
Service Workers Local 715
SEIU, AFL-CIO/CLC

CITY OF REDWOOD CITY CHAPTER BYLAWS



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TABLE OF CONTENTS

Article I - Name and Jurisdiction	1
Article II – Structure	1
Article III - Chapter Council	1
Article IV - Officers and Delegates	2
Article V - Chapter Elections	4
Article VI – Recall	6
Article VII – Meetings	6
Article VIII – Stewards	7
Article IX - General Negotiating Committee	9
Article X - Ratification/Strike Votes	10
Article XI - Standing Committees	10
Article XI - Amendments and Contravention	11

Article I - Name and Jurisdiction

Section 1

The Redwood City Chapter is a recognized Chapter of Service Workers Local 715, SEIU, AFL-CIO and complies with all Bylaws of Local 715, and hereby incorporates such Bylaws as its own.

Section 2

The jurisdiction of the Redwood City Chapter shall be all workers employed by the City of Redwood City, with the exception of Management.

Article II - Structure

Section 1

The structure of this Chapter shall consist of a general membership and a Chapter Council.

Section 2

Any policy decision made by the Council which directly affects the general membership shall be printed and distributed to the membership at the next general membership meeting pursuant to Article VII, Section 2.

Article III - Chapter Council

Section 1

The Chapter Council shall consist of Chapter Officers, the Chief Steward, location Stewards and Alternates, the Public Relations Officer, and the Delegate and Alternate to the Local 715 Executive Board. If a member of the Redwood City Chapter is also a Delegate or Alternate to the Central Labor Council, he/she shall be considered a member of the Chapter Council as well. The Chapter Chairperson shall preside over the Chapter Council.

Section 2

The Chapter Council shall meet at least once in each month at a scheduled time and place known to the membership. Special meetings of the Chapter Council can be called by the Chapter Chairperson at any time. Minutes of regular and special meetings shall be recorded and presented in writing at the next regular Council meeting.

Section 3

A majority of the Chapter Council shall comprise a quorum. The Council Chairperson shall cause an agenda to be presented for each meeting of the Chapter Council prior to that meeting and, whenever possible, a copy of the agenda shall be distributed with the notice of the meeting to all Council members.

In the event any Officer or Delegate or Alternate fails to attend three consecutive Council meetings without excuse, the Chairperson shall declare that member's seat vacant. In the case of stewards, their representation shall be notified of their absence.

Article IV - Officers and Delegates

Section 1

The Officers of this Chapter shall be a Chairperson, a Vice Chairperson, a Secretary-Treasurer, and a Public Relations Officer. Each of these Officers shall be a member of the Chapter Council.

Section 2

The Chairperson shall be the presiding Officer of the Chapter and shall preside over all general membership meetings; shall have general supervision of the work of the Chapter in accordance with the Bylaws; shall have authority to act in all matters not otherwise expressly delegated. The Chairperson shall be one of the persons authorized to sign all checks and counter sign all orders on funds, contracts and agreements; shall appoint the Chairperson or Co-chairpersons for all standing committees and may appoint the members of such committees after consultation with the Chairperson or Co-chairpersons with the approval of the Chapter Council by simple majority. The Chairperson shall be empowered to appoint special committees, when authorized by

the Chapter Council, define their tasks and appoint the members in the same fashion as for standing committees. The Chairperson shall give a full report of his/her activities at each regular meeting and general membership meeting.

Section 3

The Vice Chairperson shall perform the duties of the Chairperson in his/her absence and shall assist the Chairperson in the operation of all the affairs of the Chapter; shall succeed the Chairperson if the Chairperson is unable to complete the term; shall be empowered to counter-sign checks in the absence of the Chairperson or Secretary-Treasurer.

Section 4

The Secretary-Treasurer shall keep a correct and accurate record of proceedings of all regular and special Chapter Council and general membership meetings of the Chapter and shall present them to the Local Union for typing and distribution at least 1 week before the next meeting. He/she shall attend to all correspondence in connection with the Chapter affairs, make necessary arrangements for meetings. As Treasurer, shall keep an accurate account of all receipts and disbursements of the monies of the Chapter, if such monies exist. Said monies shall be deposited in a local bank and may be drawn only when a check upon the account is signed by the Treasurer and counter-signed by the Chairperson or, in his/her absence, the Vice Chairperson after appropriate confirmation by the Local Union Executive Board.

Section 5

The Public Relations Officer's duties shall involve assuring community publicity and internal communication for the Chapter. He/she shall be the Chairperson of the Organizing Committee.

Section 6

It shall be the policy of this Chapter that the Delegate to the Executive Board of the Local shall attend all meetings of the Executive Board. When a Delegate must be absent from such a meeting, he/she shall diligently attempt to reach the elected alternate to attend in his/her place. The Delegate shall also be required to attend General Membership and Chapter Council meetings, to report on their activities.

