FRESNO COUNTY

CHAPTER BYLAWS

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CHAPTER PREAMBLE

It is the purpose of SEIU Local 521 Fresno County Chapter to improve the hours, wages, working conditions, and quality of life of its members. In order to do that, we must contribute in every way possible to energizing the labor movement in Fresno County. We will maximize unionism to achieve a powerful voice at work. We will empower our members to improve their quality of life in the work place. Our union will support and encourage organizing which will reflect the diversity of its membership. Fight for social justice through community alliances, electoral politics and by promoting solidarity among all working people.

SEIU LOCAL 521 VISION AND CORE PRINCIPLE STATEMENT

- Quality, lifelong health care
- Safe, secure, and meaningful employment
- A powerful voice at work
- Access to lifetime learning
- A healthy, sustainable environment
- Safe, affordable housing,
- A dignified retirement.

We make this our future by building a powerful democratic union that champions quality community services, and empowers the people who provide them.

ARTICLE 1 – NAME

Fresno County Chapter of SEIU Local 521, hereafter called the Chapter, is a recognized Chapter of Local 521, Service Employees International Union, Change to Win - Canadian Labor Congress, complies with all bylaws of Local 521 and SEIU International and hereby incorporates such bylaws as its own.

ARTICLE 2 – JURISDICTION/MEMBERSHIP

Section 1 – Jurisdiction

The jurisdiction of the Chapter shall be all workers employed within the bargaining units represented by SEIU Local 521 within the County of Fresno.
Section 2 – Membership

Any person employed within the jurisdiction of the Chapter shall be eligible for membership in accordance with these bylaws and shall become a member or pay a fee in accordance with the bargaining unit contract. Dues must be current and paid on time in order to be a member in good standing with the Chapter and Local Union. A member is eligible to vote upon signing and submitting a union membership form.

Section 3 – No Discrimination

There shall be no discrimination against any member or applicant for membership for reason of race, color, sex, age, sexual orientation, creed, religion, national origin, disability, first language spoken, political opinion or affiliation.

Section 4 – Agency Shop

Workers who choose not to become members of Local 521 shall become service fee payers. They shall be entitled to representation rights such as grievance, negotiation and appeal services, but shall not be entitled to run for office, or have a voice and vote in Chapter, Local or International Union elections. Service fee payers are not entitled to participate in the benefits programs offered by the Local or International Union, including, but not limited to, the scholarship programs, various discounts through SEIU and/or the Change To Win-Canadian Labor Congress’ benefits packages and legal referral for personal matters.

Section 5 – Change of Membership Status

A person may discontinue regular membership, if not otherwise described in the operative bargaining agreement, and become a service fee payer in the last year before the end of the existing contract, during the last five (5) workdays in December. Notification to the SEIU Local 521, Fresno Office, must be by U.S. mail or hand delivered to the union office and received within the days listed above.

ARTICLE 3 – OBJECTIVES

Section 1 – Objectives of the Chapter

The objectives of this Chapter shall be to improve the wages, hours and working conditions of its members, to promote active participation of its members in the decision-making processes of the County, to promote quality public services and the economic, political, intellectual and social welfare of its members and to represent them in negotiations and disputes with the employer.
Section 2 – Objective of the Bylaws

The objective of these bylaws is to provide rules of acceptable self-government, not in conflict with any higher authority.

ARTICLE 4 – STRUCTURE & AUTHORITY

Section 1 – Structure

The structure of this Chapter shall consist of a General Membership, a Chapter Executive Board, Twelve (12) Divisions of the Chapter and a Chapter Steward Council. The divisions will consist of:

Unit 2: Child Support
Unit 2: Correctional Officers
Unit 2: Juvenile Correction Officers
Unit 2: Composite (Security, Program Techs, Probation Techs, Process Servers, Collections Officers, and Investigative Assistants)
Unit 3: Social Workers
Unit 3: Composite (Unlicensed Mental Health Clinician, Senior Licensed Mental Health Clinician, Licensed Mental Health Clinician, Senior Licensed Psychologist, Utilization Review Specialist, Unlicensed Psychologist, Licensed Psychologist)
Unit 4: Eligibility Workers
Unit 4: Job Specialist, Social Worker Aide, Social Services Appeals Specialist, Substance Abuse Specialist
Unit 12: Clerical
Unit 12: Paramedical, Building & Service Employees
Unit 22: Professional, Para – Professional & Technical Employees
Unit 36: Supervisory Employees

The General Membership consists of all regular members in good standing. It does not include those who pay a service fee or donate to a charity in lieu of paying dues.

