

SEIU LOCAL 1021
SOLANO COUNTY SUPERIOR COURTS
CHAPTER BYLAWS

PREAMBLE:

We, the employees of the Solano County Superior Courts, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021 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 Solano County Superior Courts Chapter of SEIU Local 1021. The jurisdiction of this Chapter shall be all represented employees of the Solano County Superior Courts assigned to an SEIU Local 1021 bargaining unit and represented by SEIU Local 1021.

Article 2. AFFILIATION

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

Article 3. MEMBERSHIP

All represented 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 their dues payments.

Bargaining Unit members who do not pay dues are not considered to be members in good standing and are not eligible to receive the full benefits and privileges of membership.

Article 4. CHAPTER STRUCTURE & MEETINGS

- A. Officers: The Chapter Board shall consist of five (5) officers, which shall be elected by the General Membership.

President

Member-at-Large/Secretary

COPE Coordinator

Area Representative - Vallejo

Area Representative – Fairfield

- B. The term of office shall be two (2) years. No member may hold more than one of the above positions at any given time during any single election cycle.
- C. All Officers shall be elected by the General Membership.
- D. Each Area Representative should be assigned to work at the location for which they are designated. However, when that does not occur due to officer vacancies, Court Staffing assignments, etc., any member in good standing may be appointed to the position.
- E. The Chapter Board shall have power to act for the Chapter between General Membership meetings. The Chapter Board shall meet regularly, but no less than quarterly. A majority of the current members of the Board shall constitute a Chapter Board quorum.
- F. Special Meetings of the Chapter Board may be called by the President or by request of at least three (3) chapter officers.
- G. In the absence of a meeting, the Chapter Board may conduct emergency business via email and telephone polling, provided that all officers are included in the conducting of business and records are kept of such business. Such records shall be shared at the Chapter Board

meeting immediately following emergency business, where it shall be voted upon and made part of the Chapter minutes.

- H. The General Membership is the highest authority within the Chapter structure. Any action of the Chapter Board is subject to reversal by the General Membership.
- I. The Chapter shall hold regularly scheduled Membership meetings once a quarter. Twenty percent (20%) of *present* Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Board or by petition of ten percent (10%) of the membership. In the absence of a quorum, the meeting shall be deemed an informational meeting only and no chapter business may be conducted; or, if a quorum of the Officers is present at a Membership meeting, the presiding officer may convert the meeting into a special meeting of the Chapter Board.
- J. The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- K. The Chapter shall notify the Local 1021 Executive Board of any dissenting action taken on the minutes or action of the Executive Board of Local Union.

Article 5. OFFICERS AND DUTIES:

- A. **President:** The President shall be the Executive Officer of the Chapter and shall preside over all Chapter Board and Chapter General Membership meetings. The President 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 position of president shall not be held by the same person for more than two (2) consecutive full terms. Mid-term appointment or election to this office shall not be counted as a full term.

- B. **Member-at-Large/Secretary:** The Member-at-Large shall also act as the Chapter Secretary. They shall listen to members' issues, identify potential problems and opportunities, and shall communicate these issues to the Board. They may be assigned to serve on committees or undertake special projects to further the goals of the Union. They shall keep correct record of the proceedings of all Chapter Board and Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request; send communications to the membership as necessary; provide a meeting agenda and the prior meetings' minutes to Officers and members at scheduled meetings; and keep a current membership list for the Chapter.
- C. **COPE Coordinator:** The COPE Coordinator shall be responsible for providing political information and education to the members of the Chapter. They 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.
- D. **Area Representatives:** Each Area Representative shall be responsible for ensuring clear communications between the Chapter Board and their respective areas of representation. Communication may include flyers, emails, meetings, etc. They shall function as the coordinator and organizer for Union activities in their respective areas of representation. Area Representatives shall meet and greet new bargaining unit members in their respective areas, encourage Union membership and participation.

Article 6. 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 Meetings when scheduled. 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 Board. Newly elected/appointed Stewards shall attend a Stewards Training within the first year of office.

Article 7. CONVENTION DELEGATE:

Chapter delegates to the SEIU 1021 biennial convention shall be elected by the Chapter by secret ballot based on 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 may be appointed to maintain and update the Chapter web site.

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 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 Board. The Chapter 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 of the Chapter president with the approval of the Chapter Board.

In the event of the unexcused absence of any elected chapter officer at three (3) scheduled meetings within a calendar year (i.e. Chapter Board, General Membership), such member may be removed from office by an affirmative vote of a majority of members of the Chapter Board.

