the LSEA and its members and shall communicate and educate members concerning contractual issues. The Department Director shall be a member of the Contract Maintenance Department.
6. The Department of Human Relations shall improve and extend the welfare of all minority members of the Lansing Schools Education Association. It shall include 1) African American, 2) American Indian Alaska Native, 3) Asian-Pacific Islander, 4) Chicano-Hispano, and 5) other ethnic minority person not listed.
7. The Directors of each Department shall have the responsibility to carry out the duties of their Departments and of any committees organized under their Departments in the most expeditious manner. They shall make written reports to the Executive Board of Directors to be submitted for the last Executive Board meeting prior to the end of each semester, and at the request of the Board of Directors. Year end reports should come to the Board by the first Board meeting in June. Each Director may establish such committees, and appoint the members and chairpersons thereof, as she/he deems necessary for the fulfillment of the duties of the Department, subject to the approval of the Executive Board of Directors.

8. The Directors of each Department shall submit a written report to the Executive Board of Directors the first meeting in March for budget consideration for the following year(s).
9. All Standing and Ad Hoc Committees and their Directors are directly responsible to the President and the Executive Board of Directors.

IX. Representative Assembly

- A. The voting members shall consist of the Association Representative(s) or elected alternate(s).
 1. Association Representatives must be non-probationary employees.
 2. Association Representatives and alternates must be elected by members in the building or unit.
 3. AR's shall be elected by no later than the first RA meeting of the school year.
 4. AR's shall be elected for a two (2) year term.
 5. In buildings where more than one Association Representative is elected, they should have alternating terms.
 6. In buildings where more than one Association Representatives serve, one (1) should be selected as the Coordinating Representative. Each Association Representative should have specific staff members to serve.
- B. The non-voting ex-officio members shall consist of the Executive Board of Directors, delegates to the Representative Assembly of the MEA, delegates to the Representative Assembly of the NEA, delegate to the Regional Council of Region VIII and all department directors, and member(s) of the MEA Board of Directors.
- C. Each building shall elect one (1) Association Representative for each fifteen (15*) active members or major fraction thereof except that each building shall have at least one (1) Representative.
- D. Members of the following groups whose professional responsibilities require them to be part of the staff at more than one (1) building shall elect annually one (1) Association Representative for each fifteen (15) active members or major fraction thereof, Elementary Special Ed. North and South Centers, and Secondary Special Ed Centers. Art, Music, PE and Pre-Primary members whose professional responsibilities require them to be part of staff in more than one (1) building may elect to be represented by the Building Representative in one (1) of the buildings they service or shall petition the Board of Directors for representation as part of an itinerant group by September 15.

*Members who qualify under D., may not be included in C.

- E. For purposes of representation , members at the following locations: Administrative Building, Education Building, IC Youth Center, Peckham, Network Center, Environmental Center, shall be considered a Cluster Group and may elect a representative from any one of the locations specified.

- F. The Powers of the Representative Assembly shall be:
 - 1. To formulate policies.
 - 2. To promote programs, and/or activities, make appropriations, and establish special services to be offered by the LSEA.
 - 3. To hear and act upon reports and/or petitions from the committees of the LSEA, and Executive Board of Directors, the Executive Director(s), the Departmental Directors and LSEA members.
 - 4. To act upon the annual budget and to establish the annual dues of the LSEA MEA/NEA at the last regular Representative Assembly of the school year. The budget and dues will not be voted on at the same meeting at which they are introduced.
 - 5. Recall and Impeachment
 - a. Elected Officers and Directors of the LSEA may be recalled upon a three-fourths (3/4ths) vote of the voting active membership of LSEA according to procedures developed by the MEA Board of Reference.
 - b. Impeachment: Elected Officers of the LSEA may be impeached upon a three-fourths (3/4ths) vote of the Representative Assembly, after due process and according to procedures developed by the MEA Board of Reference.
 - 6. To have the powers to achieve the objectives of the LSEA which are not specifically delegated to other agents or agencies by the Constitution.

- G. Meetings
 - 1. Regular meetings of the Representative Assembly of the LSEA shall be held at least once a month during the school year, at such times and places as the President, with the approval of the Executive Board, may designate.
 - 2. Special meetings of the Representative Assembly may be called by the President or the Executive Board of Directors, and must be called upon the written request of seventy-five (75) active members of the LSEA.