Section 2 – Adding/Deleting Divisions

Should additional divisions (also known as bargaining units) be developed or current ones merged or divided, the Chapter Executive Board shall determine their position within the Chapter structure.
Section 3 – Authority

The membership shall be the highest authority of this Chapter and shall be empowered to take direct or indirect action consistent with these bylaws.

The affairs of the Chapter shall be conducted through the authority vested in the Chapter Executive Board and the General Membership pursuant to these bylaws. The Chapter Executive Board is authorized and empowered to take all lawful action consistent with these bylaws and to act on behalf of the Chapter.

The actions taken by the Chapter Executive Board shall become effective immediately and shall be considered the actions of the Chapter.

ARTICLE 5 – OFFICERS

Section 1 – Officers

The officers of this Chapter shall be one (1) President, one (1) First Vice-President, one (1) Treasurer, one (1) Secretary, one (1) Chapter Chief Shop Steward, Twelve (12) Division Vice Presidents (VP), Twelve (12) Division Senior Shop Stewards and Twelve (12) Division Recorders.

The Chapter President, First Vice-President, Secretary, Treasurer and Chief Shop Steward shall be voted At-Large. All Division Vice-Presidents, Division Senior Shop Stewards and Division Recorders shall be voted by their respective divisions.

Section 2 - Concurrent Offices

There shall be no elected concurrent offices for elected offices.

ARTICLE 6 – DUTIES OF CHAPTER OFFICERS

Section 1 – Duties of the President

The President shall be the presiding officer of the Chapter and shall preside over all General Membership meetings; shall have general supervision with the consent of the Chapter Executive Board of the work of the Chapter in accordance with the bylaws, and, in coordination with local union staff, shall have authority to act in all matters not otherwise delegated. The President shall be one of the persons authorized to sign and counter-sign all appropriate orders on funds, contracts and agreements.

The President is one of the three (3) officers with the authority to authorize the disbursement of funds of the Chapter, which shall include the payment of all bills, revolving funds, and other special purpose funds, in accordance with the policies of the Local 521 Executive Board.
The President, with the consent of the Chapter Executive Board, shall appoint committee chairpersons and may create or disband special committees and define their tasks. The President shall give a full report of their activities at each regular Chapter Executive Board meeting and General Membership meeting.

The President is required to attend all Chapter meetings. If for any reason, the President is unable to attend a Chapter meeting, the President will notify a member of the Chapter Executive Board.

The President shall be an ex-officio member of all committees. He/she shall have the right to participate in debate; however he/she shall not have the right to vote on any committee motion unless it is to break a tie.

**Section 2 – Duties of the First Vice President**

In the temporary absence of the President, the First Vice-President shall assume the duties of the President. The First Vice-President shall be one of the three (3) officers with the authority to authorize the disbursement of funds of the Chapter, which shall include the payment of all bills, revolving funds, and other special purpose funds, in accordance with the policies of the Local 521 Executive Board.

The First Vice-President shall coordinate with the Chief Shop Steward in preparing informational packages for all stewards to assist them in recruiting members and keeping members informed. The First Vice-President shall be a member of the Steward Council. The First Vice-President is required to attend all Chapter meetings. If for any reason, the First Vice-President is unable to attend a Chapter meeting, the First Vice-President will notify a member of the Executive Board.

**Section 3 – Duties of the Treasurer**

The Treasurer shall be responsible for reporting on and monitoring the legacy Fresno County Chapter (Division) funds in accordance with the Local’s policies and procedures until the funds are exhausted. The funds of any such account or accounts can be drawn out only by an authorization signed by two (2) of the three (3) designated officers.

The Treasurer shall be one of three (3) officers with the authority to authorize the disbursement of funds of the Chapter and division funds, which shall include the payment of all bills, revolving funds, and other special purpose funds, in accordance with the policies of the Local 521 Executive Board.

The Treasurer shall coordinate the legacy Chapter’s financial records, including a record of all income and expenditures, in a manner prescribed by the Local 521 Executive Board.
Section 4 – Duties of the Secretary

The Secretary shall keep a correct record of the proceedings (minutes) of all Chapter Executive Board and General Membership meetings. The Secretary will be responsible for distributing a copy to all members present at the next scheduled meeting. The Secretary shall make the minutes available to any Chapter member. The Secretary shall also provide a copy of the minutes to Local 521 in accordance with these bylaws so that they may be archived. On direction from the Chapter Executive Board, the Secretary shall answer correspondence and communications in a timely manner. The minutes will be posted on the Local’s website no later than five (5) business days after they are approved by majority vote at the preceding Chapter meeting.

