

Long Beach Schools Employees Association
Constitution and By-Laws



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ARTICLE I
NAME

Section 1.

The name of this organization shall be Long Beach School Employees Association. It may be referred to as LBSEA and hereinafter is referred to as "LBSEA."

Section 2.

The Executive Board shall adopt and approve an official seal of the LBSEA.

ARTICLE II
AFFILIATIONS

The Association will maintain unified membership with New York State United Teachers and those national affiliates and organizations mandated by the Constitution and By-Laws of the New York State United Teachers. Representatives to NYSUT and AFT shall be duly elected according to the terms and by-laws of those organizations with a delegate strength determined by the membership average of the LBSEA.

ARTICLE III
OBJECTIVES

The objective of this Association shall be to maintain and improve the terms and conditions of the employment of employees in Group C of the Long Beach Public Schools (hereinafter referred to as "LBSEA"). The terms and conditions of employment include but are not limited to salaries, wages, hours, health insurance, dental insurance, vacations, personal and sick leave and other such benefits.

ARTICLE IV
PROTECTION OF RIGHTS OF MEMBERS

Section 1.

The LBSEA shall not discriminate with regard to the terms or conditions of membership because of race, color, creed or national origin.

Section 2.

Every member in good standing of this organization shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendum, to attend membership meetings, and to participate in deliberations and voting upon the business of the organization.

Section 3.

No member may be fined, suspended, expelled, or otherwise disciplined (except for nonpayment of dues) by this organization unless such member has been served with

written specific charges and given a reasonable time to prepare a defense and afforded a full and fair hearing.

ARTICLE V **MEMBERSHIP AND DUES**

Section 1. Eligibility

All non-confidential employees in Group C are eligible for membership.

Section 2. Membership Applications

Application for membership shall be made on a NYSUT Enrollment form.

Section 3. Dues

Active membership shall be continuous unless a member:

- A. leaves the district permanently.
- B. assumes a position which is confidential.
- C. resigns from the LBSEA.
- D. fails to pay membership fees or assessments.

Section 4. Fees

- A. Membership fees will be paid by payroll deduction from September through June. Each active member shall be charged a local membership fee of \$60 for 2005-2006 school year, \$100 for the 2006-2007 school year, and \$160 for the 2007-2008 school year. This is in addition to NYSUT/AFT dues.
- B. The membership year shall be from July 1st to June 30th.

Section 5. Terms

The LBSEA total membership dues shall increase at such times as the AFT national per capita may be increased except that when such AFT and/or NYSUT per capita increases take effect after September 1 of any year. The resulting commensurate increase in the LBSEA's total annual membership dues shall only take effect beginning the following September.

Section 6. Special Assessments

- A. The Executive Board may recommend special assessments when necessary. Such special assessments must be approved by the active membership. All active members are responsible for the payment of all assessments.
- B. The Treasurer shall notify each member that the assessment has been approved and is due. Failure to pay assessments within sixty (60) days thereafter shall result in the loss of all the membership rights until such time as the original assessment in arrears, the current yearly dues and any current assessments are paid.

ARTICLE VI **MEETINGS**

Section 1. Regular Meetings

Regular meetings of the LBSEA shall be held, at a time and place to be fixed by the LBSEA's Executive Board. Members shall be notified of the time, date and place of the meeting through flyers placed in their mailbox.

Section 2. Special Meetings

Special meetings may be called by the LBSEA president, the LBSEA Executive Board, or by petition filed with the president and signed by twenty-five members of the LBSEA. Members shall be notified of the time, date and place of the meeting through flyers placed in their mailbox.

Section 3. Quorum for Meetings

The quorum for meetings of the LBSEA shall be ten percent of the total active membership.

Section 4. Voting

- A. Only active members, as determined by the Recording Secretary's records, shall be eligible to vote.
- B. Voting shall be limited to eligible voters physically present at the time a vote is taken. There shall be no proxy or other form of absentee voting.
- C. The President shall determine the method of voting unless otherwise specified in the Constitution or By-Laws.
- D. Decisions reached by majority vote of the active members present and voting shall be declared official and binding on the LBSEA and its active membership.

