

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PROFESSIONAL SUPERVISORS ASSOCIATION

SALARIED EMPLOYEES ASSOCIATION

VEHICLE MAINTENANCE UNIT

BYLAWS



Approved by Chapter in April 2012

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SEIU LOCAL 521 PSA, SEA, AND VMU UNITS OF METRO DISTRICT

Section 1: PREAMBLE: The Professional Supervisors Association (PSA), Salaried Employees Association (SEA), and Vehicle Maintenance Unit (VMU) have joined together as one chapter with SEIU Local 521 to better strengthen their bargaining power for the members of the Santa Cruz Metropolitan Transit District (METRO).

Each unit will follow its own Bylaws and practices. The three (3) units will coordinate work through its Presidents and Vice-Presidents in a coordinated way.

Section 2: The METRO Chapter Executive Board delegate status shall be determined by combining all three units' chapter totals.

Section 3. All meetings shall be open to all members.

Section 4. Executive committee meetings may proceed into closed executive sessions at any time.

Section 5: The unit presidents and vice presidents will meet or "check-in" once every six months to review the bridged chapter (PSA, SEA, VMU), and provide each unit a copy of their minutes/agenda. They are invited to attend each other meetings but will be "non-voting".

Section 6: The METRO Chapter shall meet annually to collaboratively work on issues that affect the three (3) units. This meeting will be held at the Union office and shall take place in the month of September. This will be a general meeting and open to all members of the METRO units. They will also review the goals of the next year, priorities on how they can work together to build a stronger chapter.

Section 7: Any endorsements for elected officials or district officers shall be done with one person one vote of the METRO Chapter.

Section 8: Every effort will be made to avoid disagreements in the METRO practices/resources.

Section 9: Local Union delegate structure is defined by SEIU Local 521 Bylaws, Article X section 4 Small Chapter Executive Board Delegates. Composite Jurisdictions shall have meetings/correspondences to inform members in their representative areas on issues to be addressed to the Executive Board.

Section 10: The Delegate and Alternate to the Executive Board shall be elected in accordance to SEIU Local 521 Bylaws - Article VIII Election of Local Wide Officers, Executive Board Delegates and Trustees.

Section 11: Negotiating Team: The Negotiating Team for the bargaining units shall survey their members before entering into negotiations. The Committee shall prepare bargaining proposals and shall present the proposals for approval to the members at a meeting of the general membership which has been expressly called for that purpose. There shall be at least ten days advance notice of the meeting and approval of proposals shall be by majority vote of those attending the meeting. Negotiations update meetings shall be held as needed.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
PROFESSIONAL SUPERVISORS ASSOCIATION (PSA) BY-LAWS
SEIU Local 521, CTW/CLC**

ARTICLE I - NAME AND PURPOSE

SECTION 1

This organization shall be known as the Santa Cruz Metropolitan Transit District Professional Supervisors Association, SEIU Local 521, CTW/CLC, referred to hereinafter as the PSA.

SECTION 2

The specific and primary purposes for which the PSA is formed are:

- A) To provide a working, respected liaison between the PSA membership and the Transit District as a whole,
- B) To promote the general welfare of the PSA membership,
- C) To investigate and verify grievances and requests of PSA membership and to act as a negotiator in resolving such issues, and, D) To promote general cooperation and harmony between the PSA membership and the Transit District for the benefit of both parties.

SECTION 3

The PSA endorses a policy of non-discrimination which insures compliance with the Civil Rights Act of 1964 and the Equal Opportunity Act of 1972, and which removes artificial and unnecessary barriers which may discriminate on the basis of race, creed, color nationality, sex, religion, age, physical disability, or sexual orientation.

ARTICLE II - MEMBERSHIP AND DUES

SECTION 1

The voting membership of the PSA shall be composed of all supervisory employees of the SCMTD who are not in arrears of their dues.

SECTION 2

Dues shall be established by SEIU Local 521 to cover the cost of representation of the Union.