The Secretary shall file a copy of the minutes on the Local 521/Fresno Chapter webpage. The Secretary is required to attend all Chapter meetings. If for any reason, the Secretary is unable to attend a Chapter meeting, the Secretary will notify a member of the Chapter Executive Board. If the Secretary fails to appear the President will designate an attendee to accomplish that task for the duration of that meeting. The Secretary shall assist and coordinate services with the Division Recorders.

Section 5 – Duties of the Chapter Chief Shop Steward

There will be one (1) Chief Shop Steward position. The Chief Shop Steward, shall recruit new members, attend the Chapter Executive Board meetings and report the proceedings to their constituents, attend, oonduct and participate in the Shop Steward Council. The Chief Shop Steward shall coordinate the activities of the Shop Stewards. The Chief Shop Steward shall coordinate training for Shop Stewards, as directed by the Chapter Executive Board.

The Chief Shop Steward in coordination with the First Vice-President shall develop informational packets consisting of materials to assist the Shop Stewards in their duties. The Chief Shop Steward shall be required to attend all General and Chapter Executive Board meetings and other duties as assigned by the Chapter Executive Board. If for any reason, the Chief Shop Steward is unable to attend a required meeting, he/she must notify one of the members of the Chapter Executive Board.

Section 6 – Duties of the Division Vice-President

The Division Vice-President shall be the presiding officer of their respective division and shall preside over their respective divisions meetings; shall have general supervision with the consent of the Chapter Executive Board. Division Vice-Presidents shall give an oral report of his/her division activities at each regular Chapter Executive Board meeting and General Membership meeting.
Division Vice-Presidents are required to attend all Chapter Executive Board meetings and their respective division meetings. If for any reason, the Division Vice-President is unable to attend a Chapter meeting, the Division Vice President will notify a member of the Chapter Executive Board. The Division Vice-President shall also coordinate with Chapter Treasurer pertaining to all Division Funds.

Division Vice-Presidents may appoint committee chairpersons and may create or disband special committees within their respective divisions and define their tasks. Division Vice-Presidents shall be an ex-officio member of all division committees. The ex-officio member shall only have a vote in the event of a tie.

Section 7 – Duties of Division Senior Shop Steward

Division Senior Shop Steward shall be responsible for ensuring that worksite issues are addressed properly. They shall make certain that all Division Shop Stewards properly investigate and present worksite grievances within the timelines set by their employer. They shall also coordinate the efforts of other shop stewards within their respective division as it pertains to the enforcement of Memorandums of Understanding, policies, past practices and law. They shall have the responsibility to report all worksite issues to the Chief Shop Steward.

It shall be a requirement that a Division Shop Steward initiate and complete all the SEIU Local 521 Training Modules for Shop Stewards. Failure to complete all of the SEIU Local 521 Training Modules for Shop Stewards by the end of their first term will prohibit them from running for a second term.

Section 8 – Duties of Division Recorder

The Division Recorder shall keep record of the proceedings (minutes) of all division meetings. The Division Recorder shall be responsible for distributing a copy to all members present at the next scheduled Division Meeting. The Division Recorder shall provide a copy of the minutes to Local 521 within fifteen (15) days of the meeting(s) so they may be posted to the Chapter’s web page and archived.

The Division Recorder shall be the alternate to the Chapter Executive Board for their division in the event that the Division Vice-President or the Division Senior Steward is not available for a Chapter Meeting. When a Division Recorder is taking the place of a Division Vice-President or Division Senior Steward at a Chapter Executive Board meeting they shall have the right to vote in their place.
ARTICLE 7 – CHAPTER EXECUTIVE BOARD MEETINGS

Section 1 – Meeting Frequency and Notification

The Chapter Executive Board shall meet every other month. At the beginning of each calendar year, the Chapter Executive Board will schedule Chapter Executive Board meetings for that year. A schedule of the Chapter Executive Board meetings shall be provided to the Local 521 so that they may be posted to the Chapter’s webpage.

Section 2 – Executive Board Member Attendance

It is mandated that all Executive Board Members attend all Executive Board meetings. In the event a member of the Executive Board is absent for three (3) cumulative Executive Board meetings, within a calendar year, that member’s seat shall be declared vacant, subject to the procedures set forth in Article 14.

Section 3 – Official Directives

Any action taken by the Executive Board held pursuant to this Article shall prevail as the official ruling and directives of this Chapter as long as it does not violate any provision of these Bylaws.

