



COUNTY OF SONOMA CHAPTER BYLAWS

Adopted: January 22, 2015

PREAMBLE:

We, the employees of the County of Sonoma, 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 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 County of Sonoma Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the County of Sonoma bargaining unit(s) represented by the Union.

Article 2. AFFILIATION:

This Chapter is part of SEIU Local 1021, Change to Win (CtW) and shall be subject to the Bylaws/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 and enjoy all rights of membership without discrimination based upon the above conditions.

A member must be in good standing (dues paid) and be employed by the County of Sonoma in one of the bargaining unit(s) represented by the Union. Members shall be eligible to hold any elected chapter office provided they meet the minimum requirements as outlined in Article 5 and Article 13 (c).

Article 4. CHAPTER STRUCTURE:

(1) Executive Board consists of the following voting positions:

- President
- Vice President
- Secretary-Treasurer
- Chief Steward
- COPE Representative
- County Industry Council Representative
- At-Large Representative

The term of office for these positions shall be two (2) years.

(2) The following positions may be appointed as non-voting liaisons to the Executive Board:

- Communications Action Team (CAT) Representative
- Negotiation Team Representative
- County Area Representative to the 1021 Executive Board
- Representatives from Chapter Wide Labor Management Advisory Committees
- Representative from Sonoma County (Geographic) Chapter of Retiree Council

The term of appointment for these positions shall be two (2) years.

(3) Method of elections/selection

(a) The following positions shall be elected by the General Membership:

President

Vice President

Secretary-Treasurer

COPE Representative

County Industry Council Representative

At-Large Representative

(b) The Chief Steward shall be elected from their constituent body

(c) The following positions may be appointed as liaisons from their constituent groups:

Communications Action Team (CAT) Team Representative

Negotiation Team Representative

Representatives from Chapter wide Labor Management Advisory Committees

Representative from Sonoma County (Geographic) Chapter of Retiree Council

The Executive Board may provide for non-voting liaisons/representatives of additional constituent bodies.

- (4)** The Executive Board shall have power to act for the Chapter between General Membership meetings. The Executive Board shall meet at least monthly, or as often as deemed necessary by the Board. Fifty percent (50%) plus one (1) voting members shall constitute an Executive Board quorum.
- (5)** The General Membership is the highest authority within the Chapter structure.
- (6)** The Chapter Executive Board shall schedule and hold General Membership meetings at least quarterly. Additional General Membership meetings may be called by petition of ten percent (10%) of the membership. A quorum shall consist of five percent (5%) of the membership, representing at least fifty percent (50%) of the bargaining units.
- (7)** The Chapter shall maintain a file of all Chapter Meeting minutes. A copy will be available to the Secretary of Local 1021 upon request.
- (8)** The Chapter shall notify the Local 1021 Executive Board of any action of dissent taken on the minutes or action of the Local 1021 Executive Board.
- (9)** The Chapter shall maintain financial records. All funds, including income and expenditures, shall be recorded and proper financial records shall be maintained in accordance with procedures established by Local 1021. These records shall be transmitted to the Local 1021 Executive Board upon request. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. Checks will be counter signed by two Officers with signatory authority (President, Vice President, or Secretary/Treasurer). If Chapter financial resources exceed \$5000 annually, the Executive Board will arrange for an audit of the financial records annually.

Article 5. OFFICERS AND DUTIES:

(1) President: The President shall officiate at Executive Board and General Membership meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership. The President shall be a non-voting member of all committees. The President shall be one 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.

(2) Vice President: The Vice President shall act as President in the absence of the President, or assume the office of President if the office is vacated. The Vice President shall be one 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.

(3) Secretary/Treasurer:

(a) Duties of Secretary: The Secretary shall keep a correct record of the proceedings of all Executive Board and General Membership meetings, and shall provide a copy thereof to the Secretary of Local 1021 upon request. The Secretary shall receive all correspondence and communications on behalf of the Chapter.

(b) Duties of Treasurer: The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4, Section (9). The Treasurer shall be one 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 Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of Local 1021 or his/her representative.

(4) Chief Steward: The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite. To qualify for election, the Chief Steward must have been registered with the County as a Steward for a year, and must have attended Steward Training provided by the Union.