ARTICLE III - EXECUTIVE STRUCTURES

SECTION 1

The Board of Directors of the PSA, hereinafter referred to as the Board, shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Stewards as required under Article V, Section 1, Paragraph C. Subject to the provisions of Article IV, Sections 1 and 2, a majority of the elected Board members shall constitute a quorum for Board of Directors meetings.

SECTION 2

Duties of the Board - The Board shall meet regularly between the monthly general business meetings to carry on the day-to-day affairs of the PSA and to confer on all matters pertaining to the PSA. The Board must meet at least once a month, no more than fifteen (15) days and no less than seven (7) days before a regularly scheduled general business meeting of the PSA membership in order to prepare an agenda for that general meeting. The Secretary shall see to it that the agenda for the next business meeting shall be distributed to the membership no less than five (5) days prior to a regular PSA general business meeting. .

All actions taken by the Board in the name of the PSA shall be voted upon by the voting membership at the monthly general business meeting. The Board shall take no action on items reserved for decision by the general membership, as mentioned elsewhere in this document.

The Board shall also be the recipient of all 'grievance charges and be responsible for responding to same, with procedures to be developed through negotiations between the PSA and SCMTD.

ARTICLE IV - DUTIES OF INDIVIDUAL OFFICERS OF THE PSA BOARD OF DIRECTORS

SECTION I –The Chairperson

- The Chairperson shall preside at all meetings of the general membership, as well as all PSA Board meetings, and shall perform the function of spokesperson and representative should any matter require oral or in-person presentation.
- The Chairperson, with the approval of the Board, shall be responsible for assigning tasks, duties of committees and appointed positions as needed by the PSA.
- The Chairperson shall attend all SCMTD Board meetings, unless he/she appoints a substitute, and shall subsequently at the next PSA Board meeting give a report of the SCMTD Board meeting.

SECTION 2 – The Vice-Chairperson

- The Vice-Chairperson shall, in the absence of the Chairperson, or at the direction of the PSA Board, assume any and all duties of the Chairperson.

SECTION 3 – The Secretary

- The Secretary shall be responsible for recording and typing of all PSA correspondence.
- The Secretary shall keep all official documents and copies of all correspondence pertaining to the PSA and store same in a safe place.
- The Secretary shall keep the minutes of all regular business meetings and brief written records of elections procedures and all decisions made.

SECTION 4 – The Treasurer

- The Treasurer shall be responsible for collecting and dispensing of all funds.
- The Treasurer shall present a financial report to the PSA at each regular business meeting.
- Once the chapter funds are exhausted chapter funds are no longer available.

SECTION 5 – The Stewards

- The Stewards shall be responsible for distribution of input from their respective units to the PSA Board and for distribution of information from the PSA Board to the unit members.
- The Stewards shall attend all meetings of the PSA Board so as to offer advice and input.

ARTICLE V - ELECTIONS

SECTION 1

- A) Elections of officers of the PSA Board of Directors shall begin in the month of January where, at the regular January business meeting, nominations shall be made from the floor by PSA members. All nominations shall be recorded by the Secretary. Nominations shall be made in the order of: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Stewards. No member shall be eligible to run for more than one office in anyone elections.

- B) The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall run at large.
- C) There shall be one (1) Steward elected from the current Operations Division, one (1) from the current Administrative Division, with a minimum of one (1) Steward and a maximum of two (2) Stewards from each facility. Stewards shall be elected by the members in their Division/Facility.

SECTION 2

Following the completion of the nomination procedure, for purposes of coordinating the election, the current Board of Directors shall appoint a non-candidate PSA member to conduct the election process.

SECTION 3

The officers shall be elected by voting members of the PSA no later than thirty-one (31) days following the close of nominations.

SECTION 4

Voting shall be by secret ballot, either at a regular business meeting or by mail ballot. Fifty one percent (51%) of the votes cast shall elect. If no one candidate receives fifty one percent (51%) of the votes cast, a run-off election between the two top candidates for each office shall prevail. The run-off election must be completed within fourteen (14) days. If a tie is still the result then the current PSA Board will convene in emergency session to make a recommendation of candidates with a subsequent third ballot.