Section 4 – Quorum

A quorum for the Chapter Executive Board meetings shall be fifty-percent plus one (50%+1) of the number of Chapter Executive Board members seats filled at that time, with at least two (2) of those who make up the quorum being at-large Chapter Officers.

If a quorum is not reached within thirty-minutes (30) of the meeting being called to order, the meeting shall be re-scheduled or canceled at the direction of the Chapter President.

Section 5 – Regular Order of Business

The regular order of business for the Chapter Executive Board meetings may include:

1. Roll Call / Determination of Quorum
2. Open Forum For Any Member
3. Approval of Agenda
4. Approval of Minutes
5. Officer Reports (President, First-Vice President, Treasurer and Chief Shop Steward).
6. Unfinished Business
7. New Business
8. Workplace / Member Reports
9. Local Union Executive Board Delegate Report
10. Committee & Political Reports
11. Staff Reports
12. Good and Welfare
13. Adjournment

Staff may report on agenda items, as well as special speakers. Committee reports or other reports may be in writing or maybe given orally.

Section 6 – Special Chapter Executive Board Meetings

The Chapter President shall be able to call special Chapter Executive Board meetings without prior written notice in such cases where s/he deems the time factor is of urgency and the issue demands immediate attention, or when s/he feels a strategic position of the Chapter would be lost by hesitation. S/he shall make a reasonable effort, i.e. email, telephone, to contact all Chapter Executive Board members. Minutes shall be presented for review at the following Chapter Executive Board meeting.

A quorum for a Special Chapter Executive Board Meeting shall be the same as a quorum for a Chapter Executive Board meeting. This shall be fifty-percent, plus one (50%+1) of the number of Chapter Executive Board members seats filled at that time. Two of these must be at-large officers of the chapter. If a quorum is not reached within thirty-minutes (30) of the meeting being called to order, the meeting shall be rescheduled or canceled at the direction of the Chapter President.

Section 7 – Official Minutes

The Secretary shall take the official minutes of the Chapter Executive Board and sufficient copies shall be made available for a vote of acceptance at the next Chapter Executive Board meeting.

Section 8 – Voting

A member of the Chapter Executive Board shall have only one vote on items before the Chapter Executive Board. All votes shall be cast in person.

Section 9 – General Members Addressing Executive Board

Any member shall have the right to address the Executive Board during the “Open Forum” time of the meeting.

When a member wants the Executive Board to take action or address a specific issue, s/he shall make a request to any member of Executive Board to place an agenda item under the “New Business” section for the next Executive Board Meeting.
ARTICLE 8 – CHAPTER GENERAL MEMBERSHIP MEETINGS

Section 1 – Frequency and Notification

At the beginning of each calendar year, the Chapter Executive Board will schedule General Membership meetings for that year. A General Membership meeting shall take place at least four (4) times annually, at such time and place as the Chapter Executive Board may designate. A schedule of the Chapter General Membership Meetings shall be provided to the Local 521 so that they may be posted to the chapter’s webpage. The General Membership shall be notified of such meeting time and place at least seven but not more than fourteen (7-14) calendar days prior to the meeting.

Section 2 – Purpose

The purpose of General Membership meetings are to inform union members on current activities and status, what the union’s top priorities are at the time, and allow members to voice their opinions/concerns to the general members and members of the executive board.

Members are entitled to attend these meetings and may vote on any matter that comes before the group according to the Fresno County Bylaws.

Section 3 – Special General Membership Meetings

The Chapter Executive Board is authorized to call a Special General Membership meeting at any time that the Chapter Executive Board deems it necessary with at least fifteen (15) calendar days advance written notice and with the purpose, time and place noted.

Section 4 – Member Request for a General Membership Meeting

Whenever five percent (5%) of the General Membership submits a written petition of signatures and requests a General Membership meeting, the President must call the meeting within seven but no more than fourteen (7-14) calendar days after receiving the request. The General Membership must be notified, at least seven (7) calendar days prior to the meeting, of the time, date, place and purpose of the meeting.

Section 5 – Executive Board Members Attendance

Executive Board members are expected to attend all General Membership Meetings. Executive Board Membership should be prepared to report on board activities.

Section 6 – Running of General Membership Meetings

When conducting a General Membership Meeting the highest ranking At-Large Elected Executive Board Member will preside over the meeting.
Section 7 – Regular Order of Business

The regular order of business for General Membership meetings may include:

1. Roll Call of Executive Board Members
2. Open Forum
3. Presentation of Minutes
   a. Most recent Chapter Executive Board meeting
   b. Most recent General Membership meeting
   c. Any intervening special meetings
4. Treasurer's Report
5. Committee Reports
6. Opportunity for Member Input & Reporting
7. Topic of Discussion/Action or Training
8. Adjournment

Staff as well as special speakers may report on agenda items. Committee reports maybe given orally or written

Section 8 – Voting

There shall be no proxy, write in or absentee votes at any meeting. All votes shall be cast in person.

