

SEIU LOCAL 1021 FAIRFIELD EMPLOYEES ASSOCIATION (FEA) CHAPTER BYLAWS

PREAMBLE:

We, the employees of the City of Fairfield, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, CtW (Change to Win) in particular, can be instrumental in improving our status and resolving the social and health problems of our community, therefore we enter into union and agree to adopt these bylaws, consistent with the Bylaws and Constitution of Local 1021, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

Article 1. NAME AND JURISDICTION:

This Chapter will be known as the Fairfield Employees Association (FEA) Chapter of SEIU Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit represented by the Union.

Article 2. AFFILIATION:

This Chapter is part of SEIU Local 1021, CtW and shall be subject to the Bylaws and Constitution of that Union and all policies adopted pursuant thereto.

Article 3. MEMBERSHIP:

All persons, without regard to race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, disability status, or political affiliation, shall be eligible for membership. A Member in Good Standing is defined as a member who has completed a Union Authorization form and is current in his or her dues payments. Agency Fee Payers and Charitable Contributors are not considered to be members in good standing and are not eligible to receive the full benefits and privileges of membership.

Members will be required to demonstrate membership status prior to any vote or election.

Article 4. CHAPTER STRUCTURE:

1) The Chapter Executive Board shall consist of seven (7) voting members. The Chapter membership shall elect, in odd-numbered years, a Chapter Executive Board of the following officers:

- President
- Vice President/Treasurer
- Secretary
- Area Representative – Public Works
- Area Representative – Finance/Planning
- Area Representative – Fire/Police Department
- Area Representative – Parks and Rec.

The term of office shall be two (2) years. No member may hold more than one of the above positions at a time during any single election cycle. The President, Vice President/Treasurer & Secretary, shall be elected by the general membership. Each Area Representative shall be elected by the members within his or her designated area of representation.

2) The Chapter Executive Board shall have power to act for the Chapter between General Membership meetings. The Chapter Executive Board shall meet monthly or as often as deemed necessary by the Board. A majority of current members of the Board shall constitute an Executive Board quorum

- 3) In the event of the unexcused absence of any elected chapter officer at three (3) scheduled meetings within a calendar year (i.e. Executive Board, General Membership), such member may be removed from office by an affirmative vote of a majority of current members of the Chapter Executive Board.
- 4) The General Membership is the highest authority within the Chapter structure. Any action of the Chapter Executive Board is subject to reversal by the General Membership.
- 5) The Chapter shall hold regularly scheduled General Membership meetings at least once each quarter. Twenty percent (20%) of the General Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Executive Board or by petition of ten percent (10%) of the membership.
- 6) The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- 7) The Chapter shall notify the Local 1021 Executive Board of any dissenting action taken against the Chapter or Local Union on the minutes or action of the Chapter Executive Board.
- 8) The Chapter shall maintain financial records. All Chapter funds, including income and expenditures, shall be recorded and proper financial records shall be maintained in accordance with procedures established by the Local Union. These records shall be transmitted to the Executive Board of the Local Union upon request. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. Two (2) signatures (of Chapter Officers) shall be required to expend Chapter funds. Chapter financial records shall be regularly audited by a Chapter officer or member of the Chapter Executive Board who is not a signer on the Chapter account.

Article 5. OFFICERS AND DUTIES:

- 1) **President:** The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership. The President shall appoint members to all committees within the Chapter and the Local Union which require Chapter representation and shall be an ex-officio member of all Chapter committees. The President shall be one (1) of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership. The President shall be a member of the Contract Negotiations Team and the Labor Management Committee. Upon the successful completion of the term of office and the election of a new President, the PAST President shall continue to attend Chapter Executive Board meetings for a period of six (6) months in a non-voting capacity.
- 2) **Vice President/Treasurer:** The Vice President/Treasurer shall act as President in the absence of the President. The Vice President/Treasurer shall also serve as the Treasurer for the Chapter and shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4.8. The Vice President/Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative. Annually, the Vice President/Treasurer shall confirm that the Local Union has copies of the FEA Treasurer's report. The Vice President/Treasurer shall be one (1) of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Executive Board and/or General Membership. The Vice President/Treasurer shall be a member of the Labor Management Committee. In the event the President cannot serve on the Contract Negotiations Committee, the Vice President/Treasurer shall be a member of such committee.
- 3) **Secretary:** The Secretary shall keep correct record of the proceedings of all Chapter Executive Board and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request. The Secretary shall be one (1) of three (3) officers

authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Executive Board and/or General Membership. The Secretary shall receive all correspondence and communications on behalf of the Chapter. The Secretary shall provide the Board with a meeting agenda and the prior meeting's minutes not less than 24 hours in advance of a scheduled meeting. The Secretary shall maintain a current membership list of the Chapter.