ARTICLE VII **OFFICERS**

Section 1. Officers of the Association

The officers of the LBSEA shall be a president, an executive vice president, a vice president, a secretary and a treasurer. These five shall constitute the LBSEA Executive Board. In addition, there shall be two members who shall serve as delegates to the NYSUT Representative Assembly; and three members who shall serve as delegates to the AFT Conventions.

Section 2. Terms of Office

Officers shall serve for two years, beginning July 1 of the year in which they are elected.

Section 3. Eligibility

- A. No person may be an officer of the LBSEA unless he or she has been an active member for two consecutive years immediately prior to election.

- B. In addition to the requirements of Paragraph A of this section, no person may be President of LBSEA unless he or she has previously been an officer of the LBSEA or an elected delegate.

Section 4. Succession

- A. If the office of President becomes vacant, any unexpired term shall be filled by the Executive Vice President.
- B. If the office of Executive Vice President becomes vacant, any unexpired term shall be filled within 30 days by the Executive Board who shall select one of the three remaining officers to fill the vacancy.
- C. If both the offices of the President and Executive Vice President become vacant contemporaneously, the Executive Board shall within 30 days elect a President and Executive Vice President pro tem from the three remaining officers until the vacancies are filled by a special election held pursuant to Article IX, Section 4.
- D. The Executive Board shall fill the vacant Vice Presidential positions from their membership. They shall serve pro tem until the vacancies are filled by a special election held pursuant to Article IX, Section 4.
- E. The President with the approval of the Executive Board shall recommend a replacement for Secretary or Treasurer if a vacancy occurs. Such officers will serve for the remainder of the term.

ARTICLE VIII
DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. President

- A. The president shall be the chief executive officer with overall responsibility of the operation of the LBSEA.
- B. Specific Duties:
 - 1. preside at all meetings of the LBSEA and of the LBSEA Executive Board
 - 2. appoint special committees when necessary
 - 3. shall attend Board of Education meetings for the purpose of representing the position of the LBSEA on such matters as he/she deems necessary
 - 4. be a member of all committees except election committees
 - 5. countersign all checks drawn against the funds of the LBSEA
 - 6. appoint all standing committees and all special committees of the LBSEA, subject to the approval of the LBSEA Executive Board
 - 7. report periodically to the membership regarding the progress and standing of the LBSEA and regarding the president's official acts
 - 8. serve as Delegate to NYSUT Representative Assembly and AFT Conventions
- C. Delegation of Authority
The President may delegate those administrative responsibilities which he/she deems necessary. He/She may not, however, delegate his/her executive responsibility for the overall operation of the LBSEA.

Section 2. The Executive Vice-President shall:

- A. be co-chairperson of the Grievance Committee.
- B. be a member, ex-officio, of all standing and special committees.
- C. in the absence of the president or in the president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- D. serve as Delegate to NYSUT Representative Assembly and AFT Conventions.

Section 3. The Vice-President shall:

- A. be co-chairperson of the Grievance Committee.
- B. assist the president in the work of the president's office.
- C. in the absence of the president or executive vice president or in the president's or executive vice-president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.

Section 4. The Recording/Corresponding Secretary shall:

- A. keep a record and attendance of the proceedings of all membership meetings.
- B. carry on the official correspondence of the LBSEA, except as the LBSEA Executive Board may direct otherwise.
- C. carry on all correspondence pertaining to the business of the LBSEA
- D. perform such other duties as the LBSEA Executive Board may require.
- E. maintain a roll of the membership of the LBSEA.

Section 5. The Treasurer

- A. Duties
 - 1. receive and receipt all monies of the LBSEA
 - 2. act as custodian of all funds of the LBSEA and deposit such in a federally insured bank
 - 3. transmit membership fees to authorized affiliates
 - 4. disburse such funds authorized by the membership or the LBSEA Executive Board
 - 5. co-sign all checks with the President
 - 6. maintain itemized accounts of receipts and disbursements in accordance with standard auditing procedure
 - 7. render a monthly report to the Executive Board of the current financial status of the LBSEA
 - 8. publish an annual financial report which shall be distributed to the Executive Board and made available to the active membership
 - 9. submit all records as required by the Laws of the State of New York
- B. The Treasurer may retain the services of an accountant.
- C. The Treasurer shall be a member, ex-officio, of the Budget and Membership Committee.

