



SEIU Local 1021
Sonoma County Library

PREAMBLE:

We, the employees of the **Sonoma County Library**, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, CtW 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 **SCL** Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit(s) 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.

Article 4.1. REGULAR MEMBER RIGHTS

- A. The right to have opinions heard and respected, to participate in the work of the Union, and to be informed of union activities.
- B. The right to be educated in union values and union skills.
- C. The right to nominate candidates for office, vote in elections, participate in meetings and choose leaders of the Union in a fair and democratic process.
- D. The right to a full accounting of union dues and expenditures.
- E. The right to participate in collective bargaining efforts and to vote on contracts with our employers.
- F. The right to have a meaningful and protected voice in designing one's work and in long-term planning by one's employer.
- G. The right to fair and equitable treatment on the job.
- H. The right to share fairly in the gains of the employer.
- I. The right to receive fair and expeditious representation.
- J. The right to meet and assemble freely.

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Article 4.2. MEMBER RESPONSIBILITIES

Each member is obligated to the following terms and conditions of SEIU Local 1021. These terms and conditions shall not be construed to require any individual member to waive his/her legal rights. Members shall have:

- A. The responsibility to pay dues as established by this Union. A member in good standing is defined as a member whose membership dues are current and paid on time.
- B. The responsibility to recognize and respect the interests of all union members when making decisions about union programs and goals.
- C. The responsibility to participate fully in the Union's efforts to expand the voice of workers in one's industry, area and workplace.
- D. The responsibility to help build a strong and more effective labor movement by building a political voice for working people.
- E. The responsibility to treat all workers and members fairly. No member shall slander, advocate against, or harm another member.
- F. The responsibility to assist in organizing the unorganized and standing up for one's coworkers and all workers.
- G. The responsibility to participate in the conduct of the Union's programs and activities and offer honest, constructive criticism.
- H. The responsibility to comply with decisions of the Union and carry out collective bargaining agreements.
- I. No member shall engage in dual unionism or disaffiliation from this Union.

Article 5. CHAPTER STRUCTURE:

- A. The Chapter membership shall elect an Executive Board of the following officers:
 1. President (Chapter Chair)
 2. Vice President
 3. Secretary
 4. Chief Steward
 5. COPE Coordinator
 6. Social and Economic Justice Coordinator
- B. Upon ratification of the bylaws the initial term of office shall be two (2) years for the President and Secretary, for all other officers and subsequent years the term shall be two (2) years. The term limit shall be two (2) consecutive terms with the ability to return after an intervening election.
- C. The Executive Board shall have power to act for the Chapter between General Membership meetings. The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. Three (3) members shall constitute an Executive Board quorum.
- D. The General Membership is the highest authority within the Chapter structure.
- E. 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.
- F. The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- G. The Chapter shall notify the Local 1021 Executive Board of any dissenting action taken on the minutes or action of the Executive Board of the Local Union.

Article 6. OFFICERS AND DUTIES:

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- A. **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 serve as the chief spokesperson for the Union representing the chapter. The President shall have the authority to appoint any committee necessary for the functioning of the Chapter. The President shall also appoint the chairperson of all standing committees and shall be an ex-officio member of all committees. Like the Chief Steward, the president shall serve as a resource for shop stewards in carrying out their duties at the worksite. The president shall serve as an alternate member of the LMC and Negotiating team. The president may run for one of the four LMC positions.
- B. **Vice President:** The Vice President shall act as President in the absence of the President.
- C. **Secretary:** The Secretary shall keep a correct record of the proceedings of all Executive Board and General Membership meetings and shall provide a copy to the Secretary of the Local Union upon request. The Secretary shall receive all correspondence and communications on behalf of the Chapter.
- D. **Chief Steward:** The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite.
- E. **COPE Coordinator & County COPE Committee:** The COPE Coordinator shall be responsible for providing political information and education to the members of the chapter. S/he shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the chapter and Local Union. The coordinator will also be the chapter representative to the Local 1021 County COPE Committee. Additional members may attend County COPE Committee meetings.
- F. **Social and Economic Justice Coordinator:** The Social and Economic Justice Coordinator shall be responsible for providing information and education to the members of the chapter. The Coordinator shall assist and coordinate all duties related to improving opportunities for working people, in particular workers from under-represented, low-income, and diverse communities. The Coordinator will also be the chapter representative to the Local 1021 Social and Economic Justice Committee. The Coordinator shall also support all SEIU 1021 Caucuses. The Coordinator will carry out this work along with additional chapter members who may attend any meetings that realize the Union's mission of achieving a society where all workers and their families live and work in dignity and respect.

