



SEIU Local 1021 2022 Valley Mt. Regional Center Chapter Leadership Nomination Form

It is once again time to elect the chapter leadership for VRMC. The term for all officers of this Chapter shall be two (2) years. No officer may serve more than three (3) consecutive terms in the same office.

In order to run, nominees must be SEIU members in good standing for 1 year. Once the nomination period is over and candidates confirmed, an election will be scheduled to elect the Chapter Board. Members may self-nominate. If you are nominating someone else, you are encouraged to check with them first.

You may nominate as many people as you like.

(You must be a member in order to nominate) Please provide the following information about yourself:

Name: _____ Office: _____

Job Title: _____ Phone # _____

I nominate _____ for the following position: (check only one)
(name)

- President Vice President/Chief Steward Secretary-Treasurer
- DD Council Delegate Steward San Joaquin County Central Labor Council Delegate
- Stanislaus/Tuolumne County Central Labor Council

Their worksite is _____, and their work phone is _____.

I nominate _____ for the following position: (check only one)
(name)

- President Vice President/Chief Steward Secretary-Treasurer
- DD Council Delegate Steward San Joaquin County Central Labor Council Delegate
- Stanislaus/Tuolumne County Central Labor Council

Their worksite is _____, and their work phone is _____.

Nominations must be received via e-mail to misty.montoya@seiu1021.org or fax 209-461-0574 by January 6, 2023.

See Backside For Officers Job Duties

Section 1. President

- a. The President shall be elected by all the members of the Chapter
- b. The President shall be the executive officer of the Chapter and presides over all Board and General Membership Meetings.
- c. The President shall be one (1) of two (2) officers authorized to countersign all orders regarding funds, contracts, and agreements concerning the Chapter after such funds, contracts and agreements have been approved by the Board.
- d. The President shall have the authority to appoint any committee necessary for the functioning of the Chapter. He/she shall also appoint the Chairperson of all standing committees; and shall be an ex-officio member of all committees.
- e. The President shall be the first (1st) Alternate Delegate to the State Executive Board meetings, when an elected Delegate is unable to attend.
- f. The President shall be the only member authorized to officially represent the actions and views of the Chapter to the community, Agency, and the press. The President, with the approval of the Board, may delegate this responsibility.

Section 2. Vice-President/Chief Steward

- a. Vice-President/Chief Steward shall be elected by the members of the Chapter. He/she shall be a member in good standing and must have completed at least one full term as Shop Steward
- b. The Vice-President/Chief Steward shall assume all the duties of President in the absence of the President.
- c. The Vice-President/Chief Steward shall be the second (2nd) Alternate Delegate to the State Executive Board meetings, when an elected Delegate is unable to attend.

Section 3. Secretary-Treasurer

- a. The Secretary-Treasurer shall be elected by all the members of the Chapter.
- b. The Secretary-Treasurer shall be one (1) of the two officers authorized to countersign all orders regarding funds, contracts, and agreements concerning the Chapter.
- c. The Secretary-Treasurer shall keep an accurate recording of the proceedings of all Board and General Membership Meetings, and shall keep a file of such records. He/she shall make copies available to all Chapter members. The Secretary-Treasurer shall make the minutes of the Chapter meetings available to the Secretary of the Local upon request.
- d. The Secretary-Treasurer shall keep an accurate record of all pertinent membership information and shall record the status of all members. This information shall be made available to each Shop Steward.
- e. The Secretary-Treasurer shall keep an accurate record of attendance at all Board and General Membership Meetings, and shall be responsible for determining if a quorum is present.
- f. The Secretary-Treasurer shall receive all correspondence and communications on behalf of the Chapter, and write replies as directed by the Board.
- g. The Secretary-Treasurer shall be responsible for the recording and records of all income and disbursements. He/she shall issue a receipt as needed. The Chapter's financial records shall be maintained in accordance with procedures established by the Local Union. All financial records shall be kept for a period of at least six (6) years or longer, if required by applicable law. These records shall be transmitted to the Executive Board of the Local Union upon request. 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.
- h. The Secretary-Treasurer shall be responsible for the deposits of all funds of the Chapter in a bank designated by the Board, in an account in the name of the Chapter. All checks must be signed by the two (2) officers authorized to withdraw funds, in accordance with these By-Laws.
- i. The Secretary-Treasurer shall submit a monthly report to the Board on the Chapter's financial activities and status. He/she shall present the Chapter's financial records for audit at the discretion of the Treasurer of the State Local or his/her designated representatives.

Section 4. Delegate(s) to the D.D. council Board

- a. The Delegate(s) shall be elected by all the members of the Chapter.
- b. The duties of the Delegate(s) to the D.D. counsel Board shall include but are not limited to: (1) representing the Chapter at D.D. counsel Board meetings and reporting to the Board on actions taken by the State Executive Board; (2) other duties as provided by the Constitution of the State Local.

Section 5. Shop Stewards

- a. Two (2) Shop Stewards shall be elected by each work location: Modesto, and Stockton. One (1) Shop Steward shall be elected by the members in San Andreas.
- b. Each Shop Steward shall attempt to satisfactorily resolve the job-related problems of any employees in their work location, including the filing of written Grievances.
- c. Each Shop Steward shall advise and represent each employee fairly, equitable, and to the best of his/her ability and knowledge.

Section 6. Delegates to the Central Labor Council

- a. One (1) Delegate shall be elected by the members of the Stockton Office, to the San Joaquin County Central Labor Council. One (1) Delegate shall be elected by the members of the Modesto and San Andreas Offices, to the Stanislaus/Tuolumne Counties Central Labor Council.

- b. The duties of the Delegates are: 1) to represent the Chapter's or Local 1021, SEIU's interests or positions at the Central Labor Council; 2) to report back to the Chapter's Executive Board and membership on actions of the Central Labor Council.