Section 6.

The LBSEA Executive Board shall be the governing body of the LBSEA except when meetings of the LBSEA are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the LBSEA not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the LBSEA Executive Board. The Board shall meet at the call of the

president or a majority of the members of the board. A majority of the members of the LBSEA Executive Board shall be required for a quorum of the LBSEA Executive Board.

ARTICLE IX **ELECTION OF OFFICERS AND DELEGATES**

Section 1. Board of Elections

There shall be a three (3) member Board of Elections with one member serving as chairperson. The chairperson and members shall be appointed by the President with the approval of the Executive Board.

Section 2. Nominations and Petitions of Candidacy

- A. By March 1, the Board of Elections shall notify all members of the LBSEA of the forthcoming election requesting members who desire to serve as an officer or delegate to notify, in writing, the Board of Elections indicating the position(s) for which they wish to be nominated. Such notification shall be received by the Board of Elections by March 15.
- B. By March 30 any eligible member of the LBSEA who has expressed his/her desire to run for office must submit to the Board of Elections a petition with the signatures of twenty-five (25) members of the LBSEA who support his/her candidacy.
- C. The Board of Elections shall examine any such petition of candidacy. The Board of Elections may reject any such petition which does not have the requisite number of signatures or does not nominate a qualified candidate.
- D. The Board of Elections shall submit to the Executive Board the names of all eligible candidates who have submitted certified petitions by April 15.

Section 3. Elections

- A. Officers shall be elected by secret ballot vote and the balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. The ballots shall be counted on the second Tuesday in May at one central location selected by the Board of Elections.
- B. Duties of the Board of Elections:
 1. The Board of Elections shall have the overall responsibility for the fair and impartial conduct of the election of officers.
 2. At least fifteen days prior to the second Tuesday in May, ballots shall be prepared and mailed to the last known address of each active member (defined as those currently paying dues) of the LBSEA.
 3. The Board of Elections shall supervise and conduct the election. Included in their duties shall be the responsibility of supervising the counting of votes and the announcement of the results.
- C. Voting:
 1. Active members, as determined by the Recording Secretary's records, shall vote by printed ballot. There shall be no absentee or proxy voting.
 2. If no candidate receives a plurality there shall be a run-off election of the candidates tied for the most votes on the third Wednesday in May.

Section 4. Special Elections

- A. If the office of both President and Executive Vice President shall concurrently become vacant, the President pro tempore shall convene the Board of Elections for the purpose of conducting a special election to fill all vacancies.
- B. The Board of Elections shall conduct a special election at the earliest possible date in accordance with the requirements of Section 1 and 2 of this article, but all time limitations shall be reduced to one-half of the school days normally allowable.

ARTICLE X **IMPEACHMENT OF OFFICERS**

Section 1. Grounds

Any elected LBSEA officer may be impeached for dereliction of duty or for conduct contrary to the stated purposes of the LBSEA .

Section 2. Petition of Impeachment

- A. Any active member of the LBSEA may bring charges upon one or more of the specified grounds by written petition of impeachment.
- B. The Petition shall
 1. state the nature of the charge and the person or persons against whom directed.
 2. be signed by at least one-third of the active membership.
 3. be served personally or be delivered by registered mail to the person so charged and the President of the LBSEA. If the President is the officer to be charged, the petition shall also be served to the Executive Vice-President in the aforementioned manner.
- C. Upon receipt of the petition, the President or Executive Vice-President, shall convene the Board of Elections for the purpose of conducting a hearing and/or special election.
 1. The Chairperson of the Board of Elections shall preside at such meeting and shall provide an opportunity for the person or persons named in the petition and the petitioner, or his spokesperson, to speak on the charges.

Section 3. Special Election

- A. The special election will take place at a special meeting of the LBSEA called by the President, or the Executive Vice-President within thirty (30) days of service of the petition.
- B. All active members, as determined by the Recording Secretary's records, shall vote for or against granting the petition by secret written ballot. There shall be no absentee or proxy voting.
- C. The petition shall be granted if one more than half of those present and voting, vote in the affirmative.
- D. The Chairperson of the Board of Elections shall certify the results and announce them to the membership.