SECTION 5

The term of office for all PSA officers shall be one (1) year unless they should resign or are removed from office. If approved by a two thirds (2/3) vote of the membership, a fired, laid off or suspended officer may continue to represent the PSA.

SECTION 6

Any officer may be subject to removal from office when a petition requesting removal is signed by at least twenty-five percent (25%) of the membership and is submitted to the Secretary. The Secretary shall inform the Chairperson who shall agendize the petition request at the next regular business meeting. The question of removal shall be put before the membership, and the officer(s) shall be removed from office if approved by a two thirds (2/3) vote by secret ballot of the membership within fourteen (14) days of the membership meeting.

ARTICLE VI - MEMBERSHIP MEETINGS

SECTION 1

PSA general business meetings shall be held on the third Tuesday of every month.

PSA membership shall be notified in writing at least five (5) days in advance of the location, date and time of each general business meeting.

SECTION 2

PSA business meetings shall be conducted so as to follow the Rules to govern debate - from SEIU International Bylaws (see Appendix).

SECTION 3

Quorum voting shall be two-fold.

- A) Twenty percent (20%) of the active voting membership of the PSA shall constitute a quorum for the transaction of business concerning salary negotiations, dissolution, changes to the Contract or By-Laws amendments, and/or any PSA expenditures exceeding fifty dollars (\$50.00) and any other business.
- B) No quorum may exist in any event without at least the Chairperson, or Vice-Chairperson in the Chairperson's absence, and one (1) of the duly elected stewards attending the proceedings.

ARTICLE VII - ADOPTION OF, AMENDMENT TO, OR REPEAL OF BY-LAWS

SECTION 1

Any modifications/amendments to these By-Laws shall be presented in writing at a regular general business meeting for discussion, and shall be voted upon at the following general business meeting.

SECTION 2

Bylaws, or amendments thereto, shall be adopted, amended or repealed by a quorum of the voting members meeting the requirements of Article VI, Section 3, Paragraph A.

ARTICLE VIII - COMMUNICATIONS

SECTION 1

Inasmuch as is practical, all communications with the SCMTD or its representative shall be done in written form. Such communications, after having been rendered presentable, shall be delivered to the SCMTD or its representative by a PSA representative. Return written communications shall be received by the PSA Board and presented to the membership as soon as possible, but no later than the next general business meeting after receipt of same.

ARTICLE IX - COMMITTEES

SECTION 1

Committees restricted to internal PSA business shall be appointed by the Chairperson, with approval of the PSA Board of Directors.

SECTION 2

Committees involved in business with the SCMTD shall be, in accordance with Article 6, Section 3, elected by the membership of the PSA, or appointed by the Board of Directors with approval of the general membership.

SECTION 3

Standing Committees shall consist of, but are not limited to, the following:

A) Negotiating Committee: Shall consist of the Chairperson and at least two (2) PSA members.

B) Task Force Committee: Shall consist of at least two (2) PSA members.

ARTICLE X - VACANCIES

SECTION 1

A vacancy in any office may be filled for the remainder of the term by appointment of the Board of Directors or by election of the membership. The decision as to which process is used will be made by the general membership in accordance with Article 6, Section 3, Paragraph A.

ARTICLE XI - ELECTION OF EXECUTIVE BOARD DELEGATES

Executive Board delegate structure is defined by SEIU Local 521 Bylaws, Article X section 4 Small Chapter Executive Board Delegates. Composite Jurisdictions shall have meetings/correspondences to inform members in their representative areas on issues to be addressed to the Executive Board.

THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SALARIED EMPLOYEES ASSOCIATION (SEA) BYLAWS

ARTICLE I - NAME

This organization shall be known as the Santa Cruz Metropolitan Transit District Salaried Employees Association, SEIU Local 521, CTW/CLC and referred to hereinafter as SEA.

ARTICLE II - PURPOSE

The purposes for which SEA is formed are:

- To provide a liaison between employees and the District.
- To promote the general welfare of SEA.
- To promote good communication between members and the District.
- To engage in collective bargaining, grievance and disciplinary handling and all other such negotiations on behalf of the membership.
- To cooperate with and assist the Professional Supervisors Association (PSA), the Vehicle Maintenance Unit (VMU), and the rest of the Local with whom SEA has a shared interest in service and representation.
- To responsibly utilize the property and funds of SEA in order to achieve its objectives and meet its obligations.
- To promote general cooperation and harmony between employees and the District in the belief that both will benefit.