(5) COPE Representative: The COPE Representative 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 1021. The COPE Representative will be the County of Sonoma representative to the Local 1021 COPE. The Sonoma County COPE represents all industries in the geographic area. The County of Sonoma COPE Representative must agree to the membership requirements of the Sonoma County COPE.

(6) The County Industry Council Representative shall represent the interests of the County of Sonoma members to the 1021 County Industry Council, and keep the Chapter informed of and involved in the initiatives of the Council.

(7) At-Large Representative: Shall be responsible for advocating for small and outlying worksites.

Article 6. STEWARDS:

Stewards may be determined by work site election, by petition signed by 20 worksite members (if less than 30 members in a worksite, petition by 50% of members), or by appointment of the Executive Board (where election/petition is not practical). Stewards, registered with the County to represent members at the time these Bylaws are passed, will be grandfathered in as Stewards. Stewards are to represent members under the collective bargaining agreement. 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: 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; attend Steward Council meetings. To maintain good standing as a Steward, Stewards are expected to attend Steward Training provided by the Union. Failure to fulfill their responsibilities to the members may subject the Steward to review and or removal by the Executive Board.

Article 7. WEB SITE STEWARD:

A Web Site Steward shall maintain and update the Chapter web page. The Executive Board shall appoint this position.

Article 8. CONTRACT NEGOTIATIONS: The General Membership shall elect a contract negotiations committee consisting of one representative per 200 members from each bargaining unit and an alternate; each bargaining unit shall have a minimum of 1 seat regardless of the size of the unit. The runner up in each bargaining unit may serve as an alternate. Alternates may be assigned by the Executive Board to represent any vacant bargaining unit position. Chapter Officers, by virtue of holding an elected office, shall have a seat on the Negotiations Committee; this seat shall be in addition to the seats allocated per bargaining unit. Once elected, the term of the negotiating team, for the purpose of Meet and Confer issues, shall continue for the term of the negotiated contract or until a whole new team is elected. Interim vacancies on the team may be appointed by the Executive Board.

Article 9. COMMUNICATION ACTION TEAM

The Communication Action Team (CAT) may include Union member activists from all worksites and bargaining units, as well as SEIU Retirees. The function of the CAT is to identify and communicate the concerns of membership to the Union, to recommend actions to the E Board, and to communicate Union actions back to the membership.

Article 10. CONVENTION DELEGATES:

Elected Chapter Officers: President, Vice President, Secretary-Treasurer, Chief Steward, COPE Representative, County Industry Council Representative and At-Large Representative shall serve as automatic delegates to the convention, in the order listed. Any additional delegates that the chapter is entitled to send to the membership convention shall be elected by secret ballot by members in good standing. The number of delegates the Chapter is entitled to shall be determined by SEIU 1021 Bylaws which currently states two (2) delegates for the chapter and two (2) additional delegates for every additional one hundred fifty (150) members.

Article 11. RECALL:

Recall of officers may be originated by a petition signed by at least ten percent (10%) of the membership. After the recall has been originated, the Chapter Executive Board shall refer the matter to the Chapter Election Committee to conduct a secret ballot election of the General Membership within seventy five (75) days of the presentation of the recall petition. A majority of votes cast shall determine the recall.

Article 12. VACANCIES:

- (a) 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 twelve (12) months of the expiration of the term may be filled by appointment of the Executive Board; otherwise, vacancies shall be filled by election of the General Membership.
- (b) An office may be declared vacant by the Chapter Executive Board at a regularly scheduled Chapter Executive Board meeting when its incumbent fails to attend regularly scheduled meetings for a sixty (60) day period without good cause. Good cause may be defined as illness, vacation, or other extenuating circumstances as determined by the Chapter Executive Board. The Chapter Executive Board shall notify the member(s) of the intent to remove the officer for absence not excused by reasons other than good cause in writing 7-days prior to the next scheduled Chapter Executive Board meeting.