ARTICLE 9 – MERGING EXECUTIVE BOARD & GENERAL MEMBERSHIP MEETINGS

It shall not be the regular order of business for Executive Board Meetings and General Membership Meeting to be combined. If a need should arise do to extenuating circumstance then they may only be combined in accordance with the “Special Meetings” clauses of these bylaws.

ARTICLE 10 – DIVISION GENERAL MEMBERSHIP MEETING

Division meetings including frequency and topics shall be left up to the Division Vice-President, Senior Shop Steward and Division Recorder to decide. When a meeting of the Division is requested by a minimum of fifteen (15) members in writing it will be announced and will take place within seven but no more than fourteen (7-14) calendar days of the written request.
ARTICLE 11 – OFFICER ELECTIONS

Section 1 – Term of Office

The term of office shall be three (3) years.

An election will be held prior to September so that officers may be seated by the start of that term, no later than September 15.

Section 2 – Nominations

Nominations for the Officers shall be made in the month preceding the election period. Notice to the General Membership regarding nominations will be made seven (7) to fourteen (14) Calendar Days prior to the nomination period being open. The nomination period will be for a minimum of ten (10) working days. To have their name placed on the ballot a member may self-nominate or be nominated by another member and sign a Statement of Consent to Serve, which must be submitted by the end of the nomination period.

Section 3 – Eligibility

A member may not simultaneously hold more than one (1) Chapter Executive Board position. A person shall be eligible for nomination who meets the following criteria:

- Has been a member in continuous good standing in the Local Union for at least two (2) years at the time of nomination.

- The person is in compliance of the SEIU Code of Ethical Practices; refer to SEIU Local 521 Constitutional Bylaws, Appendix #1, page 24.

Section 4 – Voting

Voting shall take place at all main worksites and during each shift, if applicable. An ongoing ballot box shall be located at the local Fresno Union Officer during business pursuant to procedures recommended by the Chapter Election Committee and adopted by the General Membership. All ballots shall be retained in accordance with Local Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose.

Section 5 – Declaration of Election

The candidate receiving a plurality of the votes for that office shall be declared elected. Ties shall be decided by a one flip of a coin administered by the Election Committee Chair and observed by both candidates.
Section 6 – Fair Election

Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of ballots. No local union staff, no chapter funds, no division funds, resources or mailing lists will be used to assist any member’s candidacy. Only Chapter members in “good standing” may recruit candidates, participate, endorse or contribute within Chapter elections.

ARTICLE 12 – SUCCESSION OF CHAPTER AND DIVISION OFFICERS

Section 1 – At-Large Officers

In the event of a vacancy, at-large officers will succeed each other in the following order:

Chapter First Vice-President shall succeed Chapter President, Chapter Treasurer shall succeed Chapter First Vice-President, Chapter Secretary shall succeed Chapter Treasurer, and Chapter Chief Shop Steward shall succeed the Secretary. When the Chapter Chief Shop Steward position becomes vacant due to succession or resignation an election will be held.

Section 2 – Division Officers

In the event of a vacancy, Division Officers will succeed each other in the following order:

Division Shop Steward shall succeed Division Vice President; Division Recorder shall succeed the Division Shop Steward. When the Division Recorder position becomes vacant due to succession or resignation, the Division Vice President will have the authority to appoint someone to the position with the approval of the Chapter Executive Board.

ARTICLE 13 - CHAPTER ELECTION COMMITTEE

Section 1 – Purpose and Term

Prior to the nomination of Chapter Officers and Executive Board, an Election Committee of three (3) to five (5) members shall be chosen by the Chapter Executive Board. At a General Membership Meeting at least two months prior to an election cycle, volunteers to serve on the Election Committee shall be requested. A list of those names will be submitted to the Executive Board for selection to serve on the Election Committee. The Election Committee shall rule on the qualifications of each nominee and certify them for the upcoming election.
The Election Committee shall be a standing committee of the Chapter.