ARTICLE III - MEMBERSHIP AND DUES

SECTION 1 - Membership

The active voting membership of SEA shall be composed of all SCMTD employees in classifications represented by SEA who are not in arrears in payment of their dues.

SECTION 2 - Dues

Dues shall be established by SEIU Local 521, to cover the cost of representation of the Union.

ARTICLE IV - OFFICERS AND OFFICER DUTIES

SECTION 1 - Officers, Named

The officers shall be the president, vice-president, and secretary-treasurer.

SECTION 2 - President

- The president shall preside at all meetings of the membership.
- The president shall perform the function of spokesperson and representative should any matter demand oral or in-person negotiation.
- The president shall be responsible for assigning tasks, duties, committees, and appointed positions as needed by SEA.
- The president or his/her designee shall attend all District Board meetings on behalf of SEA.
- The president shall act as a liaison between SEA and other Local bargaining units.
- The president shall preside over all executive council meetings.

SECTION 3 - Vice-President

- The vice-president shall assume the duties of president in his/her absence.

SECTION 4 - Secretary-Treasurer

- The secretary-treasurer shall assume the duties of president in the absence of the president and vice-president.
- The secretary-treasurer shall be responsible for recording and coordinating all SEA correspondence with the District and other parties.
- The secretary-treasurer shall keep on file all official documents including SEA election results and copies of all correspondence pertaining to SEA.
- The secretary-treasurer shall prepare meeting agendas and record and transcribe meeting minutes according to Robert's Rules of Order. Revised.
- The secretary-treasurer shall distribute all written SEA materials, as appropriate, to the stewards for distribution to all SEA members.
- The secretary-treasurer shall safeguard all SEA funds. He/she shall make deposits, disburse monies (via check), and provide a monthly report of SEA's finances including fund balance, income and expenses. Funds will be disbursed as authorized by SEA membership.
- The secretary-treasurer shall, at the end of his/her term of office, turn over to his/her successor all books, monies, property, and other belongings of SEA.
- Once the chapter funds are exhausted chapter funds are no longer available.

ARTICLE V - STEWARDS AND STEWARD DUTIES

SECTION 1 - Stewards, Number

The maximum number of stewards shall be one steward per fifteen (15) employees per worksite.

SECTION 2 - Steward Duties

- Stewards shall listen to and thoroughly investigate the concerns of their co-workers.
- Stewards shall inform their co-workers about their legal and contractual rights on the job and shall assist in enforcing the Memorandum of Understanding with the District.
- Stewards shall, with the support of Local staff, represent their co-workers in investigations, grievances, and disciplinary hearings and assist their co-workers in addressing other workplace issues.
- Stewards shall organize and mobilize their co-workers to achieve the objectives and purposes of SEA and the Local.
- Stewards are responsible for distribution of all union-related correspondence to the members at their worksite and for relaying correspondence and member concerns from the worksite to the president for further consideration.
- Stewards shall complete Basic Steward's Training (as required in the "Shop Steward's Standards," adopted 6/24/03 by the Local) and shall make a reasonable effort to complete such follow-up training as is offered.

ARTICLE VI - COMPOSITION AND DUTIES OF THE EXECUTIVE COUNCIL

There shall be an executive council made up of the president, vice-president, secretary-treasurer and stewards. The executive council shall communicate regularly between general membership meetings to carry on the day-to-day affairs of SEA and to advise the president on all matters pertaining to SEA. The executive council shall prepare an agenda for each general membership meeting no more than ten working days and no less than five working days in advance of that meeting.

The stewards shall aid the president and other officers in decisions affecting SEA and represent the members at their respective worksites.

ARTICLE VII- COMMUNICATIONS

SECTION 1 - Official Communications

To the degree practicable, SEA communications with SCMTD management or the Board of Directors shall be done in written form. Such communication shall be delivered

to the District by the president. Return written communications shall also be received by the president and presented to the membership as soon as possible.