Article V - Chapter Elections

Section 1

The term of elected office shall run from January 1 through December 31 of each year.

Section 2

Nominations for all officers shall be made at a regular or special meeting of the Chapter held at least two months before the expiration of their terms. At least fifteen (15) days notice shall be given to the membership prior to the nomination meeting.

Nominations shall be made at the nomination meeting from the floor, or by petition signed by at least five members in good standing. All nominations shall be presented to the Secretary-Treasurer no later than sixty (60) days before the expiration of terms.

Section 3

No member shall be a candidate for more than one officer position at a time. A member may, however, run for and simultaneously hold positions of Delegate or Alternate and one officer position. In the absence of candidates for Alternate Delegate, the candidate for Delegate who is not elected but has the next highest vote total shall be Alternate.

Section 4

A person shall be eligible for nomination and may serve as an elected Officer who has been a member in continuous good standing in the Chapter for at least six (6) months immediately preceding the nomination. Except that the Delegate and Alternate Delegate to the Local 715 Executive Board must be a member in continuous good standing in the Chapter for at least two years immediately preceding the nomination.

Section 5

By September 30 of each year an election committee of at least three members shall be appointed by the Chapter Chairperson with confirmation of the Chapter Council.

Such committee shall rule on the qualifications of nominees, and certify them for the upcoming election. The duties of the election committee shall be to:

- A. Conduct the affairs of the election;
- B. Validate the qualifications of the nominees;
- C. Act as initial judge in all matters arising from the election procedures;
- D. Be responsible for the tabulation of the results of the election;
- E. Certify the results of the election.

No member of the election committee may be a candidate for office.

Section 6

The Union office shall prepare printed ballots for the election containing, for each contested office, the name of each candidate in alphabetical order, together with the candidates' occupation and department. In the event of an uncontested office, a unanimous ballot will be cast by the Chairperson of the election committee. No Local Union or Chapter funds shall be used in favor or opposition of any candidate.

Section 7

The election of officers and delegate and alternate shall take place in November. Balloting shall be conducted on worksites pursuant to procedures recommended by the Election Committee and adopted by the membership. Such procedures shall include a provision that allows reasonable time and convenience for members to cast their ballots. It shall further provide that ballot boxes shall be held by non-bargaining unit persons, such as the Local Union Officers, Trustees and staff.

Section 8

Voting shall be by members in good standing of the Chapter. A member in good standing shall be defined as one who has paid his/her current dues obligation.

Section 9

Membership in the Union will be verified by Local 715 staff and certified by the Election Committee before members may be seated and allowed to vote.

Article VI - Recall

Section 1

An officer or delegate may be removed from office at a recall meeting that shall be called when a written petition requesting such a meeting by 20% of the membership of the Chapter is presented to the Chairperson.

A notice of a recall meeting shall then be given to each member by the Secretary-Treasurer stating the time and place of the recall meeting. The notice must be out at least ten (10) days prior to the meeting.

Section 2

The petition must be headed "Recall Petition" and must specify the person to be recalled and the charge.

Section 3

No action can be taken at the recall meeting if a quorum is not present. The recall vote shall be by secret ballot and shall require a two-thirds majority of those voting to remove the elected official from office.

Article VII - Meetings

Section 1

A general membership meeting of the Chapter shall take place at least four times annually at such time and place as the Chapter Council may designate.

Section 2

Any action taken by the membership at a general membership meeting, pursuant to this Article, shall prevail as the official policy and directives of the Chapter.

Section 3

A quorum for a general membership meeting of the Chapter shall be 10% of the members in good standing.

Section 4

The Chapter Council is authorized to call a special membership meeting at any time the Council deems it necessary, with a least five (5) days advance written notice and with the purpose, time, date and place noted.

Section 5

Whenever 10% of the membership in good standing request in writing a special membership meeting, the Chairperson must call a membership meeting within thirty (30) days after receipt of such a request. The membership must be notified in writing five (5) days prior to the meeting of the time, date, place and purpose of the meeting.

Section 6

The Chapter Chairperson shall be able to call special Chapter Council meetings without prior written notice in such cases where he/she deems the time factor is of urgency and the issue demands immediate attention, or when he/she feels a strategic position of the Chapter would be lost by hesitation. He/she shall make a reasonable effort to contact all Chapter Council members. Minutes shall be read at the following Chapter Council meeting.

Article VIII - Stewards

Section 1

Stewards shall be elected by the members in each Steward representation area. Representation areas shall be determined by the Chapter Council.

Section 2

Stewards may also hold elected offices in the Chapter.