- 4) Area Representatives: Each Area Representative shall be responsible for ensuring clear communications between the Chapter Executive Board and their respective areas of representation. Area Representatives shall be appointed by the President to serve on Chapter committees. Area Representatives shall meet and greet new bargaining unit members in their respective areas, encourage Union membership and participation, and provide them with a New Member Packet. Area Representatives shall communicate membership status changes to the Secretary.

Article 6. STEWARDS & APPOINTED MEMBERS OF THE CHAPTER EXECUTIVE BOARD:

- 1) Stewards: Stewards shall be elected to represent members under the collective bargaining agreement. In lieu of election, the Chapter President may appoint Stewards. Stewards shall attend Steward Council or chapter Executive Board meetings on a regular basis, but shall not have a vote on the Chapter Executive Board. In the event of the unexcused absence of any Steward at three (3) scheduled meetings within a calendar year, such member may be removed from stewardship by an affirmative vote of the Chapter Executive Board.
- 2) Chief Steward: The Chief Steward shall be appointed by the Chapter President and shall attend board meetings. This appointment may go to an existing member of the Chapter Executive Board or to any other member in good standing. The Chief Steward shall not have a vote on the Chapter Executive Board, unless the Chief Steward also holds an elected officer position on the Chapter Executive Board. The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite. The Chief Steward shall preside over the Chapter Stewards Council, which shall meet as needed. The Chief Steward must attend a Basic Stewards training (if he or she has not previously done so).
- 3) COPE Coordinator: The COPE Coordinator shall be appointed by the Chapter President and shall attend board meetings. This appointment may go to an existing member of the Chapter Executive Board or to any other member in good standing. The COPE Coordinator shall not have a vote on the Chapter Executive Board, unless the COPE Coordinator also holds an elected officer position on the Chapter Executive Board. The COPE Coordinator shall be responsible for providing political information and education to the members of the Chapter Executive Board and the membership. She/He shall assist with and coordinate turn-out, COPE cards, and other duties related to political activities of the Chapter and Local Union. The COPE Coordinator will also be the Chapter representative to the Local 1021 Solano County COPE Committee.

Article 7. CONVENTION DELEGATE:

Chapter delegates to the SEIU 1021 biennial convention shall be elected by secret ballot by Chapter members in good standing based on the following formula: two (2) delegates for each chapter and two (2) additional delegates for every additional one hundred fifty (150) members in each chapter.

Article 8. WEB SITE STEWARD:

A Web Site Steward shall be appointed to maintain and update the Chapter web page.

Article 9. RECALL:

Recall of officers may be originated by a petition signed by at least twenty-five percent (25%) of the membership. After the recall has been originated, the Chapter Executive Board shall appoint an Election Committee and conduct a secret ballot election of the General Membership within sixty (60) days of the presentation of the recall petition. A majority of votes cast shall determine the recall.

Article 10. VACANCIES:

Any office shall be declared vacant when the holder of the position terminates employment, takes an extended leave of absence without pay, resigns from the Union, resigns from office in the jurisdiction of this Chapter or is no longer a member in good standing. Vacancies that occur within twelve (12) months of the expiration of the term may be filled by an appointment by the Chapter President with the approval of the Chapter Executive Board. The Chapter Executive Board may decide to call a special election in lieu of appointment. In the event an office remains vacant following an election process, the position may be filled by an appointment by the Chapter President with the approval of the Chapter Executive Board. Delegates to the Local 1021 convention must be elected by the general membership in a secret ballot election (they may not be appointed). Convention delegates who are appointed will not be eligible to vote.

Article 11. CHAPTER OFFICER ELECTIONS:

- 1) **Election Schedule:** Chapter elections shall be held biennially in odd-numbered years and must be completed by December 31st of such years. Newly elected officers shall take office at the first General membership meeting in odd-numbered years.
- 2) **Election Committee:** The Chapter Executive Board shall appoint three (3) members to an Election Committee. Members of the committee may not be candidates for office in the election. The committee shall adopt all rules and regulations necessary to assure a fair and honest election and nominations procedure and shall provide each candidate with a copy of same. Such regulations shall be consistent with the SEIU 1021 Bylaws. The committee also hears challenges to the conduct of the election. The Election Committee shall submit a written report to the Chapter Executive Board and Local 1021 President within three (3) days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue vote totals, any challenges filed, and names and phone numbers of Election Committee members. Election results shall be provided to the membership following the election.
- 3) **Eligibility:** In order to run for and serve as a Chapter officer, candidates shall have been members in good standing for at least one (1) year. Only members in good standing are eligible to participate in chapter elections.
- 4) **Notice:** Notice of the election shall be made available to Chapter members in good standing at least thirty (35) days prior to the date set for the election by written notice and/or Chapter newsletter and/or Chapter General Membership Meeting (notice must be at least thirty (30) days in advance of the deadline for nominations). The notice must include method of nomination [*at a meeting or by petition*], deadline for nominations, deadline for submission of candidates' statements [*if permitted*], method of election [*meeting, worksite, mail ballot, polling place*], date, time and place of voting, procedures for obtaining duplicate ballots [*if appropriate*], and challenge procedure. All official election materials and communications must be reviewed by the Election Committee and the assigned field representative(s) prior to publication.
- 5) **Nomination for Office:** Nominations for office will be made from the floor at a general membership meeting or submitted in writing to the Election Committee. Nominees must be

present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations.