SECTION 2 - Unofficial Communications

A steward, officer or other elected SEA representative who has reason to communicate with SCMTD management, SCMTD board, the media, or other groups or individuals outside of his/her official capacity, or in a manner contrary to that specified in Section 1, is strongly advised to identify his/her comments as purely personal and without SEA sanction.

ARTICLE VIII - ELECTION OF OFFICERS, STEWARDS AND BARGAINING TEAM

SECTION 1 - Nominations and Term of Office

Elections for president, vice-president, secretary-treasurer, and worksite stewards shall begin at the general membership meeting in September when there shall be a call for nominations for each position.

The secretary-treasurer will record whether each nominated member accepts or declines his/her nomination and will contact those nominated in their absence to determine whether they wish to be placed on the ballot. The secretary-treasurer will continue to accept nominations for the next two (2) business days following the September general membership meeting.

No member shall be eligible to run for more than one officer position (president, vice-president, secretary-treasurer) per election. A member who is nominated for more than one officer position must declare which one of them he/she is running for prior to printing and distribution of the ballots.

Those elected to office shall begin their term on November 1st and hold office for one (1) year.

SECTION 2 - Bargaining Team Representatives

Nomination and election of two (2) bargaining team representatives and one (1) alternate shall take place at the same time and follow the same procedures as the officers and stewards above, except that bargaining team representatives will only be elected in the calendar year prior to the expiration of the contract.

Bargaining team representatives shall serve until a new Memorandum of Understanding has been ratified by the membership.

SECTION 3 - Balloting

Voting for president, vice-president, secretary-treasurer, and (if necessary) bargaining team representatives, shall be by secret pre-printed ballot prepared by the secretary-treasurer. A separate pre-printed worksite-specific ballot for the election of each worksite steward(s) shall also be prepared by the secretary-treasurer. All ballots shall

list the candidates for each position with the incumbent (if any) first, then alphabetically by last name. Write-in candidates are not permitted on any ballot.

Distribution of ballots, including two (2) envelopes for privacy, will be handled by the secretary-treasurer and stewards. Members must return completed ballots by mail to the office of the Local by the date and time specified. All balloting must be completed and the results tabulated by the election committee prior to the general membership meeting in October.

A simple majority of all members choosing to vote is required to elect the president, vice-president, and secretary-treasurer. The elected bargaining team representatives will be the top three (3) vote-getters selected by all members choosing to vote, with the person coming in third of the top three being the alternate. A simple majority of members choosing to vote at a worksite is required to elect a worksite steward. Where more than one steward is permitted at a worksite, the top vote-getters shall be elected.

SECTION 4 - Role of the Election Committee

The election committee is responsible for insuring that elections are conducted in a manner which is fair, democratic and in accordance with these bylaws. They shall see that all appropriate notices are served, that meetings are conducted appropriately and that all candidates for office are eligible as determined by the "Constitution and Bylaws" of SEIU, CTW/CLC. They shall approve the ballots prepared by the secretary-treasurer, oversee the tabulation of ballots cast by the membership and certify the results of the election. The election committee shall act as judge in all matters arising from the election procedures and shall hear all appeals and/or protests of the election.

The members of the election committee shall not be candidates for president, vice-president, secretary-treasurer, steward or bargaining team representative, nor shall they actively campaign for any such candidate. An election committee member who chooses to run for or to campaign for any of these positions shall be considered to have voluntarily resigned from the committee.

SECTION 5 - Recall of Officers and Officer Vacancies

An officer shall remain in office unless he/she resigns or is recalled from office by a simple majority of the members choosing to vote. A recall election, conducted via mail ballot, will be held no more than two weeks after a written recall petition is received by the president or other officer, provided that the petition lists specific reasons for dissatisfaction with the official performance of the officer or officers and is signed by at least ten percent of the active voting membership of SEA. The election committee is charged with verifying the legitimacy of a recall petition and with insuring that any subsequent recall election is conducted in a manner which is fair, democratic and in accordance with these bylaws.