Section 2 – Nominations

The specific duties of the Election Committee, in coordination with Local Union staff shall be to:

- Produce, maintain and interpret the policy and procedures of the election;
- Conduct the affairs of the election;
- Act as judge in all matters arising from the election procedures;
- Be responsible for the tabulation of the results of the election;
- Certify the results of each election to the Chapter Executive Board and the General Membership;
- Investigate election appeals and decide on them, including requiring new elections where they determine procedures have been violated.
- The Election Committee will have up to fourteen (14) Calendar days to certify the nominees and begin the election process.

Section 3 – Ineligibility for Election Committee

Seated members of the Election Committee may not be a candidate for or a member of the Executive Board.

ARTICLE 14 – RECALL OF AT-LARGE CHAPTER OFFICERS

Section 1 – Procedures

An At-Large Officer may be removed from office at a recall meeting called by the Chapter Executive Board upon receipt of a written petition of twenty-five percent (25%) of the General Membership in good standing.

Local 521 Union Staff shall have thirty (30) calendar days to certify that all signatures on the petition are from members in good standing. Local 521 Union staff shall distribute a “Notice of Recall” to the General Membership which states the time and place of the recall meeting. Notice must be distributed fourteen (14) Calendar Days prior to the meeting.

Section 2 – The Petition

The petition must be headed "Recall Petition" and must specify, on each page, the name of the person to be recalled, the specific charge(s), and the position from which they are being recalled. There shall be a thirty (30) calendar day time frame within which to collect signatures and file the recall petition. The Petition will provide for each member signing an area for member signature, members printed name, job classification and date of signature.
Section 3 – Recall Meeting

No business other than the recall shall be conducted at this meeting. No action can be taken at the recall meeting unless twenty-five percent (25%) of the General Membership in good standing are present. The recall vote shall be by secret ballot and shall require a two-thirds (2/3) majority of those voting to remove the elected official from office.

Section 4 – Opportunity to Address

The person designated for recall shall be afforded an opportunity to address all charges being made against them at the recall meeting prior to the recall vote.

ARTICLE 15 – RECALL OF DIVISION OFFICERS

Section 1 – Procedures

A Division Officer may be removed from office at a recall meeting called by the Chapter Executive Board upon receipt of a written petition of twenty-five percent (25%) of the Members in the Division that are in good standing.

Local 521 Union Staff shall have thirty (30) calendar days to certify that all signatures on the petition are from members in good standing. Local 521 Union staff shall distribute a “Notice of Recall” to the Division Membership which states the time and place of the recall meeting. Notice must be distributed fourteen (14) Calendar Days prior to the meeting.

Section 2 – The Petition

The petition must be headed "Recall Petition" and must specify, on each page, the name of the person to be recalled, the specific charge(s), and the position from which they are being recalled. There shall be a thirty (30) calendar day time frame within which to collect signatures and file the recall petition. The Petition will provide for each member signing an area for member signature, members printed name, job classification and date of signature.

Section 3 – Recall Meeting

No business other than the recall shall be conducted at this meeting. No action can be taken at the recall meeting unless twenty-five percent (25%) of the Division Membership in good standing are present. The recall vote shall be by secret ballot and shall require a two-thirds (2/3) majority of those voting to remove the elected official from office.
Section 4 – Opportunity to Address

The person(s) designated for recall shall be afforded an opportunity to address all charges being made against them at the recall meeting prior to the recall vote.

ARTICLE 16 – STEWARDS

Section 1 – Rights and Responsibilities of a Steward

The Steward has no greater rights than any other members of their unit. The following shall be the responsibility of a Steward:

- The Stewards should represent their members at General Membership Meetings.
- Subject to these Bylaws, in coordination with the Division VP and/or Senior Shop Steward the first line of contact with management and the membership is the Steward.
- The Steward is responsible for the enforcement of all the applicable collective bargaining agreements.
- Stewardship requires no conflict interests between the Local Chapter and the Steward.
- The Steward is responsible to attend all Steward Council meetings.
- Stewards serve at the satisfaction of the Division Vice President and Division Senior Shop Steward.
- The Steward shall work to advance the vision, causes and issues of the Local Chapter among the membership.

Section 2 – Duties of a Steward

In cooperation with the Local 521 Executive Board and staff, Stewards shall develop and work to implement a plan to advance the goals and vision of the Local Chapter. They shall coordinate their work with the Division Vice President and Division Senior Shop Steward. This will include: reporting on all their activities at all Steward Council meetings and meetings with management. Stewards shall participate in formal grievance and disciplinary actions.