- 6) **Voting:** Chapter elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting is prohibited. The Election Committee shall determine if voting is conducted by mail, at the worksites, at a General Membership meeting, at polling places or a combination of these methods. In the event voting is conducted by mail then the Election Committee must provide a method for members to obtain duplicate ballots. A plurality of valid ballots cast shall determine the elected candidates. In the event of a tie vote, a run-off election shall be conducted.
- 7) **Ballot count:** The Election Committee shall count ballots at a location, date, and time which allows the membership to witness the counting and such information shall be announced to the membership.
- 8) **Election Materials:** All election ballots and duplicate ballots—marked, unmarked, voided, unused—must be saved for two (2) years (all ballots printed must be accounted for).
- 9) **Challenges:** Challenges to or disputes arising from a Chapter election must be submitted to the Chapter Election Committee within three (3) working days of the submission of the committee's election report to the Chapter Executive Board. Challenges must be submitted in writing and must cite specific violation(s) of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution. Challenges to the election will be considered valid only if they cite specific violations of election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution and if the alleged violation may have affected the outcome of the election. The Chapter Election Committee shall investigate and resolve challenges within ten (10) working days of receipt of the challenge. The Chapter Election Committee may order a re-run of all or part of the election.
- 10) **Appeals:** Challenges or disputes which are denied or cannot be resolved by the Chapter Election Committee may be appealed in writing to the Local 1021 Executive Board within five (5) working days of receipt of the Chapter Election Committee's decision. The Local 1021 Executive Board shall investigate and respond within fifteen (15) working days of receipt of the challenge. Challenges to the election will be considered valid only if they cite specific violations of the Chapter rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution and if the alleged violation may have affected the outcome of the election.

Article 12: CONTRACT NEGOTIATIONS: The General Membership shall elect a Contract Negotiations Team following the procedures outlined in Article 11 of these bylaws. The election shall take place at least four (4) months prior to the expiration date of the MOU then in effect. The Contract Negotiations Team shall consist of five (5) members, in addition to the assigned Worksite Organizer(s). The members of the team shall be as follows:

- Two (2) members at large elected by the General Membership
- Two (2) Chapter Officers elected by the Chapter Executive Board
- The Chapter President

Article 13: CONTRACT RATIFICATION:

Ratification or rejection of a final tentative agreement which modifies, amends or extends the MOU shall be referred to the General Membership at a membership meeting(s) called for that purpose or through a mail ballot or through established polling places. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed. At least three (3) days' notice must be given prior to a contract ratification vote. Only members in good standing shall be eligible to vote on a contract ratification.

Article 14. STRIKE:

The Chapter may not initiate a strike without a majority concurrence vote of the total membership by secret ballot in compliance with the International Union Constitution. The strike vote may be conducted at a membership meeting or through a mail ballot or through established polling places. Proxy voting shall not be allowed. At least three (3) days' written notice shall be given prior to a meeting at which a strike vote is in order. If a strike vote is rendered, the Chapter shall obtain a sanction from the Local 1021 Executive Board. The Chapter shall not strike without previous notification to the SEIU President or, where prior notice is not practicable, without notification as soon as possible after commencement of the strike, in which notice the Chapter states that it has complied with all applicable notice requirements. Strike sanction shall also be received from the local central labor council prior to a strike.

Article 15. PROCEDURE AND DEBATE:

Chapter meetings shall be governed by the Manual of Common Procedure, Rules of Debate, and Order of Business set forth in the Constitution of the International Union, or by Robert's Rules of Order. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter.

Article 16. AMENDMENT:

Amendments to these bylaws may be originated by a majority vote of the Chapter Executive Board or by petition signed by at least fifteen percent (15%) of the membership. These bylaws may be amended by a two-thirds (2/3) vote of the members present at a General Membership meeting. In lieu of a membership meeting, voting may take place at established polling places or by mail ballot, and in such cases these bylaws may be amended by a majority of votes cast. Members must be notified at least thirty (30) days prior to the consideration of any amendment and provided with the proposed amendments and the original sections of the bylaws. Amendments to these bylaws shall be submitted to the Local Union headquarters office (100 Oak St., Oakland, CA 94607) to be reviewed for conformity to the Local 1021 Constitution and Bylaws and to be kept on file. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union. Amendments which are required to bring these bylaws into compliance with the Constitution or guidelines of the Local Union or the International Union may be made by vote of the Chapter Executive Board without submission to the General Membership

Amended bylaws approved by SEIU 1021 Executive Board on 3/21/2016
Amended bylaws approved by FEA Chapter membership on 4/12/2016

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