

**Service Employees International Union Local 1021**

**Contra Costa County Service Line Supervisors**

**CHAPTER BY-LAWS**

**PREAMBLE:** We, the employees of Contra Costa County, working as free and responsible individuals, recognize that the labor movement in general and SEIU 1021, Change to Win, in particular, can be instrumental in improving our status and resolving the social and health problems in 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 Contra Costa County Service Line Supervisors Chapter of Service Employees International Union Local 1021, hereafter referred to in these bylaws as Contra Costa SLS Chapter. The jurisdiction of this SLS Chapter shall be all employees in the bargaining unit(s) represented by the Union.

**Article 2. AFFILIATION**

This Contra Costa SLS Chapter is part of SEIU 1021, Change to Win, 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. CHAPTER STRUCTURE**

- A. The SLS Chapter membership shall elect, every two years, an Executive Board of the following officers: President, Vice President, Secretary, Treasurer, Chief Steward, and the SEIU 1021 biennial convention delegate(s).
- B. The term of office shall be two years.

- C. The Executive Board shall have the power to act for the SLS Chapter between General Membership meetings. The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. A majority of the Executive Board shall constitute an Executive Board quorum.
- D. The General Membership is the highest authority within the SLS Chapter structure.
- E. The SLS Chapter shall hold regularly scheduled General Membership meetings at least once each quarter. A quorum is five percent (5%) of the membership. Special membership meetings may be called by the SLS Chapter Executive Board or by ten percent (10%) of the membership.
- F. The SLS Chapter shall maintain a file of SLS Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- G. The SLS Chapter shall notify the Local 1021 Executive Board of any dissenting action on the minutes or action of the Executive Board of the Local Union.
- H. The SLS 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 the Local Union. These records shall be transmitted to the Executive Board of the Union upon request. All fiscal records shall be kept for a period of at least six (6) years or longer if required applicable law. Two (2) signatures of SLS Chapter officers shall be required to expend funds from the SLS Chapter account. SLS Chapter financial records shall be regularly audited by a SLS Chapter officer or member of the SLS Chapter Executive Board who is not a signer on the Chapter account.

## **Article 5. OFFICERS AND DUTIES**

- A. President:
  - 1. The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the SLS Chapter membership. The President shall be an ex-officio member of all committees.
  - 2. The President shall be one of three (3) officers authorized to withdraw funds from a SLS Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership.
- B. Vice President:
  - 1. The Vice President shall act as President in the absence of the President.
  - 2. The Vice President shall be one of three (3) officers authorized to withdraw funds from the SLS Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership.
- C. Secretary:
  - 1. 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 the Local Union upon request.

2. The Secretary shall receive all correspondence and communications on behalf of the SLS Chapter.
- D. Treasurer:
1. The Treasurer shall be responsible for the SLS Chapter account deposits and dispersals and for carrying out the duties described in Article 4.H.
  2. The Treasurer shall be one of three (3) officers authorized to withdraw funds from the SLS Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership.
  3. The Treasurer shall present the SLS Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.
- E. Chief Steward:
- The Chief Steward shall serve as a resource for Stewards in carrying out their duties at the worksite.

#### **Article 6. STEWARDS**

- A. Stewards may be determined by election at large to represent members under the collective bargaining agreement.
- B. In lieu of election, the SLS Chapter President may appoint Stewards.

#### **Article 7. CONVENTION DELEGATES**

- A. SLS Chapter delegates to the SEIU 1021 biennial convention shall be elected by secret ballot by SLS 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.
- B. The election notice and the election ballot must include the number of convention delegates the SLS Chapter is eligible to elect. 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).

#### **Article 8. CONTRACT NEGOTIATIONS**

- A. The General Membership shall elect a contract negotiations committee of three (3) members, who may or may not be members of the Executive Board.
- B. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU Executive Board.

## **Article 9. RECALL**

- A. Recall of officers may be originated by a petition signed by at least twenty-five percent (25%) of the membership.
- B. 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.
- C. A majority of votes cast shall determine the recall.

## **Article 10. 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.
- B. Vacancies, with the exception of convention delegate, 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.

## **Article 11. CHAPTER ELECTIONS**

### **A. Election Schedule:**

Chapter elections shall be held biennially in odd-numbered years and must be completed by March 31<sup>st</sup>.

### **B. Election Committee:**

- 1. 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.
- 2. 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.
- 3. The committee also hears challenges to the conduct of the election.
- 4. The Election Committee shall submit a written report to the SLS Chapter Executive Board and Local 1021 President within three working (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.

### **C. Eligibility:**

- 1. In order to run for and serve as a Chapter officer, candidates shall have been members in good standing for at least (1) year and be employed within a bargaining unit represented by the SLS Chapter.
- 2. Only members in good standing are eligible to participate in chapter elections.

### **D. Notice:**

1. Notice of the election shall be given to each Chapter member in good standing at least thirty (30) days prior to the date set for the election by written notice and/or at a Chapter meeting (notice must be at least 30 days in advance of the deadline for nominations).
2. The notice must include method of nomination, deadline for nominations, deadline for submission of candidates' statements, method of election, date, time, and place of voting.
3. All official election materials and communications must be reviewed by the Election Committee and the assigned field representative prior to publication.

**E. Nomination for Office:**

1. Nominations for office will be made from the floor at a general membership meeting or submitted in writing to the Election Committee.
2. Nominees must be present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations.

**F. Voting:**

1. SLS 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.
2. 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 (all ballots printed must be accounted for).

**I. Challenges:**

1. Challenges to or disputes arising from a SLS 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 SLS Chapter Board.
2. Challenges must be submitted in writing and must cite specific violation(s) of the SLS Chapter election rules and procedures, SLS Chapter bylaws, or the Local 1021 Bylaws and Constitution.
3. Challenges to the election will be considered valid only if they cite specific violations of election rules and procedures, SLS Chapter bylaws, or the Local 1021 Bylaws and Constitution and if the alleged violation may have affected the outcome of the election.
4. 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:**

1. 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.
2. The Local 1021 Executive Board shall investigate and respond within fifteen (15) working days of receipt of the challenge.

3. 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 RATIFICATION**

- A. 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 ballot.
- B. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed.
- C. At least three (3) days' notice must be given prior to a contract ratification vote.

#### **Article 13. STRIKE**

- A. The SLS 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.
- B. The strike vote may be conducted at a membership meeting or through a mail ballot. Proxy voting shall not be allowed.
- C. 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 SLS Chapter shall obtain a sanction from the Local 1021 Executive Board.
- D. The SLS 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 SLS Chapter states that it has complied with all applicable notice requirements.
- E. Strike sanction shall also be received from the local central labor council prior to a strike.

#### **Article 14. PROCEDURE AND DEBATE**

- A. SLS 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.
- B. Every member shall follow and be subject to such rules governing debate at all meetings of the SLS Chapter.

#### **Article 15. AMENDMENT**

- A. Amendments to these bylaws may be originated by a majority vote of the SLS Chapter Executive Board or by petition signed by at least fifteen percent (15%) of the membership.
- B. These bylaws may be amended by majority vote of the General Membership at a membership meeting or a mail ballot.
- C. 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.

- D.** 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.
- E.** No amendment shall be valid or become effective until approved by the Executive Board of the Local Union.
- F.** 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 SLS Chapter Executive Board without submission to the General Membership.