Section 3 – Steward Appointments

The Division Vice President and Division Senior Shop Steward shall determine the number of Stewards and the allocation of Stewards within the Division. At any time, a member may request changes to Steward Appointments within the Division.
Section 4 – Steward Preparedness

The Division Shop Steward shall ensure that all stewards have copies of the Chapter, Local 521 Bylaws, SEIU International Constitution and Bylaws and all necessary working agreements and rules pertinent to their representative Division. Stewards shall also be provided a list of members in their Division. All newly appointed stewards shall be expected to complete SEIU Local 521 Steward Training by the end of their first year as steward.

Section 5 – Steward Council

The Steward Council shall consist of all Shop Stewards from each Division. The Council shall be chaired by the Chapter Chief Shop Steward or the Chapter First Vice President. The Steward Council is an advisory council that makes recommendations to the Chapter Executive Board.

Section 6 – Removal of a Steward

A steward may be removed at the discretion of the Division Vice President with the consent of the Division Senior Shop Steward.

ARTICLE 17 – COLLECTIVE BARGAINING

Section 1 – Authority

The Bargaining Team will be responsible for negotiating all appropriate Chapter and Division General Master Memorandums of Understanding (MOU) with Fresno County. The Bargaining Team may reach agreement with Fresno County, subject to final ratification or rejection by the General Membership.

In matters that are of concern to a specific Division, Bargaining Team Members shall convene and negotiated as one sub-committee.

Section 2 – Structure of the Negotiation Committee

The Bargaining Team shall consist of the following: the Chapter President, the Chapter First Vice President, the Chapter Secretary, the Chapter Treasurer, the Chapter Chief Shop Steward, the twelve (12) Division Vice Presidents, twelve (12) Division Senior Shop Stewards.

In situations where a Division Vice President or Division Senior Shop Steward chooses not to participate on the Bargaining Team Negotiation Committee, the Division Recorder shall be the alternate for the vacant seat.
Section 3 – Surveying of Membership

The Bargaining Team shall survey the General Members before entering into any negotiations. The General Members will meet to review, discuss and approve opening proposals at a Special General Membership Meeting called by the Chapter Executive Board.

Section 4 – Ratification or Rejection Votes

Ratification Votes shall take place at work sites (to include 24 hour facilities, a polling time shall be scheduled during each shift) and an ongoing ballot box that shall be located at the Local 521 Chapter Union office during business hours. All ballots shall be retained in accordance with Local 521 Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose. Ratification votes shall be separate from Strike Votes.

Section 5 – Strike Votes

A Strike Vote shall take place at work sites (to include 24 hour facilities, a polling time shall be scheduled during each shift) and at an ongoing ballot box that shall be located at the Local 521 Union office during business hours. All ballots shall be retained in accordance with Local 521 Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose.

Section 6 – Vote To Extend Expired Memorandum of Understanding

A vote to extend an expired Memorandum of Understanding shall take place at work sites (to include 24 hour facilities, a polling time shall be scheduled during each shift) and at an ongoing ballot box that shall be located at the Local 521 Union office during business hours. All ballots shall be retained in accordance with Local 521 Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose.

ARTICLE 18 – AMENDMENTS AND CONTRAVENTION

When any part of these Bylaws is judged as voided for any reason, including conflict with the International Constitution and Bylaws, or the Bylaws of the Local Union, then all remaining parts will continue to be valid and in effect.

In the event of invalidation of any section of these Bylaws, the Chapter Executive Board shall meet to revise that section in order to bring it into conformance with the Local and International Bylaws.

A member may bring proposed bylaws amendments to a Chapter Executive Board or General Membership meeting. The proposed amendment(s) shall be referred to the
Chapter Executive Board for review and consideration. The Chapter Executive Board may recommend changes, approval or disapproval of amendments. The Chapter Executive Board will present its recommendation(s) to the General Membership. The General Membership shall approve or disapprove of any amendments.

The General Membership shall vote on proposed revisions at a Special General Membership Meeting. This meeting shall be called within fourteen (14) working days. All votes to revise these Bylaws shall be by simple majority fifty-percent, plus one (50%+1) of those attending the Special General Membership Meeting.

Approval of any Bylaws amendment shall be submitted to the Local 521 Executive Board for final approval (Article 12, Section 3, Guidance for Chapter Governance, Local 521 Constitutional Bylaws).

**ARTICLE 19 – PARLIAMENTARY AUTHORITY**

The parliamentary authority for all meetings of this chapter shall be Appendix 1 – Debate, of the SEIU Local 521 Constitutional Bylaws, copies of which will be available at every meeting.
APPENDIX 1: RULES TO GOVERN DEBATE - from SEIU International Bylaws

(SEIU Local 521 Approved Constitutional Bylaws Adopted on November 20, 2009 and Amended on January 1, 2013)

The following rules shall be used to govern debate unless the Local Union has adopted its own rules or regulations:

**Rule 1.** The regular order of business may be suspended by a vote of the meeting at any time to dispose of urgent business.