H. The Duties of an Association Representative Shall Be:

1. To act as representative for members at initial steps of grievance procedure, when called upon.
2. To attend all Representative Assembly meetings or to be responsible for sending an elected alternate from his/her building.
3. To keep faculty members informed about professional association activities, services, achievements and developments, and to provide an opportunity to hold building meetings at least once a month.
4. To represent members' interests, needs, and wishes at the Representative Assembly meetings.
5. To enroll the members of faculty as LSEA members.
6. To stimulate active participation in the LSEA.
7. To conduct the election for Association Representative(s) and alternate(s) and submit the name(s) to the LSEA Office on or before the first Representative Assembly meeting each September.
8. To assist in conducting the elections for the LSEA.
9. To carry out such other duties as the Representative Assembly or Executive Board of Directors may determine.

I. Vacancies

1. In case the office of Association Representative becomes vacant, the powers and duties of such office shall be transferred to elected alternate for the unexpired portion of the term.
2. If an Association Representative misses more than three (3) consecutive meetings of the Representative Assembly the Secretary shall inform the members in that building who may then petition to remove that Association Representative.
3. Any Association Representative may be removed from office upon petition of 2/3rds of the members of the building he/she represents; the petition shall be presented to the President who shall report the removal at the meeting of the Representative Assembly.

X. Elections

A. Nominations

1. The October Representative Assembly shall elect a Nominations and Elections Committee of seven (7) members. This Committee, which shall determine their own Chairperson, shall have 83:4 ratios from either elementary or secondary levels. In addition to the elected members the Membership Department Director shall be a member of the Elections Committee.
2. Nominations for elected positions in this Association may be made by petitions which must be obtained from the Nominations and

Elections Committee. A petition for each elected position must be signed by at least fifty (50) members representing three (3) or more schools.

3. Nominations for elective positions in this Association may be made from the floor of the Representative Assembly.
4. All nominations by petition and from the floor must be submitted at the December Representative Assembly meeting for the February/March General Election.
5. The Nominations and Elections Committee, after having received and inspected all petitions and credentials, shall secure each nominee's consent. It is preferred that there are multiple candidates for each elected position. The Nominations and Elections Committee shall strive to obtain candidates to complete the slate.
6. The final report of the Nominations and Elections Committee shall be made no later than the April Representative Assembly meeting.

B. Elections-The Nominations and Elections Committee Shall:

1. Solicit biographical information from the candidates and publish it in alphabetical order.
2. Prepare the ballots, listing candidates for each office alphabetically.
3. Supervise the elections which shall be by secret ballot.
4. Tabulate and immediately report the results to the Board of Directors; the highest ranking Officer on the Executive Board of Directors, whose name does not appear on the ballot, shall notify the candidates and members of the results.
5. Conduct all special general elections which shall be by secret ballot.
6. Preserve ballots for one year following any election. Ballots may be destroyed following the one year anniversary of the election by an action of the Representative Assembly or Board of Directors.

C. Deciding Vote

1. In case no candidate running for President and Vice President receives a majority of the votes cast, the Nominations and Elections Committee shall within four (4) weeks conduct a run-off election between the two (2) slates receiving the greatest number of votes.
2. All other elected positions shall be determined by a plurality vote.
3. The Representative Assembly shall determine the winner in case of tie votes for all offices except President and Vice President. Refer to Article XIV, E. and F.

D. Nominations for Special Elections

1. Nominations for a vacant position for which a Special Election is held may be made by petitions which must be obtained from the Nominations and Elections Committee. A petition for each nominee must be signed by at least fifty (50) members representing three (3) or more schools.
2. Nominations also may be made from the floor of the Representative Assembly.
3. All nominations by petitions and from the floor must be submitted at the Representative Assembly meeting occurring no less than four (4) weeks after the office has been vacated or resignation from the office has been acted upon by the Board of Directors, whichever comes first.
4. The Nominations and Elections Committee, after having received and inspected all petitions and credentials shall secure each nominee's consent. It is preferred that there are multiple candidates for each elected position. The Nominations and Elections Committee shall strive to obtain candidates to complete the slate.