A fired, laid-off, or suspended officer may not continue to hold office or to represent SEA. An officer who has missed three (3) consecutive unexcused general membership meetings shall have his/her position declared vacant.

Vacancies of officers for any reason in this Section shall be filled by a special election, conducted by mail ballot, for the unexpired term. A simple majority of all members

choosing to vote is required to elect a replacement officer. Ballots for the special election shall be prepared by the secretary-treasurer. The election committee is charged with insuring that all special elections are conducted in a manner which is fair, democratic and in accordance with these bylaws.

SECTION 6 - Recall of Stewards and Steward Vacancies

Steward recalls are governed by the "Shop Stewards Standards" (adopted 6/24/03 by the Local). A simple majority of members choosing to vote at a worksite is required to fill a vacant worksite steward position.

ARTICLE IX - ELECTION OF COMMITTEE REPRESENTATIVES

Committee elections shall be held at the general membership meeting in January of each year. At that time, members may volunteer to serve on a committee(s). If there are more volunteers than needed, the committee representatives shall be the top vote-getters elected to each position by a majority of the members present at the meeting. Committee representatives shall serve for a period of one (1) year.

All committee representatives are required to provide regular oral or written reports on committee activities to the membership and to act as a liaison between the membership and the committee. Failure to provide such reports or to satisfactorily represent the SEA may result in removal as committee representative by a majority vote of the members present at a general membership meeting.

Committee vacancies shall be filled by volunteers or election (as above) or through appointment by a simple majority of the executive council.

Committees, meeting schedules, and the number of SEA representatives needed include, but are not limited to:

- **Affirmative Action:** not currently active, one (1) member
- **BSAC/Bus Stop Advisory Committee:** monthly, one (1) member
- **EAP/Employee Assistance Program:** not currently active, one (1) member
- **Election Committee:** as needed, three (3) members
- **Labor Management:** monthly, one (1) member
- **MASTF/Metro Accessible Services Task Force:** monthly, one (1) member
- **Occupational Health and Safety Committee:** at least quarterly, one (1) member

ARTICLE X - ELECTION OF EXECUTIVE BOARD DELEGATES

Executive Board delegate structure is defined by SEIU Local 521 Bylaws, Article X section 4 Small Chapter Executive Board Delegates. Composite Jurisdictions shall have meetings/correspondence to inform members in their representative areas on issues to be addressed to the Executive Board.

ARTICLE XI - SEA MEETINGS

SECTION 1 - Schedule

General Membership meetings shall be held at noon on the second Wednesday of each month, unless determined otherwise by a vote of the membership at a general membership meeting. There shall be no general membership meeting in the month of December. All members shall be notified at least ten days in advance of any variation in this schedule.

The president shall be authorized to call a special membership meeting with less than ten days' notice when he/she believes that the situation is urgent and that time is of the essence. In such cases the president shall make a reasonable effort to contact the membership regarding this meeting. Minutes of the special membership meeting shall be taken by any member of the executive council and read at the next regular membership meeting.

SECTION 2 - Procedure

SEA meetings shall be conducted so as to follow the Rules to govern debate - from SEIU International Bylaws (see Appendix).

SECTION 3 - Quorum

Twenty percent (20%) of the active voting membership of SEA, either in-person or through a mail ballot, shall constitute a quorum for transaction of the following items of business: dissolution and changes to the MOU. A simple majority of all members choosing to vote in a mail ballot is required to authorize SEA expenditures exceeding \$100.00.

All other items of business (except Article XII - Bylaws) may be decided by a simple majority of those attending any general membership meeting, provided that the agenda specifying these items has been circulated to each active member at least five (5) working days in advance of that meeting.

Any member unable to attend a general membership meeting may request that voting be deferred on an item of business on the agenda until the next regular monthly meeting. Such requests must be submitted to the president in writing no less than 24 hours before the meeting and will be honored unless overruled by a majority of the executive council.