**Rule 2.** All motions (if required by the chair) or resignations must be submitted in writing.

**Rule 3.** Any conversation, by whispering or otherwise, or any other activity which is calculated to disturb or may have the effect of disturbing a member while speaking or disturb the conduct of the meeting or hinder the transaction of business shall be deemed a violation of order.

**Rule 4.** Sectarian discussion shall not be permitted in the meetings.

**Rule 5.** A motion to be entertained by the presiding officer must be seconded, and the mover as well as seconder must rise and be recognized by the chair.

**Rule 6.** Any member having made a motion can withdraw it with consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote.

**Rule 7.** A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

**Rule 8.** A motion shall not be subject to debate until it has been stated by the chair.

**Rule 9.** A member wishing to speak shall rise and respectfully address the chair, and if recognized by the chair, he or she shall be entitled to proceed.

**Rule 10.** If two or more members rise to speak, the chair shall decide which is entitled to the floor.

**Rule 11.** Any member speaking shall be confined to the question under debate and avoid all personal, indecorous or sarcastic language.

**Rule 12.** Attending meetings under the influence of liquor or any controlled substance not lawfully prescribed is basis for removal.
Rule 13. No member shall interrupt another while speaking, except to a point of order, and the member shall definitely state the point, and the chair shall decide the same without debate.

Rule 14. Any member who is called to order while speaking shall be seated until the point of order is decided, after which, if decided in order, such member may proceed.

Rule 15. Any member who feels personally aggrieved by a decision of the chair may appeal such decision to the body.

Rule 16. When an appeal is made from the decision of the chair, the Vice President shall act as Chairperson; the appeal shall be stated by the chair to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this Union?" The member will then have the right to state the grounds of appeal and the chair will give reasons for its decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to overrule the chair.

Rule 17. No member shall speak more than once on the same subject until all who wish to speak have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without consent of a two-thirds vote of all members present.

Rule 18. The presiding officer shall not speak on any subject unless such officer retires from the chair, except on a point of order or to make an official report or give such advice and counsel as the interests of the organization warrant. In case of a tie the presiding officer shall have the deciding vote.

Rule 19. When a question is before the meeting, no motion shall be in order except:
   1. To adjourn;
   2. To lay the question on the table;
   3. For the previous question;
   4. To postpone to a given time;
   5. To refer or commit;
   6. To amend.

These motions shall have precedence in the above order. The first three of these motions are not debatable.

Rule 20. If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall be put as follows:
   1. Amendment to the amendment.
   2. Amendment.
   3. Original proposition.
Rule 21. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

Rule 22. A motion to adjourn shall always be in order, except:
   1. When a member has the floor;
   2. When members are voting.

Rule 23. Before putting a question to vote, the presiding officer shall ask, “Are you ready for the question?” Then it shall be open for debate. If no member rises to speak or the debate is concluded, the presiding officer shall then put the question in this form: “All in favor of this motion say ‘aye’; and after the affirmative vote is expressed, ‘Those of the contrary opinion, say ‘no’.” After the vote is taken, the presiding officer shall announce the result in this manner: “It is carried [or lost] and so ordered.”

Rule 24. Before the presiding officer declares the vote on a question, any member may ask for a division of the house. The chair is required to comply with this request. A standing vote shall thereupon be taken.

Rule 25. When a question has been decided it can be reconsidered only by two-thirds vote of those present.

Rule 26. A motion to reconsider must be made and seconded by two members who voted with the majority.

Rule 27. A member ordered to be seated three times by the chair without complying shall be debarred from participating in any further business at that session.

Rule 28. All questions, unless otherwise provided, shall be decided by a majority vote.

Rule 29. The presiding officer of the meeting shall enforce these rules and regulations and may direct that members be removed from the meeting for violation of these rules.

ORDER OF BUSINESS
   1. Opening.
   2. Roll call of officers.
   3. Reading of minutes of the previous meeting.
   4. Applications for membership.
   5. Initiation of new members.
   6. Communications and bills.
   7. Reports of officers, executive board and committees.
   8. Unfinished business.
  10. Good and welfare.
  11. Adjournment.
BYLAWS REVISION TIMELINE

- Original Bylaws Adopted: June 7, 2012
- Revisions Approved by Executive Board: August 25, 2015
- Adopted by Membership: January 7, 2016