Section 4. Vacancy

Whenever, after a special election, a petition of impeachment is granted, the office of the person or persons named in the petition shall be deemed vacant.

ARTICLE XI **BUILDING STEWARDS**

Section 1. General

The active membership in the LBSEA in each public school building in the District shall elect one Building Steward and one Alternate. The Steward receiving the most votes shall be the Building Steward the one receiving the second highest number of votes shall be the Alternate. Each building shall have one Steward and one Alternate.

Section 2. Term

- A. Building Steward shall serve for one year and may be re-elected.
- B. The term of all Building Stewards shall begin the last Monday in September.

Section 3. Qualifications

No person shall be a Building Steward or Alternate unless he or she has been an active member of the LBSEA for one year immediately prior to election.

Section 4. Vacancies

- A. If the office of any Building Steward shall become vacant, the Alternate Steward shall be appointed.
- B. If no Alternate Steward is available then the Building Steward shall appoint the replacement.

ARTICLE XII **DUTIES OF THE BUILDING STEWARDS**

Section 1. Duties of the Building Stewards

Each Building Steward shall

- A. be responsible for all LBSEA business within the building.
- B. keep the constituent membership informed of all current LBSEA business activities, and distribute all notices and minutes of the LBSEA.
- C. call such meetings of the active membership within the building as deemed necessary to discuss LBSEA business.
- D. transmit and act upon all communications or directions from the President or Executive Board to the active members within the building.
- E. transmit and act upon all communications or directions from the active members within their building to the President or the Executive Board.
- F. organize and oversee under the direction of the Recording Secretary, the enrollment of members in the LBSEA and its affiliates.
- G. be members of the Executive Board and attend all meetings of the Executive Board unless excused by the President. When excused from a meeting, a Building Steward shall ensure that an Alternate attends as a replacement.

- H. act on behalf of the active members in the building. In any case pertaining to all active members within a building, the Building Stewards shall represent the consensus of members.
- I. represent the active members before the Principal or Administrator in matters pertaining to conditions or contract and other LBSEA business. The President, or his/her designee, at the request of a Building Representative, shall appear with the Building Steward before the Principal or Administrator.
- J. Must be available during school hours regardless of shift.

Section 2. Statement of Policies

- A. The LBSEA can be an effective representative of all active members only if members forward all communications concerning matters of contract and other LBSEA issues through the appropriate Building Stewards to a Principal or Administrator.
- B. In matters pertaining to building policy, all Building Stewards shall be consulted prior to any conference with the Principal or Administrator. Any decision concerning building policy will be reached by vote of all Building Stewards and then ratified by the active membership of the specific building. Any policy question which may pertain to more than a single building shall be referred to the Executive Board.

ARTICLE XIII
ELECTION OF BUILDING STEWARDS

Section 1. General

- A. The Building Representative Stewards and Alternates shall be elected by secret ballot vote no later than fourteen (14) days prior to the end of September.
- B. The Vice-Presidents shall act as Building Election Chairpersons.
 - 1. Ballots shall be prepared and sent to each active member (defined as those currently paying dues) of the LBSEA.
 - 2. The Board of Elections shall supervise and conduct the election. Included in their duties shall be the responsibility of supervising the counting of votes and the announcement of the results.
- C. Voting:
 - 1. Active members, as determined by the Recording Secretary's records, shall vote by printed ballot. There shall be no absentee or proxy voting.

Section 2. Procedure

The Chairperson shall establish the procedure for the nominations and election of Building Stewards and Alternates.

Section 3. Notification

The President and the building membership shall be notified of the results of the election within twenty-four (24) hours.