ARTICLE XII- ADOPTION, AMENDMENT, OR REPEAL OF BY-LAWS

By-laws or amendments thereto shall be adopted, amended or repealed by a simple majority of all members choosing to vote. Any modifications needed shall be processed by the executive council prior to their presentation to the membership for ratification. Once ratified by the membership, bylaws or amendments thereto shall be sent to the International for final approval.

THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT VEHICLE MAINTENANCE UNIT (VMU) BY-LAWS SEIU LOCAL 521, CTW/CLC

ARTICLE I - NAME AND PURPOSE

SECTION 1

This organization shall be known as the Santa Cruz Metropolitan Transit District (SCMTD) Vehicle Maintenance Unit Chapter, SEIU Local 521, CTW/CLC and referred to here-in-after as the Union.

SECTION 2

The specific and primary purposes for which the Union is formed are:

- A) To provide a liaison between employees and the District as a whole
- B) To promote the general welfare of the Union
- C) To promote good communications and cooperation between members and the District
- D) To air grievances and requests of members to the District and act as a negotiator to resolve such issues

ARTICLE II - MEMBERSHIP AND DUES

SECTION 1

The voting membership of the Union shall be composed of all SCMTD employees holding positions included in Appendix B of the Memorandum of Understanding between SCMTD and Vehicle Maintenance Unit, SEIU Local 521, who are not in arrears in payment of their dues.

SECTION 2

Dues shall be established by SEIU Local 521, to cover the costs of representation of the Union.

ARTICLE III - OFFICERS

SECTION 1

The officers shall be the President, the Vice-President, and the Secretary-Treasurer. The office of Secretary-Treasurer shall be separate or combined as the moods and needs of the Union dictate.

ARTICLE IV - DUTIES OF OFFICERS

SECTION 1 - President

The President shall preside at all meetings of the membership and shall perform the function of spokesperson and representative should any matter demand oral or in-person negotiation. The President shall be responsible for assigning tasks, duties, committee; and appointed positions as needed by the Union. The President is required to attend all District Board meetings unless he/she appoints a substitute. The President should maintain a liaison between the Union and all other District bargaining units. (*) The President shall preside over all Executive Council meetings.

SECTION 2 – Vice President

The Vice-President shall, at the request of the President, perform any and all duties assigned to the President. This includes, but is not limited to, acting as liaison between the Union and all other District bargaining units, acting as President in absence of the President.

SECTION 3 – Secretary-Treasurer

The Secretary-Treasurer shall assume the duties of President in the absence of the President and Vice-President. The Secretary-Treasurer shall be responsible for recording all Union correspondence to the District and other parties. The Secretary-Treasurer shall take charge of purchasing except when decided otherwise by the President. The Secretary-Treasurer shall present a financial report to the Union in January and July and upon request. The Secretary-Treasurer shall keep all official documents and copies of all correspondence pertaining to the Union and store in a safe place all files relating to the Union. The Secretary Treasurer shall keep minutes of meetings and a brief written record of election proceedings and results, and all decisions made. The Secretary-Treasurer shall distribute all written Union materials, as appropriate, to the Stewards for distribution to all Union members. Once chapter funds are exhausted chapter funds are no longer available.

ARTICLE V - ELECTIONS

SECTION 1

Election for officers shall begin in the month of January where at the regular meeting nominations shall be made from the floor by Union members. Nominations shall be for specific offices, i.e. President, Vice-President, and Secretary-Treasurer. The officers shall be elected by all voting members of the Union no earlier than 7 days and no later than 10 days after nominations have been closed. Officers shall take office on March 1st and hold office for one year.

SECTION 2

Voting shall be by secret ballot.

Elections for stewards shall take place at the same time as officer elections. The maximum number of stewards shall be one steward, per shift, per facility.

If a member is elected as a steward and an officer, he/she may hold both positions.

SECTION 3

The officers shall remain in office unless he/she resigns or is asked to leave by a majority of the membership. (*) A fired, laid-off, or suspended officer may not continue to represent the Union.

ARTICLE VI - MEETINGS

SECTION 1

Regular Union meetings shall be held quarterly (January, April, July, October) on the third Thursday of the month. Notice of meetings shall be circulated at least ten (10) days before the meeting.