Section 3

The Steward has no greater rights than any of the members of his/her unit. The responsibilities of Stewardship, however, do outweigh those of ordinary membership.

- A. In the absence of the members, the Steward represents his/her unit in all meetings of the Union.
- B. Subject to these Bylaws, the first line of contact with Management is the Steward.
- C. The Steward is responsible for the enforcement of all applicable collective bargaining agreements in his/her unit.
- D. Stewardship requires complete subordination of all interests to those interests that represent the highest good to the members of his/her unit.

Section 4

Any Steward may be replaced at any time by simple majority vote of members in the Steward's unit. The Chapter Council has no jurisdiction to replace a Steward, but shall notify the members in the appropriate Steward unit when their Steward has missed three (3) consecutive meetings of the Chapter Council.

Section 5

Steward elections can be by any procedure acceptable to the members in that unit, pursuant to the Bylaws and policies of the Local Union. Questions of procedures in Steward elections shall be referred to the Election Committee for a written report at the next scheduled Chapter Council meeting and then to the membership at a general membership meeting. It is the responsibility of the Chief Steward to certify in writing to staff all new Stewards/Alternates.

Section 6

All Stewards shall have copies of the Chapter, Local and International Constitution and Bylaws and all necessary working agreements and rules pertinent to their representation units available at all times.

Section 7

The Alternate Steward shall fill all functions of the Steward in the Steward's absence, including attending meetings of the Chapter Council and voting on all issues before the Chapter Council.

Section 8

The Stewards shall annually elect a Chief Steward from their ranks. An Alternate Chief Steward may also be elected.

Section 9

The Chief Steward shall be the resource person for the Stewards of the department, as well as the coordinator. The specific duties of the Chief Steward are:

- A. To participate in Step 2 grievance meetings.
- B. To replace unavailable Stewards at Step 1 of the grievance procedure or informal meetings.
- C. To attend sectional, divisional or departmental meetings when requested by the Steward or appointed by the Chapter Chairperson.
- D. Shall be the Chairperson of any specific Steward meetings.
- E. To serve as a member of any Steward's Training Committee set up by the Local Union Executive Board.
- F. To informally discuss with unit members any potential needs for steward elections in their specific units.
- G. To hold Elections of Stewards and to report results to the Chapter Council and all affected members.

Article IX - General Negotiating Committee

Section 1

The Chapter Council shall determine the structure of a General Negotiating Committee subject to the approval of the general membership within the collective bargaining agreement.

Section 2

Negotiating Committee representatives shall be voted on by the members in the area to be represented.

Section 3

Negotiating Committee representatives must have been members in good standing of the Chapter for at least six (6) months prior to the election.

Article X - Ratification/Strike Votes

Section 1

Votes to strike, votes to ratify a tentative agreement, and votes to authorize extension of work under an expired agreement must be by majority vote by secret ballot of those voting.

Section 2

Such votes shall take place at a meeting(s) expressly called for that purpose. The Election Committee, in coordination with the Negotiating Committee, shall determine the time and place of the meeting(s) in order to allow flexibility for different work shifts to vote.

At the meeting, voting shall be allowed only after the Negotiating Committee has presented the proposal(s) and made their recommendation(s).

Section 3

The Election Committee shall tally the votes and present the results only after all meetings have been held.

Article XI - Standing Committees

The Chapter Chairperson shall appoint the Chairs and members of the following standing committees, with the exception of the Organizing Committee Chairperson, which is specified in Section 1. The appointment of the Committee Chairs is subject to approval of the Chapter Council.

Section 1 - Organizing Committee

The Organizing Committee shall be responsible for keeping communication lines open within the membership and recruiting new members. During contract negotiations, the Organizing Committee take on the role of the Negotiations Support Committee to aid and support the Negotiating Committee in communicating with the membership. The Public Relations Officer shall be the chair of the Organizing Committee.

Section 2 - Bylaws Committee

The Bylaws Committee shall be convened as necessary to review the Bylaws of this Chapter and shall draw up and report proposed amendments to the Chapter in accordance with the Local Union Bylaws and policies.

Section 3 - Training Committee

The Training Committee shall work in conjunction with the Local Union's Executive Board Training Committee to discuss, recommend and participate in planning for training on a wide variety of subjects for members, stewards and officers of the Chapter and the Local Union.

Section 4 - Election Committee

The Election Committee is responsible to rule on the qualifications of nominees and to certify them for election. The members of this Committee shall be in place by September 30 of each year and shall serve one year. Appointment and duties of this Committee shall be in accordance with Article V, Section 5 of these Bylaws.

Article XI - Amendments and Contravention

Section 1

The Bylaws of this Chapter may be amended by a two-thirds vote of those attending a general membership meeting.