Article 13. CHAPTER ELECTIONS:

- (a) **Election Schedule:** Chapter elections shall be held biannually in odd-numbered years and must be completed by April 30. The only exception is the year these bylaws are ratified, in which case the election process will begin upon ratification, and the term will continue until the 2015 election.
- (b) **Election Committee:** At least 105 days prior to the election the Executive Board shall appoint an Election Committee of three to six (3-6) members in good standing (dues paying). Members of the committee may not be candidates for office in the election or serve on the Executive Board. 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. These rules and regulations shall be posted on the Chapter Page of the 1021 web site. The committee also hears challenges to the conduct of the election. The Election Committee shall submit an initial written report to the Chapter Executive Board within three working (3) days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue vote totals, and names and phone numbers of Election Committee members. The Election Committee shall submit a subsequent written report to the Chapter Executive Board and Local 1021 President within seven (7) working days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue vote totals, as well as any challenges filed, and names and phone numbers of Election Committee members. Election results shall be provided to the membership within ten working days following the finalization of election results.
- (c) **Eligibility:** In order to serve as a Chapter officer, candidates shall have been members in good standing for at least one (1) year and employed within a bargaining unit represented by the Chapter. If the bargaining unit has been in existence for less than one (1) year, the candidate must have been a member in good standing since the bargaining unit was recognized by County of Sonoma Chapter.
- (d) **Nomination for Office:** Nominations for office will be made from the floor at a general membership meeting, via petition, or submitted in writing to the Election Committee. There must be verification of the nominee's acceptance of nomination within seven (7) days of the deadline set for nominations. The committee shall produce a letter/flyer seeking as many candidates for office as possible out of all of the job classifications represented by the Union. Call for nominations of officers shall be posted on Union bulletin boards and the chapter webpage at least 15 days prior to the deadline for nomination of officers. The call shall include notice of nomination, method of nomination (*at a meeting, in writing or by petition*), deadline for nominations, deadline for submission of candidates' statements (*if appropriate and permitted*). If only one (1) eligible candidate is nominated for an office the candidate shall be elected without further procedures.

- (e) **Notice:** Notice of the election must be posted on Union bulletin boards and the chapter webpage at least thirty (30) days prior to the date set for the election. The notice may be by written notice, and shall include method of election (*meeting, worksite ballot, or 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.). All official election materials and communications must be reviewed by the Election Committee and the assigned worksite organizer prior to publication.
- (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 (i.e. replacement) ballots. The Election Committee shall determine if voting is conducted by mail, at the worksites, at a General Membership meeting, or a combination of these methods. 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 and authorized member volunteers shall count ballots at a location, date, and time announced to the membership. The ballot count shall be open to any member to observe.
- (h) **Election Materials:** All printed ballots must be accounted for. Marked, duplicate, and voided ballots must be saved for at least three (3) years. Unmarked and unused ballots must be saved for one (1) year.
- (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 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 or 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 or Constitution and if the alleged violation may have affected the outcome of the election. The Chapter Election Committee shall investigate and resolve challenges in writing 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 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 or Constitution and if the alleged violation may have affected the outcome of the election.

Article 14. CONTRACT RATIFICATION:

Ratification or rejection of a tentative agreement shall be referred to the General Membership at a membership meeting(s) called for that purpose or through a mail or worksite ballot. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed. A contract shall be ratified by majority of votes cast of the general membership. At least three (3) working days' notice must be given prior to a contract ratification vote.

Article 15. 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, worksite or 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, and the Central Labor Council. The Chapter shall not strike without previous notification to the SEIU 1021 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 16. 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 17. AMENDMENT:

Amendments to these Bylaws may be originated by a majority vote of the Executive Board or by petition signed by at least fifteen percent (15%) of the membership. The Executive Board will refer to the existing election committee or appoint an Election Committee to conduct the election on the proposed amendments. These Bylaws may be amended by majority vote of the General Membership at a membership meeting, worksite ballot, 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 Chapter Bylaws Review Committee c/o the Assistant to the Executive Board at the Local 1021 headquarters office (100 Oak Street, Oakland, CA 94607) to be reviewed for conformity to the Local 1021 Bylaws/Constitution and these Bylaws and to be kept on file. No amendment shall be valid or become effective until approved by the Executive Board of the Local 1021. Amendments required to bring these Bylaws into compliance with the Constitution or Bylaws of Local 1021 or the International Union may be made by vote of the Chapter Executive Committee without submission to the General Membership.