ARTICLE XIV
REMOVAL OF BUILDING STEWARDS

Section 1. Grounds

Any Building Steward or Alternate may be removed from office for dereliction of duty or for conduct contrary to the stated purposes of the LBSEA

Section 2. Removal by the Active Membership

- A. Any active member or members within a school building may seek the removal of a Building Steward or Alternate by written petition.
- B. The petition shall:
 - 1. state the nature of the charge and the Steward or Alternate against whom directed.
 - 2. be signed by at least one-third of the active members within the school building.
 - 3. be served personally or delivered by registered mail to the Steward or Alternate so charged and the President of the LBSEA.
- C. Special Election
 - 1. A special meeting of the active membership of the building shall be called by the President of the LBSEA within thirty (30) days of service of the petition.
 - 2. The area Vice-President shall be the Election Chairperson.
 - 3. The Chairperson shall preside at the special meeting and shall provide an opportunity for the Steward or Alternate named in the petition and the petitioner, or his spokesperson, to speak on the charges.
 - 4. Thereafter, all active members, as determined by the Recording Secretary's records, shall vote for or against the granting of the petition by secret written ballot. There shall be no absentee or proxy voting.
 - 5. The petition shall be granted if one more than half of those present and voting, vote in the affirmative.
 - 6. The Chairperson shall certify the result, announcing it to the President and the membership within twenty-four (24) hours.
- D. Whenever, after a special election, a petition has been granted, the office of the Building Steward or Alternate named in the petition shall be deemed vacant.

Section 3. Removal by the President

- A. A Building Steward or Alternate may be removed by the President for unexcused absence from three consecutive meetings of the Executive Board.
- B. Prior to removal, the President shall notify the Building Steward or Alternate in person or by registered mail of this decision. A copy of such notification shall be sent to the Executive Board.
- C. Ten (10) days after service of the notice, the position shall be deemed vacant and the President shall direct that a special building election be held within fourteen (14) days to fill the vacancy.

ARTICLE XV

EXECUTIVE BOARD

Section 1. General

The governing body of the LBSEA shall be the Executive Board. The Executive Board shall consist of the officers.

Section 2. Overall Purposes

The Executive Board shall function as a vehicle for maximum communication within the LBSEA. It shall provide an avenue for the mutual exchange of ideas and information between all members of the LBSEA. It shall report all of its business to the active members and shall attempt to represent fully each and every active member.

Section 3. Duties

The Executive Board shall

- A. act as the legislative and policy making body of the LBSEA.
- B. act in conjunction with the President in implementing the stated purposes of the LBSEA.
- C. propose, discuss and initiate the policies of the LBSEA.
- D. approve resolutions and other policy statements.
- E. set the annual dues, levy special assessments as approved by the general membership and authorize expenditures of the LBSEA in accordance with the Constitution and By-Laws.
- F. perform all other duties as required to carry out the purposes of the Constitution and By-Laws of the LBSEA.

Section 4. Additional Powers

The Executive Board shall have the power to

- A. employ a staff and secure such services as are necessary to fulfill its duties.
- B. adopt standing rules, regulations, and operating procedures consistent with the Constitution and By-Laws.
- C. exercise those powers not specifically given to the Officers, Building Stewards, and Committees or reserved to the active membership at large.

ARTICLE XVI **COMMITTEES**

Section 1. Committees

- A. The Constitution/By-Laws Committee:
shall, with the assistance of the executive vice-president and vice-president, review the Articles of the By-Laws and propose recommendations for revision when necessary. The By-Laws Committee, in conjunction with the LBSEA Labor Relations Specialist, shall be the official authority of the LBSEA.
- B. The Grievance Committee:
shall be responsible for the redress of grievances in accordance with the procedures established by Law.
- C. The Negotiations Committee:

shall negotiate the contract with the Board of Education or their representative. The Negotiations Committee shall develop such operating procedures as are necessary. The Chief Negotiators shall be the Executive Board. The committee shall consist of the Chief Negotiators and representatives of different groups in the LBSEA.

- D. The Political Action Committee:
shall have broad cognizance of local, state and national legislation affecting the interests of the LBSEA and for the exercise of civic responsibilities by LBSEA members. The Committee shall inform members of all legislative matters which may affect the LBSEA.
- E. The Social Committee:
shall organize such social activities as may serve the needs of the members and promote fellowship within the LBSEA.
- F. The Scholarship Committee:
shall be responsible for the administration and implementation of the LBSEA scholarship program.
- G. Special Committees:
The president may appoint such special committees as he deems necessary.