Special meetings may be called by the Executive Council when deemed necessary, with at least five (5) days' notice of the purpose, date, time, and place of the meeting.

SECTION 2

VMU meetings shall be conducted so as to follow the Rules to govern debate - from SEIU International Bylaws (see Appendix).

SECTION 3

Twenty percent of the active voting membership of the Union shall constitute a quorum for transaction of the following items of business: dissolution, changes to the MOU, election of the Executive Council, election of the negotiations committee, amendments to the By-Laws, and Union expenditures exceeding \$50.00.

All other matters requiring a vote may be decided upon by 51 percent of the membership attending any regular meeting provided that an agenda specifying those matters has been circulated to each active member at least 5 days in advance of the meeting.

Any member unable to attend a regular meeting at which a vote is to be taken may request that a particular item be tabled until the next regular meeting. Such requests must be submitted to the President in writing no less than 24 hours before the meeting.

SECTION 4

There shall be an Executive Council made up of the President, the Vice-President, the Secretary-Treasurer, and one steward from each facility. The Executive Council shall meet regularly between regular Union meetings to carry on the day-to-day affairs of the Union and to advise the President on all matters pertaining to the Union. The Executive Council shall meet at least once quarterly, no more than 14 days and no less than 2 days before a regular meeting of the Union to prepare an agenda for the next Union meeting.

The Secretary-Treasurer shall see to it that the agenda for the next meeting is distributed to the stewards for distribution to the members no less than 5 days prior to a regular monthly meeting. All actions taken by the Executive Council shall be voted upon by the voting membership at the next regular meeting.

ARTICLE VII - ADOPTION, AMENDMENT, OR REPEAL OF BY-LAWS

SECTION 1

By-Laws, or amendments thereto, shall be adopted, amended, or repealed by a quorum of the voting members. Any modifications needed shall be processed through the Executive Council prior to their presentation to the membership for ratification.

ARTICLE VIII - VACANCIES

SECTION 1

All vacancies on the Executive Council (*) shall be filled by a special election for the unexpired- term.

ARTICLE IX - COMMUNICATIONS

SECTION 1

All communications with SCMTD Management or with SCMTD Board of Directors shall be done in written form. Such communications shall be delivered to the District by the President. Return written communications shall also be received by the President and presented to the membership as soon as possible. (*)

ARTICLE X - STEWARDS

SECTION 1

One steward will be elected by the membership within each facility to represent that facility as described in Article V, Section 2.

SECTION 2

Stewards shall serve for one (1) year.

SECTION 3

Stewards are responsible for distribution of all Union correspondence to the members in their facility and for relaying correspondence from their facility to the President for further consideration. (*)

SECTION 4

The stewards shall sit upon Executive Council to aid the President in decisions affecting the Union and to better represent their respective facilities.

ARTICLE XI - COMMITTEES (*)

SECTION 1

Committees (*) shall be elected by a majority of the members present at a regular membership meeting. Vacancies in these committees shall be filled by a special election at a regular membership meeting.

These committees are:

Negotiations Committee

- A. Shall consist of three (3) members to be elected by a quorum of the membership at the time of negotiations. There shall be one alternate.
- B. Shall serve for the period that covers negotiations.
- C. Shall include at least one member from the previous negotiating team.

Public Relations Committee

- A. Shall consist of one member.
- B. Shall serve for a one year term.

Employee Morale and Training Committee

- A. Shall consist of one elected member.
- B. Shall serve for a one year term.

Safety Committee

- A. Shall consist of one member from each facility.
- B. Shall serve for a one year term.

ARTICLE XI - ELECTION OF EXECUTIVE BOARD DELEGATES

Executive Board delegate structure is defined by SEIU Local 521 Bylaws, Article X section 4 Small Chapter Executive Board Delegates. Composite Jurisdictions shall have meetings/correspondence to inform members in their representative areas on issues to be addressed to the Executive Board.

APPENDIX 2
From SEIU Local 521 Bylaws

Rules to govern debate - from SEIU International Bylaws

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.
9. New business.
10. Good and welfare.
- 11 Adjournment.

METRO STRUCTURE CHART