XI. Professional Negotiations

- A. Powers-The LSEA Professional Negotiations Team shall have full authority to negotiate on behalf of all personnel included in the LSEA bargaining unit.
- B. Selection of Professional Negotiations Committee and Team Members and Alternates.
 1. The Professional Negotiations Committee and Alternates shall be appointed by the LSEA President with approval of the LSEA Board of Directors.
 2. The Committee shall be comprised of the LSEA President, President elect, if applicable, the LSEA Vice President, Vice President Elect if applicable, nine (9) members selected from elementary, nine (9) members selected from secondary, two (2) members selected from LSEA hourly and Building Substitutes group, four (4) members selected from the LSEA Board of Directors (2 elementary and 2 secondary). In addition, no fewer than eight (8) alternate's At Large shall be appointed.
 3. The Uniserv Director(s) of the LSEA will serve the committee as ex-officio members.
 4. The percentage of the members of the Professional Negotiations Committee from racial minority groups shall comprise at a minimum a percentage which is not less than their percentage of

the total LSEA membership at the time of the most recent LSEA election.

5. Any active member of the LSEA is eligible to be a member of the Professional Negotiations Committee.
6. Appointment of a new Professional Negotiations Committee shall take place no later than nine (9) months prior to the expiration date of the current Master Agreement.

C. Functions of the Professional Negotiations Committee

1. The duties of the Professional Negotiations Committee Chairperson shall be to:
 - a. Maintain order and conduct business,
 - b. Appoint a Recording Secretary to see that accurate minutes and attendance are maintained of the Professional Negotiations Committee meetings, and
 - c. Provide for the accurate accounting and reporting of the Professional Negotiations Team expenditures and progress to the LSEA Board of Directors, Representative Assembly, and the membership.
2. The Professional Negotiations Committee is charged with the creation of standing rules relating but not limited to meeting dates, operational procedures, committee attendance, deadline for final committee membership and rules regulating alternates.
3. The Professional Negotiations Committee shall survey the members to determine bargaining goals.

D. Selection and Functions of Professional Negotiation Team

1. The Professional Negotiations Committee shall determine the size of the Professional Negotiations Team with the recommendation from the LSEA President.
2. The Professional Negotiations Team shall be appointed by the President from the Professional Negotiations Committee with the approval of said committee.
3. The chief negotiator shall be selected by the Professional Negotiations Team from within its membership and shall be the chairperson of the team.
4. In the case that the chairperson of the Professional Negotiations Committee becomes a member of the Professional Negotiations Team a new chairperson shall be elected by the Committee.
5. The Uniserv Director(s) shall serve the team as ex-officio members.

6. President Elect, if applicable, shall serve the team as an ex-officio member.
7. Any member of the Team incapacitated, truant, or derelict in Team business may be recalled by a majority vote of the Professional Negotiations Committee and an alternate be elected.
8. Negotiations training shall be compulsory for each member of the Professional Negotiations Team.

E. Crisis Committee

1. Powers/Duties. The Crisis Committee shall have the responsibility of preparing the Job Action Investigation. The committee shall prepare for any and all contingencies as it relates to issues of bargaining. (See MEA Job Action Investigation Report)
2. Selection. The Crisis Committee shall be appointed by the President.

XII. Bylaws

These Bylaws may be amended by a majority vote at any regular meeting of the Representative Assembly provided that proposed amendments have been sent to Association Representatives two (2) calendar weeks in advance of the meeting.

XIII. Rules.

- A. Quorum. A majority of those representatives present, but not fewer than twenty (20) work sites, shall constitute a quorum for the transaction of business. For the meetings of the LSEA Board of Directors, a quorum shall consist of a majority of the members elected to the body.
- B. Rules of Order. Robert's Rules of Order, Latest Edition, shall be the authority in transaction of business unless such provisions conflict with the Constitution or Bylaws of the Association.

XIV. Definitions

- A. Executive Officers. Executive officers shall mean the LSEA President, LSEA Vice President, LSEA Secretary and LSEA Treasurer.
- B. Third World Person. Third World Person shall mean those persons designated as ethnic minority by statistics published by the U.S. Bureau of Census. This designation shall specifically include African American, American Indian/Alaska Native, Asian/Pacific Islander, Chicano-Hispano, and other ethnic minority persons not listed.

- C. Representatives of Third World Persons. Representative of Third World Persons shall mean a person elected or appointed to represent the interest of ethnic-minority persons. (Such a representative may be of any race, religion or ethnic background.)
- D. Executive Directors-Staff person(s) assigned to LSEA.
- E. Plurality Vote-Greatest number of votes cast
- F. Majority Vote-Fifty percent (50%) plus one (1)

Bylaws Amendments Passed by the Representative Assembly April 13, 1989.

Proposed Amendments-December 14, 1992/REVISED 1-5-93

Adopted March, 1993 Spring Election

Amendments passed by Representative Assembly September 12, 2002