Section 2. Appointment of Chairpersons

- A. The president shall appoint the Chairperson of all standing and special committees with the consent of the Executive Board. A Chairperson may be relieved of his duties by the President.
- B. The Committee Chairperson shall appoint such committee members as are necessary with the consent of the Executive Board. Whenever possible, the committee members shall be representative of the different groups in the LBSEA. Committee members may be removed by the Committee Chairperson.

Section 3. Committee Meetings

- A. The Chairperson of each standing and special committee shall call such meetings as are necessary. Standing committees shall meet at least once a year.
- B. The quorum at all committee meetings shall be a majority of the committee.
- C. Voting shall be limited to committee members present at the time a vote is taken. Decisions reached by majority vote shall be binding on the committee.

Section 4. Committee Reports & Record Keeping

- A. The Chairperson of each standing and special committee, upon request of the Executive Board, and at the end of each school year, shall report in writing the current status of his committee's work.
- B. Each committee shall keep a permanent record of its activities. A copy of each record shall be kept in the LBSEA files.

ARTICLE XVII EXPENDITURES

Section 1. Regular Operating Expenditures

Regular operating expenditures are those normal and recurring costs required to implement this Constitution/By-Laws. They shall include, but not be limited to, printing costs, honoraria, conferences, attorney’s fees, bookkeeping fees and such other ordinary and recurring expenses as the Executive Board deems necessary.

Section 2. Additional Expenditures

A. Definition

Those expenses not contained within the regular operating expenditures of the LBSEA shall be called additional expenditures.

B. The President may spend up to \$300.00 without approval of the Board; up to \$1,000 with the approval of the Board. Any additional expenditure in excess of \$1,000 paid to any one individual or organization shall be approved by the general membership.

ARTICLE XVIII
HONORARIA

Section 1. Officers

The officers of the LBSEA shall receive the following honoraria per year to be paid half December 1 and the second half to be paid on June 1:

A. President	\$6,000
B. Executive Vice-President.....	\$4,000
C. Vice-President	\$4,000
D. Treasurer	\$4,000
E. Recording Secretary.....	\$5,000

Section 2. Chief Negotiators

The Chief Negotiators shall receive \$500 for up to 25 hours, and \$20 an hour after 25 hours for a maximum of \$1,000.

Section 3. Negotiations

Other members of the Negotiations Committee shall receive \$20 an hour for a maximum of \$300.

Section 4. Building Stewards

Building Stewards will be paid a yearly honorarium of \$300.

Section 5.

All honoraria shall increase at the same percentages in accordance with Article XXXV Section A of the LBSEA contract.

ARTICLE XIX
RIGHTS RESERVED FOR THE MEMBERSHIP AT LARGE

Section 1. General

Those powers, duties and rights not specifically given to the Officers or Building Stewards shall be reserved for the membership at large.

Section 2. Specific Reservations

- A. The active membership at large shall have the power to
 - 1. overrule resolutions or policies of the Executive Board.
 - 2. propose, discuss and recommend policy at general membership meetings.
- B. Only the active membership at large may
 - 1. elect officers of the LBSEA
 - 2. approve or reject a proposed contract of employment negotiated with the Board of Education.
 - 3. approve or discontinue any affiliation.
 - 4. amend the Constitution/By-Laws.

ARTICLE XX
MISCELLANEOUS PROVISIONS

Section 1.

Except to the extent specified in this constitution, no officer of the LBSEA shall have the power to act as agent for or otherwise bind the LBSEA in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the LBSEA except to the extent specifically authorized in writing by the president of the LBSEA or by the Executive Board of the LBSEA.

Section 2.

Robert Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with the constitution and special rules of the local union.

ARTICLE XXI
AMENDMENTS

Section 1. General

This Constitution/By-Laws may be amended, revised, or otherwise changed at a special meeting of the active membership called by the President.

Section 2. Procedure

- A. Proposed amendments to this Constitution must be read at a regular or special meeting of the LBSEA and voted on at a subsequent meeting of the LBSEA, adequate and proper notice having been given the membership prior to the date which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.
- B. Any proposed amendment shall become effective *immediately*, if the approved by a majority vote of the active membership.

ARTICLE XXII
ENACTMENT

This Constitution/By-Laws shall be adopted by a majority vote of the active membership present at a regular or special meeting of the LBSEA.