Article 11. CHAPTER OFFICER ELECTIONS:

- A. Election Schedule:** Chapter elections shall be held biennially in even-numbered years and must be completed by April 30 of such years. Newly elected officers shall take office at the first General Membership meeting following the election or at the next scheduled Chapter Board Meeting, whichever is first.
- B. Election Committee:** The Chapter President shall appoint three (3) members to an Election Committee, with the approval of the Chapter Executive Board. 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, which shall be consistent with the SEIU 1021 Bylaws, and shall provide each candidate with a copy of same. The committee also hears challenges to the conduct of the election. The Election Committee shall submit a written report to the Chapter Board and Local 1021 President within three (3) days following the ballot count. The report shall include the election rules/schedule, procedures, 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.
- C. Eligibility:** In order to run for and serve as a Chapter officer, candidates must be members in good standing.
- D. Notice:** Notice of the election shall be made to the Chapter membership at least thirty-five (35) days prior to the date set for the election by written notice and/or Chapter newsletter and/or Chapter 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, by petition, by nomination form*], 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 and procedures for obtaining duplicate ballots [*if appropriate*]. All official election materials and communications must be reviewed by the Election Committee and the assigned field representative(s) prior to publication.

- E. Nomination for Office:** Nominations for office may 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 five (5) days of the deadline set for nominations.
- F. Voting:** Chapter elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting is not allowed. 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.
- G. 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.
- H. 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).
- I. 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 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.

J. 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 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.

Article 12: CONTRACT NEGOTIATIONS: The Membership shall elect Contract Negotiations Teams, which shall be responsible for negotiating a successor MOU. All members of the Negotiating Teams, regardless of job classification, are responsible for the representation of the full membership of each bargaining unit from which they are elected. Full participation and commitment are expected from each Team member. In the event an expert from a specific job classification is needed to assist a Negotiation Team at any point during negotiations, the Team shall select such a member. The election shall follow the procedures outlined in Article 11 of these bylaws and take place at least four (4) months prior to the expiration date of the MOU then in effect. The Contract Negotiations Teams shall consist of six (6) members, in addition to the assigned Field Representative(s). The members of the Teams shall be as follows:

- 1) General Unit – Three (3) members elected by the General Unit;

- 2) Professional/Supervisor Units – Three (3) members elected by the Professional Unit and Supervisors Unit combined

Members of each team must work in a classification represented by that unit. Should any member of a Negotiations Team be unable to fulfill their responsibilities as a Team member, the candidate with the next highest votes in that bargaining unit shall serve as the alternate. Should any Team member not demonstrate commitment to the negotiating process, they may be asked to step down and the alternate will be asked to serve on the Team.

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 is not 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 contract ratification.

Article 14. STRIKE:

The Chapter may not initiate a strike without a majority concurrence vote of the voting membership by secret ballot in compliance with the International Union Constitution. The strike vote may be conducted at a General 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 Central Labor Council and 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.

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 Board or by petition signed by at least fifteen percent (15%) of the General Membership. These bylaws may be amended by a two-thirds (2/3) vote of the members present at a 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 Board without submission to the General Membership.

Voted on and approved by the Solano County Superior Courts Chapter general membership on July 26, 2019

SEIU MEMBER BILL OF RIGHTS AND RESPONSIBILITIES IN THE UNION

- The right to have opinions heard and respected, to be informed of union activity, to be educated in union values and union skills;
- The right to choose the leaders of the union in a fair and democratic manner;
- The right to a full accounting of union dues and the proper stewardship over union resources;
- The right to participate in the union's bargaining efforts and to approve union contracts;
- The right to have members' concerns resolved in a fair and expeditious manner;
- The responsibility to help build a strong and more effective labor movement , to support the organizing of unorganized workers, to help build a political voice for working people, and to stand up for one's co-workers and all workers;
- The responsibility to be informed about the internal governance of the union and to participate in the conduct of the union's affairs;
- The responsibility to contribute to the support of the union;
- The responsibility to treat all workers and members fairly;
- The responsibility to offer constructive criticism of the union.

SEIU MEMBER BILL OF RIGHTS AND RESPONSIBILITIES ON THE JOB

- The right to have work that is worthwhile to society, personally satisfying to the worker, and which provides a decent standard of living, a healthy and safe workplace, and the maximum possible employment security;
- The right to have a meaningful and protected voice in the design and execution of one's work and in the long-term planning by one's employer as well as the training necessary to take part in such planning;
- The right to fair and equitable treatment on the job;
- The right to share fairly in the gains of the employer;
- The right to participate fully in the work of the union on the scope, content, and structure of one's job;
- The responsibility to participate in the union's effort to establish and uphold collective principles and values for effective workplace participation;
- The responsibility to recognize and respect the interests of all union members when making decisions about union goals;
- The responsibility to be informed about the industry in which one works and about the forces that will affect the condition of workers in the industry;
- The responsibility to participate fully in the union's efforts to expand the voice of workers on the job;
- The responsibility to give fully and fairly of one's talents and efforts on the job and to recognize the legitimate goals of one's employer.