Article 7. STEWARDS:

Stewards may be determined by election at large or by worksite, petition, or appointment by the President to represent members under the collective bargaining agreement. Stewards selected through appointment or petition must be confirmed at the next scheduled chapter election. Stewards are the face of the union at the worksite and are critical to building a strong, engaged and active membership. Stewards' roles and responsibilities include, but are not limited to: provide ongoing training; welcome and orientation of new members; mobilize, educate, and inform members on union activities and other issues; resolve worksite issues; process grievances; provide timely and effective representation of the members.

Article 7.1. SITE REPRESENTATIVES:

Site representatives may be determined by petition or appointment by the President and will communicate information from the Union to their branch and information from their branch to the Union.

Article 8. WEB SITE STEWARD:

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

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Article 9. INDUSTRY COUNCIL REPRESENTATIVES:

The Chapter Executive Board may appoint representatives to attend meetings of Local 1021 industry councils.

Article 10. CONVENTION DELEGATES:

The Chapter President and the Vice President shall serve as delegates to the SEIU 1021 biennial convention. If either of these persons are unable to serve, 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 11. CONTRACT NEGOTIATIONS/LMC:

The General Membership shall elect a contract negotiations committee of 4 members, comprised of a Librarian representative, a Tech representative and two At-Large representatives. No member shall terminate in the middle of negotiations. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

Article 12. 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 13. VACANCIES:

An elective office shall be declared vacant when the holder of the position resigns from office, resigns from the Union, is no longer a member in good standing, is on an extended leave of absence, or is recalled. Vacancies that occur within six (6) months of the expiration of the term may be filled by appointment of the Chapter President; otherwise, vacancies shall be filled by election of the General Membership. 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 14. CHAPTER ELECTIONS:

- A. **Election Schedule:** Chapter elections shall be held bi-annually and must be completed by November 30th prior to the end of the officer's term.
- B. **Election Committee:** The 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. 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 the Local 1021 President within three working (3) days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue(s), 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 shall be permanent members for at least one (1) year and employed within a bargaining unit represented by the Chapter.

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- D. **Notice:** Notice of the election shall be given to each Chapter member at least thirty (30) days prior to the election. The notice and postings must include the method of nomination [*at a meeting or by petition*], deadline for nominations, method of election [*meeting, worksite, mail ballot*], date, time, and place of voting, procedures for obtaining duplicate ballots, and challenge procedure. The election notice—and the election ballot—must include the number of convention delegates the Chapter is eligible to elect and list Chapter officers who serve as convention delegates by virtue of their office. The notice and ballot must include the method for election of convention alternates (i.e., by election, by status as runner-up to delegate, etc.). The Election Committee and assigned field representative must review all official election materials and communications 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 three (3) days of the deadline set for nominations. Nominations may also be made by petition.
- F. **Voting:** Chapter elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting and write-in candidates are prohibited. The Chapter must provide a method for members to obtain duplicate ballots. Voting is conducted at the worksites or at a General Membership meeting. 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 announced to the membership.
- H. **Election Materials:** All election ballots and duplicate ballots—marked, unmarked, voided, unused—must be saved for one (1) year.
- I. **Challenges:** Challenges must be submitted to the Chapter Election Committee within three (3) working days of posted results. 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 Election Committee may order a re-run of all or part of the election.
- J. **Appeals:** Challenges or disputes that 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 15. CONTRACT RATIFICATION:

The vote on ratification or rejection of a tentative agreement(s) shall be done by a worksite ballot. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed. At least five (5) days' notice must be given prior to a contract ratification vote.

Article 16. 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

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at a membership meeting or through a mail ballot. 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 practical, 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 17. 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. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter.

Article 18. AMENDMENT:

Amendments to these bylaws may be initiated by a majority vote of the Executive Board or by petition signed by at least fifteen percent (15%) of the membership. These bylaws may be amended by majority vote of the General Membership at a membership meeting or a mail ballot. 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 Bylaws and Constitution 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 required to bring these bylaws into compliance with the Constitution or bylaws of the Local Union or the International Union may be made by vote of the Chapter Executive Board without submission to the General Membership.

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